

2007

College of Allied Health and Nursing Student Handbook 2007-2008

Nova Southeastern University

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2007–2008 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 2007–2008. 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.

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Message from the President



Nova Southeastern University is Florida's largest independent university based on enrollment and the sixth largest independent institution in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that has now entered its fifth decade.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 26,000 students enrolled in 16 academic centers, with programs offered in 22 states and many foreign countries. The university boasts approximately 90,000 alumni.

The university's sustained growth is due, in large part, to its exploration of alternative strategies in educating professionals and its commitment to excellence in academics, clinical

training, community service, and well-rounded opportunities for all students. The essence of NSU is collaboration at all levels and with diverse partners.

As you pursue your studies at Nova Southeastern University, you are welcomed as a member of the university community. Along 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.

We look forward to a lifelong partnership with you, our student. The entire NSU community is dedicated to providing service and academic excellence to you as you continue on the road to graduation and your success in the new millennium.

Ray Ferrero, Jr.
President

**Overview of
Nova Southeastern University**



Overview of Nova Southeastern University

Mission Statement

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

University Administrators

Ray Ferrero, Jr., J.D.—President/CEO

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

Stephanie G. Brown, Ed.D.—Associate Vice President for Student Financial Services and Registration

Larry A. Calderon, Ed.D.—Vice President for Community and Governmental Affairs

Ronald J. Chenail, Ph.D.—Vice President for Research, Planning, and Governmental Affairs

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

David C. Dawson, B.B.A.—Executive Director of University Relations

Frank DePiano, Ph.D.—Vice President for Academic Affairs

Amy M. Goldstein, B.B.A.—Executive Director of Human Resources (Interim)

George L. Hanbury II, Ph.D.—Executive Vice President/Chief Operating Officer

W. David Heron, M.B.A., CPA—Vice President for Finance

Frederick Lippman, R.Ph., Ed.D.—Chancellor, Health Professions Division

Virginia McLain, M.S.—Vice President for Information Technologies and Digital Media

Deo Nellis, Ed.D.—Executive Director of Student Educational Centers

Robert S. Oller, D.O.—CEO of NSU Health Clinics

Donald E. Riggs, M.L.S., Ed.D.—Vice President for Information Services and University Librarian

John J. Santulli II, M.B.A.—Vice President for Facilities Management

Jay M. Tischenkel, B.Sc., R.Ph.—Executive Director of Development (Interim)

Brad A. Williams, Ed.D.—Dean of Student Affairs

Council of Deans

Jerome Chermak, Ed.D.—University School

Richard Davis, PA-C, Ed.D.—College of Allied Health and Nursing

Richard E. Dodge, Ph.D.—Oceanographic Center

Karen Grosby, M.Ed.—Center for Psychological Studies
 Joseph D. Harbaugh, LL.M.—Shepard Broad Law Center
 Harold E. Laubach, Ph.D.—College of Medical Sciences
 Edward Lieblein, Ph.D.—Graduate School of Computer and Information Sciences
 David S. Loshin, O.D., Ph.D.—College of Optometry
 Andrés Malavé, R.Ph., Ph.D.—College of Pharmacy
 Wendy Masi, Ph.D.—Mailman Segal Institute for Early Childhood Studies
 Randolph A. Pohlman, Ph.D.—H. Wayne Huizenga School of Business and Entrepreneurship
 Don Rosenblum, Ph.D.—Farquhar College of Arts and Sciences
 Anthony J. Silvagni, D.O., Pharm.D.—College of Osteopathic Medicine
 H. Wells Singleton, Ph.D.—Fischler School of Education and Human Services
 Robert A. Uchin, D.D.S.—College of Dental Medicine
 Honggang Yang, Ph.D.—Graduate School of Humanities and Social Sciences

Centers, Colleges, and Schools

- Center for Psychological Studies, (954) 262-5750
- College of Allied Health and Nursing, (954) 262-1205
- College of Dental Medicine, (954) 262-7319
- College of Medical Sciences, (954) 262-1301
- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- Farquhar College of Arts and Sciences, (954) 262-8000
- Fischler School of Education and Human Services, (954) 262-8500
- Graduate School of Computer and Information Sciences, (954) 262-2000
- Graduate School of Humanities and Social Sciences, (954) 262-3000
- H. Wayne Huizenga School of Business and Entrepreneurship, (954) 262-5000
- Mailman Segal Institute for Early Childhood Studies, (954) 262-6900
- Oceanographic Center, (954) 262-3600
- Shepard Broad Law Center, (954) 262-6100
- University School
 - Lower School: Grades Pre-K–5, (954) 262-4500
 - Middle School: Grades 6–8, (954) 262-4444
 - Upper School: Grades 9–12, (954) 262-4400

Professional Accreditations

- Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award associate's, bachelor's, master's, specialist, and doctoral degrees.
- Nova Southeastern University's Shepard Broad Law Center is a member of the Association of American Law Schools and is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (321 North Clark Street, 21st Floor, Chicago, IL 60610-4714; Telephone number: (312) 988-6738).
- The College of Osteopathic Medicine is accredited by the Bureau of Professional Education of the American Osteopathic Association and is a member of the American Association of Colleges of Osteopathic Medicine.
- The Doctor of Pharmacy Program is accredited by the Accreditation Council for Pharmacy Education, 311 West Superior Street, Suite 512, Chicago, IL 60610 (telephone number: (312) 664-3575, 800-533-3606; fax: (312) 664-4652.) The College of Pharmacy is a member of the American Association of Colleges of Pharmacy.
- The College of Optometry is accredited by the Council on Optometric Education of the American Optometric Association (243 North Lindbergh Avenue, St. Louis, Missouri; telephone number: 800-365-2219) and is a member of the Association of Schools and Colleges of Optometry.
- The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education.
- College of Dental Medicine programs in dentistry, advanced general dentistry, oral and maxillofacial surgery, endodontics, orthodontics and dentofacial orthopedics, periodontics, pediatric dentistry, and prosthodontics are accredited by the Commission on Dental Accreditation. (211 East Chicago Avenue, Chicago, IL 60611; telephone number: (312) 440-4653).
- The Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.
- The Physician Assistant Program is accredited by the Accreditation Review Commission (ARC-PA).
- The Vascular Sonography course of study has applied for accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- The Anesthesiologist Assistant course of study has applied for accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- The baccalaureate nursing program is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC) 61 Broadway, 33rd Floor, New York, NY 10006, 800-669-1656. The bachelor of science in nursing and master of science in nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, telephone number (202) 887-6791.
- The Center for Psychological Studies clinical psychology doctoral programs and predoctoral internship program are accredited by the American Psychological Association (APA). The APA and the Florida Department of Health have approved the awarding of continuing education credits by the center.

- The Master of Public Health Program is accredited by the Council on Education in Public Health (CEPH).
- The Mailman Segal Institute for Early Childhood Studies' preschool is accredited by the National Association for the Education of Young Children.
- The Graduate School of Humanities and Social Sciences' Master of Science and Ph.D. Degree Programs in Family Therapy are accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy (AAMFT).
- The Master's Degree Program in Speech-Language Pathology, offered through the Fischler School of Education and Human Services, is approved by the Florida Department of Education and accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA). The audiology doctorate (Au.D.) offered through the Health Professions Division is also accredited by the Council on Academic Accreditation of ASHA.
- Bachelor's, master's, and doctoral degree programs offered in a variety of fields of business and administration by the H. Wayne Huizenga School of Business and Entrepreneurship are accredited by the International Assembly for Collegiate Business Education. The Bachelor of Science in Professional Management, the Master of Business Administration, the Master of Science in Human Resource Management, and the Master of Science and Ed.D. in Instructional Technology and Distance Education are accredited by the University Council of Jamaica.
- University School of Nova Southeastern University is accredited by the Southern Association of Colleges and Schools, by the Florida Council of Independent Schools, by the Florida Kindergarten Council, and by the Association of Independent Schools of Florida. University School is a member of the National Association of Independent Schools.

NSU History

Nova Southeastern University (NSU) is a not-for-profit, fully accredited, coeducational institution. It was founded in 1964 as Nova University of Advanced Technology. In 1974, the board of trustees changed the university's name to Nova University. In 1994, Nova University merged with Southeastern University of the Health Sciences to form Nova Southeastern University.

NSU is well known for innovation and quality in both traditional and distance education. The university serves large numbers of adult students and a growing population of traditional undergraduates. To date, the institution has produced approximately 86,000 alumni.

Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with more than 25,000 students and is the seventh largest independent institution nationally. NSU is one of 169 colleges and universities statewide and one of 90 independent four-year institutions in Florida.

The university awards associate's, bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields, including business, counseling, computer and information sciences, education, medicine, dentistry, pharmacy, various health professions, law, marine biology, psychology, and other social sciences. The university offers 29 undergraduate majors through the Farquhar College of Arts and Sciences, the Fischler School of Education and Human Services, and the H. Wayne Huizenga School of Business and Entrepreneurship.

Nova Southeastern University has the only college of optometry in Florida and the only college of dentistry in South Florida, and had the first college of pharmacy in South Florida. The institution also enjoys an excellent reputation for its programs for families offered through the Mailman Segal Institute for Early Childhood Studies and University School, including innovative parenting, preschool, primary, and secondary education programs. University School of Nova Southeastern University, a fully accredited independent college preparatory day school, enrolls students in prekindergarten through 12th grade and operates from NSU's main campus in Fort Lauderdale.

NSU's programs are administered through academic centers that offer courses at campuses in Fort Lauderdale, North Miami Beach, and Dania Beach as well as other locations throughout Florida, across the nation, and at selected international sites. Despite the geographic diversity of sites where classes are offered, 85 percent of the student body attends classes in Florida, and 76 percent of all students enrolled attend classes in the tricounty area (i.e., Miami-Dade, Broward, and Palm Beach counties). With an annual budget of approximately \$363 million, Nova Southeastern University also has a significant economic impact on the surrounding community. A recent NSU study revealed that the university and its students and employees had an annual economic impact of more than \$731 million in the state of Florida.

Student Life



Student Life

Student Affairs

The mission of Student Affairs is to foster student success and a university community. Administered by the Office of the Dean of Student Affairs, overseen by the dean, associate dean, and assistant dean of student affairs, Student Affairs provides cocurricular learning opportunities and services that are conducive to student growth and development. It is composed of the following offices.

Office of Career Development

The Office of 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 to develop a career life plan, from choosing a major to conducting a 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 involvement in a career club.

Office of Student Leadership and Civic Engagement

The Office of Student Leadership and Civic Engagement provides NSU students the opportunity to become involved in extracurricular programs through the student government association, student organizations, academic societies, religious groups, service clubs, special interest groups, and a variety of volunteer activities in the community.

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. Functions that enhance student growth through the Office of Residential Life include an educational judicial process, crisis intervention, mediation, and counseling referrals. The Office of Housing provides quality facilities for students who live on campus. The office coordinates the administrative processes of all on-campus housing including assignments, contracts, billing, facilities, and maintenance of the five on-campus residence halls. On-campus housing consists of a traditional residence hall with private bath facilities for undergraduate students as well as apartment housing for upper-class undergraduate students. For more information about undergraduate on-campus housing, please visit www.nova.edu/reslife or contact us at (954) 262-7052.

Office of Campus Recreation

The Office of Campus Recreation provides programs and services that foster the education and development of the mind, body, and spirit for members of the NSU community. These programs and services include intramural sports, group fitness, special events, instructional opportunities, certification courses, personal training, fitness assessment, and evaluation exams.

The office operates the RecPlex located within the University Center. The RecPlex is over 100,000 square feet of indoor and outdoor recreation and fitness space with 15,000 square feet of strength and cardiovascular training equipment, two indoor basketball courts, three racquetball courts, a rock-climbing wall, a heated outdoor swimming pool, three multipurpose rooms, and men's and women's locker rooms, showers, and saunas.

The RecPlex is available to all current fee-paying NSU students. Faculty and staff members, alumni, family members, and affiliates of NSU also may gain access by becoming members of the R.A.C.

For more information, contact the Office of Campus Recreation at (954) 262-7301 or visit the Web site at www.rec.nova.edu.

Student Union

The Student Union serves as the central location bringing the NSU community together by providing facilities, services, and programs. The new and larger Flight Deck in the University Center offers inexpensive food and beverages, big-screen television, recreational game area, various seating areas, board games, magazines, an outdoor patio, and weekly entertainment. The Student Union also offers a variety of conference services and event options, equipment rentals, and on-campus remote bar services. For further information, requests, or reservations, please view the Web site at www.union.nova.edu or call (954) 262-7288.

Office of Student Engagement

The Office of Student Development and Special Events provides overall direction and support for division-wide student development initiatives and special programs. Major events sponsored by the office include NSU Exploration Week, Hollywood Squares, the Life 101 speaker series, and the annual Student Life Achievement Awards. Additionally, the director also serves as one of the advisers to the Presidential Ambassadors, a prestigious group of student leaders who accompany the NSU president by serving as hosts for university-sponsored events.

Office of Student Disability Services

The Office of Student Disability Services provides oversight and coordination for all services for students with disabilities enrolled at NSU, its student educational centers, and off-campus programs by collaborating with NSU academic center disability services representatives, the Office of Residence Life and Housing, and Facilities Management.

The director's office is located in the ASA (Athletics and Student Affairs) building and may be reached at (954) 262-7280.

Office of Student Media and Information

The Office of Student Media and Information oversees the publication of *The Current* and the operation of WNSU. The office also supports other offices in the division of student affairs in promoting campus events and programs and develops methods to inform students about activities at the university.

Office of First-Year and Transitional Programs

This office develops programs that assist in the first-year student's transition into the university community and activities that provide support for senior-year students as they transition out of the university after graduation.

Campus Traditions

Homecoming

Homecoming is a reunion weekend for alumni, students, faculty members, staff members, and friends of NSU. The social activities and athletic events organized by the Office of Student Activities and Leadership Development, Office of Student Engagement, Alumni Office, and Department of Athletics provide opportunities for the NSU community to celebrate shared experiences. For further information about homecoming events, please contact (954) 262-7290.

Greek Life

The Greek life experience at NSU offers endless opportunities for students. Many successful leaders in business, politics, education, and entertainment developed their skills in the Greek community. Greek members come together from all walks of life with a common goal: to achieve excellence in every aspect of life.

The opportunity for leadership development is one of the greatest assets of membership into any Greek organization. Hands on experience as a chapter officer, committee chairperson, or active member allows you to develop skills, which will benefit you throughout your career at NSU as well as in your professional endeavors. Whether academic, social, or service—NSU Greek life has a place for you.

Shark-a-Palooza

The fall semester always begins in grand fashion with this event. Apart from the great food and entertainment, all clubs and organizations are very involved while actively promoting their club and recruiting new members.

Life 101...Personally Speaking

Nova Southeastern University's "Life 101...Personally Speaking" has as its goal to bring various leaders from business, industry, entertainment, politics, and athletics to our campus to be interviewed by a faculty member with a similar format to *Inside the Actor's Studio* (Bravo channel). Students and staff get a personal look at the "life lessons" these various leaders have learned throughout their career while sharing their life's stories with our audience.

Community Fest

NSU Community Fest is an annual festival that celebrates and connects the NSU community. The event was initiated and developed in 2004 by Michelle Manley, an NSU student who wanted to bring the university community together and build school spirit. Traditionally held in the spring semester, the day consists of live entertainment, free food and drinks, large-scale games, activity booths, paddle boats on the lake, and much more. It is free to all NSU students, employees, and their families.

Hollywood Squares

Sponsored by the Student Affairs staff, this annual event is a spin-off of the actual television show. Hollywood Squares is hosted by the dean of students and the squares are made up of various members of faculty and staff. Students are selected to play the game and compete for grand prizes such as trips, cruises, and cash prizes worth thousands of dollars.

Student Life Achievement Awards

This annual spring semester event is put on the Student Affairs staff. This awards ceremony, similar to televised award shows, honors NSU's best in the following core values: scholarship, leadership, involvement, commitment, integrity, and responsibility. The goal of this program is to further a sense of campus community and to recognize achievements by students and staff members. The Stueys, as the event is commonly known, provide much deserved recognition to the various students and faculty and staff members within the university community.

Office of Volunteerism/Civic Engagement

This office is the one-stop office within the university community that provides volunteer opportunities and community service within NSU and the surrounding community. Some volunteer opportunities include the annual "Senior Prom," a dinner and dance with local nursing home residents in the Fort Lauderdale area; Habitat for Humanity; soup kitchens; homeless shelters; toy and clothing drives; and an annual spring egg hunt to benefit those in our community that are less fortunate.

Career Expo

As a founding member of the Southeast Florida Career Consortium (SFCC), the Office of Career Development hosts the annual Career Expo every winter. The SFCC is a joint coalition of career service professionals from several South Florida universities and gives students and alumni the opportunity to seek intern, part-time, and full-time employment as well as to network with local, regional, and national employers.

Major organizations attending previous Career Expos include American Express, Coca-Cola, Enterprise Rent-A-Car, BellSouth, Rexall Sundown, Sysco, The Wackenhut Corp., the United States State Department, the Federal Bureau of Investigation (FBI), Miami-Dade Public Schools, and more.

Human Services Job Fair

The Human Services job fair is held on campus every fall to link employers in the not-for-profit, for-profit, government, and other employers/agencies who provide human services. This event is targeted at psychology, counseling, family therapy, guidance, criminal justice, mediation and conflict analysis, and related majors. Employers represented have hired NSU students for internships, part-time jobs, and full-time jobs.

Student Union

The Student Union serves as the central location bringing the NSU community together by providing facilities, services, and programs that enhance the quality of campus life. Open seven days a week, the Flight Deck is a fun, casual environment in the University Center. The bar sells inexpensive food and beverages, and for those 21 years of age and older, beer and wine. The Flight Deck has a 65" television and other TVs with movie channels and DirecTV's NFL Sunday Ticket and March Madness programs. The recreational game area includes two pool tables, ping-pong, air hockey, and two regulation dart boards. With various seating areas, board games, magazines, and weekly entertainment, the Flight Deck is a popular place on campus for students to meet, greet, and eat.

The Student Union offers a variety of conference services for student groups and NSU personnel to host meetings, functions, and events. On-campus remote bar services for the main campus and Oceanographic Center can include the sale and service of beer and wine along with nonalcoholic beverages. Special equipment such as barbecue grills, large coolers, and a karaoke machine can be rented for an NSU event; DJ equipment and a PA system may be rented for events in the Flight Deck.

The Student Union Board (S.U.B.) hosts a variety of weekly activities; comedians, coffeehouses, and bands; the Super Bowl party; and the Spring Fling. Inexpensive food and beverages, unique services, a fun atmosphere, and friendly staff help make The Student Union a convenient and comfortable environment for events and services benefiting the NSU community.

Newspaper

The Current serves as the official student newspaper at NSU and is an established vehicle for the transmission of student reporting, opinion, and arts. All community members are invited to contribute to *The Current*. *The Current* is readily available at several sites around the main campus and local community, including the east campus. For further information, please call (954) 262-8455, or visit the Web site at <http://nsu.current.com>.

Radio Station—WNSU

WNSU was formed in August 1990 to provide an opportunity for Nova Southeastern University students to gain knowledge and experience in radio broadcasting. Under an agreement with the Broward County School Board, WNSU broadcasts on 88.5 FM after 7:00 p.m. NSU Radio X focuses on playing cutting-edge music as well as featuring specialty shows seven days a week. Radio X is a voice in the community that introduces new music to listeners and provides local and world news, weather reports, sports updates, and NSU news. For further information, please call (954) 262-8457.

Student Organizations

NSU students have an excellent opportunity to become involved in extracurricular programs. The Office of Student Activities and Leadership Development encourages all students to get involved in the university community. Involvement is one of the best ways to meet other students and faculty and staff members, as well as gain valuable leadership skills. Nova Southeastern University has many student organizations on campus, including academic societies, fraternities, sororities, religious groups, service clubs, and special-interest groups.

Each student organization is assigned a faculty or staff member to serve as an adviser and supporter. For further information, please contact the Office of Student Activities and Leadership Development at (954) 262-7290. Current organizations include the following:

Service

- Alpha Phi Omega (coed service fraternity)

Educational/Informative

- Accounting Club
- Athletic Training Student Organization (ATSO)
- Association of Video Games, Anime, Comic Books, and Sci-Fi (AVACS)
- Chicks on Point (COP)
- Commuter Student Organization
- Nova's Adventure Toward Understanding and Researching Earth (NATURE)
- NSU Conservatives
- NSU Criminal Justice Club
- NSU Scuba Club
- Resident Student Association
- Savvy Scrapbookers
- Social Action/Social Awareness
- Student Athlete Advisory Committee (SAAC)
- Student Environmental Organization
- Surf Club

Religious

- Catholic LIFE
- Hillel (Jewish culture organization)
- International Muslim Association at Nova (IMAN)
- Intervarsity Christian Fellowship (IVCF)

Cultural/Heritage

- Asian Student Association (ASA)
- Caribbean Student Association (CSA)
- Indo Caribe Entity Organization (ICE)
- Indian Student Association (ISA)
- Organization of Arab-American Students Instituting Solidarity (OASIS)
- Pan-African Student Association (PASA)

Preprofessional

- Beta Beta Beta (Tri-Beta) (biological honor society)

- Delta Epsilon Iota
- Entrepreneurship Club
- Kappa Delta Pi (education honor society)
- NSU Florida Nursing Students Association
- Paralegal Society
- Phi Alpha Delta (law fraternity)
- Pre-Dental Society
- Pre-Medical Society
- Pre-Pharmacy Society
- Pre-Optometry Society
- Psi Chi (psychology honor society)
- Psychology Club

Greek Organizations

- Beta Theta Pi Fraternity
- Delta Phi Epsilon Sorority
- Kappa Sigma Fraternity
- Lambda Theta Phi Fraternity
- Phi Beta Sigma
- Phi Sigma Sorority
- Sigma Delta Tau
- Zeta Phi Beta

Recognized Groups

- Nova Southeastern University Interfraternity Council
- Inter-Organizational Council (IOC)
- Nova Southeastern University Pan-Hellenic Association
- Order of Omega (Greek leadership honorary)

Student Organizations— Center for Psychological Studies

- Jewish Student Psychological Association (JSPA)
- CPS Student Government Association
- Ethnic Minority Association of Graduate Students (EMAGS)
- Gay Straight Student Alliance (GSSA)
- Student Organization for the Advancement of Psychology (SOAP)

Student Organizations— Health Professions Division

(HPD organization listings are divided by college or department, rather than in alphabetical order.)

Audiology

- National Association of Future Doctors of Audiology Student Government Association

Dental

- American Student Dental Association (ASDA)
- Psi Omega
- Pediatric Dental Association
- Hispanic Dental Student Association
- Omicron Kappa Upsilon
- Women's Dental Society Student Organization
- Dental Student Government

Health Science

- Doctor of Health Science Student Government Association

Medical Science

- Medical Science Student Government Association

Occupational Therapy

- Student Occupational Therapy Association

Optometry

- American Optometric Student Association (AOSA)
- Beta Sigma Kappa
- COVD
- FCO
- FOSA
- National Optometric Student Association (NOSA)
- NSU Optometric Practice Management Association (NOPMA)
- Optometry Student Government
- Student Volunteer Optometric Services to Humanity

Osteopathic Medicine

- Addiction Medicine Interest Group
- American College of Osteopathic Family Physicians
- American Medical Student Association
- Association of Military Osteopathic Physicians and Surgeons
- Association of Orthopedic Surgery and Sports Medicine
- Christian Medical and Dental Association
- DOCARE
- Emergency Medicine Society
- Gay and Lesbian Medical Association
- Hispanic Osteopathic Medical Student Association

- International Professional Student Association
- Jewish Association of Health and Medical Students
- Lambda Omicron Gamma
- Muslim Association Services in Health Care
- National Osteopathic Women Physician Association/American Medical Women Association
- Neurology/Psychiatry Club
- Pediatric Club
- Public Health Student Association
- Rural Medicine Club
- Sigma Sigma Phi (honorary osteopathic society)
- Student Associate Auxiliary
- Student Association of Obstetrics and Gynecology
- Student Dermatological Association
- Student National Medical Association
- Student Osteopathic Association of Research
- Student Osteopathic Internal Medicine Association
- Student Osteopathic Medical Association
- Student Osteopathic Orthopedic Association
- Student Osteopathic Surgical Association
- Undergraduate Florida Osteopathic Medical Association
- Undergraduate American Academy of Osteopathy

College of Pharmacy

- Academy of Managed Care Pharmacists
- Alpha Omega—Christian Pharmacists
- Alpha Zeta Omega
- American Association of Pharmaceutical Scientists (AAPS)
- American Pharmacists Association/Academy of Student Pharmacists (APhA/ASP)
- American Society of Health-System Pharmacists/Florida Society of Health-System Pharmacists (ASHP/FSHP)
- Broward County Pharmacy Association
- Christian Pharmacist Fellowship (CPFI)
- Dade County Pharmacy Association
- International Pharmacy Student Association (IPSA-IPSF)
- Kappa Psi (pharmaceutical fraternity)
- National Community Pharmacists Association (NCPA)
- Phi Delta Chi (pharmacy fraternity)
- Phi Lambda Sigma (pharmacy leadership society)
- Puerto American Pharmacy Association
- Rho Chi (pharmacy honor society)

Student Organizations—

H. Wayne Huizenga School of Business and Entrepreneurship

- Accounting Club
- Alpha Kappa Psi (professional business fraternity)
- American Marketing Association (AMA)
- Graduate Business Student Association (GBSA)
- Society for Human Resource Management
- Strategic Forum Student Group (SFSG)
- Students in Free Enterprise (SIFE)

Student Organizations—

Oceanographic Center

- Oceanographic Student Association

Student Organizations—

Graduate School of Humanities and Social Sciences

- SHSS Student Association (SA)
- DCAR Action Network
- Anti-Slavery Group
- African Working Group

Student Organizations—

Shepard Broad Law Center

- American Constitution Society
- Association of Business Law Students (ABLS)
- Asian Pacific American Law Students Association (APALSA)
- Association of Trial Lawyers of America (ATLA)
- Black Law Students Association (BLSA)
- Broadly Speaking
- Caribbean Law Students Association (CLSA)
- Celtic American Society (CALS)
- Christian Legal Society
- Delta Theta Phi (law fraternity)
- Environmental Law Society (ELS)
- Federal Bar Association (FBA)
- Federalist Society

- Florida Association for Women Lawyers (FAWL)
- Health Law Society (PULSE!)
- Hispanic Law Student Association (HLSA)
- International Citator and Research Project
- International Law Students Association (ILSA)
- *ILSA Journal of International and Comparative Law*
- Italian American Law Students Association
- Jessup International Law Moot Court Team
- Jewish Law Students Association (JLSA)
- LAMBDA Law Society
- Law Review
- Law Student Advisers (LSA)
- Moot Court Honor Society
- National Security Law
- Nova Law Families
- Phi Alpha Delta (professional law fraternity)
- Phi Delta Phi (international legal fraternity)
- Public Health Law Society
- Public Interest Law Society Student Chapter (PILS)
- Real Estate Law Society
- Sports and Entertainment Law Society (SELS)
- Student Animal Legal Defense Fund (SALDF)
- Student Bar Association (SBA)

Criminal Justice Institute

- Alpha Phi Sigma (criminal justice honor society)
- Omega Tau

Graduate School of Computer and Information Sciences

- Upsilon Pi Epsilon
- Association for Computing Machinery
- Institute of Electrical and Electronic Engineers, Inc.

Web Space for Student Clubs and Organizations

Official student clubs or organizations sponsored by the university may create and maintain a club Web page. A designated club member possessing the requisite computer skills must be appointed by the club as the Webmaster. The Webmaster will be responsible for creating and maintaining the club Web page with approval from the Office of Student Affairs or COM Student Services. The Webmaster can obtain a copy of the Information Provider Agreement (IPA) form online at www.nova.edu/common-lib/policies/ipa.html.

**Student Rights
and Responsibilities**



Student Rights and Responsibilities

Reservation of Power

The *Student Handbook* is not intended to be a contract or part of a contractual agreement between NSU and the student. The *Student Handbook* is available online at www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf. Changes in the content of the *Student Handbook* may be made at anytime, by the university, division, or college administration. Whenever possible, adequate notice of anticipated changes will be given to the student. 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. Students are expected to be familiar and comply with all the policies and procedures contained within the *Student Handbook*, including any revisions or modifications.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

Nondiscrimination Statement

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

This nondiscrimination policy applies to admissions, enrollment, scholarships, loan programs, athletics, employment, and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations, 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.

Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership.

Code of Student Conduct Statement

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, center, or school. Violations of conduct standards, supplementary standards, university policies, and/or procedures will be handled by the Office of the Dean of Student Affairs or by the individual academic college, center, or school as deemed appropriate.

Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs Web site. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

Nova Southeastern University Statement of Student Rights and Responsibilities

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.

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

- the rights of personal and intellectual freedom, which are fundamental to the idea of a university
- scrupulous respect for the equal rights and dignity of others
- dedication to the scholarly and educational purposes of the university and participation in promoting and ensuring the academic quality and credibility of the institution

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

A. 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:

1. **Cheating:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
2. **Fabrication:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise
3. **Facilitating Academic Dishonesty:** intentionally or knowingly helping or attempting to help another to violate any provision of this code
4. **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:

1. Original Work:

Assignments such as course preparations, exams, texts, projects, term papers, practicum, etc., 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.

2. 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.

3. 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.

4. Acts Prohibited:

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

Students in violation will be subjected to disciplinary action.

5. 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.

B. Conduct Standards

1. 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.

Violations of conduct standards include, but are not limited to

- a. theft (including shoplifting at any university service center, e.g., bookstore, food service facility), robbery, and related crimes
- b. vandalism or destruction of property
- c. disruptive behavior/disorderly conduct (e.g., in residence halls and classrooms, or at university-sponsored events, on or off campus)
- d. physical or verbal altercation, assault, battery, domestic violence, or other related crimes
- e. gambling
- f. possession or use of firearms, fireworks, explosives, or other dangerous substances or items
- g. possession, transfer, sale, or use of illicit and/or illegal drugs or alcohol if a minor
- h. appearance in class or on campus under the apparent influence of drugs or alcohol, illegal or illicit drugs or chemicals
- i. any act or conspiracy to commit an act that is harassing, abusive, or discriminatory or that invades an individual's right to privacy; sexual harassment; discrimination and abuse against members of a particular racial, ethnic, religious, on the basis of sex/gender, sexual orientation, marital status or cultural group and/or any other protected group or as a result of an individual's membership in any protected group
- j. sexual misconduct
- k. stalking

- l. unacceptable use of computing resources as defined by the university. Students are also subject to the Acceptable Use of Computing Resources policy at www.nova.edu/common-lib/policies/aucr.policy.html.
 - m. impeding or obstructing NSU investigatory, administrative, or judicial proceedings
 - n. threats of or actual damage to property or physical harm to others
 - o. "Hazing" means 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.
 - p. failure to pay tuition and fees in a timely manner
 - q. embezzlement or misuse of NSU and/or student organizational funds or monies
 - r. failure to comply with the directives of NSU officials
 - s. violation(s) of the terms or condition of a disciplinary sanction(s) imposed
 - t. violation of any policy, procedure, or regulation of the university or any state or federal law, rule, regulation, or county ordinance
 - u. fraud, misrepresentation, forgery, alteration or falsification of any records, information, data, or identity
 - v. plagiarism
2. Students must have authorization from the university to have access to university documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the Code of Ethics for Computer Usage. The university and each center or program may prescribe additional standards for student conduct. Reasonable notice may be provided when additions or changes are made to the standards for student conduct. Students should refer to their center and/or Student Affairs Web site for policy updates or changes.

D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the university. Violations of academic standards will be handled through the student's academic college, school, or center. Violations of conduct or supplementary standards will be handled by the Office of the Dean of Student Affairs or by the individual academic college, school, or center as deemed appropriate.

E. Sanctions

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures, one or more of the following sanctions may be imposed. The following list is only illustrative. The university reserves the right to take additional disciplinary action as it deems appropriate.

1. Expulsion:

Permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus and/or visiting privileges.

2. Suspension:

Mandatory separation from the university for a period of time specified in an order of suspension. An application for readmission 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 dean of student affairs or designee.

3. Temporary Suspension:

Action taken by the dean of student affairs/associate dean of student affairs, which requires a student's temporary separation from the university until a final determination is made of whether or not a student is in violation of the Code of Student Conduct and Academic Responsibility.

4. Final Disciplinary Probation:

A disciplinary sanction serving notice to a student that his/her behavior is in 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 dean 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 at a minimum result in suspension.

5. Disciplinary Probation:

A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of university standards. A time period is indicated during which another violation of 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.

6. Disciplinary Warning:

A disciplinary sanction serving notice to a student that his/her behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance after which it is expunged from the student's file.

7. Verbal Warning:

A verbal warning is a verbal admonition to the student by a university staff member that his/her behavior is inappropriate. A verbal warning will be noted in the student's file for a period of time after which it is expunged from the student's file.

8. Fines:

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

9. Restitution:

Payment made for damages or losses to the university, as directed by the adjudicating body.

10. Restriction or Revocation of Privileges:

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including, but not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

11. Termination or Change of Residence Hall Contract/Accommodation:

Termination or change of residence hall contract/accommodation is a disciplinary sanction that terminates or changes the Residence Hall Contract/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the dean of student affairs/associate dean of student affairs/director of residential life or designee.

12. Counseling Intervention:

When extreme behavior indicates that counseling may be beneficial, the student may be referred to counseling.

13. Other Appropriate Action:

Disciplinary action not specifically outlined above, but approved through the dean of student affairs/associate dean of student affairs or designee.

14. Parent/Legal Guardian Notification:

NSU personnel reserve the right to contact or notify a student's parent(s) or legal guardian(s) of a minor student, under 21 years of age, in writing or by phone, when alcohol or drug violations of university policy occur, for other violations of NSU policy and procedure, and/or when NSU personnel determine a student's safety and/or welfare is at risk.

F. Appeal Process

An appeal of disciplinary action taken by the Office of the Dean of Student Affairs or its designee must be made in writing to the dean of student affairs within 72 hours of the receipt of the written disposition of the hearing. In appealing a disciplinary decision, the appeal must fall into one of the following categories:

1. the student has new evidence that was not available prior to the original hearing
2. the disciplinary process was not adhered to during the student's hearing
3. the sanction(s) do not relate appropriately to the violation

A written decision will be provided by the dean of student affairs within a reasonable amount of time from receipt of the appeal request. The decision of the dean of student affairs will be final. For appeals of disciplinary action taken by individual colleges, centers, or schools, please consult the academic section of this handbook related to this area and/or academic dean or designee.

**Specific University
Policies and Procedures**



Specific University Policies and Procedures

Admissions Policy

Please refer to the specific admission policies and procedures for each individual program center, college, or school.

In general, students are provisionally admitted to a degree-seeking program based on a review of unofficial transcripts or other specific program admission requirements. However, this admission includes a condition that final and official documents and requirements must be received within 90 calendar days from the start of the term. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admission office). Students who have an unpaid balance 30 days from the start of the term will be assessed a \$50 fee.

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 persons less 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

1. 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 Dean of Student Affairs.
2. Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.
3. One-quarter hour before the approved ending time listed on the exemption, ticket sales will stop.
4. 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.
5. 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. This food and beverage 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 by the director of the student union.
6. No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by the Office of the Dean of Student Affairs. No other alcohol is permitted.
7. The director of the student union or designee will be present during an event at which beer and wine are served. If the director is not available, then a university employee will be designated by the Office of the Dean of Student Affairs. The organizational contact of the event must be present during the entire event as a point of contact for the director of the student union or designee.
8. The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies, but rather, these guidelines should be used in conjunction with any and all other university policies.
9. 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 Dean 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 enough alcohol before or during the event.

10. 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.
11. It shall be at the discretion of the Office of the Dean 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.
12. 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 Dean of Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

Abuse/Physical Assault

Nova Southeastern University has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and/or other conduct that threatens or endangers the health, safety, and/or welfare of any other member of the university community on or off campus is prohibited.

Acceptance of Professional Fees

The activities of students in any other profession, position, or vocation are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, public health, law, psychology, counseling, nursing, audiology, and/or education. It is a violation of the law and contrary to the policy of this university for any unlicensed person to engage in the professional practice of health care, law, psychology, audiology, and/or education. Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by the law. (Students of the College of Osteopathic Medicine are required to comply with the College of Osteopathic Medicine's policy and procedure regarding professional work while enrolled.)

Arson

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.

Bomb Threats

The placement of a bomb threat is an intolerable violation of university policy, which will result in expulsion from the university.

Breaking and Entering

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.

Campus Security Report

Nova Southeastern University, through the Public Safety Department, annually publishes the *Campus Safety and Traffic Handbook*, which includes security policies, procedures, practices, and statistics for offenses. Information is also available on the NSU public safety Web site at www.nova.edu/cwis/pubsafety.

Cellular Phone Policy

The university recognizes the growing trend regarding student possession of cellular phones with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by NSU students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Student Affairs as a violation of the NSU Code of Student Conduct. Students are instructed to refer to their center's or college's individual program policies regarding cellular phone use and possession, because additional restrictions may apply.

Closing Hours

No student is permitted to enter or remain in any university building or facility, including the swimming pool, or in the academic areas of the university, after normal closing hours, unless written approval to do so has been obtained in advance from authorized university personnel.

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.

Computers

The following five sections detail NSU policy related to the use of computers, email, and the Internet.

Acceptable Use of Computing Resources

The following policy is also available at www.nova.edu/common-lib/policies/auacr.policy.html.

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.

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 their personal information)
- creating a false email address
- propagating electronic chain mail, 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 Web site without permission
- posting a university site-licensed program to a public bulletin board

- using illegally obtained licensed data/software, or using licensed data/software in violation of their 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
- 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 Dean, 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.

Related policies that also apply to Web pages are as follows:

- Student-related: Student Code of Conduct and Academic Integrity
- Faculty-related: *Faculty Policy Manual*
- Staff-related: *Employee Handbook*
- General policies: Copyright and Patent Policy, Computing Account Security Agreement

Computing Account Security Agreement

Nova Southeastern University (NSU) has adopted the following Computing Account Security Agreement, which outlines your responsibilities for securing and using an official NSU computing account. Use of an NSU computing account requires your acceptance of the policy terms and conditions stated below.

1. You must agree to abide by the NSU Policy on Acceptable Use of Computing Resources, which can be found online at www.nova.edu/common-lib/policies.
2. You must not share your account with other individuals for any reason. Your computer account is to be used only by you.
3. The password to your account must be kept secure. Commit your password to memory. You may change your password at any time. Always choose a password that is difficult to guess. Your password must be eight characters in length and contain a combination of both letters and numbers. It must not be any word that can be found in a dictionary. Choose a password that is meaningful to you but not obvious to others. Examples of acceptable passwords are: 29py94ju, as76df98, 98df7gh6.

4. NSU computer systems will monitor your password on a regular basis. If your password is guessed by the system, you will be notified by electronic mail. If you receive such notification, immediately change your password to prevent anyone from tampering with your account.
5. NSU is not responsible for the loss of any files, documents or electronic mail you may store online. It is your responsibility to make backups of your files.
6. If you do not access your account for a period of six months, it will be deleted from the system.
7. Inappropriate conduct and violations of this agreement will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, 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 agreement, 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.

Access to NSU Online Systems

The following policy is also available at www.nova.edu/common-lib/policies/isp.policy.html.

In order to access the university's computing resources, all NSU students must provide their own Internet access service through a suitable Internet service provider.

Electronic Mail Communications

The following policy is also available at www.nova.edu/common-lib/policies/emailcomm.policy.html.

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 below). 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. NSU students may forward their NSU generated email to external locations, but do so at their own risk.

Relationship between NSU computer account and email address:

If your assigned computer account name is janedoe ...

Your email address will be janedoe@nsu.nova.edu

Note: A computer account may also be referred to as an email name or a username.

Web Pages—Use of Material

The following policy is also available at www.nova.edu/common-lib/policies/copyright.html.

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 pages(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 as 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/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 The Graduate School of Computer and Information Sciences. All Rights Reserved.

Related policies that also apply to Web pages are as follows:

1. General policies: Policy on Acceptable Use of Computing Resources, Copyright and Patent Policy, Computing Account Security Agreement
2. Student-related: Code of Student Conduct and Academic Responsibility
3. Faculty/administrator-related: *Faculty Policy Manual*
4. Staff-related: *Employee Handbook*

Consensual Relations Between Faculty Members and Students

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

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.

Disabilities

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any activity, service, or program of the university solely by reason of his or her disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in Nova Southeastern University's programs shall be provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.

At the postsecondary level, it is the student's responsibility to initiate the process for disability services. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's disclosure of disability and a request for a reasonable accommodation. The student has the responsibility to provide Nova Southeastern University with proper documentation of disability from a qualified physician or clinician who diagnoses disabilities and sets forth the recommended accommodations.

Student requests for accommodation will be considered on an individual basis. Each student with a disability should discuss his or her needs with the disability service representative in his or her academic center, college, or school before the commencement of classes. For the name and contact information of the disability support services representative at your academic center, college, or school, contact the university ADA coordinator, Arlene Giczowski, director of student disability services, at (954) 262-7189.

Academic Accommodation(s) Process

Requests for accommodation must be made in writing to the disability service representative in the student's academic center, college, or school and must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. If the student disagrees with the accommodation(s) proposed by the disability service representative in consultation with the appropriate program director and/or faculty member, he or she may appeal the decision through that center's, college's, or school's appellate process. If the issue cannot be satisfactorily resolved at the center, college, or school level, the student may appeal in writing no later than 10 days after the final decision to the university's Academic Accommodation Appellate Committee, which consists of the university's ADA coordinator and representatives from at least four different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will also review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Academic Accommodation Appellate Committee is final and binding upon the student without further appeal.

Academic Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the ADA coordinator shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

- any recording of the meeting, except official minutes
- legal counsel
- uninvited guests

In reaching its decision, the committee may consult with recognized experts in the field of disabilities and/or organizations such as the Association of Higher Education and Disability. The student shall be notified in writing of the decision of the committee within a reasonable amount of time of the committee meeting. All decisions of the committee are final and binding on the student without further appeal.

Facility and Grounds Accommodation(s) Process

Students requesting an accommodation involving modification to a facility or the grounds of the university must meet with the ADA coordinator—the director of student disability services—to discuss their specific needs. Requests for accommodation must be made in writing to the ADA coordinator and be supported by the appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. Requests for an accommodation involving modification to a facility or grounds of the university will be considered on an individual basis. When considering the request, the ADA coordinator will consult with the director of the specific facility (e.g., residential life and housing) involved in the request for accommodation and the director of facilities management.

If the student disagrees with the facility or grounds accommodation proposed by the ADA coordinator, he or she may appeal in writing no later than 10 days after the decision to the Facility and Grounds Accommodation Appellate Committee, which consists of the university associate dean of student affairs, vice president of facilities management or his/her designee, and a disability service representative from at least three different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Facility and Grounds Accommodation Appellate Committee is final and binding upon the student without further appeal.

Facility and Grounds Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the associate dean of student affairs shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

- any recording of the meetings except official minutes
- legal council
- uninvited guests

In reaching its decision, the committee may consult with recognized experts in the field of disabilities and/or organizations such as the Association of Higher Education and Disability. The student shall be notified in writing of the decision of the committee within a reasonable amount of time of the committee meeting. All decisions of the committee are final and binding on the student without further appeal.

Discriminatory Conduct

Discriminatory conduct based on such factors as race, color, religion or creed, sex, national origin, disability, age, ancestry, marital status, sexual orientation, pregnancy, unfavorable discharge from the military, veteran status, or political beliefs, including but not limited to, violations under all federal and state laws, rules, regulations, and/or acts including, but not limited to, Title VII, Title VI, Title IX, Title II, Title III, Americans with Disability Act and the Rehab Act are unacceptable and prohibited in the university. In the event a student feels discriminated against by another student, an NSU faculty or staff member, or an employee, the student should contact the appropriate academic center representative or the university Title IX coordinator, Gay Holliday, associate dean of student affairs, at (954) 262-7280. Students may also want to refer to the NSU Grievance Procedures for Nonacademic Disputes.

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 workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and the abuse of alcohol are prohibited in and on property owned or controlled by Nova Southeastern University and as a part of any of its activities (see Controlled Substances Chart in Appendix A).

The term "illicit drugs" refers to all illegal drugs, and to legal drugs obtained or used without a physician's order. This policy does not prohibit the use of prescribed medication under the direction of a physician. No Nova Southeastern University student or employee is to report to work or school while under the influence of illicit drugs or alcohol. Possession of paraphernalia for illegal drug use, or taking a prescription that does not belong to you, are also prohibited.

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 the following locations:

NSU Programs

NSU Student Counseling Services are available to all NSU students. For information, please call (954) 262-7050.

Community Programs

Department of Children and Families
Substance Abuse Program Office
1317 Winewood Boulevard, Bldg. 6, Third Floor
Tallahassee, Florida 32399-0700
(850) 487-2920

Alcoholics Anonymous: (954) 462-0265

Narcotics Anonymous: (954) 476-9297

When a student uses or deals in drugs, he or she also risks incarceration and/or fines. The attached federal sentencing guidelines indicate 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 on the amount and type of drugs and/or alcohol involved. Felony convictions range from one year to life imprisonment.

Possession of not more than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one-year imprisonment.

Under Sec. 893.13, Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under Sec. 893.13 (1) (c), Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with the intent to sell, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

Under Sec. 316.1936, Florida Statutes: It is unlawful for any person to possess an open container of an alcoholic beverage or consume an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under Sec. 316.193, Florida Statutes: A person is guilty of driving under the influence (DUI) if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. First conviction on such a DUI charge will result in a fine not less than \$250 or more than \$500 and imprisonment for not more than six months. A second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months' imprisonment. A third conviction will result in not less than a \$1,000 fine or more than a \$2,500 fine and imprisonment for not more than 12 months.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

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, and/or other university sanctioning, which may include expulsion.

All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.

Drug Policy—Zero Tolerance

Any student found in violation of the drug-free schools and campuses policy with regard to the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol will face serious university disciplinary action, which may include expulsion from the university (see Controlled Substances Chart in Appendix A).

Emergency Situations

To report an on-campus emergency situation from an on-campus phone, contact the police at 9-911 and public safety at extension 8999. If calling from off campus, dial the police at 911 and public safety at (954) 262-8999.

Failure to Comply

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.

False Information

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.

Falsification of Records

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 Dean, the Office of the Vice President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation with the university. In cases where a student violates any of the terms of this policy, the university will take appropriate disciplinary actions, up to and including expulsion.

Fire Safety

Unnecessarily setting off a fire alarm; unnecessarily 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.

Fraud

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.

Gambling

Gambling may include, but is not limited to, wagering on or selling pools on any athletic 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, or 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 thing of value. Students found in violation of the prohibition against gambling may be subject to disciplinary action up to and including dismissal.

Grievance Procedures for Nonacademic Disputes

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 associate dean of student affairs. The associate dean of student affairs will attempt to resolve the dispute.
4. If the associate dean is unable to resolve the dispute, he or she will notify the student and the dean of student affairs in writing.
5. The student may then appeal in writing to the dean of student affairs.
6. The dean will investigate and review the findings, and will notify the student in writing of his or her decision.
7. The dean's decision is final and binding and cannot be appealed.

Guests

Students are welcome to bring guests to the campus, but 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 guest(s) from any area of the campus for any reason the university deems appropriate.

Health Policies

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, school, or center, and the associate dean of students.
- Within reason, the university will make accommodations to 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 reasonable accommodation has been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, 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 Dean 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 Dean 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.

Immunization Requirements

Health Professions Division (HPD) students: See center 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:

1. Meningococcal meningitis
2. 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
3. Measles (rubeola): You must show proof of two 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
 - a written, dated statement signed by a physician on his/her stationery stating the date you had the disease
4. Rubella (German measles): Having had the rubella disease is NOT acceptable proof—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

5. MMR Combined Proof of Immunization

- the MMR combined (measles, mumps, and rubella). This 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

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 letter from a doctor, signed 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

Health Insurance

Nova Southeastern University requires all undergraduate day students and residential on-campus students to have some form of health insurance. Federal visa regulations also require international J-1 students and their J-2 dependents to maintain adequate health insurance throughout their stay in the United States.

If you are not currently insured, or your plan does not provide adequate coverage in South Florida, you are required to enroll in the Nova Southeastern University Student Health Insurance Plan. If you currently maintain comparable coverage that is greater or equal to that of NSU's policy, you must show proof of this coverage to the student health manager.

All other registered students enrolled at Nova Southeastern University taking credit hours are eligible to enroll in the student health insurance plan on a voluntary basis.

Should you have any questions regarding the student health insurance plan, please feel free to contact the student health manager at (954) 262-4055.

Hurricane Procedures

A **hurricane watch** is a governmental agency announcement issued for an area when there is a threat of hurricane conditions, generally to strike within 36 hours.

A **hurricane warning** is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours.

When a hurricane warning is received, all protective preparations should be made, with the expectation that the hurricane will strike.

Nova Southeastern University provides a 24-hour "Hurricane Hotline" for this type of emergency. The hotline number is (954) 262-7300.

Local hurricane shelter information can be obtained through county governmental information telephone numbers. For Broward County shelter information, contact Broward County Emergency Preparedness at (954) 357-8250.

Hurricane Watch

In the event of a hurricane watch, the university president will confer with members of NSU administrative staff in preparation for hurricane protection activity.

Members of the university community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

Hurricane Warning

If a hurricane warning is issued, the university president will decide if the university will be evacuated.

If the president orders the closing of the university, the appropriate directives will be relayed by the vice presidents to their areas of responsibility.

NSU Office of Public Affairs will contact major news organizations for immediate broadcast notification.

Closing Preparation for Residence Halls

- Pull all furniture away from windows. Expect water damage and flooding. Place loose articles and electronic items away from windows and onto closet shelves and in dresser drawers; lock doors.
- Those students who reside in rooms that are equipped with bathtubs are requested to clean the tub and fill it halfway with water. Fill several small containers with clean, fresh water for drinking purposes.
- All windows must be closed tightly. If window blinds are provided, the blinds should be down and closed.
- Do not tape window glass.
- Students should provide their own flashlights and radios, with extra batteries.
- **Candles are not allowed.** Do not use candles because they are a fire hazard.
- Residents should provide themselves with an adequate supply of nonperishable foods and water to last two or three days.

Safety Procedures

- Follow instructions of public safety officers and emergency personnel.
- Residence hall students: follow the instructions of residential life staff.
- Stay indoors until advised to exit.
- Do not open windows or doors to see what is happening outside.
- Beware of the **eye** of the storm. The eye is the center of the hurricane, which may bring a temporary period when the air may be calmed. Do not leave your safety or shelter until advised by public safety or the local officials. Residential students will be notified by residential life staff.
- When the “all-clear” is given, exit your location with extreme care. Beware of electrical wires, broken glass, and falling or fallen objects.
- Do not enter structures, vehicles, or areas that are damaged; many people are killed after a storm by electrocution.
- For NSU opening information, call the NSU Hurricane Hotline at (954) 262-7300.
- Enter NSU property only after permitted, and follow safety instructions.

Broadcast Information

An email message regarding the university closure will be instituted within the NSU email system. The NSU telephone central switchboard will also be available for direct information.

Reopening Information

University staff members and students should tune into radio and television stations for a status report as to when the university will reopen.

Keep a portable radio and plenty of spare radio batteries.

Radio Stations		Television Stations
WIOD	AM 610	WFOR Channel 4
WINZ	AM 940	WTVJ Channel 6
WFTL	AM 1400	WSVN Channel 7
WHYI	FM 100.7	WPLG Channel 10
WBGG	FM 105.9	WLTW Channel 23
WRMA	FM 106.7	WYHS Channel 69

Reopening Confirmation

For reopening information, please call the NSU Hurricane Hotline at (954) 262-7300. NOVALERT is part of NSU's public safety program that includes safety, security, protection, and service. For other nonemergency information, services, or reporting, call the public safety office at (954) 262-8999. For additional information visit their Web site at www.nova.edu/cwis/pubsafety.

Identification Cards

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 stripe.

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

- identification purposes
- library privileges
- building access
- vending machine usage
- pay-for-print
- copier usage
- meal plans
- laundry machine usage

This high-tech card has two embedded antenna that will allow access to various areas around campus, from parking garages to computer labs.

The SmartChip, located on the front of the card, has the capability to store prepaid values in increments of \$1, \$5, \$10, or \$20, directly on the card. You are able to add these increments at the NSU Card Office as well as Cash to Chip machines that are available in various locations throughout campus and on all floors of the Alvin Sherman Library, Research, and Information Technology Center.

The NSU Card Office is located in the University Center, Room 1202, and the HPD Card Office located in the Terry Building, room 1134. Please visit our Web site, www.nova.edu/nsucard for more information.

Interference with University Investigations and Disciplinary Proceedings

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 Dean 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(s)) 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.

Communication related to the proceeding will be limited to identified individuals using administrative discretion on a need-to-know basis.

Jurisdiction of University Policies and Procedures

Students must adhere to NSU policies and procedures on the main campus; at any other NSU site; or while participating in any university-sponsored program, event, or activity.

Lake Swimming

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

Life-Threatening Behavior

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.

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.

Misuse of Telephones

NSU students who misuse telephone lines or university accounts will be subject to disciplinary action and restitution.

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 Dean of Student Affairs or designee for a special event, is not allowed. Students are held responsible for the actions of their guests.

Off-Campus Violations

The university reserves the right to take disciplinary action for violations of the Code of Student Conduct and Academic Responsibility and university policies and procedures, even when they occur off campus.

Parent/Legal Guardian Notification

University personnel may use administrative discretion in parental or legal guardian notification in writing and/or by phone of a student under 21 years of age when alcohol or drug violations of the university occur or when a student's welfare is at issue.

Parking and Traffic Policies

- 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 members, staff members, students, and visitors must register vehicles to be driven or parked on campus.
- All administrators, faculty members, 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 executive 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 making 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 executive 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.
- Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.

For additional information, please visit the public safety Web site at www.nova.edu/cwis/pubsafety.

Pets

No pets or animals, other than fish, are permitted on campus, including all residence halls, with the exception of service animals.

Privacy of Records (FERPA)

The U.S. Department of Education's Family Educational Rights and Privacy Act (FERPA) is available at www.ed.gov/policy/gen/guid/fpco/ferpa or www.nova.edu/cwis/finaid/information/ferpa.html.

Several laws provide for significant safeguards for the protection of the privacy rights of students with respect to educational records and/or personally identifiable information. The applicable laws provide guidance regarding a student's right of privacy with respect to their educational records. Personally identifiable records or reports of a student and any personal information contained therein are to be maintained in a confidential manner that is consistent with university policy and procedure.

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

The university has adopted a policy with respect to its educational records consistent with the requirements of FERPA and the regulations promulgated under the act.

NSU maintains a system of records that includes application forms, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by current students upon written request to the Office of the University Registrar. However, the registrar will not release transcripts of students' academic record until all accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: (a) student's name, (b) address, (c) dates of attendance, (d) degree, honors, and awards received, (e) telephone numbers, (f) enrollment status, (g) major field of study, (h) year in school, (i) participation in sports, (j) anticipated graduation date, and (k) NSU email address. Requests for such information must be submitted in writing to the university. The university reserves the right to refuse to provide the above information if the reason for the request is not considered sufficient.

Any student or parent not wishing to have information disclosed must complete a Request to Prevent Disclosure of Directory Information form and submit it to the Office of the University Registrar before September 1 of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to, and has actually begun attending Nova Southeastern University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by the university if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the Family Policy Compliance Office (FPCO) charged with administering FERPA.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian. Transcripts submitted to the university from prior schools become the property of NSU and can be reviewed, but copies cannot be released. Students should submit to the record custodian or an appropriate university staff member a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The record custodian or an appropriate university staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given 45 days or fewer from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the record that relates to him or herself.

Right of University to Refuse Access

The university or division reserves the right to refuse to permit a student to inspect the following records:

- financial records of the student's parents, or any information contained therein
- letters and statements of recommendations concerning admission or employment for which the student has waived his or her right of access
- records connected with an application to attend university or component unit of the university if that application was denied
- those records that are excluded from FERPA definition of educational records

Refusal to Provide Copies

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

- the student has an unpaid financial obligation to the university
- there is an unresolved disciplinary action against the student

Health Care Privacy (HIPAA) Statement

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at Nova Southeastern University health care centers whether the information is electronic, paper, or spoken.

Because NSU operates health care centers, it is responsible for enacting privacy policies and procedures. The various NSU colleges, schools, and educational programs have enacted policies for their health care centers. NSU health care center staff members, students, and faculty members are responsible for following the policies that have been implemented by the applicable NSU health care center.

In addition, the HIPAA privacy rule also requires that NSU provides education for health care center staff members, students, and faculty members. As such, all applicable NSU colleges, schools, and educational programs shall train their students rotating at NSU health care centers and other health care facilities in compliance with the requirements of NSU's HIPAA privacy policies and procedures, patient privacy and confidentiality practices, privacy laws, and the federal HIPAA privacy regulations.

NSU students and faculty members may also be subject to the HIPAA privacy policies and procedures enacted by the various health care facilities in which they train. It is the responsibility of the student and faculty member to familiarize himself or herself with these policies upon entering each facility.

Any questions concerning the policies can be directed to the privacy contact of your NSU health care center or the NSU privacy officer.

Public Laws

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws will establish cause for legal and/or disciplinary action by the university.

Sexual Misconduct and Harassment

The following three sections relate to NSU policy and definitions of sexual misconduct and sexual harassment.

Sexual Misconduct Policy

NSU, in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other similar state and federal statutes or regulations), adopts the policy and fosters an environment where no individual may threaten the health, safety, and welfare of a member of the university community; or any person on university property; or at a university-sponsored or -supervised activity, through the commission of a sexual assault, engaging in sexual harassment, discrimination, battery, and/or misconduct, including acquaintance rape.

Definition: NSU acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

Consideration and rights to be afforded to all campus community members regarding the type of sexual assault:

- a. the right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity
- b. the right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities
- c. the right to be free from pressure that would suggest that the victims: (i) not report crimes committed against them to civil and criminal authorities or to the campus public safety and disciplinary official; or (ii) report crimes as lesser offenses than the victims perceive them to be
- d. the right to be free from suggestions that sexual assault victims not report, or underreport, crimes because (i) victims are somehow responsible for the commission of crimes against them; (ii) victims were contributorially negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity
- e. the right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident
- f. the right to have access to counseling services established by the university or other victim-service entities
- g. after campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants
- h. the right to be informed of disciplinary proceedings, as well as the outcome of such proceedings
- i. the same right to assistance, or ability to have others present, that is afforded to the accused during any campus disciplinary proceedings

Disciplinary Action: In addition to any criminal or civil actions that may be pending or in process, the university reserves the right to pursue separate disciplinary action against any individual who violates any portion of this policy.

Education and Information: The university, through the departments of the Office of the Dean of Student Affairs, residential life, recreation and wellness, and public safety, provides educational and informational programs and materials regarding awareness of rape, acquaintance rape, and other sex offenses. This information is provided through scheduled and on-demand programs.

Nova Southeastern University students are encouraged to report to the police (9-911 on campus and 911 off campus), public safety (extension 8999 on campus and (954) 262-8999 off campus), and a university administrator all occurrences of sexual assault, either violent assault or acquaintance (date) rape. Professional staff members in the Office of the Dean of Student Affairs, residential life, student counseling, and public safety are among those who are trained and willing to assist students who are victims of sexual assault.

If the victim then reports the crime to an administrator, the following procedure will prevail.

- **Third-Party Reports:** When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a student life and/or residential life administrator. If the person reporting that assault is a third party (not the victim), the administrator will do the following:
 - a. advise the reporter to counsel the victim to seek medical assistance
 - b. advise the reporter to encourage the victim to talk with a counselor from the Rape Center in Broward County, a staff counselor at the University Counseling Center, a student affairs and/or residential life administrator, the director of public safety, or some other university official
 - c. protect the confidentiality of the victim (if name is known)
- **Victim Reports:** If a student who is a victim of sexual assault reports the matter to a university administrator or any other university employee, the administrator and/or employee will encourage the victim to seek immediate medical attention and assist the victim in appropriate methods and avenues to receive medical care. In reporting a sexual assault, the victim controls the process. The administrator and/or employee will encourage the victim to authorize notification of the university Public Safety Office (PSO) of the occurrence of the crime, and then to cooperate with PSO and student life and/or residential life and housing in reporting the matter to the rape victim advocate in the state attorney's office and to local police. The victim will be assured of university support including reasonable confidentiality, full cooperation with any police investigation, and counseling through the University Counseling Center and the Rape Crisis Center. If the victim authorizes the notification of PSO, the administrator and/or employee will inform the Office of the Dean of Student Affairs, which will assist as liaison with PSO.

Harassment Statement

Harassment is defined as any conduct (words or acts), whether intentional or unintentional or a product of the disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm; or conduct, which intimidates, degrades, demeans, threatens, hazes, or otherwise interferes with another person's rights to comfort and right to be free of a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of the university; disturbs the peace and/or comfort of person(s) on the campus of the university; 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.

Sexual Harassment Policy

It is the intent of Nova Southeastern University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if

- explicit or implicit submission to sexual overtones is made a term or condition of employment or academic program status
- employment or academic program status decisions are made on the basis of whether submission to or rejection of sexual overtones occurred

- a sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work or academic program status performance

At Nova Southeastern University, sexual harassment of or by employees or students includes:

1. unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
2. requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic program status.
3. verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually-oriented comments, innuendoes, or actions that offend others.
4. engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or academic program status performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
5. creating a work or academic program status environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Nova Southeastern University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such a manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Office of Human Resources and should be reported promptly to the Director of Human Resources.

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

1. submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. submission to or rejection of such conduct affects academic decisions
3. such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive academic environment
4. unwelcome physical contact, including but not limited to patting, pinching, or touching
5. offensive or demeaning sexual remarks, jokes, or gestures

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure, or may report the conduct to the dean of the center, any other faculty member or the director of human resources. All reports of sexual harassment will be thoroughly investigated by the Office of Human Resources.

Any individual who violates any portion of this policy will be subject to disciplinary action, up to and including discharge.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is; therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

Smoking Policy

The university has adopted a "no smoking" policy in accordance with the Florida Clean Indoor Air Act, and evidence that indicates that passive smoking, i.e., involuntary inhalation of pollutants in the air produced by the smoking of others, is potentially harmful to nonsmokers in the closed environment of our buildings.

Accordingly, it is determined that there is no smoking in any Nova Southeastern University classroom/administrative facility.

Although smoking is permitted outside buildings, smoking should be done away from public entrances and exits so that those entering, leaving, and occupying the building will not be exposed to secondhand smoke. This policy does not apply to living quarters (residence halls), which are subject to a separate smoking policy.

Solicitation and Posting Policy

All on-campus sales and solicitations must be operated or sponsored by a university-recognized student organization and must receive the proper authorization. The Office of Residential Life and Housing must approve sales and solicitations in the residence halls. The Office of the Dean of Student Affairs must approve sales and solicitations in all other areas on campus.

The Office of the Dean of Student Affairs must approve all posters, flyers, and solicitations on campus. Solicitation includes the distribution of flyers, posters, and announcements. The Office of the Dean approves and posts flyers on designated campus bulletin boards (four in the Parker Building and one in the Rosenthal Student Center) and other areas on campus except in the residence halls (for the posting policy in the halls, contact the Office of Residence Life and Housing). Approved and stamped flyers are posted for two weeks, after which they are discarded. The event must be scheduled at least a week in advance in order for the flyer to be posted.

The following flyers are acceptable

- looking for a roommate
- selling a car, book, furniture, etc.
- events or information associated with NSU clubs and organizations
- events or information associated with NSU administrative offices or academic programs
- academic services and programs associated with NSU

The following flyers are not acceptable

- publicity making any reference to drugs or alcohol, containing discriminatory language, or containing inappropriate photos, graphics, or language
- outside vendor or company promotions
- outside vendor health insurance information

Approval of all information to be posted is at the final discretion of the Office of the Dean of Student Affairs. Flyers posted without the approval and stamp of the Office of the Dean of Student Affairs will be removed from the posting area. All posters should be removed from the posting area by the sponsoring organization after the event has ended. Flyers (maximum of five per event) will be approved in the Office of the Dean of Student Affairs, Room 100, in the Rosenthal Student Center.

Academic centers, colleges, and schools may have their own specific solicitation and posting policies that are not governed by the Office of the Dean of Student Affairs. See center, college, or school for their specific policies and procedures.

Stalking

Any individual who willfully, knowingly, maliciously, or repeatedly follows; harasses; attempts to contact or communicate (written, verbal or electronic); and makes a credible threat placing the individual in reasonable fear of death or bodily harm may be in violation of NSU's stalking policy. Such conduct is prohibited. Stalking causes substantial emotional distress in individuals and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

Student Publications

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the university provides sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in the Nova Southeastern University academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel; indecent, undocumented allegations; attacks on personal integrity; and the techniques of harassment and innuendo.

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

- the student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage
- editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures
- all university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body

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.

Title IX Compliance Policy

Title IX of the Educational Amendments of 1972, 20 USC Sections 1681 et seq., prohibits discrimination on the basis of sex in schools, whether in academics or athletics. In furtherance of Title IX, Nova Southeastern University has adopted a Title IX Compliance Policy. It is the university's policy that no student enrolled at NSU shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.

The Title IX coordinator at NSU is Gay Holliday, associate dean of student affairs, who can be reached at (954) 262-7280. Students are entitled to file a grievance or complaint with the Office of the Title IX Coordinator if they perceive they have been a victim of discrimination on the basis of sex.

Travel

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 of the main campus or at any NSU sites.

The travel office provides basic travel services for students, faculty members, and staff members. Please visit the travel office Web site for a current listing of NSU discounts with airline, car rental companies, and hotels at www.nova.edu/cwis/bsv/travel.

Trespass Policy

Nova Southeastern University reserves the right to prohibit trespass onto its property. University employees whose duties include building or property supervision or the general safety and protection of persons or property may issue a trespass warning. A trespass warning may be issued to students or nonstudents and may apply to an individual's vehicle, as well. The revocation of a person's privilege to be on the lands, within the buildings, or on the premises of the university may be restricted to time and place by the agent of the university issuing the trespass warning.

Unauthorized Entry

Any student who enters, attempts to enter, or remains in any room, building, motor vehicle, trailer, or machinery without proper authorization may be subject to university disciplinary action, as well as arrest and prosecution by legal authorities.

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.

Use of University Vehicles

Nova Southeastern University policy mandates that all personnel, staff, and students who either are required to or wish to use an NSU van must first successfully complete the Van Driver Training course provided by NSU Public Safety. The Public Safety Department provides as its van driver training course the most current version available, Coaching the Van Driver II, which is offered by FLI Learning Systems, Inc.

Prior to contacting Public Safety, a supervisor must first contact the director of risk management at (954) 262-5271 to determine a person's eligibility to drive an NSU van. After receiving approval, an appointment can then be made with Jim Ewing, Public Safety-Safety Compliance, at (954) 262-8082, or at jewing@nsu.nova.edu. The van training program is available most weekdays, during daytime hours, instead of just once a month during the evening.

Upon satisfactorily passing the Van Driver II training, the person will receive a certificate of completion as well as an identification card, which is used to sign out an NSU van from the Physical Plant.

Vandalism or Destruction of University Property

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

Weapons

Weapons 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

Firearms and ammunition are strictly prohibited from the campus under all circumstances.

Worthless Checks

1. 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.
2. Students who make and/or deliver worthless checks in payment of tuition and fees shall be subject to cancellation of their registration and denial of admission to classes until full restitution is made.
3. In addition, students who make and/or deliver worthless checks to the university or any of its agents may be subject to criminal prosecution by legal authorities.

NSU Resources



NSU Resources

Alumni Association

About 86,000 men and women, residing in all 50 states and in 63 foreign countries, are Nova Southeastern University graduates. Increasingly, these individuals are to be found in the top echelons of business, industry, medicine, government, and education. The NSU Alumni Association gives alumni opportunities to build relationships, receive special benefits, and extend a hand to recent NSU graduates. For more information on alumni programs, call (954) 262-2118 or 800-541-6682, ext. 2118.

Assistantships

A limited number of graduate assistantships are available within the Department of Student Affairs. Contact the Office of the Dean of Student Affairs at (954) 262-7280 for more information. Assistantship preference is given to students enrolled in the master's degree program in college student affairs offered by the Graduate School of Humanities and Social Sciences.

ATM

There are several automated teller machines (ATM) on Nova Southeastern University's main campus. They are located in the University Center; the Terry Building of the Health Professions Division; the Alvin Sherman Library, Research, and Information Technology Center; 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 is located in University Park Plaza (behind the Bank of America) and is open Monday through Friday, 8:30 a.m. to 6:15 p.m.; and Saturday, 10:00 a.m. to 1:30 p.m. Call for information regarding extended hours at the beginning of the semester. The bookstore carries the required and recommended textbooks for classes. The bookstore also carries school supplies and a wide variety of school spirit merchandise. Customers may special-order any book in print at no additional cost. Students at off-campus locations may order textbooks via the Web, phone, or fax. The course number and section must be indicated when books are ordered. Books are shipped via UPS, usually within 24 hours.

The NSU Bookstore contact information is below:

NSU Bookstore
University Park Plaza
3562 South University Drive
Davie, FL 33328
Phone: (954) 262-4750 or 800-509-BOOK
Fax: (954) 262-4753
Web site: www.nsubooks.bncollege.com

Refund Policy

Textbooks

- A full refund will be given if returned within the first week of class in your original form of payment with a receipt.
- With a proof of schedule change, a full refund will be given in your original form of payment with a receipt during the first 30 days of classes.
- No refunds are given on textbooks without a receipt.
- No refunds are given on custom course materials, outlines, or study guides.
- Textbooks must be in original condition.
- All medical and specialty reference book refunds are given in your original form of payment with a receipt within three days of purchase.

All Other Merchandise

- Full refund will be given in your original form of payment with a receipt.
- No refunds are given on magazines or prepaid phone cards.
- Without a receipt, a merchandise credit will be issued at the current selling price.
- Cash back on merchandise will not exceed \$5.00.
- All merchandise must be in original condition.

Buyback Policy

- We are happy to buy your textbooks back every day.
- The best time to sell your textbooks is during finals week.
- We will pay you 50 percent of the amount you paid if it was requested by your professors for required use the next term and the bookstore is not overstocked.
- If the book does not meet these criteria, the prices we pay are based on current national demand.
- All books must be in good condition.
- Some books have little or no monetary value. Out-of-print books and old editions are not in national demand, and we don't buy them.

Bursar

†See Student Financial Services and Registration section.

Campus Shuttle

To accommodate NSU students, a fleet of six shuttle buses has been added to service the permanent buildings on our 300-acre main campus. A fixed-route transit circulator system consisting of one two-directional route will be running on the NSU campus weekdays from 7:00 a.m. to 11:00 p.m. Although the buses will have a designated path to follow around the university, there are no set bus stops on campus. Rather, those wishing for a lift are encouraged to wave and ride as the buses make their respective rounds or wait for the buses in front of university buildings.

If you have any questions or need information about our shuttle routes, please contact facilities management at extension 8940.

Career Development

Career Development is available to assist students and alumni in all aspects of career decision making and planning and in the job-search process. The purpose is to support Nova Southeastern University undergraduate students, graduate students, and alumni in the implementation of successful career plans. Through consulting and career-related resources, the center strives to educate students and alumni by teaching them how to

- develop a career life plan, from choosing a major to conducting a job search
- explore career and/or graduate/professional school opportunities
- secure employment

Career Development encourages personal responsibility on the part of students and alumni in planning a career and exploring opportunities as they relate to educational and personal development throughout the college years and into the future. For further information, please contact Career Development at (954) 262-7201.

Volunteerism and Civic Engagement

The mission of the Office of Volunteerism and Civic Engagement is to provide students the opportunity to develop leadership potential and a sense of belonging and civic responsibility through involvement in campus and community life. The office is located in the Rosenthal Student Center. Contact the office by phone: (954) 262-7297 or email: volunteer@nsu.nova.edu.

Benefits of volunteering:

- gain work experience
- have your efforts added to the cocurricular transcript
- build self-esteem and self-confidence
- develop new skills
- improve existing skills
- meet new people
- make important networking contacts
- increase your GPA
- develop leadership skills
- develop critical thinking
- develop conflict resolution skills

NSU offers more than 50 different services to the community. Students are encouraged to get involved in the following services:

- Area Health Education Center Program
- Autism Consortium, (954) 262-7168
- Institute for Learning in Retirement, (954) 262-8471
- Mailman Segal Institute for Early Childhood Studies, (954) 262-6900
- Nova Singers, (954) 262-2107
- Center for Continuing and Professional Studies, (954) 262-8789
- University Health Care Centers:
 - Sanford L. Ziff Health Care Center, (954) 262-4100
 - Pharmacy, (954) 262-4550
 - Dental, (954) 262-7500
 - Optometry, (954) 262-4200
- Baudhuin Preschool, (954) 262-7100
- University School, Upper School (954) 262-4400
- VOICES Family Outreach, (954) 262-4237
- Women's Resource Institute, (954) 262-8451

Computing Facilities/Campus and Student Educational Centers

The Office of Information Technologies' Technology Facilities unit maintains 42 MicroLabs: 25 on campus and 17 located among the Student Educational Centers and sites in Miami, West Palm Beach, Orlando, Tampa, and Jacksonville, Florida; Las Vegas, Nevada; Kingston, Jamaica; and Nassau, Bahamas. The MicroLabs are staffed with full- and part-time personnel who assist students and faculty and staff members in the use of emerging technologies.

In addition to courses and workshops, the MicroLab maintains an open lab schedule available to all students at every MicroLab. Tutorials, where students can receive help with particular software applications, are held every Friday from 4:00–5:00 p.m. at the Alvin Sherman Library, Research, and Information Technology Center MicroLabs.

NSU's MicroLabs contain a wide variety of computer equipment for student use. The systems provide students with more than enough computing power to complete assignments. Every MicroLab is connected to the university's online computer network, providing access to the Campus Wide Information System (CWIS), the Electronic Library, and the World Wide Web.

The MicroLab also provides students and faculty and staff members with access to equipment such as scanners, printers, zip drives, CD-ROM burners, digital cameras, and other new technologies. MicroLabs are also equipped with pay-for-print stations that are accessed via student identification cards.

For further information, please contact the MicroLab at (954) 262-4533 or visit the Web site at <http://microweb.nova.edu>.

Counseling

See NSU Student Counseling section.

Dining Services

Campus dining is a large part of the college experience. Our goal is to make this experience the best it can be, by providing quality, nutritious food, a lot of variety, and an enjoyable atmosphere. Students at NSU never need to worry about finding a terrific place to eat on campus. NSU Dining Services has several locations on campus including many of your favorite national brands. Our facilities and staff offer a variety of menu and dining options, freedom of choice, and quality of service and product. We also recognize that superior service is essential to your dining satisfaction. We always encourage your comments and suggestions to help us continually improve our service to you.

It is our sincere hope that you will find your experience with NSU Dining Services an enjoyable one. We look forward to serving you.

Dining Locations

University Center Food Court

Located in the University Center on the main campus, this residential dining hall features Mamma Leone's Pizza, Subway, Starbucks, Asian cuisine, Char-Hut, culinary tables (home-style entrees), Pepsi fountain beverages, and delicious desserts.

Service hours during fall and spring semesters are Monday through Friday, 7:00 a.m. to 9:00 p.m.; and Saturday and Sunday, 11:30 a.m. to 7:00 p.m. Summer and holiday hours vary.

Outtakes at the University Center

Outtakes offers students the convenience of purchasing items for their residential housing on campus. We offer meal solutions, snacks, canned goods, health and beauty products, cleaning supplies, and traditional household products such as toilet paper, paper towels, and much more.

Service hours during fall and spring semesters are Monday through Friday, 7:30 a.m. to 8:30 p.m.; and Saturday and Sunday, 11:30 a.m. to 7:00 p.m. Summer and holiday hours vary.

Connections Café

Located in the Alvin Sherman Library, Research, and Information Technology Center on the main campus, this lively café offers the NSU community a place to relax and enjoy a cup of coffee, a light snack, or even a complete meal. Pura Vida offers great coffee, blended and espresso drinks, and gourmet pastries and desserts. If you are looking for something to satisfy your hunger, Connections Café offers a Boar's Head Deli.

Service hours during fall and spring semester are Monday through Thursday, 8:00 a.m. to 8:00 p.m.; Friday, 8:00 a.m. to 6:00 p.m.; Saturday, 9:00 a.m. to 6:00 p.m.; and Sunday, Noon to 6:00 p.m. Summer and holiday hours vary.

Supreme Court Café

Located in the atrium lobby of the Shepard Board Law Center, this kiosk offers grab-and-go sandwiches, salads, sushi, coffee, and much more. It's a quick and easy solution to a meal on the go.

Service hours during fall and spring semesters are Monday through Thursday 7:30 a.m. to 7:30 p.m. and Friday 7:30 a.m. to 2:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

HPD Café

Located on the first floor in the Morton Terry Building, the HPD Café offers a place for students to relax and grab a quick bite to eat. It features comfortable indoor and outdoor seating. Menu selections include The Horne Zone (featuring home-style entrees), Ole Sushi, Av Bon Pan Soup, Wildgreens, Shark Grille, Zona Mexicana, Boar's Head Deli, Tummy Yummy specialty desserts, grab-and-go salads and sandwiches, and much more.

Service hours during fall and spring semesters are Monday through Friday, 7:00 a.m. to 3:00 p.m.; evening hours Monday through Thursday offering grab-and-go options, 3:00 p.m. to 8:30 p.m.; and closed Saturday and Sunday. Summer and holiday hours vary.

HPD Koffee Kiosk

Located in front of the HPD Library and Hull Auditorium, this coffee cart features Starbucks coffee beverages, gourmet pastries and desserts, specialty sandwiches, salads, and sushi.

Service hours during fall and spring semesters are Monday through Thursday 7:00 a.m. to 4:00 p.m. and Friday 7:00 a.m. to 2:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

Monty's Café

This food court inside the Carl DeSantis Building includes Einstein Bros Bagels. Looking for food that is fast, but never tastes that way? Think Einstein Bros Bagels. It's not just about bagels anymore, high-quality food is the standard here, with a menu ranging from coffee, baked goods, salads, made-to-order sandwiches, and decadent desserts.

Service hours during fall and spring semesters are Monday through Friday, 7:30 a.m. to 8:30 p.m. and Saturday, 7:30 a.m. to 2:00 p.m. Closed on Sunday. Summer and holiday hours vary.

Outtakes

Located in the Parker Building on the main campus, this convenience store offers grab-and-go salads, sandwiches, sushi, and a variety of snacks and beverages.

Service hours during fall and spring semesters are Monday through Thursday, 7:30 a.m. to 7:30 p.m. and Friday, 7:30 a.m. to 4:00 p.m. Closed on Saturday and Sunday. Summer and holiday hours vary.

For further information, please contact the dining office at (954) 262-5300.

Meal Plans

Declining balance accounts are geared specifically to make your life simpler. A smart chip on your student ID card works with our computer system to identify you as a plan member. Our declining balance account is simple, economical, and designed to best meet the needs of your busy campus lifestyle.

Declining balance (DB) dollars may be used at any NSU dining locations, without restrictions to time of day or frequency of use. Students will be allowed to add additional dollars to their declining balance, at any time, in increments of \$100.

Students may sign up for a declining balance account at the NSU Card Office located in the University Center.

Service hours are Monday through Friday 8:30 a.m. to 6:00 p.m.

Health Care Centers

See Student Medical Centers section.

Libraries

The Alvin Sherman Library, Research, and Information Technology Center, which is a joint-use facility with the Broward County Board of County Commissioners, opened in October 2001. This library has five floors, 325,000 square feet, a 3,800-square-foot atrium lobby, 1,200 user seats (1,000 with Internet access), 100 reference computer workstations, space for 1.4 million volumes (books, journals, and periodicals), and a centralized circulation area. It is the largest library building in Florida. A multistory parking garage with more than 1,500 spaces is near the library.

The university library system is composed of the Alvin Sherman Library, East Campus Branch Library, Health Professions Division Library, Law Library, North Miami Beach Branch Library, Oceanographic Library, and four school libraries on the main campus. Agreements have been signed with academic libraries throughout the world to provide library support for NSU programs offered in specific geographical areas. The catalogs of all NSU libraries are accessible via computers to local and distance education students and faculty members, wherever they may be located. Online databases complement the paper-based holdings and provide full-text resources. Interlibrary loan arrangements through networked organizations such as the Online Computer Library Center (OCLC), the Southeast Florida Library Information Network (SEFLIN), the Consortium of Southeastern Law Libraries (COSELL), and the National Library of Medicine (NLM) provide broad access to a wide range of materials.

To augment the libraries' print materials, the Office of Media Services has an extensive collection of more than 1,200 items of nonprint materials (principally audiovisual materials), and a video production studio to support classroom instruction. In addition, the center provides technical assistance for distance learning delivered by teleconferencing. The university's microcomputer laboratory resources include a growing inventory of instructional software for use by students and faculty members.

For further information on the campus libraries, please visit the library's Web site at www.nova.edu/library.

Miami Dolphins Training Facility

The Miami Dolphins Training Facility is located on NSU's main campus. During the summer months, the Miami Dolphins football practice and the Junior Training Camp are open to the public. The Pro Shop at the training facility is open year-round to the public. For further information, please call (954) 452-7000.

Nova Singers of Nova Southeastern University

More than 125 men and women voluntarily perform unpaid choral engagements throughout the year. These musical ambassadors for the university give their time and talent to bring classical choral music to all of South Florida. For further information, please call (954) 262-2107.

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.

The Department of Athletics at NSU is widely regarded as one of the most successful intercollegiate athletics programs in the southeast United States. The NSU Department of Athletics offers 15 intercollegiate athletic programs (nine women's sports and six men's sports).

Men: Baseball, basketball, cross country, golf, soccer, and outdoor track

Women: Basketball, cross country, golf, rowing, soccer, softball, tennis, outdoor track, and volleyball

The NSU Sharks are in their fourth year as a member of the National Collegiate Athletic Association (NCAA) Division II and the Sunshine State Conference. The NCAA includes more than 1,200 other institutions, conferences, organizations, and individuals. The Sunshine State Conference is one of the most respected conferences in the country. Dubbed the "Conference of National Champions," SSC teams have won a total of 64 national championships since the conference's inception in 1975.

Athletics Web Site

The NSU Sports Information Department maintains, creates, and manages all editorial, statistical, and biographical content for the official NSU Athletics Web site. The NSU Athletics Web site can be accessed at <http://nsuathletics.nova.edu>. The NSU Athletics Web site also provides cutting edge multimedia features such as live audio broadcasts of select NSU athletic events and functions, as well as live statistical information during select home games. A complete audio broadcast schedule as well as archived broadcasts of past events can be viewed on the NSU Athletics Web site through the following link: <http://nsuathletics.nova.edu/statistics/liveaudio.cfm>.

NSU Student Counseling

Student Counseling offers individual, couples, and group counseling, as well as psychiatric services, in our offices in the Parker Building (suite 150). If you are an NSU student, you may see a counselor as many as 10 times per year at no charge; if you see our psychiatrist, we will either bill your insurance or we will charge you a reasonable fee. If you need some help getting a handle on something that is troubling you—

- an emotion that is getting you down
- thoughts that won't leave you alone
- a substance or habit that is getting the better of you
- an exam or assignment that is shutting you down
- relationship or sexual difficulties
- sleep disturbance and/or concentration problems

—then call (954) 262-7050 to schedule an appointment, or drop by during our walk-in hours, Tuesdays from 12:30–2:30 p.m. and Wednesdays from 4:00–6:00 p.m. Our staff members are sensitive to and respectful of everyone's ethnic and cultural background, religious beliefs, and sexual orientation. Our office hours are Monday, Thursday, and Friday, 9:00 a.m.–5:00 p.m., and Tuesday and Wednesday, 9:00 a.m.–8:00 p.m. Our main number also serves as a 24-hour crisis line, where an operator will connect you to an on-call crisis counselor. You can find more information on our Web site: www.nova.edu/studentcounseling.

Off-Campus Housing

For those students who are interested in obtaining housing off-campus, the Office of Residential Life and Housing can assist you as well. This service will make your off-campus housing search a fun and pleasant experience. In addition, our off-campus housing coordinator can assist you with finding a place to live near any of NSU's campuses. Please feel free to contact the Office of Residential Life and Housing at (954) 262-7052 or visit the off-campus housing Web site at www.nova.edu/reslife/offcampus/index.html for more information about Off-Campus Housing Options.

Office of International Students (OIS)

The Office of International Students is enthusiastically committed to providing essential services to assist international students and visiting scholars at NSU achieve their academic goals. OIS serves as a resource to the university community and provides services and counseling expertise aimed at guiding individual students and scholars through the complexities of U.S. government visa regulations. The OIS acts as a liaison with federal agencies such as the USCIS, USIA, U.S. Department of State, and foreign governmental agencies.

More than 700 international students and scholars from more than 90 countries have selected NSU as their academic destination. Our office provides a wide variety of support services in the areas of

- F-1 and J-1 visa counseling
- transfer assistance
- reinstatement
- travel documentation
- on- and off-campus employment
- practical training
- extension of stay
- Social Security
- taxes
- health insurance
- cross-cultural activities
- international student orientation

The OIS is committed to welcoming international students, scholars, and their families while facilitating their transition to life at Nova Southeastern University. For further information, contact OIS at (954) 262-7240 or visit our Web site at www.nova.edu/cwis/registrar/iss.

Pay-for-Print

NSU provides students with laser printing capabilities in the libraries, computer laboratories, and student educational centers. NSU Card print release stations, located adjacent to each of the university printers located in the public and student areas, control the process. Each registered NSU full-time and part-time student receives a credit for 500 print-copies per academic year (July 1 through June 30) on their NSU Card. Once the credit allocation has been used, the student is charged 10 cents per print-copy. Unused credits cannot be carried over to the following year. This credit applies only to printing and is not for use with NSU copiers. The pay-for-print credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Cash stations are available for the public and for NSU students to add value to their NSU Cards.

Public Safety

The Public Safety Department provides protection and service on campus 24 hours a day. Public Safety should be called to report all emergencies, crimes, or suspicious situations. Public Safety also provides assistance in jump-starting vehicle batteries, giving vehicle owners access in case of lockouts and, when appropriate, giving NSU community members entry into locked buildings or offices. The NOVALERT emergency number is (954) 262-8999 (ext. 8999 from on-campus phones). The West Palm Beach Security Office number is (954) 262-5626.

- The Public Safety emergency telephone system is advertised throughout the university community. Emergency telephones are located at strategic locations on campus to provide communication with Public Safety at any time, especially in an emergency. These are **blue light telephones**.
- The Public Safety staff works in conjunction with all emergency and care-giving services, including: the police, fire department, emergency services, and other university or community service units.
- To help boost crime prevention on campus, the PSD staff performs several informational instructions each month to students and staff regarding safety and security.

Public Safety officers are highly trained in life safety and security. Each is certified in first aid and CPR. Each officer is oriented through an intense 120-hour training program. Regular refresher training is given to staff in patrol, reporting, investigation and in relating to the campus community. The Public Safety department is certified in Homeland Security Training in partnership with the Department of Homeland Security.

The Public Safety Department administers both safety and security for all university campuses and sites. The elements of the department include administration, safety, field operations, locksmithing, parking control, physical security, and governmental compliance and liaison.

The Public Safety Department provides uniformed Public Safety supervisor and officer presence, patrol and inspection for the main campus, east campus, and the North Miami Beach campus. Public Safety also has a partnership with Contract Security Companies to provide uniform security officers for a number of campuses and sites.

For more information, please visit their Web site at www.nova.edu/cwis/pubsafety.

Public Safety University Locksmith

As part of the Nova Southeastern University Public Safety Department, the university locksmith is responsible for planning, organizing, and administering physical security systems for all NSU managed properties. This departmental activity includes conducting the mechanical and electronic hardware security system needs analysis of existing facilities, physical security retrofits, and new NSU facilities construction projects.

The locksmith receives emergency and non-emergency communications from other departments, serving as an activator for resource allocation of in-house services and vendors associated with physical security systems.

Specific professional services include high security lock hardware; master key systems; security doors; mechanical and electronic exit devices; mechanical and electronic keyless access control hardware; safes, vaults and cash protection devices; command operated and emergency electronic door hardware; intrusion and fire protection devices; CCTV systems; and fleet motor and electric vehicles. The locksmith Web site is www.nova.edu/cwis/pubsafety/lksmith.html.

Recreation

The Office of Campus Recreation provides formal and informal recreation programs to the students and faculty and staff members of NSU. A comprehensive recreation program provides intramural sports, special events, aerobic and fitness programs, recreation instruction, martial arts, and much more. Offerings currently include volleyball, football, basketball, soccer, softball, golf, scuba diving, swimming instruction, golf classes, tennis instruction, martial arts, step aerobic classes, aerobicing/kickboxing classes, body sculpting, Pilates, and yoga classes.

The Office of Campus Recreation is located in the University Center along with the RecPlex. The RecPlex is a 100,000-square-foot indoor and outdoor recreation and fitness facility.

Registrar

See Student Financial Services and Registration section.

Residential Life and Housing

Nova Southeastern University requires all Farquhar College of Arts and Sciences Professional and Liberal Studies (day) undergraduate students with 0–48 credit hours to live on campus, unless one or both of the following criteria applies:

1. You are married.
2. You reside with your immediate family (mother, father, or legal guardian) within the tricounty area (Broward, Miami-Dade, and Palm Beach).

If you are over the age of 25 or married you have the option to move into the graduate apartments or live off campus.

NSU offers a residential living program that is designed to meet a wide array of student needs. Students who live on campus have numerous opportunities to participate in a variety of programs and activities that maximize intellectual growth and personal development. The following types of facilities and amenities are offered:

Leo Goodwin Sr. Residence Hall

Leo Goodwin Sr. Residence Hall was opened in the 1992–1993 academic year. This state-of-the-art residence hall facility will house 330 students during the 2007–2008 academic year. The Leo Goodwin Sr. Residence Hall is the primary freshman undergraduate facility; each room is built for two students and features a private bathroom, large closet space, and high ceilings. Each room is furnished with two beds, two desks, two desk chairs, two dressers, and a built-in storage/counter facility. The building houses a classroom, computer lab, study lounges on each floor, laundry facilities, a kitchen, a large TV lounge, and the Office of Residential Life and Housing.

All students living in Leo Goodwin Sr. Residence Hall, regardless of credit hours, must purchase a mandatory declining balance plan. The minimum amount a resident can apply to their Shark Card is \$1,200 per semester. If residents choose to apply additional funds to their cards, they are able to do so at any time by going to the NSU Campus Card Office in the University Center. If a balance exists on a resident's declining balance plan at the end of the fall semester, the funds will roll over to the winter semester. Once the winter semester has ended, the remaining balance will no longer be available to the resident.

The Commons

The Commons, open fall of 2007, is the newest residence hall. This state-of-the-art living/learning community includes 501 student beds, classroom and meeting space, 16 community living rooms, 16 study rooms, and plenty of indoor and outdoor common space. The Commons is unique and dynamic for the inclusion of incorporating communities within a community. The 16 community living rooms will have comfortable furnishings that will create unique spaces for students and groups to conduct study sessions or group meetings, or to congregate with friends.

Ten of the 16 communities will be reserved for returning and incoming residents. The other six communities will be based upon themes and academic initiatives. Students who choose to live in these in these six communities must meet or choose from the following criteria for each community.

1. Sorority-Themed Community (The Sisterhood)
2. World-Themed Community (Global Village)

3. Leadership-Themed Community (LEAD)
4. Quiet-Themed Community
5. Business and Entrepreneurship Living and Learning Community (Executive Suites)
6. Wellness-Themed Community (The Well)

All undergraduate students living in The Commons, regardless of credit hours, must purchase a mandatory declining balance plan. The minimum amount a resident can apply to their SharkCard is \$1,200 per semester. If residents choose to apply additional funds to their cards, they are able to do so at any time. If a balance exists on a resident's declining balance plan at the end of the fall semester, the funds will roll over to the winter semester. Once the winter semester has ended, the remaining balance will no longer be available to the resident.

Founders, Farquhar, and Vettel Halls

These residence hall facilities will house approximately 50 upper-division undergraduate residents each during the 2007–2008 academic year. The oldest of NSU's residence halls, each building has recently undergone major renovations, which included new doors, tile, paint, kitchens, and appliances. Each apartment is furnished and features single, double, and triple options; kitchen with a full refrigerator and stove; a private bathroom; and a living room.

Cultural Living Center

The Cultural Living Center (CLC) was built in 1984 and will house approximately 135 graduate students in the 2007–2008 academic year. Its unique balcony structure makes it a popular choice for returning graduate students. Each apartment is furnished and features one or two bedrooms, a kitchen with full refrigerator and stove, a private bathroom, and a living room.

For more information, please contact the office of Residential Life and Housing at (954) 262-7052 or visit the Web site at www.nova.edu/reslife/index.html.

Off-Campus Housing

For those students who are interested in obtaining housing off-campus, the Office of Residential Life and Housing can assist you as well. This service will make your off-campus housing search a fun and pleasant experience. In addition, our off-campus housing coordinator can assist you with finding a place to live near any of NSU's campuses. Please feel free to contact the Office of Residential Life and Housing at (954) 262-7052 or visit the off-campus housing Web site at www.nova.edu/reslife/offcampus/index.html for more information about off-campus housing options.

Student Financial Services and Registration

Student Financial Services and Registration incorporates the Office of the University Registrar, the Office of the University Bursar, the Office of Student Financial Assistance, and the One-Stop Shop. These offices are located in the Horvitz Administration Building on the main campus.

WebSTAR and students' NSU email accounts are the official means of communication for the Office of Student Financial Services and Registration. Students may access WebSTAR at <http://webstar.nova.edu> with their NSU Personal Identification Number (PIN). Advantages of using WebSTAR include accessing student status, financial aid status (including awards and required/missing documents), transcripts, and grades; making WebCheck or credit card payments; reviewing billing and payment information and information regarding obligations; and permitting students to change addresses.

Office of the University Registrar

The Office of the University Registrar provides a variety of diverse services to the university community. Working closely with the academic units, this office strives to be customer oriented and responsive to a variety of student and university needs. Services include, but are not limited to, course registration, transcript processing, data entry, and general university information. The office provides information on commencement exercises, degree conferral, and diploma application.

In addition to the various services the Office of the University Registrar provides, the office also includes the Office of International Student and Scholars, which provides assistance to international students, visiting professors, and United States Veterans. More information is available on the International Student Web site at www.nova.edu/cwis/registrar/iss/.

For further information, please access the registrar's Web site at www.nova.edu/cwis/registrar or call 800-541-NOVA (6628), extension 7400.

University Bursar

The Office of the University Bursar is responsible for collecting tuition and fees, residence hall charges, and meal plans charged to students' accounts. Refunds resulting from student loans, scholarships, and grants are handled by loan disbursing. Refunds are not issued until loan proceeds are received by NSU and a credit balance is created. It is the policy of NSU that payment is due within 30 days from the start of the term. If payment is not made within 30 days, the student's account will be assessed a \$50 late payment fee and a hold will be placed on the account, preventing any additional registrations, grades, and transcripts. Payment must be made in cash, check, or credit card. The term "check" includes money orders, traveler's checks, cashier's checks, loan checks, personal checks, international checks (in U.S. funds only), and certified checks. NSU accepts MasterCard, VISA, and American Express. Please contact the bursar's office at 800-806-3680 for other payment arrangements, such as wiring funds from abroad. Credit card and Webcheck payments via the Web are available from the student's secure WebSTAR account.

Office of Student Financial Assistance

The Office of Student Financial Assistance assists students in obtaining funds necessary to pursue their educational objectives. Financial assistance includes grants, loans, student employment, and scholarships. In order to be considered for federal and most state aid, students must complete the Free Application for Federal Student Aid (FAFSA), meet specific eligibility criteria, and be enrolled or accepted for enrollment as a regular student (i.e., all admissions requirements/documents have been satisfied) working toward a degree or certificate in an eligible program. For more detailed information regarding the financial aid process, contacts, policies and procedures, and other pertinent information, students should visit the NSU financial aid Web site at www.nova.edu/cwis/finaid.

The earlier students apply, the more chance they will receive funds in a timely manner, if eligible. The preferred method for applying for financial aid is online through FAFSA on the Web at www.fafsa.ed.gov, which saves processing time and reduces the chance of errors due to edit checks. Students should include their email addresses on the FAFSA in order to receive information via email, including their Student Aid Report (SAR) and their financial aid history.

Office of Student Financial Assistance staff members are available to assist students in the completion of the FAFSA and to answer questions concerning the financial aid process. For further information, please call 800-806-3680.

Student Employment

Nova Southeastern University participates in several types of student employment programs: the federally funded Federal Work-Study Program (FWS), the America Reads and America Counts Programs (also funded by FWS), the institutionally funded Nova Southeastern University Student Employment Program (NSUSE), and the Job Location and Development Program (JLD).

The objectives of the student employment programs are

- to offer jobs to students who need to earn funds, to help pay for their educational expenses
- to provide work experience that will enhance the student's educational and/or occupational goals
- to provide services that would otherwise not exist for Nova Southeastern University or for other participating public or private, nonprofit organizations

Questions concerning the student employment programs should be directed to the coordinator of student employment at 800-806-3680, Monday through Friday between 8:30 a.m. and 5:00 p.m. The Student Employment Office is in the Office of Student Financial Assistance, located in the Horvitz Administration Building. Further student employment information is available on the NSU Financial Aid Web site at www.nova.edu/cwis/finaid/stuemployment.html.

NSU's student employment programs are administered without regard to race, color, religion, national origin, sex, disability, age, or political beliefs.

Veterans Benefits

The Veterans Benefits office is located in the Office of Student Financial Assistance. Department of Veterans Affairs (DVA) Educational Benefits are designated to provide eligible individuals with an opportunity for educational and career growth. For more information, please contact the veterans benefits specialist at 800-806-3680, Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m., or visit the veterans benefits Web site at www.nova.edu/cwis/finaid/veterans. See the Veterans Affairs listing in this handbook.

One-Stop Shop

The One-Stop Shop staff is cross-trained to assist students, parents, and the general public with student financial assistance and inquiries to the university bursar and registrar. Other services include providing official academic transcripts and NSU parking decals (a valid registration is required). The office is located in the Horvitz Administration Building at the main campus. Operating hours are Monday through Thursday from 8:30 a.m. to 7:00 p.m., Friday from 8:30 a.m. to 6:00 p.m., and Saturday from 9:00 a.m. to noon.

Student Medical Centers

The Health Professions Division Health Care Centers serve an important function and are an integral part of the HPD training programs. They provide a vital community function by bringing health care service to areas whose medical needs traditionally have gone unmet.

Sanford L. Ziff Health Care Center

The Ziff Health Care Center is a state-of-the-art primary care facility with full-service, radiologic-diagnostic capabilities. Contained at the health care center are family medicine, pediatrics, X ray, occupational therapy, pharmacy, physical therapy, rehabilitation, nephrology, hypertension, sports medicine, an optometric center, optical dispensary, OB-GYN, dermatology, and general internal medicine. Complete dental services are available next door at the clinics operated by

the NSU College of Dental Medicine. Ambulatory medical, optometric, and dental care is made available during regular business hours for the university community. When a student or a family member needs care, they may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. For urgent situations, contact the University Health Service at (954) 262-4100. Most insurance policies are accepted by the health facility for medical services.

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

Campus Pharmacy

Located adjacent to the Ziff Health Care Center is the pharmacy where prescriptions, over-the-counter remedies, herbal, and homeopathic remedies are available. The pharmacy Wellness Center addresses diabetes, high blood pressure, and other diseases.

Hours are as follows:

Monday–Friday, 9:00 a.m.–6:00 p.m.

Saturday, 9:00 a.m.–1:00 p.m.

For additional information, contact (954) 262-4550.

University Center

The University Center is a 366,000-square-foot facility that serves as the central gathering place for students, faculty and staff members, friends, family, and alumni of NSU. Within its walls include 100,000 square feet of indoor and outdoor recreational space, including a fitness center with strength and cardiovascular training equipment, two basketball courts, three racquetball courts, a rock-climbing wall, three multipurpose rooms, men's and women's locker rooms, and a swimming pool.

The University Center Arena is home to intercollegiate athletics and the NSU Sharks. The arena can seat over 5,000 people and also serves as an entertainment venue with concerts, performances, speakers, family shows, and more. The arena has three basketball courts, as well as team locker rooms, concession areas, and a "hall of fame" room.

The center also houses the Student Union/Flight Deck. This area is designed as a general hangout space for students where they can grab a bite to eat, get a drink, shoot some pool, and play darts. The Student Union Board (S.U.B.) also offers a programming schedule of events including comedians, bands, and more.

Veterans Affairs

The Office of Student Financial Services and Registration oversees the process of veterans' benefits. Eligible veterans and their dependents should contact

Nova Southeastern University
Office of Student Financial Services and Registration
Attn: Veterans Benefits
3301 College Avenue
Fort Lauderdale, Florida 33314-7796

For further information, please call (954) 262-7236; toll free 800-806-3680, ext. 7236. If you have any questions concerning eligibility, you may contact the Department of Veterans Affairs (VA) at 888-442-4551 or visit their Web site at www.va.gov.

Standards of Progress

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

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

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one evaluation period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program. To initiate the petition process, students should contact the Office of Student Financial Assistance VA Benefits representative at 800-986-3380.

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

Grade/Progress Reports

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

Wireless Networking—NSU WINGS

NSU's wireless networking project, NSU WINGS, provides mobile network access for the students of the university. The wireless network is available at all NSU campuses and student educational centers. For information and instructions on registering for NSU WINGS, please visit www.wireless.nova.edu.

Women's Resource Institute (WRI)

The Women's Resource Institute is a program for all people. The WRI provides information and referral services for problems that may be interfering with employee/student well-being, including domestic violence, substance abuse, career changes, financial crisis, or other issues. The WRI is located in House Four on the northwest corner of SW 75th Avenue and SW 36th Street on the main campus. The WRI can be reached at (954) 262-8451.

Academic Center Specific Policies and Procedures
Health Professions Division



Health Professions Division

Building Hours

The executive and administrative offices of the Health Professions Division are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The library maintains its own hours (see Library section).

FINANCIAL AFFAIRS

Yearly Fees and Expenses

NSU Student Services Fee.....	\$750
HPD General Access Fee	\$145
Lab Fee (only for Osteopathic Medicine, Dental Medicine, and Medical Sciences first-year students)	\$100
Nursing Program Lab Fee (effective January 2006).....	\$150
Equipment/Lab Fee (only for Optometry students).....	\$25*
Student Fee (only for Osteopathic Medicine second-year students)	\$250
Diploma Fee (Seniors only)	\$75
Commencement Fee (Seniors only).....	\$150
Program Completion Certificate Fee (Postgraduate Dental students)	\$100
Diploma Fee (B.S./Vision Science)	\$75
Late Payment Fee.....	\$50
I.D. Replacement	\$20
Diploma Replacement	\$30
Official Transcripts.....	\$5

* Per student, per term for fall and winter

Charges and Payments

Tuition charges are automatically calculated when students register for classes. Students are expected to pay in full at the time of registration, or have completed the necessary paperwork for financial aid and have been awarded. Students may pay for tuition using credit cards: MasterCard, VISA, or American Express. Credit card payments may now be made online.

Late Payment Fee

Students with any balance unpaid by the 30th day of the semester will be assessed a \$50 late payment fee and a hold will be placed on their account. In addition, no further registrations will be accepted until the balance is paid in full.

Late Registration

Students who have completed one full year at the university and who cannot meet their financial obligations by the 30th day of class are considered late registrants. Students who register after the late registration date established by their college will be charged a late fee or penalty established by the university or the division.

The following will apply:

- recipients of Armed Forces scholarships shall be allowed up to three months' grace period without penalty
- when confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months

Consequences for Nonpayment

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

- identify those students who have still failed to meet their financial obligation at the end of each 30-day period
- notify those students of their failure to pay
- forward to the program office the names of all students in delinquent status for the program office to take appropriate administrative action

Those students who fail to meet financial obligations shall not receive any academic credit for the coursework taken.

Tuition Refund Policy—Voluntary Withdrawals

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

First three class days.....	70 percent
Fourth or fifth class day	60 percent
Sixth or seventh class day	40 percent
Eighth, ninth or tenth class day....	20 percent
After the tenth class day	0 percent

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

Students will not be given refunds for portions of tuition paid by financial aid funds. Instead, the respective financial aid programs will be credited in accordance with federal regulations, which establish the following requirements for recipients of Title IV student assistance funds (guaranteed student loans and auxiliary loan program).

The regulation requires that if the student has received a financial aid overage to assist with related, but indirect educational costs, e.g., living expenses, books, supplies, transportation, and/or personal expenses, this must be prorated for the period the student attended the institution. The student must

then refund the difference (between the actual overage and prorated amount) to the institution for restoration to the appropriate Title IV account.

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

A refund due the student will be mailed to the student's permanent home address or deposited directly into his or her checking account as soon as the dean of the respective college has approved the withdrawal. The tuition refund policy is subject to change at the discretion of the university's board of trustees.

Student Financial Aid

The Office of Student Financial Assistance assists qualified students to obtain the funds necessary to pursue their educational objectives. In order to be eligible for student financial aid, students must complete the U.S. Department of Education's Free Application for Federal Student Aid (FAFSA), and meet federal general eligibility criteria. A need analysis is performed, utilizing information from the FAFSA to determine the student's Expected Family Contribution (EFC), or the amount the student and the student's family can contribute toward the student's educational expenses. Financial need is defined as the difference between the institution's Cost of Attendance (COA) and the EFC. The university's cost of attendance includes tuition and fees, books and supplies, room and board, transportation, and personal expenses.

The fastest way to apply for the FAFSA is online through FAFSA on the Web at www.fafsa.ed.gov. By applying electronically, financial aid information is forwarded to the Office of Student Financial Assistance within 72 hours, expediting the awarding process, and reducing errors due to built-in edits. Students should request a Department of Education Personal Identification Number (PIN) online through www.pin.ed.gov. By using the PIN, students eliminate the need to send a signature page.

Undergraduate students may be eligible for grants, student employment, loans, and scholarships. Graduate/professional students may be eligible for loans in the form of both the Federal Subsidized and Unsubsidized Stafford Loans, Federal Graduate Plus Loans, and private/alternative loans, as well as student employment (FWS) and scholarships. In order to successfully complete the financial aid process, students should apply early, provide all necessary documents and requests to the Office of Student Financial Assistance in a timely manner, register for the minimum number of credits required per term (half time in a degree-seeking program), and meet required deadlines.

For more information regarding the financial aid process, contacts, and other pertinent information, students may visit the NSU Financial Aid Web site at www.nova.edu/cwis/finaid. Students will be notified of missing information, their financial status, award notifications, and other financial aid related information via their NSU email addresses.

Office of Student Financial Assistance hours of operation:

Horvitz Administration Building
Monday–Thursday, 8:30 a.m.–7:00 p.m.
Friday, 8:30 a.m.–6:00 p.m.
Saturday, 9:00 a.m.–noon
(No Sunday hours)

Student Educational Center
Orlando
Monday–Friday, 8:30 a.m.–5:00 p.m.
(No Saturday or Sunday hours)

Terry Administration Building
Monday–Thursday, 8:30 a.m.–6:00 p.m.
Friday, 8:30 a.m.–5:00 p.m.
(No Saturday or Sunday hours)

Student Educational Center
West Palm Beach
Monday–Friday, 8:30 a.m.–5:00p.m.
(No Saturday or Sunday hours)

For further assistance, please call (954) 262-3380 or 800-806-3680.

Short-Term Preloans

The Office of Student Financial Assistance at HPD administers preloans for students who encounter emergency situations prior to receipt of financial aid refunds. Students must be enrolled for the term, have a completed financial aid file, and must be receiving financial aid with sufficient funds to cover total charges due the university, the loan amount, and the processing fee charged. When approved, disbursement is made electronically through direct deposit within one week of receipt of the student's application.

Return of Title IV Funds

Effective July 1, 2000, the Department of Education established new requirements with regard to return of Title IV aid received by students who withdraw from all their courses during a term for which a federal financial aid payment has been received. Students receiving Title IV funds, whether used to pay institutional charges or disbursed directly to the student, may be obligated to repay a portion of unearned funds if they withdraw from classes before 60 percent of the term. A repayment may be required when cash has been disbursed or could have been disbursed from Title IV aid (other than Federal Work-Study) in excess of the amount of aid the student earned during the term. Students will be permitted to keep 50 percent of their obligated Title IV grant aid.

It is important that students notify the Office of Student Financial Services and Registration and the Office of the Dean if they intend to withdraw. Students will be notified within 30 days of determination of withdrawal with regard to the amount of Title IV aid to be repaid. If the student did not officially withdraw, the university will use either the midpoint or last academically related activity as confirmed by an NSU employee. The student will have a maximum of 45 days to respond.

When a student owes a refund, the order of repayment is as follows: Unsubsidized Federal Stafford Loan, Subsidized Federal Stafford Loan, Federal Perkins Loan, Federal Graduate Plus Loan, Federal Pell Grant, FSEOG, and other Title IV aid. An exit interview is required for any student who has received a loan.

More information regarding this policy is available on the NSU Financial Aid Web site at www.nova.edu/cwis/finaid.

Note: Dismissal will result in termination of veterans' benefits where applicable.

Health Professions Division Library

The HPD Library is located on the first floor at the north end of the Terry Building Complex in the Library/Lab Building. The print collection consists of more than 70,000 volumes, with 1,400 active journal subscriptions and more than 4,000 CD-ROMs, videocassettes, DVDs, and audiotapes. In addition, the Electronic Library is accessible 24/7 from any computer with an Internet connection. It provides access to 50 medical/health databases, including Medline, CINAHL, UpToDate, MD Consult, Micromedex, and Clinical Pharmacology. More than 300 medical textbooks are available full-text online along with more than 21,000 full-text electronic journals. Interlibrary loan and document delivery services provide access to journal articles and books not available locally. Professional reference assistance is available during most operating hours. Students have access and borrowing privileges to print collections at any NSU library and may access more than 200 electronic databases via the HPD library home page (www.nova.edu/hpdlibrary).

In addition, there are 48 individual/small group study rooms in the library and Assembly II Building. Rooms can be checked out for up to three hours. All rooms are equipped with white boards and the

library study rooms have video players. A small teaching lab is available for group instruction and two 50-station computer labs are open when the library is open. Both buildings have full wireless connectivity. Laptop computers and DVD players are available for checkout.

Hours of operation for the library, study center, and adjoining computer labs are:

Monday–Thursday, 7:30 a.m. to midnight

Friday, 7:30 a.m. to 9:00 p.m.

Saturday, 10:00 a.m. to 10:00 p.m.

Sunday, 10:00 a.m. to midnight

During exam periods, the library is open until 1:00 a.m. each night.

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

See Libraries section of the *Student Handbook* for information about NSU's Alvin Sherman Library, Research, and Information Technology Center.

Lost and Found

Items found on school property are turned over to campus security for disposition and storage. Please contact the NSU Public Safety Department to find the location for claiming such items and reporting lost items.

Mailbox and Message Center

Mailboxes for intracampus memos and notices can be found in the student lounge area of the library/lab building. Students who are assigned a mailbox are responsible for checking their mailboxes daily. Official communications delivered to the student mailbox are assumed to be seen within 24 hours. Postgraduate Pharm.D.; Ph.D. physical therapy; Ph.D. occupational therapy; Dr.OT occupational therapy; and bachelor, master, and doctor of health science students do not have mailboxes.

Microcomputer Laboratories

The Office of Information Technologies maintains two separate computer laboratories at the Health Professions Division. One of these laboratories is located in the HPD Library to the right of the front desk. It contains two networked laser printers, a color scanner, and 40 desktop computers equipped with Windows XP, and Microsoft Office (Word, PowerPoint, Excel, and Access). The second computer lab is located on the first floor of the Assembly II Building. It has 50 desktop computers and is equipped with the same software packages. In addition, other software programs for use in specific courses are also installed on the systems. Online connectivity from all desktop systems provides access to the Campus Wide Information System (CWIS), the Electronic Library, the Internet, and the World Wide Web (WWW). Computer-assisted instruction programs are also available. The HPD laboratories operate under the auspices of the university Office of Information Technologies User Services.

Computer Lab hours:

HPD Assembly Building

Monday–Thursday, 7:30 a.m.–midnight

Friday, 7:30 a.m.–9:00 p.m.

Saturday, 10:00 a.m.–10:00 p.m.

Sunday, 10:00 a.m.–midnight

(954) 262-4868

HPD Library computer laboratory

Monday–Thursday, 7:30 a.m.–midnight

Friday, 7:30 a.m.–9:00 p.m.

Saturday, 10:00 a.m.–10:00 p.m.

Sunday, 10:00 a.m.–midnight

(954) 262-4945

In both locations, full-time technicians and student employees are available to provide technical support.

Student Lounge/Student Area

Students who wish to relax may use the student lounge on the second floor of the HPD Library/Laboratory Building during their free hours. Vending machines, pay telephones, pool table, and other games are provided for student use. Additional student lounges are available at the West Palm Beach and Orlando student educational centers. A student area is available at the Naples location as well.

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

HPD POLICIES AND PROCEDURES

Acceptance of Professional Fees

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

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

AIDS Policy

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

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

Attendance Policy

At Nova Southeastern University's Health Professions Division, attendance at all scheduled instructional periods is mandatory. Students are required to follow their college section for specific center or program policies.

Failure to consider any additional requirement is noted in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Students shall report to the individual college's Office of Student Affairs, in writing, the reason for all absences within 24 hours of each occurrence.

Students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, requests for an excused absence must be made to the individual college's Office of Student Affairs for a decision. All students are instructed to consult their specific program handbook with regard to additional or supplemental attendance policies.

1. Excused absences

- A. Illness: The division must be notified as soon as possible, or at the latest, on return to school, of all absences due to illness. For unusual or prolonged illness, the appropriate Office of Student Affairs must be notified as soon as possible. These absences will be evaluated on an individual basis.

B. Special circumstances: Unusual circumstances resulting in absences (e.g., death in the immediate family) must be cleared with the appropriate Office of Student Affairs on an individual basis, preferably before the student is absent from class.

2. Unexcused absences

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

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

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

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

3. Clinical rotations

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

4. Promptness

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

Classes begin at various times within each college. Any student not seated in his or her assigned seat by the time class begins may be marked absent. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice.

5. Religious holidays

Absences for major religious and ethnic holidays may be excused at the discretion of the administration. Students are required to obtain approval for their absences one week prior to the holiday.

Background Checks

Students are required to authorize the NSU Health Professions Division to obtain background check(s) as per adopted policy of April 22, 2005. Students may also be required by the Health Professions Division to obtain a background check or authorize, where appropriate, clinical training facilities to conduct the check and to permit the results provided by the consumer reporting agency to the NSU Health Professions Division and/or to the clinical training facilities. If the background check(s) reveal information of concern, which the NSU Health Professions Division may deem unfavorable, the NSU Health Professions Division will provide the accepted applicant or enrolled student a copy of the report and the document entitled "A Summary of Your Rights Under the Fair Credit Reporting Act," and

request the individual to provide a detailed written explanation of the information contained in this report along with appropriate documentation (e.g., police reports). This information must be returned to the NSU Health Professions Division within 10 business days of the date the communication is sent or another date specified by the NSU Health Professions Division in its communication with the student.

Offers of admission will not be considered final until the completion of the background check(s), with results deemed favorable by the NSU Health Professions Division, and, where appropriate, by the clinical training facilities, or if information received indicates that the student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, then the admission may be denied or rescinded, the student may be disciplined or dismissed, or his or her enrollment terminated.

Following the initial background check(s), students will be asked annually to provide a certification relating to any convictions, guilty pleas, or no contest pleas to any criminal offense, other than traffic violations.

Certificate of Physical Examination

Students must have a certificate of physical examination completed by their physician. Forms will be distributed by the Division Office of Admissions and Student Services to each matriculant as part of the admissions package.

Students may request that the University Health Service perform these examinations after matriculation. The University Health Service will make appointments in as timely a manner as possible, and the appointments, once made, become an obligation of the student, and must be kept.

These certificates (whether done privately or by the university), will be placed in the student's files in the college office.

Core Performance Standards for Admission and Progress

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

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

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

Candidates for degrees offered by the Health Professions Division must have, with or without reasonable accommodation, multiple abilities and skills including intellectual, conceptual, integrative,

and quantitative abilities; interpersonal communication; mobility and strength; motor skills; hearing, visual, tactile, behavioral, and social attributes. Candidates for admission and progression must be able to perform these abilities and skills in a reasonably independent manner.

Intellectual, Conceptual, Integrative, and Qualitative Abilities

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving—a critical skill—requires all of these intellectual abilities. Candidates and students must have critical thinking ability sufficient for good clinical judgment. This is necessary to identify cause-effect relationships in clinical situations and to develop plans of care. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. An individual is expected to be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging learning environment. All individuals are expected to meet their program requirements on a satisfactory level as determined by HPD administration or the applicable college/program administration. Osteopathic medical students must be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging environment. They must be able to think quickly and accurately in an organized manner, despite environmental distractions.

Interpersonal Communication

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

Motor Skills

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

Strength and Mobility

Candidates and students must have sufficient mobility to attend to emergency codes and to perform such maneuvers as CPR when required. They must have the physical ability to move sufficiently from room to room and to maneuver in small places. Osteopathic medical students must have the ability to position patients for the administration and delivery of osteopathic manipulative treatment in a variety of settings and to position and move patients when required.

Pharmacy students must be able to move about within a pharmacy setting and a patient's room.

Physical therapy and occupational therapy students must be able to administer treatment in a variety of settings and positions and move patients when required.

Hearing

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

Visual

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

Tactile

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

Behavioral and Social Attributes

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

Sensory

Osteopathic students and physician assistants are required to have an enhanced ability to use their sensory skills. These enhanced tactile and proprioceptive sensory skills are essential for appropriate osteopathic evaluation and treatment of patients.

Dress Code

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

1. Students must wear their white consultation jackets with their names and appropriate college designation embroidered over or on the left breast pocket. A white jacket is to be worn daily over the prescribed attire.
2. Shirt, tie, slacks, socks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes.

3. Matching scrub sets, socks, and shoes.
4. In addition to the above attire, students must wear their white clinical jackets.
5. Identification badges will be issued at the Health Professions Division Badge Room, in the Horvitz Administration Building, or from the Office of Student Affairs for distance program students, and must be worn at all times when the student is on campus or clinical rotation. Please note that on campus, ID badges are necessary for proper use of auditoriums, library and recreational facilities, offices, laboratories, and certain restricted parking areas.

Students may not wear the following:

- shorts
- cut-offs
- mini-skirts (higher than mid-thigh)
- jeans
- see-through clothing or halter-tops
- beach/flip-flop sandals or thong footwear
- T-shirts (as the outer shirt)
- jogging or exercise clothing
- hats or caps, unless of a religious nature

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

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

The dress code is to be observed at all times including midterms and examination periods. Students are expected to consult their specific program handbook for compliance with any program-specific supplemental dress code policies.

Food in the Lecture Halls

Food, beverages, and tobacco are not permitted in the lecture halls, laboratories, or university clinics. Smoking is not permitted inside any division building.

Identification Badges

Students must wear identification badges at all times while on campus. ID badges are not transferable. ID badges are issued at the Health Professions Division Badge Room, in the Horvitz Administration Building, or from the Office of Student Affairs for distance program students. These badges are given to the students at no charge except for replacement.

Identification Requirements and Fieldwork Prerequisites

An affiliated clinical/fieldwork teaching facility may also require a student to pass a state of Florida Department of Health screening before rotation. Other requirements, which may be held by the affiliated facility include, but are not limited to, fingerprinting, criminal background check, urinalysis for drugs and alcohol, and proof of immunization. If a student does not meet all requirements held by

the affiliated facility before the first day of the scheduled placement, the student's placement will be canceled, or if the placement has begun, the student will be asked to leave.

Immunization Requirements

Students must have completed the mandatory immunization form.

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

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

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

Tuberculosis: Because of the resurgence of tuberculosis and the possible exposure of students to TB, the Health Professions Division will require and provide a yearly tuberculosis test for every student. The student activities fee, too, will support this.

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

The university is not required to provide alternate sites for clinical practicum or rotations should immunization be a requirement for placement. Therefore, the student may be delayed in meeting the graduation requirements of their program.

Email

Email notices to students from faculty and staff members or other students must be sent via a university assigned email address. It should be noted that forwarding of emails containing patient health information is prohibited by federal compliance regulations.

Notices, Messages, and Posters

After approval from Student Affairs, students may post notices on the bulletin boards located in the student lounge and other locations. Other boards are provided for university or division business only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No notices, announcements, posters, or any other papers may be posted anywhere, including doors, windows, and elevators, except on bulletin boards provided for that purpose.

Parking Lot

You are encouraged to use the parking areas designated for our students. You must obtain a parking decal from the security office. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for administrators, visitors, and patients only. Parking in spaces other than those appropriated may result in a ticket violation. Remember to lock your car everyday and park within the specified areas. Do not leave valuables in your vehicle.

Courtesy and common sense in parking will avoid accidents, personal injuries, damage to your vehicle and to the vehicles of other students and employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the NSU Public Safety Department.

The Health Professions Division and NSU do not assume any liability for any loss or damages you may sustain while parked in the parking garage. Use of NSU parking facilities are always at your own risk.

Photographs and Recordings

No one may take photographs in classrooms or laboratories without prior permission of the instructor and student(s) within those facilities. Absolutely no photographs may be taken in the anatomy laboratories. Students wishing to record lectures must obtain permission from the instructor. Consent forms may be obtained from your academic center's office.

Return of University Property

Any Health Professions Division or university property issued to you must be returned at the time of your dismissal or graduation, or whenever it is requested by administration, the department in control of the item, or the program. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be charged to your financial account, and you may be required to deal with the bursar's office for this purpose. Also, diplomas will be withheld for any outstanding financial obligation.

Security Checks

The university, the Health Professions Division, Public Safety Department/Davie Police, or community police departments may exercise the right to inspect all packages and parcels entering and leaving our premises to ensure the safety and physical integrity of the building and the premises. Please cooperate with security in providing this service and important function.

Social Events and Extracurricular Activities

All extracurricular activities by division-recognized organizations, on campus and off campus, must be approved in advance by the Division Office of Student Affairs. A student or group of students may not officially represent the division or the university, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the Division Office of Student Affairs and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus should be made on forms provided by the Division Office of Student Affairs at least two weeks in advance. The Division Office of Student Affairs must approve activities before the coordinator of educational support can assign a room, and no meeting announcements may be made until approval is made. A specific room will be assigned for the function. No announcements can be posted unless the Division Office of Student Affairs gives authorization. Forms and additional information are obtainable from the Division Office of Student Affairs.

Student Employment

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

Student Insurance Requirement

It is required that each Health Professions Division Student (except those in online educational programs and R.N. to B.S.N. Nursing Programs) carry adequate personal medical and hospitalization insurance. It is strongly suggested that students and their families avail themselves of the insurance plan obtainable through the university. Information about the policy can be obtained through the Health Professions Division Admissions and Student Services Office, or by accessing the Web site at www.nova.edu/smc. Click on the link for Health Insurance. Please note that students will see a charge for health insurance appear on their student account as part of the academic registration process.

For those students who already have health insurance coverage and do not need the NSU-endorsed insurance plan, this charge will be removed from their account once proof of coverage has been submitted by completing the online waiver. To complete the waiver form, go to www.nova.edu/smc and click on Student Health Insurance. Then click on the waiver form link. The online waiver is the only process by which insurance charges will be removed and coverage will be cancelled. Students who fail to complete the waiver form and provide proof of health insurance by the stated deadline will not be eligible to have charges removed and will continue to be enrolled in the insurance plan endorsed by NSU.

Telephone Calls

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

Visitors

Unescorted visitors in our facilities are not allowed. Visitors are not permitted in classrooms or laboratories on HPD property without prior permission from the college or department. No visitors are permitted in a restricted area at any time. If you are expecting visitors, you must request permission from the college or department coordinator and obtain permission from the instructor(s) giving the lecture that the visitor will be attending. No permission will be granted the day of visitation. Ask your visitors to sign in with the college or department receptionist and/or department coordinator when they arrive. Student escorts are permissible after sign-in.

Visits to Other Institutions

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

**College of Allied Health
and Nursing**



College of Allied Health and Nursing

College Administration

Richard E. Davis, PA-C, Ed.D.

Dean, College of Allied Health and Nursing
Room 1203/Ext. 1203

Guy M. Nehrenz, Ed.D., M.A., RRT

Associate Dean, College of Allied Health and Nursing
Chair, Department of Health Science
Room 1204/Ext. 1213

Diane Whitehead, R.N., M.S.N., Ed.D.

Associate Dean, College of Allied Health and Nursing
Chair, Nursing Department
Room 1570/Ext. 1962

Stanley Wilson, PT, Ed.D., CEAS

Associate Dean, College of Allied Health and Nursing
Chair, Physical Therapy Department
Room 1266/Ext. 1662

Beth Harman, B.S., M.B.A.

Director of Administration, College of Allied Health and Nursing
Room 1207/Ext. 1207

Jodie Berman, B.A., M.S.

Director of Student Affairs, College of Allied Health and Nursing
Room 1574/Ext. 1574

Department Chairs

Sandra M. Dunbar, D.P.A., OTR/L

Chair, Occupational Therapy Department
Room 1242/Ext. 1243

Tony Dyda, PA-C, D.H.Sc.

Chair, Physician Assistant Department—Orlando
(407) 264-5150

Barry A. Freeman, B.S., M.S., Ph.D.

Chair, Audiology Department
Room 1210/Ext. 7717

Julie B. Keena, M.M.S., PA-C

Chair, Physician Assistant Department—Naples
(239) 591-4528, Ext. 16

William H. Marquardt, M.A., PA-C

Chair, Physician Assistant Department—Fort Lauderdale
Room 1252/Ext. 1252

Program Directors

Mary Blackinton, Ed.D., PT

Director, Transitional Doctor of Physical Therapy Program
Room 1272/Ext. 1278

Terrence D. Case, M.Ed., RVT

Director, B.H.Sc.—Vascular Sonography
Room 4333A/Ext. 1220

Patricia Dittman, B.S.N., M.S.N., Ph.Dc.

Director, Nursing Graduate Programs
Room 1555/Ext. 1991

Sandrine Gaillard-Kenney, M.A.

Associate Chair, Department of Health Science
Director, Master of Health Science Program
Room 1219/Ext. 1260

Patricia E. Kelly, M.H.S., Ed.D., PA-C

Associate Professor, Department of Health Science
Director, Doctor of Health Science Program
Ext. 1204

Madeleine Hellman, Ed.D., M.H.M., PT

Director, Physical Therapy Doctor of Philosophy Program
Room 1270/Ext. 1282

Max A. Ito, Ph.D., OTR/L

Director, Occupational Therapy Doctoral Program
Room 1227/Ext. 1227

Christopher Mitchell, B.A., M.S.

Director, Bachelor of Health Science Program
Room 1206/Ext. 1206

Linda Strommen, B.S.N., M.S.N.

Director, R.N. to B.S.N. Program—Fort Myers
Ext. 7661

Robert Wagner, M.M.Sc., AA-C

Director, M.H.Sc.,—Anesthesiologist Assistant
Ext. 1661

Sally Weiss, B.S.N., M.S.N., Ed.D.

Director, R.N. to B.S.N. Program—Fort Lauderdale
Room 1568/Ext. 1980

Gale Woolley, B.S.N., M.S.N., Ed.D.

Director, Entry-Level R.N. Program
Room 1571/Ext. 1973

Reservation of Power

The *Student Handbook* is not intended to be a contract or part of a contractual agreement between NSU and the student. The *Student Handbook* is available online at www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf. Changes in the content of the *Student Handbook* may be made at anytime, by the university, division, or college administration. Whenever possible, adequate notice of anticipated changes will be given to the student. 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. Students are expected to be familiar and comply with all the policies and procedures contained within the *Student Handbook*, including any revisions or modifications.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in judgment of the administration such changes are required in the exercise of its educational responsibility.

Discrimination

See Nova Southeastern University, Student Rights and Responsibilities for Nondiscrimination Statement. See Specific Policies and Procedures section for Grievance Procedure for Nonacademic Disputes, Disabilities, and Academic Accommodation Appellate Committee Guidelines.

Harassment

See Nova Southeastern University, Student Rights and Responsibilities for Nondiscrimination Statement. See Specific Policies and Procedures section for Grievance Procedure for Nonacademic Disputes, Harassment Statement, and Sexual Harassment Policy.

Health Care Privacy (HIPAA) Statement

See Nova Southeastern University, Specific Policies and Procedures section for Health Care Privacy (HIPAA) Statement.

Disability

See Nova Southeastern University, Specific Policies and Procedures section on Disabilities and Nondiscrimination Statement and Disabilities and Academic Accommodation Appellate Committee Guidelines.

ACADEMIC AFFAIRS

Requirements for Graduation

In order to be eligible for a degree from Nova Southeastern University College of Allied Health and Nursing, each student shall meet the program requirements (following) for his or her specific program.

Bachelor of Science in Nursing:

- satisfactorily complete all courses within the program of study required for the degree with a C or better
- attainment of a 2.0 cumulative GPA
- fulfillment of all obligations to the university
- successfully complete all didactic and clinical coursework

Bachelor of Health Science (B.H.Sc) Online Degree Completion Program of Study:

- satisfactorily complete the program of 30 semester hours (minimum) of study in the B.H.Sc. major required for the degree (not including CLEP, proficiency examinations, or experiential learning credits)
- completion of general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attainment of a 2.0 cumulative grade point average
- attainment of a 2.25 grade point average in the major area
- submission of a degree application form before completing registration for the last semester
- fulfillment of all obligations to the library, the student's program, and the bursar's office

Bachelor of Health Science—Vascular Sonography Course of Study (B.H.Sc):

- completion of general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attainment of a 2.0 cumulative grade point average
- submission of a degree application form before completing registration for the last semester
- fulfillment of all obligations to the library, the student's program, and the bursar's office

Master of Health Science and Master of Medical Science:

- satisfactorily complete the program of 36 semester hours of study required for the degree with a minimum cumulative grade point average of 2.7
- successfully complete the M.H.Sc./M.M.S. internship and practicum
- be of good moral character



Master of Health Science—Anesthesiologist Assistant Course of Study:

- complete all anesthesia didactic and clinical coursework with a minimum cumulative grade of 80 percent (or 2.7 GPA)
- complete the M.H.Sc. 36 semester hours of study required for the degree with a minimum cumulative GPA of 2.7
- complete the M.H.Sc. internship and practicum
- demonstrate professional behavior and required attendance throughout the program

Master of Medical Science in Physician Assistant:

- satisfactorily complete the program of study required for the degree with a minimum cumulative grade of 70 percent
- successfully complete all didactic and clinical coursework

Master of Occupational Therapy:

- be of good moral character
- have satisfactorily completed the program of study required for the degree (110 semester hours) with a minimum grade of 70 percent in each course
- successfully complete the clinical internships within 24 months of completion of didactic courses
- fulfillment of all obligations to the university

Master of Science in Nursing:

- successfully complete a minimum of 36 semester hours of coursework
- satisfactorily complete the program requirements for the degree, including all required courses for the chosen track with a minimum GPA of 3.0 and with no course with a grade lower than B applied toward the degree
- apply for graduation
- have satisfactorily met all financial and library obligations
- receive a recommendation for graduation from the program director

Doctor of Audiology:

- satisfactorily complete didactic and clinical coursework required for the degree

Doctor of Health Science:

- satisfactorily complete the program of a minimum 60 semester hours for the generalist curriculum and 64 hours (minimum) for the D.H.Sc. with a concentration in conflict resolution as required for the degree
- successfully complete the D.H.Sc. internship, practicum, and doctoral analysis
- be of good moral character

Doctor of Occupational Therapy:

- be of good moral and ethical character
- complete a minimum of 72 credits of graduate coursework specifically approved to meet NSU doctoral program requirements within six years.
- successfully complete the capstone course OCT 6007, which includes a capstone paper and research residency
- complete the program of study required for the degree with a minimum overall GPA of 80 percent and a minimum grade of 80 percent in all required coursework
- satisfactorily meet all financial and library obligations

Doctor of Philosophy, Occupational Therapy:

- be of good moral and ethical character
- complete a minimum of 60 credits of graduate coursework, dissertation, and residency specifically approved to meet NSU doctoral program requirements within nine years from beginning of program
- complete the program of study required for the degree with a minimum overall GPA of 80 percent and a minimum grade of 80 percent in all required coursework
- successfully pass the entire qualifying examination within one year from completion of precandidacy courses
- successfully complete research residency
- successfully defend the dissertation in person or by face to face technology within five years from passing the qualification examination
- submit documented evidence that dissertation research will be or has been presented or published in a peer-reviewed venue at the national or international level
- provide four copies of the dissertation, bound in accordance with program requirements
- complete all the above requirements within nine years from admission to the program
- satisfactorily meet all financial and library obligations

Doctor of Physical Therapy:

- complete all academic requirements semester hours and coursework including self assessment
- satisfactorily complete the program of study required, in sequence in prescribed time, with a minimum grade of 75 percent in all courses
- successfully complete the TIER I and TIER II clinical internships
- successfully complete and present the findings of a critical inquiry research project
- successfully pass a comprehensive examination at the end of the didactic component of the program
- fulfill all professional activity requirements including professional association membership
- fulfill all community service requirements
- have satisfactorily complied with all university, Health Professions Division, College of Allied Health and Nursing, and Department of Physical Therapy policies and procedures including dress code and all student handbook policies and procedures
- demonstrate professional behavior and required attendance throughout the program
- compliance with other requirements as advised during curriculum

Doctor of Philosophy, Physical Therapy:

- satisfactorily complete the program of study required for the degree with a minimum of 80 percent in each course completed
- successfully complete a comprehensive exam
- successfully defend the dissertation before a dissertation committee
- verify submission of dissertation research for publication or presentation of dissertation results at a professional conference
- submit dissertation abstract to UMI Dissertation Publishing

Transitional Doctor of Physical Therapy:

- be of good moral character
- complete the required number of semester hours based on their entry level degree:
 - NSU physical therapy graduates: 24 credits
 - graduates with a master's degree from another university: 36 credits
 - graduates with a bachelor's degree: 48 credits
- satisfactorily completed all program requirements for the degree within six years from the first date of classes
- have a minimum grade of 80 percent in each D.P.T. course
- complete a self-assessment and program evaluation

Attendance

At the NSU Health Professions Division, attendance at all scheduled instructional periods is **mandatory**. Failure to meet this requirement is considered in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course or other disciplinary action. Students shall report to the office of the individual program director and/or department chair in writing the reasons for all absences within 24 hours of each occurrence. Unless otherwise specified by a particular department or degree program, students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, requests for an excused absence must be made to the individual program director and/or department chair for a decision.

Excused Absences

Illness—The division must be notified as soon as possible of all absences due to illness, or at the latest, on return to school or specified by a particular department or degree program. For unusual or prolonged illness, the appropriate program director and/or department chair must be notified as soon as possible. These absences will be evaluated on an individual basis.

Special—Unusual circumstances resulting in absences, e.g., death in the immediate family, must be cleared with the appropriate program director and/or department chair on an individual basis, preferably before the student is absent.

Unexcused Absences

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

Unexcused absence(s) may result in disciplinary action including, but not limited to, a written reprimand from the program director and/or department chair with a copy to be placed in the student's permanent file, a loss of 10 percentage points in the course, or failure in the course.

Each laboratory, assignment, or examination missed must be made up at the discretion and convenience of the instructor. If, in the judgment of the program or department, a pattern of absences appears to surface, action may be taken, up to and including failure in the course(s) involved or dismissal from school.

Clinical Rotations, Placements, Fieldwork, or Externship

Attendance, while on clinical rotations, follows different procedures. These are noted in the policy and procedures *Clinical Rotation Handbook* or *Fieldwork Externship Manual* distributed by the program or department prior to going on rotations.

Promptness

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class and is thus markedly inconsiderate and rude. University class hours are from 8:00 a.m. to 10:00 p.m. daily, Monday through Friday. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice. Classes generally begin at 10 minutes after the hour unless otherwise specified by a particular department or degree program. Any student not seated in his/her assigned seat by the time class begins will be marked absent. Classes finish on the hour. If the student arrives within 20 minutes after the start of the class, the absence will be reduced to half absence. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person.

Religious Holidays

Absences for major religious and ethnic holidays may be excused at the discretion of the administration. Students are required to obtain approval for their absences one week prior to the holiday.

Faculty Advisers

Prior to the start of classes, every new student is assigned to a faculty adviser for academic counseling. Incoming students meet with their adviser during orientation period and are encouraged to meet periodically with their adviser to review coursework in order to avoid any academic problems.

Email Accounts

Internet-based email is one of the primary communication methods between programs and students at NSU. All students are assigned an email account upon matriculation. Students must maintain and regularly check mail addressed to their NSU email address. NSU faculty and staff members will only use the student's email address for correspondence.

As a convenience to the student, it is possible to have your NSU mail forwarded to an off-campus email address by using the NSU Email Forwarding System located at: www.nova.edu/common-lib/docs/emailfwd.html

Further information about email can be obtained from the NSU Help Desk at (954) 262-4357 or at: www.nova.edu/help.

NSU mail can be checked from any Internet browser at: <http://webmail2.nova.edu>.

Internet Service Provider

In order to access the university's computing resources, all Nova Southeastern University students must obtain Internet access through a suitable Internet service provider (ISP). There are many ISP providers across the country. It is the responsibility of each student to arrange for and maintain his or her Internet connection. You may choose any reliable provider of your choice. Students enrolled in online programs are recommended to access through a DSL or cable Internet connection subscription. Contact the NSU Help Desk with any questions at (954) 262-4357 or at www.nova.edu/help.

Audio and Videotaping

In some programs of study, students are audiotaped and/or videotaped in certain academic classes and clinical labs for teaching, learning, and/or grading purposes. Program offices will obtain authorization and releases from the student prior to any taping. Students wishing to videotape or audiotape lectures must first obtain written permission from the individual course instructor.

However, absolutely no audio or videotaping is authorized during exam reviews and exams.

EXAMINATIONS AND GRADING

Policy on Returning Examinations

In order that they may be a learning experience, as well as a means of evaluation, all examinations will be returned or made available to the students for review in a timely manner after the examination.

Grading System

At the end of each course, the course director or course professor enters the grade in WebSTAR and submits a grade for each student to the office of the department chair or program director. Each program determines the method of grading using percentages, pass (P)/fail (F), or alpha (letter) grading scales.

Grades will be issued for clinical rotations as well as didactic courses.

Transcript Notations

Failing grades will be included in calculating the GPA for that term and the cumulative GPA to that point. Unless otherwise specified under a particular program, if a student does not pass a course, the failing grade will be noted on the transcript. When the student successfully repeats the course, an E will be noted after the prior failing grade, and the failing grade will then be exempt from GPA calculation. The course will then appear a second time on the transcript with the passing grade indicated followed a notation of I, indicating this grade will be included in the calculation of the GPA.

When a student passes a course by a retake of the course, the minimum passing grade for that degree program will be recorded as the final grade followed by the notation R (e.g. 70R, 75R or 80R) on the transcript.

When a student passes a course by remediation examination, the minimum passing grade for that degree program will be recorded as the final grade followed by the notation E (e.g. 70E, 75E, or 80E) on the transcript.

Transcript Notations (in addition to numerical and alpha grades)

I	Incomplete
IF	Incomplete Fail
IP	Incomplete Pass/In Progress
IW	Incomplete Withdraw
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
WU	Administrative Withdraw
AU	Audit
P	Pass
PH	Pass with Honors
PR	Progress
F	Fail

- LE Leave of Absence
- E Exempt from GPA (If a student successfully repeats or remediates by reexamination a failed course, an E may be noted after the prior failing grade, and the failing grade will then be exempt from GPA calculation)
- I Included in GPA (If a student successfully repeats or remediates by reexamination a failed course, an I may be noted after the prior failing grade, and the failing grade will then be included in GPA calculation)
- 70R Remediation of Course (remediation through retake of course)
- 70E Failed Course Remediated by Reexamination
- 75R Remediation of Course (remediation through retake of course Physical Therapy Department only)
- 75E Failed Course Remediated by Reexamination (Physical Therapy Department only)
- 80R Remediation of Course (Audiology Department and Occupational Therapy Doctoral Programs only)
- 80E Failed Course Remediated by Reexamination (Audiology Department and Occupational Therapy Doctoral Programs only)
- AP Academic Probation
- AW Academic Warning
- DA Academic Dismissal
- DC Academic Misconduct Dismissal
- AS Academic Suspension
- CE Credit by Exam
- CD Conditional Dismissal
- CL CLEP
- CP Continued Probation
- DI Disciplinary Probation (may also be used to indicate issues related to unprofessional behavior)
- DU Disciplinary Suspension (may also be used to indicate issues related unprofessional behavior)
- DE Disciplinary Expulsion (may also be used to indicate issues related to unprofessional behavior)
- EQ Credit awarded based on prior experience
- EX Expelled
- RA Readmitted
- RS Reinstated

Grade Disputes

The responsibility for course examinations, assignments, and grades resides with the expertise of faculty members who are uniquely qualified by their training and experience. Such evaluations and grades are the prerogative of the instructor and are not subject to formal appeal unless there is compelling evidence of discrimination, arbitrary or capricious action, and/or procedural irregularities. Grievances and grade disputes must be in writing and directed to the course instructor within five business days prior to any retake. If unresolved, the dispute may be forwarded to the program director or department chair within five business days. Failure to submit a timely appeal will be considered a waiver of the student's grade dispute appeal rights.

Student Evaluation of Courses and Faculty

All courses and course instructors are subject to evaluation each time they are offered except courses of an individual or independent study nature (e.g., independent study courses, special research projects, thesis, etc.). Students shall complete course and instructor evaluations.

ACADEMIC STANDING

Transcripts

Each student's academic achievement is reviewed each semester and a transcript is sent to the student, the department chair or program director, the dean's office, and the financial aid office, where applicable. The transcript includes

1. grades earned
2. deficiencies (Incompletes, Failures, Probation, etc.)
3. semester GPA and cumulative GPA
4. honors (Chancellor's List, etc.)
5. withdrawals

Course Failures

Failing any course, didactic or fieldwork, will result in the matter being referred to department's or program's Committee on Student Progress and may lead to disciplinary action up to and including dismissal. In some programs, one or more courses may be designated as prerequisite or core competency coursework and critical for successful completion of the curriculum such that failure of a single prerequisite or core competency course may lead to dismissal. Course failures that require remediation by retake may significantly extend the length of the program of study or require the student to withdraw from the program until the course is offered again. Students may be charged additional tuition for repeated courses.

Academic Withdrawal from a Course

A student may withdraw from a course or program of study with consultation and approval of the adviser and program director and/or department chair. A grade of W will appear on the student's transcript. Students on clinical placement, rotation, or internship require prior approval from the program director and/or department chair to withdraw from placement. In making the request, the student understands that he or she may not be eligible to return to the program before the next academic year. Withdrawal from a clinical site may significantly extend the length of the program of study.

Leave of Absence

A student seeking a voluntary leave of absence must submit the request in writing to the program director and/or department chair. In collaboration with the dean, the director and/or chair will determine and notify the student in writing whether a leave of absence will be granted and the conditions and time frame under which the student may return to school. In making the request, the student understands that he or she may not be eligible to return to the program before the next academic year and may at the discretion of the department chair and or dean, be required to repeat coursework previously taken if the leave of absence is for an extended period of time, as defined by the department.

Committee on Student Progress

Each department and program within the College of Allied Health and Nursing—audiology, physician assistant, nursing, occupational therapy, physical therapy, bachelor of health science, bachelor of health science vascular sonography, master of health science, and doctor of health science—has a Committee on Student Progress (CSP). It is the CSP's responsibility to conduct proceedings to determine whether a student is experiencing problems with academic progress or has violated a regulation, policy, and/or professional or behavioral codes of conduct. The CSP examines individual cases and makes appropriate recommendations to the program director and/or department chair, who determines the final status of individual student. Students are advised in writing by the program director and/or department chair, of the decisions and are bound to comply. CSP recommendations may include, but are not limited to: no action taken, remediation, warnings, probation, suspension, dismissal, or expulsion. These recommendations can cover one, any combination of, or all of the following issues: academic, disciplinary, or professional. Students have the right to appeal the decision or recommendation. A request for appeal must follow the procedures outlined in the *College of Allied Health and Nursing Student Handbook* section titled Student Appeals.

Academic Honesty Policy

Academic dishonesty is addressed in the university-wide section of this *Student Handbook*, in Student Rights and Responsibilities, Code of Student Conduct and Academic Responsibility, as defined under Academic Standards.

The following policy and procedure apply specifically to the College of Allied Health and Nursing as a supplement to the policy in the university-wide *Student Handbook*. Faculty members who have reasonable cause to believe that a student has committed an act of academic dishonesty may give the student a failing grade for the course and/or refer the student to the Academic Honesty Committee (AHC) for the College of Allied Health and Nursing for disciplinary recommendations. The Academic Honesty Committee is composed of faculty representatives from each discipline within the College of Allied Health and Nursing. Once a student is referred to the AHC, the student is notified in writing as to his or her right to a formal hearing before the committee. The committee's chair will advise the dean of committee recommendations. The dean will notify the student in writing of the final disciplinary decision. Students have the right to appeal the dean's decision within five working days of receipt of notification, by submitting a written appeal to the chair of the appeals committee. Appeals not submitted within the aforementioned timeframe shall not be heard.

Chancellor's List

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

A letter of commendation is sent from the chancellor to the student, and the honor is recorded on the student's official transcript.

Dean's List

Students receiving a 90–94 percent GPA are placed on the Dean's List for that semester. A letter of commendation is sent from the dean to the student, and the honor is recorded on the student's official transcript.

Graduation with Honors

Students with a cumulative GPA of 95 percent or better of their class will receive a diploma inscribed with Highest Honors. Students with a cumulative GPA of 90–94 percent of their class will receive a diploma inscribed with Honors. Students should refer to their program-specific sections of this handbook for variations on these criteria.

Academic Warning, Probation, and Professional Probation

The Committee on Student Progress will make recommendations to the program director and/or department chair when a student is not making progress toward meeting degree requirements or fails to meet the attitudinal and behavioral objectives and/or professional standards of the program or department. The program director and/or department chair reviews the CSP recommendations and notifies the student in writing of their decision, which may include, but is not limited to, academic warning, academic probation, or disciplinary probation. This will be noted on the official transcript either as AW (academic warning), AP (academic probation), or DI (disciplinary probation) to indicate issues related to unprofessional behavior. A student on any type of probation will be restricted from the following: holding office in any student or college sponsored organization, ineligible for placement on the Chancellor's or Dean's List, and receiving funds for student-related activities. The college and the Division Office of Student Affairs will also be notified. The program director and/or department chair and the dean may restrict other activities. Failure to bring the GPA up to a satisfactory level and to remove failing grades within the academic year may result in additional disciplinary dismissal.

The college reserves the right, and the student, by his or her act of matriculation, concedes to the college the right to require withdrawal at any time the college deems it necessary to safeguard its standards of scholarship, professional behavior, and compliance with regulations, or for such other reasons as are deemed appropriate.

Suspension/Dismissal

Failure to complete successfully any repeated course or clinical segment will result in automatic suspension, and may lead to dismissal, regardless of the student's GPA. This applies to didactic and field coursework. Failing two or more courses, didactic or fieldwork, will result in automatic suspension and may lead to dismissal. In some programs, one or more courses may be designated as prerequisite or core competency coursework and critical for successful completion of the curriculum such that failure of a single prerequisite or core competency course may lead to dismissal. Any student falling in the above categories may be required to repeat courses (at his or her expense), at the recommendation of the department chair or the program director and at the discretion of the dean. Any student with a grade point average below the minimum established in their individual program of study for two semesters will be suspended and may be dismissed. Unprofessional conduct may result in dismissal. All dismissals are evaluated by and based on the recommendations of the Committee on Student Progress. For further information on academic dismissal and the process of appeals, refer to the Student Appeals section of the student handbook.

Course Remediation Cost

The cost of repeating a course is not covered in the regular tuition. Students who fail a course, didactic or fieldwork, will be required to repeat the course and will be charged a per semester hour rate as determined by the executive vice chancellor and provost.

BEHAVIORAL STANDARDS

Dress Code

Students must maintain a neat and clean appearance befitting students attending a professional program. Therefore, attire should convey a professional appearance whenever the student is on campus or at any off-campus educational site. The dress code is to be maintained at all times in the Administration Building, classrooms, laboratories, and all areas involved in providing patient care.

Additionally, the dress code is in force Monday through Friday from 8:00 a.m. until 5:00 p.m. in the library and in other areas not mentioned above. Those failing to comply may be dismissed from the classroom and/or campus. A written warning describing the infraction will be entered into the student's file.

The following constitutes acceptable and professional attire:

- students enrolled in all entry level programs must wear their **white clinical jackets at all times**
- shirt, tie, slacks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes
- matching scrub sets and shoes. No institutional scrubs may be worn by any College of Allied Health and Nursing student at any time while on campus. Institutional scrubs are those that have the identification symbols or lettering from the institution that owns or issues them. Those scrubs are marked in locations that are easy to identify as being part of the inventory of that institution.

Students may not wear the following: shorts or cutoffs, mini-skirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, T-shirts (as the outer shirt), jogging or exercise clothing, inappropriately mismatched garments, hats, or caps.

Students must wear their approved NSU ID badges while on campus.

Classroom Behavior

Talking during lectures to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone from class who is involved in disruptive behaviors while in class or laboratory. Hats, other than religious cover, are not to be worn indoors. Food and drinks are not permitted in auditorium, laboratories, or library.

Netiquette

In a traditional classroom, students are reminded that behavior that disrupts the class or interferes with other students and their ability to learn is unacceptable. Any person engaged in disruptive behavior receives a written warning from the instructor. Students who continue to engage in disruptive behavior after this warning may be administratively withdrawn from the course.

Similarly, in an online course, any electronic postings, emails, or electronic messages that disrupt the class or interfere with learning goals and objectives are unacceptable. Electronic communication—the backbone of this online course—must be civil, respectful, and cordial at all times. Any posting that disrupts or interferes with learning will be removed, and the author of the posting will receive a written warning. A second disruptive posting will cause the author to be administratively withdrawn from the course.

STUDENT APPEALS

Appeals Committee

Appeals Committee Hearing Guidelines

The Student Appeals Hearing is an informal proceeding. No rules of evidence will be used. The hearing shall be internal, private, and closed to those not associated with the university. Non-university personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the appeal hearing is prohibited. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Allied Health and Nursing.

Appeals Committee Responsibilities

The Appeals Committee will hear all student appeals of decisions recommended by the Committee on Student Progress and concurred with by the department chair of each of the individual departments of the College of Allied Health and Nursing relating to dismissal or disciplinary actions involving academic and/or professional issues. If a student appeals the decision of the department Committee on Student Progress, the appeal must be in writing and submitted to the chair of the Appeals Committee within five business days (excluding holidays and weekends) after the date of receiving notification of the CSP's decision. Any appeals not submitted to the chair of the Appeals Committee within this time frame shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought.

Appeals Committee Membership

The Appeals Committee shall consist of the chancellor or vice chancellor of the Health Professions Division or designee, six faculty members from the College of Allied Health and Nursing, one of whom will be elected by the members of the committee to serve as chair. The department chair will be responsible for appointing one faculty representative. The chair of the Committee on Student Progress from the program that refers the student to the committee will attend the hearing, but will not participate during any votes.

Hearings Protocol

- The Appeals Committee hearing will proceed under the direction of the chair.
- The student will be notified of the date, place, and time of the hearing via certified mail to the student's last known address or hand delivered with receipt. Any student who fails to appear at the designated date and time will automatically waive his or her right to appeal.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.
- The student will provide the committee chair with a list of any witnesses he or she may have, in writing, no later than two business days before the hearing date. Only witnesses with direct information that is new and relevant and has not been presented previously to the program director/department chair or the Committee on Student Progress will be considered.
- The student will be present only during his or her testimony.
- Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student.
- The Appeals Committee may question any witnesses present during the hearing.
- The Appeals Committee will have the option of calling more witnesses. The student shall not be present during the questioning of any witnesses.
- The CSP chair shall be nonvoting, shall serve only in an advisory capacity, and may be present throughout the entire hearing.

Appeals Committee Hearing Process

- The chair will convene the hearing with only committee members present.
- The chair will advise the committee members of the charge(s) and the department decision, review the evidence, respond to any questions, and provide opportunity for preliminary discussions.
- Witnesses will be called individually by the committee and questioned without the student being present.
- Witnesses may be asked to remain outside the hearing room for later recall or dismissed at the committee's discretion.
- When all evidence has been heard and witnesses questioned, the chair will call the student into the hearing room.
- The chair will introduce the student to the committee members.
- The student will have an opportunity to present his or her appeal, provide statements and evidence in defense of alleged violation(s), appeal the degree of disciplinary action, summarize his or her position, and respond to any questions from the committee members.
- The chair will then dismiss the student from the hearing.
- The committee members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The committee may delay the vote if it determines that additional information or facts are needed before a vote.
- The chair will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

Notification of the Appeals Committee Decision

The decision of the committee will be forwarded in writing by the chair to the department chair and program director, who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.

ACCREDITATION, NATIONAL EXAMINATIONS, AND LICENSURE

Audiology Department

The Audiology Department is accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA). Graduates will have completed the academic and clinical requirements necessary to be eligible to apply for a license as an audiologist and will have the option of a clinical placement that will make them eligible to pursue board certification in audiology from the American Board of Audiology, and the Certificate of Clinical Competence (CCC) from the ASHA.

Physician Assistant Program

The Nova Southeastern University Physician Assistant Program at Fort Lauderdale-Davie is fully accredited by the Accreditation Review Commission for Physician Assistant education (ARC-PA) and is a member of the Physician Assistant Education Association (PAEA).

The Nova Southeastern University Physician Assistant Program at Naples has been awarded provisional accreditation by the ARC-PA and is a member of the PAEA.

The Nova Southeastern University Physician Assistant Program at Orlando has been awarded provisional accreditation by the ARC-PA and is a member of the PAEA.

Application for licensure in the state of Florida is obtained through the Department of Health in Tallahassee. To be eligible for a Florida license, the PA must be a graduate of an ARC-PA accredited program and must successfully pass the Physician Assistant National Certification Examination (PANCE).

Application for the PANCE is submitted to the National Commission on Certification of Physician Assistants (NCCPA) in Atlanta, Georgia, which works closely with the PA Department to coordinate eligibility and appropriate dates for testing.

Nursing Department

The NSU Bachelor of Science in Nursing and Master of Science in Nursing Programs are accredited by the Commission on Collegiate Nursing Education (CCNE) (One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791).

The Nova Southeastern University Baccalaureate Nursing Program also is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC) (61 Broadway, 33rd Floor, New York, NY 10006, 800-669-1656).

Full-time status is nine credits for the B.S.N. Program.

Occupational Therapy Department

The Occupational Therapy Department is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. The AOTA's telephone number is (301) 652-AOTA. Graduates of the program will be eligible to take the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this examination, the individual will become an occupational therapist, registered (OTR). Most states require licensure in order to practice; however, state licenses are usually based on the results of the examination for occupational therapists administered by the NBCOT.

Physical Therapy Department

The Physical Therapy Department was reaccredited in April 2002 for 10 years by the Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). Graduates of the entry-level program will be eligible to take the National Physical Therapy Licensure Examination administered by the Federation of State Boards of Physical Therapy.

Department of Health Science

The degree programs in the department, Bachelor of Health Science (B.H.Sc.), Master of Health Science (M.H.Sc.), and Doctor of Health Science (D.H.Sc.) are established programs within the College of Allied Health and Nursing of Nova Southeastern University. Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number: 404-679-4501) to award associate's, bachelor's, master's, educational specialist, and doctoral degrees. The Bachelor of Health Science Program in Vascular Sonography is accredited by the Commission for the Accreditation of Allied Health Programs (CAAHEP).

The Master of Health Science—Anesthesiologist Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates will be eligible to take the national certification examination administered by the National Commission for Certification of Anesthesiologist Assistants (NCCAA) in conjunction with the National Board of Medical Examiners (NBME).

STUDENT ORGANIZATIONS OFFICIALLY RECOGNIZED BY THE UNIVERSITY

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

Health Professions Division

Health Professions Division Student Government

The Health Professions Division Student Government is recognized by the Health Professions Division administration as the official student voice on all university issues. The student members of the organization are composed of the president and vice president of each college's, department's and program's student councils.

Audiology Department

National Association of Future Doctors of Audiology (NAFDA)

Becoming a professional in the field of audiology means becoming part of a community of dedicated scholars and practitioners. Students are encouraged to become members of our student chapter of NAFDA, which sponsors an annual conference with nationally recognized speakers, develops campaigns for social causes, and participates in the activities of the national organization.

Department of Health Science

Doctor of Health Science Student Association

This association is composed of all students in the Doctor of Health Science degree program and functions to enhance leadership and learning activities for the student body.

Nursing Department

Florida Nursing Student Association

Membership is required in the Florida Nursing Student Association (FNSA) for all students enrolled in the entry-level B.S.N. Program. FNSA is the official liaison between the Nursing Department and the Student Government Association.

Occupational Therapy Department

Student Occupational Therapy Association

The Student Occupational Therapy Association is open to all students enrolled in the Occupational Therapy Department. The association promotes professional growth through education and service programs and provides its members with opportunities for organizational leadership.

Phi Theta Epsilon

Phi Theta Epsilon is the occupational therapy national honorary society. The society recognizes and encourages superior scholarship among students enrolled in entry-level programs throughout the United States. Membership is based on academic excellence and professional promise.

Physical Therapy Department

Student Physical Therapy Association

The Student Physical Therapy Association is composed of first-year, second-year, and third-year students currently attending NSU. The association provides a channel for communication with local and national organizations and allows students the opportunity to build leadership skills for the future. The association functions to benefit local charities and civic activities as well as the student body.

Physician Assistant Department

The Ben Parvin Physician Assistant Student Society of NSU

This formal organization was established to benefit the PA students, the PA profession, the college's PA department at Fort Lauderdale, and the surrounding communities.

The Sean P. Grimes Physician Assistant Student Society of NSU

This formal organization was established to benefit PA students, the PA profession, the college's PA department at Naples, and surrounding communities.

DEPARTMENT OF AUDIOLOGY

Academic Promotions

The progress of each student through the curriculum requires continuous satisfactory academic and clinical performance. Since many of the curriculum's courses are offered only one time per year, a student may have to alter their plan of study if they do not progress each semester.

Committee on Student Progress

The Committee on Student Progress (CSP) has the responsibility of reviewing the student's professional, academic, and clinical performance and make recommendations to the audiology department's chair. The CSP is composed of faculty members. The committee has the authority to recommend steps for remediation and/or probation or dismissal from the program. Probation requirements must be satisfied before a student is eligible for graduation.

Grading Policies and Procedures

A minimum of 80 percent must be achieved in each course. A course must be repeated when a grade below 80 percent is earned. The course must be repeated the next semester that the course is offered. Due to the course sequences in the curriculum, students may need to take a leave of absence from the program. A course may be repeated only one time. Only two grades below 80 percent are allowed and a student repeating a course must earn a grade of 80 percent or better in the repeated course.

Even though the student achieves a grade of 80 percent or better in the repeated course, all grades below 80 percent count. A student will be dismissed from the program when a third grade below 80 percent is achieved, regardless of the new grades earned for the repeated courses. Students in clinical courses who do not earn a passing grade of 80 percent or higher from one or more of their preceptors will be referred to the CSP and may not earn clinical clock hours from those specific preceptors.

Retake Policy

A course must be repeated when a grade below 80 is earned. The course must be repeated the next semester that the course is offered. Due to the course sequences in the curriculum, and depending on the specific circumstances, students may need to temporarily withdraw or take a leave of absence from the program. A course may be repeated only once. Only two grades of below 80 are allowed and a student repeating a course must earn a grade of 80 or better in the repeated course.

Upon successfully repeating the failed course, an E will be notated after the prior failing grade, and the failing grade will then be exempt from GPA calculation. The new course grade will be notated on the transcript followed by an I, indicating the new grade will be included in GPA calculation. Any course failed on first taking will be considered a course failure. Passing a course through retake or reexamination does not negate the original failure for purposes of retention in the program. A student will be dismissed from the program when a third grade below 80 is achieved, regardless of the new grades earned for the repeated courses.

Incomplete Coursework

Students who are unable to complete the requirements for a course within the term limits may request in writing a grade of I (incomplete) from the instructor. This request must be made to the instructor. The instructor must submit an incomplete grade form that must be signed by both the instructor and student.

To be eligible for a grade of I, the student must be earning a grade of 80 percent or better. It is the student's responsibility to complete the requirements of the incomplete contract within the prescribed time limits. Failure to complete the contract automatically results in a failing grade.

Probation

A student who earns a grade below 80 percent in an academic or clinical course or whose GPA falls below a 3.0 may be placed on academic probation or may be dismissed from the program based on CSP recommendation.

Students are expected to comply with the legal and ethical standards of the profession and the university. Students who demonstrate inappropriate or unprofessional behavior may be issued a student warning, be placed on professional probation, or be dismissed from the program based on CSP recommendation.

A student may be issued a formal warning if he/she demonstrates professional behaviors that faculty members or administrators deem inappropriate. Each case will be reviewed by the CSP, which will recommend appropriate action.

A student who is placed on probation will not be permitted to serve as a class assistant or graduate assistant.

Behavioral Standards, Grade Disputes, and Appeal Policy

The purpose of the student grievance and appeals process is to allow for the orderly resolution of student grievances concerning a policy, procedure, or administrative action.

The responsibility for course examinations, assignments, and grades resides with the expertise of faculty members who are uniquely qualified by their training and experience. Such evaluations and grades are the prerogative of the instructor and are not subject to formal appeal unless there is compelling evidence of discrimination, arbitrary or capricious action, and/or procedural irregularities. Grievances must adhere to the policies of the college as explained in the *Student Handbook*. Students must adhere to the university's student code of conduct.

It is the CSP's responsibility to review student's progress in the program. Individual cases are discussed and appropriate plans of action are developed. Students are advised of the decisions of the committee in writing and are bound to follow the resulting recommendations.

A student seeking to appeal a decision regarding specific grades, recommendations, or processes should seek solutions by following the procedures defined in the *Student Handbook* of the College of Allied Health and Nursing.

Students have the right to appeal a decision or recommendation. Students who have been placed on probation or dismissed from the program have the right to petition for appeal. A request for appeal must be submitted in writing to the CSP within five days of written notification from the department. The student petition should include the student's rationale for review and appeal. The CSP will review the petition and render a decision. The student will be notified of the CSP recommendation. All decisions are final and the student may petition the CSP only once.

The student has the right to appeal the recommendation of the CSP to the chair of the department. If the student is not satisfied with the decision given, he or she may appeal in accordance with the policies in the student handbook. Appeals must come directly from the student.

Accreditation

The NSU Audiology Department Doctor of Audiology program has been awarded accreditation by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association

Grievances about the program must relate to the standards for accreditation of education programs in audiology and include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted all institutional grievance and review mechanisms before submitting a complaint to the CAA.

All grievances must be signed and submitted in writing to the Chair, Council on Academic Accreditation, American Speech-Language-Hearing Association, 10801 Rockville Pike, Rockville, MD 20852. The complaint must clearly describe the specific nature of the complaint and the relationship of the complaint to the accreditation standards, and provide supporting data for the charge. The complainant's burden of proof is a preponderance or greater weight of the evidence. Complaints will not be accepted by email or facsimile.

Academic Advising

Each student is assigned an academic advisor who will provide academic guidance, direction, and encouragement while monitoring the student's progress in the program.

Attendance

The attendance policy of the Health Professions Division applies to audiology students. Students hold the responsibility of attending class and clinical assignments, adhering to the specific policies regarding attendance within a course or clinic placement, and understanding the policies and penalties for absences. Tardiness or early departure from class or clinical placements will be treated in the same manner as an absence. Consistent tardiness or early departures must be discussed with the course instructor or clinical preceptor.

Program Leave of Absence

A student seeking a voluntary leave of absence must submit the request in writing to the department chair. In collaboration with the dean, the chair will determine whether a leave of absence will be granted and the conditions and time frame under which the student may return to school. In making the request, the student understands that he or she may not be eligible to return to the program before the next academic year.

Clinical Experience and Placement

Students registering for both on and off-campus clinical activities must complete a schedule of times that they are available for clinic placements. A minimum of six hours per week must be made available in the first two years of the program. A minimum of two full days during the third year must be made available. In the fourth year, the student must be available to complete their supervised professional experience. This schedule will be used to determine the student's clinical assignments.

The student's initial clinic schedule is assigned at the beginning of each semester. However, the program reserves the right to alter assignments during the semester using the student's schedule of available times as a reference. Failure to meet scheduled appointments is considered to be unethical and unprofessional behavior and may result in the student's placement on professional probation.

Students will be assessed on expected clinical competencies. Each clinical activity and competency must be successfully completed before the student is allowed to progress to the next clinical level. Successful completion will be determined by an evaluation of the student's clinical performance by their preceptor(s) and faculty.

Confidentiality involves protection of all patients and families in conversations, written information, and electronic communication. Conversations regarding any patient should not involve the name of the patient. Written work, including diagnostic reports and management, and treatment notes, including notes and reports from other professionals, should never be left in any place where others may have access to the information. Grand rounds or class presentations must not include identifying information. Electronic communication including faxes and electronic mail must adhere to university policy.

Students in off-site clinical rotations or placements will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, etc. The program does not assume any responsibility other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility will result in the student not being allowed to complete the clinical experience during the assigned semester. The program will not reassign a student who failed to meet the stated requirements of the facility during the semester in which the original assignment was made. If a student must be reassigned at the beginning of a new semester for failure to meet the facility's requirements, the student's individual timeline for completion of the program will be impacted appropriately.

Students are videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

Authorship and Scholarly Activity Policy

This policy addresses scholarly projects such as journal articles and conference presentations that involve contributions of more than one individual. It applies to both students and faculty members. The policy is intended to serve as a guide when deciding who should be considered for authorship and in what order authors should be listed. Multiple authorship is considered when more than one individual makes significant contribution to the work. Significant contributions can include, but are not limited to, conceptualization of the project, development of the methodology, interpretation of the data, and other forms of input that improve the quality of the paper or presentation. In these cases, authorship should be determined by the impact each individual had on the final project. For example, a research study that was conceptualized and designed by a faculty member and implemented and written up jointly by the faculty member and a student would probably list the faculty member as the first author and the student as the second author.

In other cases, several people may be involved in a project with only some of them being considered authors of the final paper or presentation. This may occur, for example, if some of the participants assisted in implementation (e.g., copying articles, preparing materials, running subjects, entering data, etc.), but were not involved in the conceptualization, design, analysis, interpretation, or writing. While the individuals who helped with the implementation should be acknowledged, it is not appropriate to consider them as coauthors. Individuals who provide only editorial feedback (e.g., grammar, APA, etc.) are generally not considered for authorship. In the case of students' papers or presentations that grow out of a class requirement, the decision as to whether the course instructor should be listed as first or second author or a coauthor must be made on an individual basis. In all cases where collaborative writing and/or presenting are planned, faculty members and students are encouraged to address issues of authorship at the earliest stages of a project. Discussing these issues in an open and frank manner can prevent difficult and painful misunderstandings.

Affiliation Policy

Faculty members and students disseminating information that emanates from their work in the audiology program must list Department of Audiology, College of Allied Health and Nursing, Health Professions Division, Nova Southeastern University in the affiliation byline.

Computer Requirements

Each student is **required** to have a computer with the following recommended minimum specifications:

- Pentium or AMD at 1.00 GHZ or equivalent Macintosh processor
- 256 MB RAM
- Video capable of 1024 x 768 resolution or better
- CD ROM capability
- full duplex sound card and speakers
- 56.6 baud modem
- Internet connection with Internet Service Provider (ISP) (DSL, cable, or satellite highly recommended)
- Windows XP or NT or MAC OS
- Microsoft Office 2000 with Power
- Point, Word, and Excel (minimum)
- surge suppresser electrical outlet
- suggested option: Zip Drive
- printer capability

Department of Audiology Academic Calendar 2007–2008

January 1, 2007	New Year's Day, university closed
January 8, 2007	Winter semester begins
January 10, 2007	Winter semester clinic begins
January 15, 2007	Martin Luther King Day, university closed
April 17, 2007	Winter semester ends/exams
April 18–21, 2007	American Academy of Audiology
April 30, 2007	Spring/summer semester begins
May 28, 2007	Memorial Day, university closed

July 4, 2007.....	Independence Day, university closed
August 3, 2007	Semester ends
August 6–10, 2007.....	Examination week
August 26, 2007.....	Graduation
August 29–31, 2007.....	New student orientation
September 3, 2007	Labor Day, university closed
September 4, 2007	Fall semester begins
September 13, 2007	Rosh Hashanah, university closed
September 22, 2007	Yom Kippur, university closed
November 22–23, 2007	Thanksgiving holiday, university closed
December 14, 2007	Fall semester ends
December 17–21, 2007.....	Examination week
December 24–25	Christmas holiday, university closed
December 31, 2007	New Year's Eve, university closed at noon
January 1, 2008	New Year's Day, university closed
January 7, 2008	Winter semester begins
January 21, 2008	Martin Luther King Day, university closed
March 17–23, 2008.....	Winter break (HPD)
March 21, 2008.....	Good Friday, university closed
April 2–5, 2008.....	AAA Conference, no class/clinic
April 25–26, 2008.....	Winter exams
April 27, 2008.....	Winter semester ends
April 28–May 4, 2008	Semester break
May 5, 2008.....	Spring/summer semester begins
May 26, 2008.....	Memorial Day, university closed
July 4, 2008.....	Independence Day, university closed
August 8–9, 2008.....	Semester exams
August 10, 2008.....	Semester ends
August 28–29, 2008.....	New Student Orientation
September 1, 2008	Labor Day, university closed
September 2, 2008	Fall semester begins
September 30, 2008	Rosh Hashanah, university closed
October 9, 2008	Yom Kippur, university closed
November 27–28, 2008.....	Thanksgiving holiday, university closed
December 12, 2008.....	Fall semester ends
December 15–19, 2008.....	Examination week

OCCUPATIONAL THERAPY DEPARTMENT

Academic Promotions

The progress of each student through the curriculum requires continuous satisfactory academic performance. No student may advance to the second year of study without satisfactorily completing all of the first-year courses. Since the curriculum courses are offered only one time per year, a student will have to suspend his or her studies by withdrawal in order to comply with the following academic policies.

Grading Policies and Procedures

Grading for master of occupational therapy students is based on a scale of 0–100 percent.

P or Pass 70 percent or above in each course

F or Fail Below 70 percent

I Incomplete

Grading for doctor of occupational therapy students (Ph.D. or Dr.OT) is based on a scale of 0–100 percent. Some courses may be pass/fail. Doctoral students must maintain an overall grade point average of 80.

P or Pass 80 percent or above in core courses

F or Fail Below 70 percent

I Incomplete

A student, who receives a failing course grade in Anatomy and/or Neuroanatomy, may be given an opportunity to remediate the course by taking a comprehensive reexamination for that course. Should the student fail to pass the comprehensive examination in Anatomy and/or Neuroanatomy, the student will decelerate from the program with an opportunity for re-entrance in the following year at the point of first course failure. If the student fails the course a second time, he or she will not be given another chance to remediate and will be dismissed from the occupational therapy program.

A student who receives a failing course grade of 65–69 in any OCT prefix didactic course (other than Anatomy and/or Neuroanatomy) may be given an opportunity to remediate the course, which will be in the form of a comprehensive reexamination. If the student does not successfully remediate the course, the student will meet with the departmental Committee on Student Progress and suspend class attendance. Students may only remediate one OCT prefix didactic course (other than Anatomy and/or Neuroanatomy). The student may decelerate at the point of failure and re-enter the program the following year (at the point of first-course failure) with adequate evidence that the conditions and/or factors that caused the prior performance have changed significantly and there is reasonable expectation of satisfactory performance. If the course is failed a second time, the student will not be given another chance to remediate and will be dismissed from the occupational therapy program.

Students who receive a failing grade (below 65) during any period of the curriculum will not be given an opportunity for remediation. The results of course failure are the same as failure to remediate, and the student will have an opportunity for deceleration and resuming coursework the following year. The Committee on Student Progress will be responsible for tracking decelerated students by documenting a plan of action for the year of suspended course attendance, as well as reviewing the student's potential for resuming courses in a satisfactory manner prior to re-entering the curriculum.

Incomplete Coursework

When a student fails to complete all the requirements of a course or fieldwork experience, the student shall receive a grade of I (incomplete). An incomplete will be changed to an earned grade upon a student's satisfactory completion of the course or fieldwork requirements. A change from an incomplete to an earned grade must occur prior to the first day of the next academic year, or the student's grade will be converted to an F. The taking of incompletes is strongly discouraged and requires written approval of the course instructor.

Academic Probation

Students in the master's degree program who do not maintain a 70 percent overall GPA will be placed on academic probation. Students in doctoral degree programs who do not maintain an 80 percent overall GPA will be placed on academic probation. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization and may face other restrictions by the Health Professions Division.

Academic Advising

Each student is assigned an academic advisor during each academic year. The goal of an academic advisor is to provide students with assistance to enable them to get the most from their educational experiences. The adviser will provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources.

Attendance

The overall attendance policy of the College of Allied Health and Nursing of Nova Southeastern University applies to all occupational therapy students. However, professors may have more specific requirements listed in their syllabi and all students should refer to the syllabus for individual courses for additional attendance policies. Each student holds the responsibility for attending class and for understanding the specific policies regarding attendance within a course, including policy and penalty for unexcused absences, within the parameters of the Health Professions Division. Points will be deducted for late arrival and for unexcused absences. If missed laboratories, assignments, or examinations are to be made up, they will be done at the direction and discretion of the course instructor. Attendance and participation in doctoral online courses will be defined by the course instructor.

Withdrawal from a Course

The student will receive a 100 percent refund for each course if written or online withdrawal notice is sent to the program office by the 10th calendar day of matriculation each term; 75 percent will be refunded between the 10th and 15th calendar day; and 50 percent will be refunded between the 15th and 20th calendar day. No refund will be due the student if a written course withdrawal request is not sent to the program by the 21st calendar day (third week) of the term. Requests to withdraw from a class will be considered a drop for the first 10 calendar days of the term and not recorded on the university transcript. Requests to withdrawal between the 11th and 20th calendar day of the term must be placed in writing to the program director. Students may receive a W, WP, or WF on their transcript. If the student retakes the course, the grade of W will be replaced by an earned grade.

Problem Resolution

Students are encouraged to first discuss a problem, issue, or difficulty with the appropriate administrative staff or faculty members to clarify and resolve an issue. Many problems are often misperceptions or misunderstandings that can easily be resolved by discussing it with the individual involved.

Grade Disputes

The responsibility for course examinations, assignments, and grades resides with the expertise of faculty members who are uniquely qualified by their training and experience. Such evaluations and grades are the prerogative of the instructor and are not subject to formal appeal unless there is compelling evidence of discrimination, arbitrary or capricious action, and/or procedural irregularities. Grievances and grade disputes must be in writing and directed to the course instructor within five business days following notification of the course grade. If unresolved, the dispute may be forwarded to the program director or department chair within five business days. Failure to submit a timely appeal will be considered a waiver of the student's grade dispute appeal rights.

Committee on Student Progress

The Occupational Therapy Department's Committee on Student Progress (CSP) is responsible for evaluating the status of a student who may be experiencing difficulty with progress in the program, or has violated regulation, policy, and/or the *College of Allied Health and Nursing Student Handbook* Behavioral Standards section. Faculty members may refer students to the CSP for any of the following categories: academic, disciplinary action, and/or professional or ethical behavior. The CSP examines each case and makes appropriate recommendations based on the findings and policy requirements to the department chair. The department chair will determine the outcome and status of the student. The CSP's recommendation may include no action, remediation, faculty action (e.g., supervision/monitoring, referral to adviser for guidance, etc.) warnings, probation, suspension, dismissal, or expulsion.

Grievance Procedures

Students have the right to appeal a decision, recommendation, or grade using the Grievance and Appeals procedures described in the student handbook.

Student Appeals (Dismissal and Disciplinary Action)

See Nova Southeastern University, College of Allied Health and Nursing, Appeals Committee section.

Plagiarism

See Nova Southeastern University, Student Rights and Responsibilities, Academic Standards section.

Authorship Credit and Order Guidelines and Policy

1. Principal authorship, order of authorship, and other publication credits should accurately reflect the relative scientific, technical, professional, or scholarly contributions of the individuals involved.
2. No authorship credit should be given to someone whose suggestion/idea/feedback may have influenced a project, but did not actively participate in project development and implementation. This person could be acknowledged as described in 5.

3. Authorship is not merited solely for administrative support, financial contribution, or a supervisor/adviser's position.
4. Authorship credit should go to those who do the actual writing and to those who have made significant scientific or scholarly contributions to a study, such as formulating hypotheses, structuring the design, conducting the analysis, interpreting results, or writing a major portion of a manuscript.
5. Those with minor contributions to the manuscript are appropriately acknowledged in footnotes, an introductory statement, or acknowledgements.
6. Student as author
 - a. A student is usually listed as a principal author on a multiple-authored paper that is substantially based on the student's dissertation, report, or project.
 - b. However, he or she is not automatically entitled to authorship if only some or minor material from the project is used in a paper, proposal, or progress or final report written by the student's adviser, a faculty member, or supervisor. Reference to the material's origin is sufficient in these cases.
 - c. If the student's dissertation or project is based on data collected as part of a larger research project under the supervision of one or more faculty members, it is appropriate to include those supervisors or faculty members as co-authors.
 - d. Submissions for publication or professional presentations (to include posters) that originated from a previous class assignment (papers, reports, projects, etc.) should first be discussed and agreed upon with the course instructor.
7. Co-authorship may be a complex issue in certain cases. It is suggested that authorship credit and order be discussed with all possible collaborators before and during the project. There should be an agreement, especially with projects that involve multiple key contributors, to minimize the chance of misunderstandings.
8. Major revisions to a manuscript for publication or professional presentation may result in a change of responsibilities or work effort. This may require a revision in authorship order and/or credit. These changes should be discussed and agreed upon before and during any major revision process.
9. Institutional Affiliation
 - a. Publishers usually require each author's institutional affiliation.
 - b. Authors should acknowledge the department and institution where the primary work was done, as well the current institutional affiliation of each author.
 - c. *Occupational Therapy Department, College of Allied Health and Nursing, Nova Southeastern University* is the institutional affiliation.
10. Authors must obtain approval from the chair, Occupational Therapy Department, Nova Southeastern University, prior to submitting an abstract or manuscript to a publisher or a conference committee.
 - a. Department approval serves to (1) protect the department, college, and university by allowing the chair (or designee) to review all submissions for appropriateness and acceptable standards; (2) recognize and record all department related publications and presentations as program outcomes; and (3) assure that submissions provide appropriate credit and recognition.

This policy applies to publication submissions; professional presentations; and posters by students, former students, alumni, and current and former faculty and staff members of the Occupational Therapy Department, Nova Southeastern University, when applicable.

References:

Guidelines for authorship credit and order from APA's *Ethical Principles of Psychologists and Code of Conduct* (1992), Section 6.23, Publication Credit, states

Uniform Requirement for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Updated November 2003. International Committee of Medical Journal Editors. <www.icmje.org>.

Computer Requirements

Each student is **required** to have a computer with the following recommended minimum specifications:

- 450 or higher MHz processor
- 256 or higher MB RAM
- 40 or higher GB hard drive
- SVGA (1024 x 768) monitor
- speakers and microphone or head set (required for doctoral program)
- Windows Operating system (98, 2000, ME, XP, or NT)
- 56 kb modem (DSL or cable highly recommended for doctoral program)
- Internet connection from an ISP
- recommended options: CD/RW, high speed USB, laptop with wireless Internet capability (for on-campus use), surge suppressor, MS Office (Word, PowerPoint, and Excel)

**NSU Occupational Therapy Master's Degree Program
Academic Calendar 2007–2008**

GENERAL

July 4, 2007	Independence Day, university closed
August 24, 2007	Allied Health and Nursing graduation rehearsal
August 25, 2007	Allied Health and Nursing graduation senior awards dinner
August 26, 2007	Allied Health and Nursing graduation
September 3, 2007	Labor Day, university closed
September 13, 2007	Rosh Hashanah, university closed
September 22, 2007	Yom Kippur, university closed
November 22–23, 2007	Thanksgiving holiday, university closed
December 24, 2007	Christmas Eve, university closed
December 25, 2007	Christmas Day, university closed
December 31, 2007	New Year's Eve, university closed
January 1, 2008	New Year's Day, university closed
January 21, 2008	Martin Luther King Day, university closed
March 17–21, 2008	Spring break, no classes
March 21, 2008	Good Friday, university closed
May 26, 2008	Memorial Day, university closed

OT-I

SUMMER/FALL SEMESTER..... Term Code 200815

June 3, 2007	Orientation
June 4, 2007	Classes begin
November 21, 2007	Classes end

WINTER SEMESTER..... Term Code 200830

January 2, 2008	Winter term begins
March 17–21, 2008.....	Spring break
April 28–May 2, 2008	Exam week
May 2, 2008.....	Winter term ends

OT-II

SUMMER/FALL SEMESTER..... Term Code 200815

June 4, 2007 Rotation I classes begin (Mental Health)
July 27, 2007..... Rotation I classes end
July 30, 2007..... Rotation I fieldwork begins
August 17, 2007 Rotation I fieldwork ends
September 4, 2007 Rotation II classes begin (Pediatrics)
October 26, 2007 Rotation II classes end
October 29, 2007 Rotation II fieldwork begins
November 16, 2007 Rotation II fieldwork ends
November 16, 2007 Term ends

WINTER SEMESTER..... Term Code 200830

January 2, 2008 Rotation III classes begin (Physical Disabilities)
February 22, 2008..... Rotation III classes end
February 25, 2008..... Rotation III fieldwork begins
March 7, 2008..... Rotation III fieldwork ends

SPRING SEMESTER Term Code 200840

March 10, 2008..... Rotation IV classes begin (Geriatrics)
May 6, 2008..... Rotation IV classes end
May 7, 2008..... Rotation IV fieldwork begins
May 21, 2008..... Rotation IV fieldwork ends

OT-III

May 26–August 15, 2008 Fieldwork experience I
August 22–24, 2008..... Graduation weekend
September 2–November 21, 2008 Fieldwork experience II

NSU Occupational Therapy Doctoral Degree Program Academic Calendar 2007–2008

May 6, 2007.....	Begin summer semester
May 7, 2007.....	Begin Summer Research Institute (SRI)
June 2, 2007	End on-campus SRI
July 4, 2007.....	Independence Day, university closed
August 24, 2007	Graduation rehearsal
August 25, 2007	Graduation awards dinner
August 26, 2007	Graduation
September 3, 2007	Labor Day, university closed
September 7, 2007	Orientation for new students
September 8, 2007	End summer semester, wrap-up
September 9–10, 2007	Begin fall semester
September 13, 2007	Rosh Hashanah, university closed
September 22, 2007	Yom Kippur, university closed
November 22–23, 2007	Thanksgiving holiday, university closed
December 14, 2007	Fall classes end
December 24, 2007	Christmas Eve, university closed
December 25, 2007	Christmas Day, university closed
December 31, 2007	New Year's Eve, university closed
January 1, 2008	New Year's Day, university closed
January 4–5, 2008	End fall semester, wrap-up
January 6, 2008	Begin winter semester
January 21, 2008	Martin Luther King Day, university closed
March 17–21, 2008	Spring break, no classes
March 21, 2008	Good Friday, university closed
April 11, 2008	Winter classes end
May 2–3, 2008.....	Winter semester, wrap-up
May 26, 2008	Memorial Day, university closed
July 4, 2008.....	Independence Day, university closed

PHYSICAL THERAPY DEPARTMENT

Entry-Level D.P.T. Program

Academic Promotions

The progress of each student through the curriculum requires continuous satisfactory academic performance. In order to complete the program in the normally scheduled three years, students must successfully complete the courses in the time and sequence that they are offered. **In order to progress through the program, students may be required to pass comprehensive examinations given at the end of the first and second years of the program. In order to graduate from the program, each student must pass a comprehensive examination given at the end of the third year of the program.** Since many of the curriculum's courses are offered only one time per year, a student may have to temporarily suspend his or her studies in the program in order to comply with established curriculum sequencing.

Grading Policies and Procedures

Grading for physical therapy doctoral students is based on a scale of 0–100 percent. Some courses may be pass/fail.

P Pass (75 percent or above)

F Fail (below 75 percent)

Grades on the transcript will be qualified to indicate a repeated course or a remediation examination. When a student passes a course by a remediation examination, a minimum passing grade of 75E will be recorded as the final grade for the course on the transcript. When a student passes a course by a retake of the course, the passing grade will be qualified with an R following the grade on the transcript.

Students must successfully pass each course by achieving a minimum grade of 75 percent for examinations and assignments, and a distinct minimum grade of 75 on the practical(s).

Failure to achieve a final course grade of 75 percent may result in a student's dismissal from the program or the need to take a remediation examination, if one is offered in the course. Please note that remediation examinations may be cumulative in nature and are offered at the sole discretion of the course leader. Accordingly, remediation examinations may not be offered in all courses. If and when remediation examinations are offered, the student must achieve a minimum grade of 75 percent in order to pass the course. A student who takes and passes a remediation examination will receive a maximum grade of 75 percent. A student who fails a course remediation examination will fail the course and may not be able to continue through the curriculum due to course sequences. This may result in the student's dismissal from the program or placement on an extended track resulting in a later graduation. Any student who does not achieve the requisite 75 percent course grade will be placed on academic probation. While matriculating through the entry-level D.P.T. program, each student is permitted a total of two remediation examinations for only two courses. A student may be dismissed from the program if the final course grade for a third course falls below 75 percent. The ultimate calculation and disposition of a student's final course grade rests with information provided in the course syllabus.

A student who is dismissed on the basis of inadequate academic performance or unprofessional conduct will be required to reapply to the program in order to be considered for readmission under the admission standards applicable to the next class. In special circumstances, a student may be readmitted at the point where he or she was dismissed.

Incomplete Coursework

Contingent upon approval by the program director, a student who fails to complete all the requirements of a course because of documented medical reasons or extenuating personal circumstances may receive a grade of incomplete (I). An incomplete will be changed to an earned grade upon the student's satisfactory completion of the course requirements. A change from an incomplete to an earned grade must occur prior to the end of the next semester or the course grade will be converted to an F and the student will be dismissed from the program. Exceptions to this rule may be considered in cases in which the course is not offered the following semester or the medical leave is granted for more than one semester.

Grade Disputes

Grade disputes must be made in writing and directed to the grading faculty member earlier than the subsequent retesting or five business days from the time the student receives his or her grade. The written request must contain a rationale based on the merits of the case (facts) and not on how other students were graded or what was accepted or done in the past. Students cannot pick and choose which portions of the test, paper, or project will be regraded; faculty members may look at the entire test so that all items can be viewed in context of the overall performance. Therefore, in requesting reconsideration of a grade, students assume the risk that the regrading of a test, paper, or project may result in a lower grade than was initially given. If the student is not satisfied with the decision of the grading faculty member, he or she may appeal the matter to the course and case leaders for the semester within five days of receiving the decision from the faculty member. If the student is not satisfied with the decision of the grading committee, he or she may request to meet with the department chair for a final resolution of the dispute. The decision of the department chair is final. Failure to submit a timely appeal will be considered a waiver of the student's right to appeal the grade.

Students who receive a failing grade that results in the dismissal from the program will be granted an additional appeal, if desired, to the Committee on Student Progress (CSP) of the College of Allied Health and Nursing. The decision of the CSP is final.

Academic Warning, Probation, and Professional Probation

The Doctor of Physical Therapy Program abides by the College of Allied Health and Nursing's academic warnings, probation, and professional probations policy as stated earlier in this handbook.

Withdrawal from a Course

A request for withdrawal from a course shall be made in writing to the program director within four weeks after the beginning of the class block in which the student is currently enrolled. The grade of W will be replaced by an earned grade if the student retakes the course. The student may request withdrawal only if he or she is in good standing. A withdrawal from a course requires approval of a request for leave of absence from the program.

Academic Advising

Each student is assigned a faculty member as his or her academic advisor at the time of matriculation. The academic advisor shall provide the student with assistance that will enable him or her to gain the most from this educational experience; provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources when professional counseling may be indicated.

Critical Inquiry Research Project

Doctor of physical therapy students are expected to successfully complete and present the findings of a critical inquiry research project.

Attendance at FPTA/APTA Conferences

All physical therapy students are required to attend the district, state, and national conferences/meetings as determined by the program director. This is required coursework and cannot be missed for personal reasons. A student failing to attend said conferences is at risk of not graduating with his or her class.

Dress Code

While on campus, the dress code for physical therapy students shall be the same as that stated in the *College of Allied Health and Nursing Student Handbook*. While on internships, the dress code shall be that which is specified in the *NSU Physical Therapy Clinical Education Manual*, or as required by the clinical education site.

Attendance

The Doctor of Physical Therapy Program is governed by, and enforces, the Health Professions Division attendance policy as stated earlier in this handbook. Any unexcused absence may result in disciplinary action including, but not limited to, written reprimand from the program chair with a copy in the student's permanent files, a loss of 10 percentage points deducted from the final course grade, or course failure. Please read and commit to memory the definition of excused absences stated in the HPD policy on attendance.

Submission of Assignments

Any assignment submitted after the assignment deadline will have 5 percentage points automatically deducted from the final course grade. Any assignment submitted in such condition that it has to be redone will receive no more than 75 percent.

Physical Therapy Doctoral Programs (Ph.D. and Transition D.P.T.)

Students enrolled in either the doctor of philosophy in physical therapy (Ph.D.) or transition doctor of physical therapy (T-D.P.T.) programs must follow all university policies and procedures. The following paragraphs highlight policies specific to each postgraduate doctoral program in physical therapy.

Textbooks

Students will receive information about course textbooks in the course syllabi. Students may purchase their books from any source.

Email and Course Registration

Since both the doctoral programs are online programs, students shall register for all classes online. In order to do so, students need an NSU email account. Once a student is officially accepted into the Ph.D. or transition D.P.T. program, he or she should request an NSU email account online by visiting the Office of Technology page, www.nova.edu/cwis/oit/services.html, and clicking on the link "Create your Email Account." Follow the directions to request a new email account. Once a student is fully admitted, he or she is issued a personal identification number (PIN) that will provide access to online registration. The PIN also provides access to account information. It is required that all postprofessional students use their NSU email accounts when communicating with the program and for all in-class communication.

Computer Services

Unlike on-campus students, distance students are required to register for an online orientation course during the first semester of their studies.

Travel, Housing, and Parking

Although both postprofessional programs in physical therapy are primarily distance programs, students in both programs are required to attend a 1–2 day seminar on our HPD campus for most classes in which they are enrolled. The on-campus portion of the class occurs midway through each five-month semester. Students are required to arrange their own travel and lodging. The program will provide a list of local accommodations upon request. While on campus, students may park in any non-designated parking space. Several hotels offer shuttle service, and the university has an on-campus shuttle bus.

Student ID Cards

All NSU students must wear a student ID card. Distance students can complete an NSU Shark Card application electronically and mail a passport-size photo to NSU Campus Card Services to receive their ID cards through the mail. Distance students can also get ID cards during their first on-campus session. For security purposes, students should wear their ID badges at all times while on campus.

Dress Code

When on the NSU campus during regular business hours (Monday–Friday, 8:30 a.m.–5:00 p.m.), postprofessional students must maintain a neat and clean appearance fitting students attending professional school. We suggest that students bring a sweater/jacket because all rooms are air conditioned.

Attendance

All postprofessional courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for assignment submission and exams. Students are required to access and participate in their Web-based class as defined by the course instructor. Policies regarding participation on discussion boards are usually defined in the course syllabus.

Attendance at the on-campus component for each class is mandatory. Students who do not attend the on-campus component will receive an **incomplete** for the class until the on-campus requirements have been met (in the subsequent semester in which the class is offered). Students can assume that all on-campus classes are scheduled from 9:00 a.m. through 4:30 p.m. **unless otherwise indicated** by the course instructor. Return flights should be scheduled no earlier than 6:00 p.m. on the last day of any course. Course instructors may assign an incomplete to students who do not complete a full day of on-campus classes.

Academic Advising and Administrative Support

Each student is required to contact the program director for academic advising before beginning the program. The program director and her/his designee will advise the student during matriculation through the program. Students may communicate with the director via phone, fax, email, or in person.

Grading Policies and Procedures

Grades for the Ph.D. and the T-D.P.T. programs are based on a 0–100 scale; 90–100 is equivalent to an A, and 80–89 is equivalent to a B. Students are considered to have failed a course if they score below an 80. In addition to percentage grading, the postprofessional programs may use transcript notations outlined in the College of Allied Health and Nursing section of the *Student Handbook*.

Administrative Withdrawals

Unless prior approval or a leave of absence has been granted, students who do not enroll in any classes for two consecutive semesters may be administratively withdrawn (WU) from the postprofessional program. If a student is administratively withdrawn from the program, he or she would be required to petition the program director in writing for reinstatement in the program.

Grade Disputes

Grade disputes for course assignments should be addressed in writing to the course instructor within five working days of receiving the grade. The final decision for grading individual assignments lies with the course instructor. Grade disputes regarding the final course grade should be submitted within five days to the course instructor. If the result of this appeal is unsatisfactory to the student, he or she may appeal to the program director within five working days of the instructor's decision. If the grade results in dismissal from the post professional program, the student may file a further appeal to the Health Profession Division Committee on Student Progress. This committee is composed of faculty members and administration, and all decisions from this committee are final.

Suspension/Dismissal

Students enrolled in postprofessional programs have an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. Students can be suspended and/or dismissed from the postprofessional program for failure to meet academic standards, failure of two courses, and/or unprofessional conduct. Please refer to the section of this handbook entitled Students Rights and Responsibilities.

Academic Promotion

The progress of each doctoral student through the curriculum requires continuous, satisfactory academic performance. Students must complete each course with a grade of 80 percent or higher to advance in the curriculum. Students who fail a course have one opportunity to repeat the course. If students elect to repeat the course, they are required to register and pay for the course in the next time it is offered, and must complete it with an 80 percent or higher in order to continue in the program.

Incomplete Coursework

A grade of incomplete (I) is issued only in cases of unexpected personal or professional emergencies, and must be made up within one term (or sooner) of the final class meeting of the course, as stipulated by the instructor. Courses that are only offered once per calendar year must be completed by the end of the following calendar year. Students must request any extension in writing to the course instructor with a copy to the program director.

Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form prior to the end of the course. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of I can only be assigned if 50 percent or more of the coursework has been completed. All assignments up to the date of the request must have been successfully completed. Incomplete grades that have not been changed by the official date in this agreement will be converted to an F.

The student must send this form via email to the instructor before the official end of the course. The subject line of the email must include the student's name and Incomplete Grade Agreement.

Withdrawal from a Course

(The following is the controlling policy for the Ph.D. and T-D.P.T. programs only.)

The student will receive a 100 percent refund for each course if written or online withdrawal notice is sent to the program office by the 10th calendar day of matriculation each term; 75 percent will be refunded between the 10th and 15th calendar day; and 50 percent will be refunded between the 15th and 20th calendar day. No refund will be due the student if a written course withdrawal request is not sent to the program by the 21st calendar day (third week) of the term.

Requests to withdraw from a class will be considered a drop for the first 10 calendar days of the term and not recorded on the university transcript. Requests to withdraw between the 11th and 20th calendar day of the term must be placed in writing to the program director. Students may receive a W, WP, or WF on their transcript. If the student retakes the course, the grade of W will be replaced by an earned grade.

Dissertation

The Ph.D. students are expected to conduct individual research, successfully defend their dissertation before a dissertation committee, and have verification of presentation or publication. Process and requirements are detailed in the *Dissertation Guide*.

Students Rights and Responsibilities

See Nova Southeastern University, Student Rights and Responsibilities.

Specific University Policy and Procedures

See Nova Southeastern University, Specific University Policies and Procedures.

Physical Therapy Department Academic Calendar 2007–2008

June 3, 2007	Full-time class of 2010 Orientation, general Part-time class of 2012 Orientation, general
June 4, 2007	All full- and part-time D.P.T. classes start summer semester except class of 2007
June 4–8, 2007	PT Orientation in addition to classes: for class of 2010/2012
June 18, 2007	Class of 2007 summer semester elective classes begin
June 18–22, 2007	Class of 2007 wrap-up for early conferrals
June 22, 2007	T-D.P.T. end of semester
June 27–30, 2007	APTA National Conference, Orlando
July 4, 2007.....	Independence Day, university closed
July 9, 2007.....	Ph.D. start of fall semester
August 3, 2007	End of summer semester, classes of 2008 and 2009
August 6, 2007	Start of fall semester, classes of 2008 and 2009
August 9–12, 2007	FPTA Conference
August 17, 2007	Class of 2007 summer semester elective classes end
August 20–24, 2007	Class of 2007 general wrap-up
August 22, 2007	Orientation TIER I, Orientation TIER IB
August 24, 2007	Graduating class of 2007 awards dinner: T-D.P.T., Ph.D.
August 24, 2007	Full-time class of 2010 end of summer semester Part-time class of 2012 end of summer semester
August 26, 2007	D.P.T. class of 2007, T-D.P.T., Ph.D. graduation
August 27, 2007	Full-time class of 2010 start of fall semester Part-time class of 2012 start of fall semester
September 3, 2007	Labor Day, university closed
September 4, 2007	T-D.P.T. start of fall semester
September 13, 2007	Rosh Hashanah, university closed
September 22, 2007	Yom Kippur, university closed
September 29–October 5, 2007	Ph.D. students on campus
October 12, 2007	Class of 2008 end of first part of fall semester
October 15–19, 2007	Class of 2008 TIER II orientation
October 22, 2007	Class of 2008 begins TIER II fall clinicals
November 2–10, 2007	T-D.P.T. students on campus
November 19, 2007	Class of 2009 begins Tier IB
November 22–23, 2007	Thanksgiving holiday, university closed
November 23, 2007	Ph.D. end of semester

December 14, 2007	End of fall semester for all full- and part-time D.P.T. classes PT 3s class of 2008 end of first TIER IIA clinical
December 17, 2007–January 1, 2008...	Winter break
January 2, 2008	Class of 2008 begins TIER II spring clinical
January 2, 2008	All D.P.T. full- and part-time classes begin spring semester
January 7, 2008	Class of 2009 begins TIER IC
January 7, 2008	Ph.D. start of winter semester
January 8, 2008	Class of 2010 Tier IA orientation
January 18, 2008	T-D.P.T. end of fall semester
January 21, 2008	Martin Luther King Day, university closed
February 4, 2008.....	T-D.P.T. start of spring semester
March 1–7, 2008.....	Ph.D. on campus
March 17–21, 2008.....	Spring break
March 21, 2008.....	Good Friday, university closed
April 11–20, 2008.....	T-D.P.T. on campus
May 9, 2008.....	Full- and part-time D.P.T. classes end of winter semester
May 12–30, 2008	Full- and part-time D.P.T., classes break except class of 2008
May 23, 2008.....	Ph.D. end of semester
May 26, 2008.....	Memorial Day, university closed
June 13, 2008	Class of 2008 end of Tier II spring clinicals
June 16, 2008	Class of 2008 optional semester begins
June 20, 2008	T-D.P.T. end of spring semester
August 15, 2008.....	Class of 2008 optional semester ends
August 18–22, 2008.....	Class of 2008 required campus wrap-up
August 22, 2008.....	Class of 2008 T-D.P.T., and Ph.D. graduation dinner
August 24, 2008.....	Class of 2008 T-D.P.T., and Ph.D. graduation

PHYSICIAN ASSISTANT DEPARTMENT

Fort Lauderdale

Computer Requirements

Throughout the curriculum, students are required to access various instructional materials and information from the Internet. All students are required, therefore, to have a computer with the following minimum suggested specifications:

- PC computer
- Internet connection with private Internet service provider (ISP) for access from home to the Internet. If a laptop computer is utilized, a wireless modem will allow access to the campuswide NSU wireless network.
- Sound card and speakers
- CD-ROM
- Windows XP or NT operating system
- Microsoft Office 2000 or later, with PowerPoint, Word, and Excel
- Convenient access to a printer

Academic Promotions

The progress of each student through the curriculum requires continuous, satisfactory academic performance. No student may advance to the clinical year of study without satisfactorily completing all of the didactic year's courses.

In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the required clinical-year courses. Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress (CSP).

Attendance

The overall mandatory attendance policy of the Health Professions Division relates to all PA students. During the clinical year, the policies are somewhat different and are outlined in the student's clinical year handbook. Each student holds the responsibility for attending class and clinical rotations and for understanding the specific policies regarding attendance for each, including policy and penalty for unexcused absences, within the parameters of the PA Program and the Health Professions Division. If missed labs, assignments, examinations, or clinical coursework are to be made up, they will be done at the direction and/or discretion of the department chair, associate director, academic director, and/or clinical director.

Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on a scale of 0–100 percent with a minimum of 70 percent to pass.

During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component in order to pass the clinical rotation. Students receiving failing grades in clinical courses will be referred to the Committee on Student Progress (CSP) for disposition. Additional tuition will be charged for repeated courses.

A student who is dismissed on the basis of inadequate academic performance may reapply to the program. The application will be treated in the same manner as a first-time applicant. Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

Retake Policy

A student who receives a failing course grade in a PA didactic course will be given a comprehensive remediation exam. If the remediation examination is passed, the student will receive a grade of 70E for the course. If this remediation examination is failed, the student has failed the course and will be referred to the CSP for disposition.

Incomplete Coursework

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of I (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an F.

Academic Probation

A student who does not maintain a 70 percent or better overall GPA will be placed on academic probation. A student with a course failure will be placed on academic probation until the course is successfully repeated and passed. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization until academic probation status is lifted.

Academic Advising

Each student is assigned an academic advisor during each academic year. The goal of an academic advisor is to provide students with assistance to enable them to get the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources.

Clinical Rotations

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine required rotations: six core rotations and three elective rotations.

All PA students on clinical rotations must maintain a functional pager or cell phone at all time during their clinical rotations. This expense will be the student's responsibility. To facilitate communications, PA students must provide the PA Program with their pager or cell phone numbers and inform them in advance of any changes.

Students must comply with all policies and procedures of both the clinical sites and NSU.

Disciplinary and Appeals Policies

Students who do not adhere to stated policies, procedures, and code of conduct may be subject to disciplinary action. Infractions may involve deficiencies in performance and/or professional behavior. All infractions are considered by the course director, academic/clinical director, associate director, and the department chair. Where warranted, written disciplinary warning will be entered into the student's file or he or she may be placed on disciplinary probation, which will be noted on the transcript. If the infraction is serious such that it violates ethical codes of the PA profession, then the student may be subject to dismissal. Only one such serious infraction as described above is required for referral to the committee on student progress, who may recommend dismissal to the department chair.

All disciplinary actions may be appealed following the process previously outlined in the section of the *College of Allied Health and Nursing Student Handbook* titled Student Appeals.

NSU Physician Assistant Program Academic Calendar 2007–2008 Fort Lauderdale

All attempts have been made to ensure accuracy. Changes to the academic calendar are possible. Students will be notified of any changes as soon as possible.

May 4, 2007.....	Winter term ends, class of 2007
May 7, 2007.....	Summer term begins, class of 2007
May 18, 2007.....	Winter term ends, class of 2008
May 26–31, 2007	AAPA Conference, Philadelphia, PA
May 28, 2007.....	Memorial Day, university closed
June 3–8, 2007	Orientation, class of 2009
June 4, 2007	Summer term begins, classes of 2008 and 2009
July 4, 2007.....	Independence Day, university closed
August 10, 2007	Summer term ends, class of 2008
August 20, 2007	Fall term and rotations begin, class of 2008
August 24, 2007	Graduation rehearsal
August 24, 2007	Senior awards banquet
August 26, 2007	Graduation, class of 2007
August 30, 2007	Summer term ends, class of 2009
August 31–September 3, 2007	Labor Day break, class of 2009
September 3, 2007	Labor Day, university closed
September 4, 2007	Fall term begins, class of 2009
September 13, 2007	Rosh Hashanah, university closed
September 22, 2007	Yom Kippur, university closed
November 22–23, 2007	Thanksgiving holiday, university closed
December 14, 2007	Fall term ends, class of 2009
December 15, 2007–January 1, 2008.....	Winter break, class of 2009
December 21, 2007	Fall term ends, class of 2008
December 21, 2007–January 1, 2008.....	Winter break, class of 2008

December 24, 2007	Christmas Eve, university closed at noon
December 25, 2007	Christmas Day, university closed
December 31, 2007	New Year's Eve, university closed at noon
January 1, 2008	New Year's Day, university closed
January 2, 2008	Winter term begins, classes of 2008 and 2009
January 21, 2008	Martin Luther King Day, university closed
March 17–20, 2008.....	Spring break, class of 2009
March 21, 2008.....	Good Friday, university closed
May 2, 2008.....	Winter term ends, class of 2008
May 5, 2008.....	Summer term begins, class of 2008
May 16, 2008.....	Winter term ends, class of 2009
May 24–29, 2008	AAPA Conference, San Antonio, TX
May 26, 2008.....	Memorial Day, university closed
June 1–6, 2008	Orientation, class of 2010
June 2, 2008	Summer term begins, classes of 2009 and 2010
July 4, 2008.....	Independence Day, university closed
August 8, 2008	Summer term ends, class of 2009
August 18, 2008	Fall term and rotations begin, class of 2009
August 22, 2008	Summer term ends, class of 2008
August 22, 2008	Graduation rehearsal
August 22, 2008	Senior awards banquet
August 24, 2008	Graduation, class of 2008
August 28, 2008	Summer term ends, class of 2010
August 29–September 1, 2008.....	Labor Day break, class of 2010
September 1, 2008	Labor Day, university closed
September 2, 2008	Fall term begins, class of 2010
September 30, 2008	Rosh Hashanah, university closed
October 9, 2008	Yom Kippur, university closed
November 27–28, 2008	Thanksgiving holiday, university closed
December 12, 2008.....	Fall term ends, class of 2010
December 13, 2008–January 4, 2009.....	Winter break, class of 2010
December 19, 2008.....	Fall term ends, class of 2009
December 24–25, 2008.....	Christmas holiday, university closed
December 31, 2008–January 4, 2009.....	New Year's holiday, university closed
January 5, 2009	Winter term begins, classes of 2009 and 2010

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PHYSICIAN ASSISTANT DEPARTMENT Naples

Computer Requirements

All students are required to have a computer with the following minimum specifications:

- Pentium III 800MHz processor or higher
- 512 megabytes RAM
- DVD capability with CD-RW
- full duplex sound card and speakers
- Internet connection with private Internet service provider (ISP) for access from home to the Internet
- printer

The following are recommended features:

- 800 x 600 or higher video display
- Windows 2000, XP, NT, or VISTA
- Microsoft Office 2000 with PowerPoint, Word, and Excel minimum
- surge suppressor electrical outlet

PDA Requirement

Students are also required to have a handheld device (PDA) with a Palm OS operating system with a minimum of eight megabytes of memory prior to the start of the advanced didactic component of the curriculum. The PDA is essential to completing all required documentation for clinical rotations.

Dress Code

Students in the NSU PA Program Naples campus are expected to comply with the dress code as outlined by the College of Allied Health and Nursing policy. In addition, students in the didactic phase of the curriculum will be required to wear a uniform for physical diagnosis lab. Students also may be required to wear this uniform during end-of-rotation seminars within the clinical year. This uniform will include a gray, short-sleeved T-shirt with the PA program logo. No logo or writing should be on the back of the T-shirt. Pants must be navy blue gym-type shorts with an elastic waistband and draw strings with the logo on the pant leg. All students must be prepared and able to remove the T-shirt for thoracic, cardiac, chest wall, and abdominal examination at any time during physical examination labs. Therefore, females must wear a sports bra or similar under attire beneath the T-shirt. Athletic shoes and socks must be worn at all times in the lab except as dictated by the instructor. The physical diagnosis uniform is permitted to be worn only in the physical diagnosis lab.

Academic Promotions

The progress of each student through the curriculum requires continuous, satisfactory academic performance. No student may advance to the clinical year of study without satisfactorily completing all of the didactic year's courses.

In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the required clinical-year courses. Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress (CSP).

Attendance

The overall mandatory attendance policy of the Health Professions Division relates to all PA students. During the clinical year, the policies are somewhat different and are outlined in the student's clinical year handbook. Each student holds the responsibility for attending class and clinical rotations and for understanding the specific policies regarding attendance for each, including policy and penalty for unexcused absences, within the parameters of the PA program and the Health Professions Division. If missed labs, assignments, examinations, or clinical coursework are to be made up, they will be done at the direction and/or discretion of the department chair, academic director, and/or clinical director.

Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on a scale of 0–100 percent with a minimum of 70 percent required to pass.

During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component in order to pass the clinical rotation. Students receiving failing grades in clinical courses will be referred to the Committee on Student Progress (CSP) for disposition. Additional tuition will be charged for repeated courses.

A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant. Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

Retake Policy

A student who receives a failing course grade in a PA didactic course may be given a comprehensive remediation exam. If the remediation examination is passed, the student will receive a grade of 70E for the course. If this remediation examination is failed, the student has failed the course and will be referred to the CSP for disposition.

Incomplete Coursework

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of I (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an F.

Academic Probation

A student who does not maintain a 70 percent or better overall GPA will be placed on academic probation. A student with a course failure will be placed on academic probation until the course is successfully repeated and passed. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization until academic probation status is lifted.

Academic Advising

Each student is assigned an academic advisor during each academic year. The goal of an academic advisor is to provide students with assistance to enable them to get the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources.

Clinical Rotations

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine required rotations: six core rotations and three elective rotations. All core rotations must be completed in the state of Florida. Each student should expect to complete at least one clinical rotation in a rural or underserved area.

All PA students on clinical rotations must maintain a functional pager or cell phone at all times during their clinical rotations. This expense will be the student's responsibility. To facilitate communications, PA students must provide the PA program with their pager or cell phone numbers and inform the program in advance of any changes.

Students must comply with all policies and procedures of both the clinical sites and NSU.

Disciplinary and Appeals Policies

Students who do not adhere to stated policies, procedures, and code of conduct may be subject to disciplinary action. Infractions may involve deficiencies in performance and/or professional behavior. All infractions are considered by the course director, academic/clinical director, and the department chair. Where warranted, written disciplinary warning will be entered into the student's file or he or she may be placed on disciplinary probation, which will be noted on the transcript. If the infraction is serious such that it violates ethical codes of the PA profession, then the student may be subject to dismissal. Only one such serious infraction as described above is required for referral to the committee on student progress, who may recommend dismissal to the department chair.

All disciplinary actions may be appealed following the process previously outlined in the section of the College of Allied Health and Nursing *Student Handbook* titled Student Appeals.

NSU Physician Assistant Program Academic Calendar 2007–2008 Naples

All attempts have been made to ensure accuracy. Changes to the academic calendar are possible. Students will be notified of any changes as soon as possible.

May 4, 2007.....	Winter term ends, class of 2007
May 7, 2007.....	Summer term begins, class of 2007
May 18, 2007.....	Winter term ends, class of 2008
May 26–31, 2007	AAPA Conference, Philadelphia, PA
May 28, 2007.....	Memorial Day, university closed
June 2, 2007	Orientation, class of 2009
June 4, 2007	Summer terms begins, classes of 2008 and 2009
July 4, 2007.....	Independence Day, university closed
August 10, 2007	Summer term ends, class of 2008
August 20, 2007	Rotation begins, fall term begins, class of 2008

August 23 or 24, 2007	Graduation rehearsal, class of 2007
August 25, 2007	Senior awards banquet, class of 2007
August 26, 2007	Graduation, class of 2007
August 30, 2007	Summer term ends, class of 2009
August 31–September 3, 2007	Labor Day holiday break, class of 2009
September 3, 2007	Labor Day, university closed
September 4, 2007	Fall term begins, class of 2009
September 13, 2007	Rosh Hashanah, university closed
September 22, 2007	Yom Kippur, university closed
November 21, 2007	Thanksgiving break begins at 5:00 p.m.
November 22–23, 2007	Thanksgiving holiday, university closed
November 26, 2007	Classes resume
December 14, 2007	Fall term ends, class of 2009
December 15, 2007–January 1, 2008.....	Winter break, class of 2009
December 21, 2007	Fall term ends, class of 2008
December 21, 2007–January 1, 2008.....	Winter break, class of 2008
December 24–25, 2007	Christmas holiday, university closed
December 31, 2007–January 1, 2008.....	New Year's holiday, university closed
January 2, 2008	Winter term begins, classes of 2008 and 2009
January 21, 2008	Martin Luther King Day, university closed
March 17–20, 2008.....	End of rotation sessions
March 17–21, 2008.....	Spring break, class of 2009
March 21, 2008.....	Good Friday, university closed
March 24, 2008.....	Classes resume, classes of 2008 and 2009
May 2, 2008.....	Winter term ends, class of 2008
May 5, 2008.....	Summer term begins, class of 2008
May 16, 2008.....	Winter term ends, class of 2009
May 24–29, 2008	AAPA Conference, San Antonio, TX
May 26, 2008.....	Memorial Day, university closed
May 31, 2008.....	Orientation, class of 2010
June 2, 2008	Summer term begins, classes of 2009 and 2010
July 4, 2008.....	Independence Day, university closed
August 8, 2008	Summer term ends, class of 2009
August 18, 2008	Fall term begins, rotations begin, class of 2009
August 21 or 22, 2008	Graduation rehearsal, class of 2008
August 22, 2008	Senior awards banquet, class of 2008
August 22, 2008	Summer term ends, rotations end, class of 2008
August 24, 2008	Graduation, class of 2008
August 28, 2008	Summer term ends, class of 2010
August 29–September 1, 2008.....	Labor Day Break, class of 2010
September 1, 2008	Labor Day, university closed
September 2, 2008	Fall term begins, class of 2010
September 30, 2008	Rosh Hashanah, university closed
October 9, 2008	Yom Kippur, university closed

November 26, 2008	Thanksgiving break begins at 5:00 p.m.
November 27–28, 2008	Thanksgiving holiday, university closed
December 1, 2008	Classes resume, class of 2010
December 12, 2008	Fall term ends, class of 2010
December 13, 2008–January 4, 2009	Winter break, class of 2010
December 19, 2008	Fall term ends, class of 2009
December 24, 2008	Christmas Eve, university closed at noon
December 25–26, 2008	Christmas holiday, university closed
December 31, 2008	New Year's Eve, university closed at noon
January 1–2, 2009	New Year's holiday, university closed
January 5, 2009	Winter term begins, classes of 2009 and 2010

PHYSICIAN ASSISTANT DEPARTMENT

Orlando

Computer Requirements

Each student is **required** to have a laptop computer and a printer. The computer must have the following minimum specifications:

- Pentium IV or equivalent, 800 MHz minimum processor
- 512 MB RAM
- CD ROM capability
- sound capability and speakers
- Internet connection with private Internet service provider (ISP) for access from home
- wireless capability
- combo DVD and RW drive
- printer

The following are recommended features:

- 800 x 600 or higher video display
- Windows 2000, ME, XP, NT,
- Microsoft Office 2000 with Power Point, Word, and Excel (minimum)
- surge suppressor
- Zip-drive

PDA Requirement

Students are also required to have a handheld device (PDA) with a Palm OS operating system with a minimum of eight megabytes of memory prior to the start of the advanced didactic component of the curriculum. The PDA is essential to completing all required documentation for clinical rotations.

Academic Promotions

The progress of each student through the curriculum requires continuous, satisfactory academic performance. No student may advance to the clinical year of study without satisfactorily completing all of the didactic year's courses.

In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the required clinical-year courses. Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress (CSP).

Attendance

The overall mandatory attendance policy of the Health Professions Division relates to all PA students. During the clinical year, the policies are somewhat different and are outlined in the student's clinical year handbook. Each student holds the responsibility for attending class and clinical rotations and for understanding the specific policies regarding attendance for each, including policies and penalties for unexcused absences, within the parameters of the PA program and the Health Professions Division. If missed labs, assignments, examinations, or clinical coursework are to be made up, they will be done at the direction and/or discretion of the department chair, associate chair, academic director, and/or clinical director.

Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on a scale of 0–100 percent with a minimum of 70 percent required to pass.

During the clinical year, the clinical-rotation grade is composed of various components. Students must pass each component in order to pass the clinical rotation. Students receiving failing grades in clinical courses will be referred to the Committee on Student Progress (CSP) for disposition. Additional tuition will be charged for repeated courses.

A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant. Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

Remediation Policy

The Nova Southeastern University Physician Assistant Program, Orlando is an intense academic experience. Students will encounter both written and performance-based examinations. In specific courses, (Physical Exam/Diagnosis, Clinical Medicine, and Surgery) all blocks of instruction must be successfully passed by the student in order to pass the entire course.

Students are notified in writing of their performance on every test. If a student fails to demonstrate the required competencies for a specific exam or block of instruction, certain actions will be taken. The student will receive written notification of his or her grade from the course director. The student will review the grade sheet and sign it. The student will meet with their academic advisor and/or the course director/instructor in order to discuss the academic situation and develop a plan for remediation of his or her academic deficiencies. Students will coordinate a retesting date with the course director. The date will be within seven calendar days of the test failure. The student must be proactive in coordinating additional study/tutoring time before the retest.

If the student successfully passes the retest, the student will receive a score of 70 percent. If the student does not demonstrate mastery of the course objectives, failing the retest after remediation, the student's case will be forwarded to the Student Progress Committee for further review and possible academic and administrative action.

Incomplete Coursework

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of I (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an F.

Academic Probation

A student who does not maintain a 70 percent or better overall will be placed on academic probation. A student with a course failure will be placed on academic probation until the course is successfully repeated and passed. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization until academic probation status is lifted.

Academic Advising

Each student is assigned an academic advisor during each academic year. The goal of an academic advisor is to provide students with assistance to enable them to get the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources.

Clinical Rotations

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of 11 required rotations: 10 core rotations and 1 elective rotation.

All PA students on clinical rotations must maintain a functional pager or cell phone at all times during their clinical rotations. This expense will be the student's responsibility. To facilitate communications, PA students must provide the PA program with their pager or cell phone numbers and inform the program in advance of any changes.

Students must comply with all policies and procedures of both the clinical sites and NSU.

Disciplinary and Appeals Policies

Students who do not adhere to stated policies, procedures, and code of conduct may be subject to disciplinary action. Infractions may involve deficiencies in performance and/or professional behavior. All infractions are considered by the course director, academic/clinical director, associate chair, and the department chair. Where warranted, written disciplinary warning will be entered into the student's file, or he or she may be placed on disciplinary probation, which will be noted on the transcript. If the infraction is serious such that it violates ethical codes of the PA profession, then the student may be subject to dismissal. Only one such serious infraction as described above

is required for referral to the committee on student progress, who may recommend dismissal to the department chair.

All disciplinary actions may be appealed following the process previously outlined in the section of the *College of Allied Health and Nursing Student Handbook* titled “Student Appeals.”

NSU Physician Assistant Program Academic Calendar 2007–2008
Orlando

All attempts have been made to ensure accuracy. Changes to the academic calendar are possible. Students will be notified of any changes as soon as possible.

June 3–8, 2007	Orientation, class of 2009
June 4, 2007	Summer term begins, class of 2009
July 4, 2007	Independence Day, university closed
August 30, 2007	Summer term ends, class of 2009
August 31–September 3, 2007	Labor Day break, class of 2009
September 3, 2007	Labor Day, university closed
September 4, 2007	Fall term begins, class of 2009
September 13, 2007	Rosh Hashanah, university closed
September 22, 2007	Yom Kippur, university closed
November 22–23, 2007	Thanksgiving holiday, university closed
December 14, 2007	Fall term ends, class of 2009
December 15, 2007–January 1, 2008	Winter break, class of 2009
December 24, 2007	Christmas Eve, university closed at noon
December 25, 2007	Christmas Day, university closed
December 31, 2007	New Year’s Eve, university closed at noon
January 1, 2008	New Year’s Day, university closed
January 2, 2008	Winter term begins, class of 2009
January 21, 2008	Martin Luther King Day, university closed
March 17–20, 2008	Spring break, class of 2009
March 21, 2008	Good Friday, university closed
May 16, 2008	Winter term ends, class of 2009
May 24–29, 2008	AAPA Conference, San Antonio, TX
May 26, 2008	Memorial Day, university closed
June 1–6, 2008	Orientation, class of 2010
June 2, 2008	Summer term begins, classes of 2009 and 2010
July 4, 2008	Independence Day, university closed
August 8, 2008	Summer term ends, class of 2009
August 18, 2008	Fall term and rotations begin
August 28, 2008	Summer term ends, class of 2010
August 29–September 1, 2008	Labor Day break, class of 2010
September 1, 2008	Labor Day, university closed
September 2, 2008	Fall term begins, class of 2010
September 30, 2008	Rosh Hashanah, university closed
October 9, 2008	Yom Kippur, university closed

November 27–28, 2008.....Thanksgiving holiday, **university closed**
 December 12, 2008.....Fall term ends, class of 2010
 December 13, 2007–January 4, 2009.....Winter Break, class of 2010
 December 19, 2008.....Fall term ends, class of 2009
 December 24–25, 2008.....Christmas holiday, **university closed**
 December 31, 2007–January 4, 2009.....New Year's holiday, **university closed**
 January 5, 2009Winter term begins, classes of 2009 and 2010

DEPARTMENT OF HEALTH SCIENCE

The Department of Health Science is an interdisciplinary group of programs offering educational opportunities from entry-level undergraduate to postprofessional doctoral education. Offering three distance online programs at the bachelor's, master's, and doctoral level for working health professionals and two on-campus specializations (vascular sonography and anesthesiologist assistant), the Department of Health Science uses innovative online and on-campus components to achieve its mission of preparing professionals for today's health care market.

- Bachelor of Health Science (B.H.Sc.)
- Bachelor of Health Science (B.H.Sc.)—Vascular Sonography
- Master of Health Science (M.H.Sc.)
- Accelerated Dual-Degree M.H.Sc./D.H.Sc.
- Master of Health Science (M.H.Sc.)—Anesthesiologist Assistant
- Doctor of Health Science (D.H.Sc.)

Department of Health Science Administrative Academic Personnel

Terrence D. Case, M.Ed., RVT

Program Director, Bachelor of Health Science—Vascular Sonography

Sandrine Gaillard-Kenney, M.A.

Associate Chair, Department of Health Science

Program Director, Master of Health Science

Patricia E. Kelly, M.H.S., Ed.D., PA-C

Associate Professor, Department of Health Science

Program Director, Doctor of Health Science

Christopher Mitchell, M.S.

Program Director, Bachelor of Health Science

Guy M. Nehrenz, Ed.D., M.A., RRT

Associate Dean

Professor and Chair, Department of Health Science

Donald Sokolik, M.D.

Medical Director, Master of Health Science—Anesthesiologist Assistant

Robert Wagner, M.M.Sc., AA-C

Program Director, Master of Health Science—Anesthesiologist Assistant

Departmental Policies for Online Health Science Degree Programs

Course Registration and WebSTAR

Once students have been accepted to their program, they will be issued or can apply online for a WebSTAR personal identification number (PIN) that will give them access to register online. The PIN also provides access to account information. Students can apply for their WebSTAR PIN by going to the NSU Office of Information Technology PIN Request Form Web page: <https://www.nova.edu/webforms/help/pinreq.html> and following the directions.

Online Course Access and WebCT

Online courses, as well as the student center will be accessed through WebCT. Students must use their NSU email login and password to login to their courses posted on WebCT. The WebCT login can be accessed through the following Web address: www.nova.edu/webct.

Email and Course Communication

For online programs and courses, students will register for all classes online. In addition students need an NSU email account to access their courses and emails. Once students are officially accepted into the program they must request an NSU email account online by visiting the NSU Office of Information Technology page www.nova.edu/cwis/oit/services.html, clicking on the link “Create Your Email” and following the directions to request a new email account.

All online students must use the WebCT student center when communicating with their program. Course communication will be done through the particular course that the student is attending.

Withdrawal from a Course

A request for withdrawal from a course shall be made in writing to the program director between the 11th and 20th calendar day after the beginning of the class in which the student is enrolled. The student may request withdrawal only if he or she is in good standing and not failing the course. A grade of W (withdrawal) or WP (withdraw passing) will be recorded. The grade of W or WP will be replaced by an earned grade only if the student retakes the course. A withdrawal from a course requires approval from the program director. Unofficial, late, or poor standing withdrawals may result in a grade of WF (withdraw failing).

Add/Drop

Students can add or drop courses on WebSTAR until the 10th calendar day from the beginning of the term. No academic or financial penalties will be assessed during that time frame. No grade notation will be entered on the transcript. No classes may be added or dropped after the 10th calendar day of the term. Dropping a course may affect the loans, scholarships, or grant aid that has been awarded prior to the drop. A student may have tuition refunded when dropping a course; however, this may cause a reduction in certain types of financial aid, which would possibly result in a balance due.

Refunds

This is the controlling policy for the Department of Health Science online programs. The student will receive a 100 percent refund for each course dropped online through the WebSTAR system by the 10th calendar day of the start of the term. If an online written withdrawal notice is sent to the program office between the 11th and 15th calendar day, 75 percent will be refunded; and 50 percent will be refunded between the 16th and 20th calendar day. No refund will be due the student if a written course withdrawal request is not sent to the program before the 21st calendar day of the term.

Military Leave of Absence for Online Programs

Students in the military whether active, reserve, or National Guard desiring to take a leave of absence because of military deployment or changes in orders may request a leave of absence for the duration of the time indicated in their orders. In order to request military leave of absence the student must contact and supply the Department of Health Science Program Office with a copy of the orders. Because the B.H.Sc., M.H.Sc., and D.H.Sc. programs are distance based, students are encouraged, if at all possible, to continue their studies. Students who have coursework in progress and request a military leave of absence will be given a grade of I (Incomplete) for the duration of their deployment. Upon the completion of military duty and return to the program, the student will have 90 days to complete the incomplete coursework.

Computer Literacy

Access to and ongoing use of a computer will be required for all students to successfully complete the online programs and courses in the Department of Health Science. Each student is expected to acquire computer hardware and software appropriate to the program. Competency in the basic use of a computer and the ability to navigate and interact with the course and curriculum content is the responsibility of the student and necessary for graduation.

Each student is required to have a computer with the following minimum specifications:

- Pentium or AMD at 1.00 GHZ or equivalent Macintosh processor
- 256 MB RAM
- video monitor capable of 1024 x 768 resolution or higher
- CD-ROM drive
- full duplex sound card and speakers
- Internet connection with ISP (DSL, cable, or satellite highly recommended)
- Windows XP or NT or MAC OS
- Microsoft Office 2000 or newer with PowerPoint, Word, and Excel (minimum)
- printer capability

Academic Advising and Administrative Support

Each student is required to contact the program director for academic advising prior to beginning the program. The program director and the department coordinator will advise and assist the student during their matriculation into the program. Students may communicate with the director and coordinator via phone, fax, email, or in person if they visit campus.

Graduation Ceremonies

Attendance of graduation ceremonies is not a requirement for distance education students. It is, however, an option that we encourage that takes place once a year (in August). Attendance of graduation ceremonies is required for the B.H.Sc.—Vascular Sonography and for the M.H.Sc.—Anesthesiology Assistant courses of study. Please contact the department coordinator for more information.

Graduation fees:

- \$75 covers all final costs including degree printing, distribution, and recording.
- Add approximately \$250 for on-campus ceremony, the student's dinner, and regalia.

Online Programs Academic Calendar 2007–2008

July 2, 2007.....	Summer term begins
August 31, 2007.....	Registration for fall begins
September 21, 2007.....	Summer term ends
October 2, 2007.....	Fall term begins
November 30, 2007.....	Registration for winter begins
December 21, 2007.....	Fall term ends
January 2, 2008.....	Winter term begins
February 29, 2008.....	Registration for spring begins
March 21, 2008.....	Winter term ends
March 31, 2008.....	Spring term starts
June 6, 2008.....	Registration for summer starts
June 20, 2008.....	Spring term ends
June 30, 2008.....	Summer term begins
August 29, 2008.....	Registration for fall begins
September 19, 2008.....	Summer term ends

Departmental Policies for All Health Science Programs

Textbooks

Specific recommendations can and will be made by the program and individual professors. Students may purchase their books from any convenient source.

Computer Use

See the NSU policy for Acceptable Use of Computing Resources.

Program Leave of Absence

The department requires continuous enrollment. However, a student desiring a voluntary leave of absence must first submit a written request to the program director, who will determine the time leave is granted and conditions under which the student may reenter the program.

Dress Code

When on the NSU campus during regular business hours (Monday through Friday, 8:30 a.m.–5:00 p.m.) B.H.Sc., M.H.Sc., and D.H.Sc. students are to comply with the Health Professions Division’s dress code previously outlined in the Health Professions Division section of the *Student Handbook*. For those students in our on-campus programs, students will also comply with the HPD dress code while on clinical rotations.

Additional Departmental Policy for On-Campus Programs

Military Leave of Absence for On-Campus Programs

Students in the military whether active, reserve or National Guard desiring to take a leave of absence because of military deployment or changes in orders may request a leave of absence for the duration

of the time indicated in their orders. In order to request military leave of absence the student must contact and supply the Department of Health Science and program director with a copy of his/her orders. As the B.H.Sc.—Vascular Sonography and the M.H.Sc.—Anesthesiologist Assistant are on-campus, lock-step specializations students will be required to meet with the directors upon returning from leave in order to assess and determine the method in which they may continue their studies. Students who are in progress of coursework and require a military leave of absence will be given a grade of I (Incomplete) for the duration of their deployment and waiting period. Upon the completion of military duty and return to the program, the student will be required to start at the beginning of the courses that were in progress at the time of his or her leave.

Bachelor of Health Science—Online Degree Completion Program

Because the Bachelor of Health Science Online Degree Completion (B.H.Sc.) Program is delivered in a distance format, not all of the policies contained in this handbook are applicable to B.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to the Bachelor of Health Science Online Degree Completion Program students.

Computer Literacy

Access to and ongoing use of a computer will be required for all students to complete the B.H.Sc. Program successfully. Each student is expected to acquire computer hardware and software appropriate to the program. Competency in the basic use of a computer and the ability to navigate and interact with the course and curriculum content is the responsibility of the student and a requirement for graduation.

Attendance

All of the B.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources and meet the appropriate deadlines for assignment submission and exams. Students are required to access and participate in their Web-based class at least once per week in order to complete assignments.

Grading Policies and Procedures

Courses for the bachelor of health science are graded on an Alpha scale.

Alpha Grade	Scale
A Excellent	4.0
A–	3.7
B+	3.3
B Good	3.0
B–	2.7
C+	2.3
C Satisfactory	2.0
C–	1.7
D+	1.3
D Marginal	1.0
F Failure	0.0

In addition to Alpha grading, the B.H.Sc. program may use transcript notations outlined in the College of Allied Health and Nursing section of this handbook.

Effective for new matriculants in or after January 2006, students will be required to obtain a grade of C or better in every required core course. Students receiving a C-, D+, or D in a required core course will be required to take the course at its next scheduled offering. For purposes of retention in the B.H.Sc. online degree completion program, any core-course grade below a C will be considered a course failure. No more than two courses may be passed through remediation.

All students receiving an F in a required core course will be required to remediate it by repeating the scheduled course and achieving a C or better at its next scheduled offering.

Upon achieving a C or better in a repeated course, an E will be noted after the original grade, and that grade will then be exempt from GPA calculation. The new course grade will be noted on the transcript followed by an I, indicating the new grade will be included in the GPA calculation. Additional tuition will be charged for any repeated course.

A student who has experienced two or more course failures while in the Bachelor of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake or reexamination does not negate the original failure for purposes of retention in the program.

Incomplete Coursework

A grade of incomplete (I) is issued because of unexpected emergencies and must be made up within one semester following the final class date of the course, as stipulated by the course instructor. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available from the B.H.Sc. Student Center) prior to the end of the course. The form must be signed by the student, instructor, and the B.H.Sc. program director. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of I cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an F by the administrative staff of the Department of Health Science.

Transfer Credits

Students who have earned college credits at other regionally accredited colleges or universities can transfer these credits into the B.H.Sc. program. Students should contact the B.H.Sc. admissions counselor to discuss how prior college credits can be used to obtain the B.H.Sc. degree.

An evaluation of transfer credit will be completed prior to the first semester of enrollment, and applicable credit will be transferred based on all final official transcripts received. Students will be advised to take courses based on the official evaluation in their file.

Transfer students must provide final official transcripts from all of their previous colleges; their previous academic work will then be evaluated. The B.H.Sc. program will transfer a maximum of 90 eligible semester credits (grades of C or better, GPA of 2.0 on a four-point grading scale), including credit for CLEP, proficiency exams, and prior experiential learning, toward a degree.

To be eligible to graduate with the B.H.Sc. degree a student must have completed 30 semester hours of general education coursework in addition to the B.H.Sc. curriculum with a resulting minimum total of 120 semester hours. If this requirement is not met at time of admission to the program it can

be obtained concurrently while enrolled in the B.H.Sc. program. A student can obtain and transfer these courses through NSU's Farquhar College of Arts and Sciences or another regionally accredited college or university. General education courses must have a minimum grade of a C to be accepted for transfer credit. A limited number of D grades may be considered, depending on the total number of credits being transferred and where the D grades are being applied to the curriculum.

Effective January 1, 2006, prior to matriculation, all applicants must have completed a minimum of three semesters hours (or the equivalent) of a college level written composition course from a regionally accredited college or university with a minimum grade of a C (GPA of 2.0 on a four point grading scale).

Students must complete a minimum of 25 percent (30 semester hours) of their coursework within the B.H.Sc. program major.

Students with credits, health care, or academic experiences, certificates, diplomas or degrees from nationally accredited colleges, military training, or other educational training/experiences should refer to the section below titled: Assessment of Prior Experiences for Academic Credit in order to apply to convert these prior experiences in to academic credit.

Assessment of Prior Experiences for Academic Credit

Students matriculated in the B.H.Sc. program may petition for transfer of credits to the program. Up to, and not exceeding, 90 credit hours may be considered for transfer from a regionally accredited or recognized allied health or related program. Students with either a diploma or certificate of completion in a field of health care may apply for credit based on prior experience by submitting a student prepared learning portfolio requesting Assessment of Prior Experiences for Academic Credit.

Nova Southeastern University has established four different mechanisms for students to convert their prior experiences into academic credit. Students must initiate all requests for experiential learning credit before they complete 24 credits at NSU. Credits will be transcribed after 12 credits are successfully earned at NSU. For additional information, contact the B.H.Sc. Program or the Office of Prior Learning Assessment at (954) 262-8414 or 800-356-0026, ext. 8414, or via email at miletsky@nsu.nova.edu.

1. CLEP/DANTES/ACT-PEP/Computer Test-Out

Students can demonstrate their knowledge in a variety of areas by taking objective tests. The coordinator of experiential learning can provide further information about these tests as can the testing office in Academic Services.

2. Nationally Accredited School Portfolios

Students who have attended nationally accredited institutions have the opportunity to write school portfolios. The coordinator of experiential learning works with each student in reviewing the student's nationally accredited institutional transcript to identify courses that may be applied toward his or her academic goal.

3. Full Portfolio—Course Challenge

The full portfolio is the process for challenging a college level course for credit. Through this mechanism, a student presents his or her knowledge on a topic and has it evaluated by a faculty member. A maximum of 25 percent of a student's credits may be earned through the full portfolio process. This will describe all traditional, online, military, and other health care education as well as work related experience and health care related conferences attended. A resume or CV, transcripts, and/or official documentation of attendance must accompany all prior learning

portfolios. The admissions committee will review the portfolio to determine the amount of credit given for prior learning.

4. Standard Grant

Certain training courses, military experiences, or licenses may be converted into college credit. This can be done by supplying some very basic documentation. For military training programs the recommendations contained in the *Guide to the Evaluation of Educational Experiences in the Armed Forces* from the American Council on Education, will be utilized to evaluate such training for credit transfer. Examples include Combat Casualty and Flight Medicine Courses of training.

Academic Advising and Administrative Support

Each student is required to contact the program director for academic advising prior to beginning the program. The program director and the program coordinator will advise and assist the student during their matriculation in the program. Students may communicate with the director and coordinator via phone, fax, email, or in person if they visit campus.

Textbooks

Specific recommendations can and will be made by the program and individual professors. Students may purchase their books from any convenient source.

Add/Drop

Students can add or drop courses on WebSTAR until the 10th calendar day from the beginning of the term. No academic or financial penalties will be assessed during that time frame. No grade notation will be entered on the transcript. No classes may be added or dropped after the 10th calendar day of the term. Dropping a course may affect the loans, scholarships, or grant aid that has been awarded prior to the drop. A student may have a tuition refunded when dropping a course; however, this may cause a reduction in certain types of financial aid, which would possibly result in a balance due.

Withdrawal from a Course

A request for withdrawal from a course shall be made in writing to the program director between the 11th and 20th day after the beginning of the class in which the student is enrolled. The student may request withdrawal only if he or she is in good standing. A withdrawal from a course requires approval from the program. A grade of W (withdrawal) or WP (withdraw passing) will be recorded. The grade of W or WP will be replaced by an earned grade only if the student retakes the course.

Unofficial, late or poor standing withdrawals may result in a grade of WF (withdraw failing) or unearned F.

Continuous Enrollment

Although continuous enrollment is not a requirement the program strongly recommends students to enroll in at least two courses per semester, for the duration of their B.H.Sc. studies.

Administrative Withdrawals

Unless prior approval or a leave of absence has been granted, students who do not enroll in any classes for two consecutive semesters may be administratively withdrawn (WU) from the B.H.Sc. program. If a student is administratively withdrawn from the program he or she would be required to petition the program director in writing for reinstatement in the program.

Program Leave of Absence

A student desiring a voluntary leave of absence must first submit a written request to the program director, who will determine the time leave is granted and conditions under which the student may re-enter the program.

Military Leave of Absence

Students in the military whether active, reserve, or National Guard who are required to take a leave of absence because of military deployment or changes in orders may request a leave of absence for the duration of the time indicated in their orders. To request military leave of absence the student must contact and supply the B.H.Sc. Program Office with a copy of his/her orders. Because the B.H.Sc. program is distance based, students are encouraged, if at all possible, to continue their studies. Students who are in progress of coursework and request a military leave of absence will be given a grade of I (Incomplete) for the duration of their deployment. Upon the completion of military duty and return to the program, the student will have 90 days to complete the incomplete coursework.

Refunds

This is the controlling policy for the Bachelor of Health Science Program **only**.

The student will receive a 100 percent refund for each course dropped online through the WebSTAR system by the 10th calendar day of the start of the term. If an online withdrawal notice is sent to the program office between the 11th and 15th calendar day, 75 percent will be refunded; and 50 percent will be refunded between the 16th and 20th calendar day. No refund will be due the student if a written course withdrawal request is not sent to the program before the 21st calendar day (third week) of the term.

Dress Code

When on the NSU campus during regular business hours (M–F, 8:30 a.m.–5:00 p.m.), B.H.Sc. students are to comply with the Health Professions Division's dress code previously outlined in the Health Professions Division section of the student handbook.

Computer Use

The Department of Health Science defers to the controlling NSU university-wide policy on acceptable use of computing resources.

Email

Since the B.H.Sc. program is an online program, students shall register for all classes online. In order to do so, students need an NSU email account. Once students are officially accepted into the program they should request an NSU email account online by going to the NSU Office of Information Technology page www.nova.edu/cwis/oit/services.html and then click on the link 'Create Your Email' and follow the directions to request new email account.

Course Registration and WebSTAR

Once students have been accepted to the program, they will be issued or can apply online for a WebSTAR personal identification number (PIN) that will give them access to register online. The PIN also provides access to account information. Student can apply for their WebStar PIN by going to NSU Office of Information Technology PIN Request Form Web page: <https://www.nova.edu/webforms/help/pinreq.html> and follow the directions.

Online Course Access and WebCT

All of the B.H.Sc. online courses for which a student has registered for will be accessed through WebCT. Students must use their NSU email login and password in order to login to their courses posted on WebCT. The WebCT login can be accessed through the following Web address: www.nova.edu/webct/index.html.

Online Student Center—Program and Course Communication

All students are required to visit the online student center at least once every two weeks. All communication and programmatic information will be posted in the online student center. It is required that all B.H.Sc. students use the online student center when communicating with the program. All class communication must take place through the WebCT course itself.

Graduation with Honors

A student eligible for graduation with a cumulative grade point average of 3.8 or higher who has completed at least 54 credits at NSU is eligible to receive the degree with distinction.

Students who have earned fewer than 54 credits at NSU may petition for graduation with distinction if they have maintained at least a 3.8 GPA in all coursework accepted toward their degree program at NSU. Degree candidates must complete all of the requirements as specified above.

Nondegree-Seeking Students

A nondegree-seeking student is one who wishes to take a coursework in the Bachelor of Health Science Program, but does not intend to pursue the B.H.Sc. degree at the time of application.

The nondegree-seeking student must meet the following admission requirements in order to take classes in the B.H.Sc. program:

- a minimum of an associate's degree or equivalent credit hours in a field of health, from a regionally accredited college or university

or

- a diploma or certificate of completion in a field of health care

Due to the limited number of seats available in the program, preference for admission and registration will be given to degree-seeking students.

Nondegree-seeking students are limited to taking a maximum of nine semester hours of B.H.Sc. coursework. Enrollment in these courses does not guarantee acceptance into the B.H.Sc. degree program or any other Nova Southeastern University program.

If after taking classes in the B.H.Sc. program a nondegree-seeking student decides to pursue the B.H.Sc. degree, the student must resubmit an application to the program to be a degree-seeking student and must meet all the admission requirements for the B.H.Sc. degree program.

A nondegree-seeking student who, after taking classes in the B.H.Sc. program, decides to apply to be a degree seeking student may request a transfer of credits taken as a nondegree-seeking student in accordance with the transfer policy of the B.H.Sc. program.

All applicants must show evidence of computer skills through coursework or self-study prior to the end of the first term. Students may obtain instruction through the NSU Student Microcomputer Laboratory or other training facilities.

Bachelor of Health Science—Vascular Sonography

This entry-level program is designed to prepare students in the field of vascular sonography and testing. Students spend the first year on campus and receive both didactic and hands-on laboratory training, with 90 hours of clinical immersion at the end of the third semester. During the second year, students will receive clinical training that focuses on vascular testing in a vascular laboratory or an ultrasound department under the supervision of a registered vascular technologist (RVT).

Attendance

The overall mandatory attendance policy of NSU's Health Professions Division relates to all sonography students. During the clinical year, the student is required to complete a total of 1,800 clinical hours in three 16-week semesters. These hours are mandatory for receiving a B.H.Sc.—Vascular Sonography degree. Each student holds the responsibility for attending class and clinical externship and for understanding the specific policies regarding attendance for each, including policy and penalty for unexcused absences, within the parameters of vascular sonography and the Health Professions Division. If missed labs, assignments, examinations, or clinical coursework are to be made up, they will be done at the direction and/or discretion of the vascular sonography director.

Grading Policies and Procedures

Courses for the bachelor of health science—vascular sonography degree are graded on an alpha scale:

During the clinical year, the clinical externship is composed of various components. Students must successfully pass each component in order to pass the clinical externship. Students receiving a failing grade in a clinical course will be referred to the Committee on Student Progress (CSP) for disposition. Additional tuition will be charged for repeated courses.

Alpha Grade	Scale
A Excellent	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C Satisfactory	2.0
C- Unsatisfactory	1.7
D+	1.3
D	1.0
F	0.0

Each student must pass all courses with a C or better in all required courses for the B.H.Sc.—Vascular Sonography degree.

Retake Policy

Students must pass all required courses for the B.H.Sc.—Vascular Sonography degree with a C or better. A student who receives a grade of C–, D+, D, or F in any course (excluding clinical externship) must remediate through repeat of the course at its next scheduled offering or reexamination, achieving a C or better. A subsequent grade of C–, D+, D, or F in any course may result in dismissal from the program. Upon achieving a C or better in a repeated course, an E will be noted after the original grade, and that grade will then be exempt from GPA calculation. The new course grade will be noted on the transcript followed by an I, indicating the new grade will be included in the GPA calculation. Additional tuition will be charged for any repeated course. For purposes of retention in the B.H.Sc.—Vascular Sonography course of study, any course grade below a C will be considered a course failure. No more than two courses may be passed through remediation. Each student is allowed only one C–, D+, D, F, or W in one didactic vascular (BSV) course. Receipt of a second such grade may result in dismissal from the program.

If a student fails a clinical course, he or she will be referred to the CSP for disposition. If it is determined the student must repeat the entire clinical segment, and does so successfully, an E will be notated after the prior failing grade, and the failing grade will be exempt from GPA calculation. The new clinical grade will be notated on the transcript followed by an I, indicating the new grade will be included in GPA calculation.

A student who has experienced two or more course failures while in the Bachelor of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake or re-examination does not negate the original failure for purposes of retention in the program.

Incomplete Coursework

A grade of incomplete (I) is issued because of unexpected emergencies and must be made up within one semester following the final class date of the course, as stipulated by the course instructor. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available from the B.H.Sc. Student Center) prior to the end of the course. The form must be signed by the student, instructor, and the B.H.Sc. program director. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of I cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an F by the administrative staff of the Department of Health Science.

Requirements for Graduation

Bachelor of Health Science in Vascular Sonography (B.H.Sc.):

- completion of general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attainment of a 2.0 cumulative grade point average
- submission of a degree application form before completing registration for the last semester
- fulfillment of all obligations to the library, the student's program, and the bursar's office
- students are required to attend rehearsal and graduation ceremonies

Personnel

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Computer Literacy

Access to and ongoing use of a computer will be required for all students to complete vascular sonography successfully. Each student is expected to acquire computer hardware and software appropriate to the B.H.Sc.—Vascular Sonography Program. Competency in the basic use of a computer and the ability to navigate and interact with the course and curriculum content is the responsibility of the student and a requirement for graduation.

Academic Advising and Administrative Support

Each student is required to contact the director for academic advising prior to beginning vascular sonography. The director will advise and assist students during their matriculation in sonography. Students may communicate with the director and coordinator via phone, fax, email, or in person if they are on campus.

Textbooks and Supplies

Specific recommendations can and will be made by individual professors. Students may purchase their books and supplies from any convenient source.

Leave of Absence

A student desiring a voluntary leave of absence must first submit a written request to the director, who will determine the time for which the leave is granted and the conditions under which the student may re-enter.

Clinical Externship

The clinical externship is devoted primarily to hands-on training in a vascular laboratory. All sonography students must maintain a functional pager or cell phone at all times during the clinical externship. This expense will be the student's responsibility. Students must comply with all policies and procedures of both clinical sites and Nova Southeastern University.

Dress Code

When on the NSU campus and at the clinical externship, students are to comply with HPD's dress code previously outlined in the Health Professions Division section of the Student Handbook. Students inappropriately dressed or groomed may be required to leave the facility, and this will be considered an unexcused absence. Repeated dress code violations will be considered improper professional behavior and will result in disciplinary action. Students are required to wear prescribed scrub suits or may dress business casual with white student coats. White coats are to be worn when not in class. Students may wear clean running shoes but no "open-toe" shower sandals are permitted. Students are allowed to wear NSU or class T-shirts with scrubs.

Technical Standards

The professional responsibilities include, but are not limited, to:

- obtaining and recording an accurate patient history
- performing diagnostic procedures and obtaining diagnostic images
- analyzing technical information
- using independent judgment in recognizing the need to extend the scope of the procedure according to the diagnostic findings
- providing an oral or written summary of the technical findings to the physician for medical diagnosis
- providing quality patient care
- collaborating with physicians and other members of the health care team

Sonographers must be knowledgeable about, and limit the risk of possible exposure to, blood and other bodily fluids. Many sonographers also assist in electronic and clerical scheduling, record keeping, and computerized image archiving. Sonographers also may have managerial or supervisory responsibilities.

Computer Use

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

Course Registration and WebSTAR

Once students have been accepted to vascular sonography, program, they will be issued or can apply online for a WebSTAR personal identification number (PIN) that will give them access to register online. The PIN also provides access to account information. Students can apply for their WebSTAR PIN by going to the NSU Office of Information Technology PIN Request Form Web page at <https://www.nova.edu/webforms/help/pinreq.html> and following the directions.

Online Course Access and WebCT

All of the B.H.Sc.—vascular sonography online courses that a student has registered for will be accessed through WebCT. Students must use their NSU email login and password in order to log in to their courses posted on WebCT. The WebCT login can be accessed through www.nova.edu/webct/index.html.

Graduation with Honors

A student graduating with a cumulative grade point average of 3.8 or higher is eligible to receive the degree with distinction.

Bachelor of Health Science—Vascular Sonography Academic Calendar 2007–2008

September 3, 2007	Labor Day, university closed
September 4, 2007	Fall term/Clinical I begins
September 13, 2007	Rash Hashanah, university closed
September 22, 2007	Yon Kippur, university closed
November 22–23, 2007	Thanksgiving holiday, university closed
December 21, 2007	Fall term/Clinical I ends
December 24 and 25, 2007	Christmas holiday, university closed
December 26–30, 2007	Term break
December 31, 2007	New Year's Eve, university closed
January 1, 2008	New Year's Day, university closed
January 2, 2008	Term II/Clinical II begins
January 21, 2008	Martin Luther King Day, university closed
March 21, 2008	Good Friday, university closed
April 18, 2008	Term II/Clinical II ends
April 21–25, 2008	Term break
April 28, 2008	Term III/Clinical III begins
May 26, 2008	Memorial Day, university closed
July 4, 2008	Independence Day, university closed
August 15, 2008	Term III/Clinical III ends

Master of Medical Science Program

The Master of Medical Science online degree program has been transferred to the Department of Health Science under the new degree name of Master of Health Science. Current students in the Master of Medical Science program shall refer to the Master of Health Science policies and requirements. No further students will enter the Master of Medical Science online program.

Master of Health Science Program

Because the Master of Health Science Program is delivered in a distance format, not all of the policies contained in this handbook are applicable to M.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to the Master of Health Science program students.

Attendance

All M.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for assignment submission and exams. There are no on-campus requirements, except for students in the Health Law Track, who will have to attend an on-campus seminar once over the course of their M.H.Sc. studies. The program reserves the right to administratively withdraw students who have registered for a course but have not logged into that course or contacted the program by the end of the first two weeks of the semester. All students are also required to log in to the student center at least once a week.

Grading Policies and Procedures

Grading for courses in the Master of Health Science program is based on an alpha scale.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	84–86
B-	2.7	80–83
C+	2.3	77–79
C	2.0	73–76
C-	1.7	70–72
F	0.0	0–69

Requirements for Graduation

To be eligible to receive the M.H.Sc. degree, students shall:

- be of good moral character
- satisfactorily complete the program of 36 hours (minimum) of study required for the degree, with a GPA of 2.7 or above (80 percent numerical GPA)
- successfully complete the M.H.Sc. internship and practicum projects
- receive a recommendation by the M.H.Sc. program director to the dean of the College of Allied Health and Nursing

Graduation with Honors

A student graduating with a cumulative GPA of 3.7 or higher is eligible to receive the degree with honors. A student graduating with a cumulative GPA of 4.0 is eligible to receive the degree with high honors.

Retake Policy

If a required course is failed, the student must repeat the course at its next regularly scheduled offering. When the student successfully repeats the course, an E will be noted after the prior failing grade, and the failing grade will then be exempt from GPA calculation. The course will then appear a second time on the transcript with the passing grade indicated followed a notation of I, indicating this grade will be included in the calculation of the GPA. Additional tuition will be charged for repeated courses. A student who has experienced two or more course failures while in the Master of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake or reexamination does not negate the original failure for purposes of retention in the program.

Incomplete Coursework

A grade of incomplete (I) is issued because of unexpected emergencies, and must be made up within one month (or sooner) following the final class date of the course, as stipulated by the instructor. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (found in the M.H.Sc. student center) prior to the end of the course. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of I cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an F by the administrative staff of the Department of Health Science.

Credit Transfer

Students matriculated in the M.H.Sc. program may petition for transfer of credits to the program. Up to and not to exceed six credit hours of graduate work may be considered for transfer from a regionally accredited institution. The courses considered for transfer must meet the goals and objectives of the M.H.Sc. courses in question.

Continuous Enrollment

The program requires students to enroll in at least one course per semester for the duration of their M.H.Sc. studies. If a student needs to take a semester off during the academic year, a formal request for a leave of absence shall be submitted to the program director, and will be subject to approval.

Continuing Services

The program is designed to be completed in three years. Continuing services fees will be imposed after 36 months in the program. All students must finish the program within five years of the date of acceptance, or they will be dismissed. After the 36th month in the program, students will be enrolled in the continuing services at a cost of \$825 per semester.

Computer Requirements

All M.H.Sc. program students are required to have a computer with the following minimum specifications:

- Pentium or AMD at 1.00 GHZ or equivalent Macintosh processor
- 256 MB RAM
- video and monitor capable of 1024 X 768 resolution or higher

- CD-ROM drive
- full duplex sound card and speakers
- Internet connection with ISP (DSL, cable, or satellite highly recommended)
- Windows XP or NT or MAC OS
- Microsoft Office 2000 or newer with PowerPoint, Word, and Excel (minimum)
- printer capability

Master of Health Science Program—Anesthesiologist Assistant

In order to participate, individuals must successfully

- complete all anesthesia didactic and clinical coursework with a minimum cumulative grade of 80 percent
- complete the M.H.Sc. 36 semester hours of study required for the degree with a minimum cumulative grade of 80 percent
- complete the M.H.Sc. internship and practicum
- demonstrate professional behavior and required attendance throughout the program
- comply with all university, Health Professions Division, College of Allied Health and Nursing, Department of Health Science, and *Student Handbook* policies and procedures, including dress code.

Accreditation, National Examinations, and Licensure

The Master of Health Science—Anesthesiologist Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates will be eligible to take the national certification examination administered by the National Commission for Certification of Anesthesiologist Assistants (NCCAA) in conjunction with the National Board of Medical Examiners (NBME).

Computer Requirements

All anesthesiologist assistant (AA) students are required to have a computer with the following minimum specifications:

- Pentium or AMD at 1.00 GHZ or equivalent Macintosh processor
- 256 MB RAM
- video and monitor capable of 1024 X 768 resolution or higher
- CD-ROM drive
- full duplex sound card and speakers
- Internet connection with ISP (DSL, cable, or satellite highly recommended)
- Windows XP or NT or MAC OS
- Microsoft Office 2000 or newer with PowerPoint, Word, and Excel (minimum)
- printer capability

Committee on Student Progress

The Committee on Student Progress (CSP) has the responsibility of reviewing the student's professional, academic, and clinical performance and making recommendations to the

anesthesiologist assistant director. The CSP is composed of faculty members. The committee has the authority to recommend steps for remediation and/or probation or dismissal from the M.H.Sc.—Anesthesiologist Assistant Program. Probation requirements must be satisfied before a student is eligible for graduation.

Attendance

The overall mandatory attendance policy of the Health Professions Division relates to all AA students. Each student holds the responsibility for attending class and clinical rotations and for understanding the specific policies regarding attendance for each, including policy and penalty for unexcused absences, within the parameters of the AA specialization and the Health Professions Division. If missed labs, assignments, examinations, or clinical coursework are to be made up, they will be done at the direction and/or discretion of the director, assistant director, academic director, and/or clinical director.

Grading Policies and Procedures

Grading for academic and clinical-year AA students is based on the following alpha scale:

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	84–86
B-	2.7	80–83
C+	2.3	77–79
C	2.0	73–76
C-	1.7	70–72
F	0.0	0–69

In addition to alpha grading, anesthesiologist assistant may use transcript notations outlined in the College of Allied Health and Nursing section of this handbook.

A minimum grade of a C- is required in all classes. All students receiving an F in any course will be required to remediate it by repeating the scheduled course and achieving a C- or better at its next scheduled offering. This may impact the student's individual timeline for completion of coursework. Upon achieving a C- or better in a repeated course, an E will be noted after the original grade, and that grade will then be exempt from GPA calculation. The new course grade will be noted on the transcript followed by an I, indicating the new grade will be included in the GPA calculation. Additional tuition will be charged for any repeated course. A student who has experienced two or more course failures while in the AA specialization may be dismissed. Any course failed on first taking will be considered a course failure. Passing a course through retake or reexamination does not negate the original failure for purposes of retention in anesthesiologist assistant.

During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component in order to pass the clinical rotation. Students receiving failing grades in clinical courses will be referred to the Committee on Student Progress (CSP) for disposition. Additional tuition will be charged for repeated courses. A student who is dismissed on the basis of inadequate academic performance may reapply. The application will be treated in the same manner as a first-time applicant. Any student who is readmitted will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

Academic Promotions

The progress of each student through the curriculum requires continuous, satisfactory academic performance. No student may advance to the clinical year of study without satisfactorily completing all of the didactic year's courses. In addition, no student may complete the clinical year's curriculum and graduate without satisfactorily completing all of the required clinical year's courses. Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the CSP.

A student who does not maintain an 80 percent or better overall GPA will be placed on academic probation. A student with a course failure will be placed on academic probation until the course is successfully repeated and passed. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization until academic probation status is lifted.

Retake Policy

A student who receives a failing course grade in an AA didactic course may be given a comprehensive remediation exam. If the remediation examination is passed, the student will receive a grade of a C-E for the course. If this remediation examination is failed, the student has failed the course and will be referred to the CSP for disposition.

Incomplete Coursework

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of I (incomplete). A change from an incomplete to an earned grade must occur within 30 days of having received the incomplete grade, or the student's grade will be converted to an F.

Academic Advising

Each student is assigned an academic advisor during each academic year. The goal of an academic advisor is to provide students with assistance to enable them to get the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources.

Clinical Rotations

The first year of study focuses on the foundations of anesthesia practice through classroom, mock operating room scenarios and studies, and laboratory work. Clinical experience during the first year will increase as the year progresses.

The senior year (semesters five, six, and seven) will consist of clinical rotations assigned in two- and four-week intervals. During the senior year, clinical rotations are full time and involve all specialty areas in anesthesia, including general surgery, pediatrics, obstetrics and gynecology, otolaryngology, orthopedics, neurosurgery, ophthalmology, genito-urinary surgery, vascular surgery, cardiac surgery, thoracic surgery, transplantation, and trauma. Clinical rotations include days, evenings, nights, weekends, and on-call—depending upon the rotation.

All AA students on clinical rotations must maintain a functional pager or cell phone at all times during their clinical rotations. This expense will be the student's responsibility. To facilitate communications, AA students must provide the AA program with their pager or cell phone numbers and inform them in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and Nova Southeastern University.

Dress Code

While on campus, the dress code for anesthesiologist assistant students shall be the same as that stated in the *College of Allied Health and Nursing Student Handbook*. Students in off-site clinical rotations must wear acceptable and professional attire consisting of

- **white clinical jackets at all times**
- for men—shirt, ties, slacks, and appropriate shoes; and for women—slacks, pants, or skirt with blouse, or dress, and appropriate shoes

Students may not wear scrubs to and from clinical rotation sites.

Students may not wear the following: shorts or cutoffs, mini-skirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, T-shirts (as the outer shirt), jogging or exercise clothing, inappropriately mismatched garments, hats, or caps on campus or to clinical sites.

Students must wear their approved NSU ID badges while on campus and on clinical rotations at all times.

Clinical Experience and Placement

The student's initial clinic schedule is assigned at the beginning of each semester. However, the administration reserves the right to alter assignments during the semester using the student's schedule of available times as a reference. Failure to meet clinical rotation obligations is considered to be unethical and unprofessional behavior and may result in the student's placement on professional probation.

Students will be assessed on expected clinical competencies. Each clinical activity and competency must be successfully completed before the student is allowed to progress to the next clinical level. Successful completion will be determined by an evaluation of the student's clinical performance by his or her supervisor(s) and faculty members.

Confidentiality involves protection of all patients and families in conversations, written information, and electronic communication. Conversations regarding any patient should not involve the name of the patient. Written work, including diagnostic reports and management, and treatment notes, including notes and reports from other professionals, should never be left in any place where others may have access to the information. Grand rounds or class presentations must not include identifying information. Electronic communication including faxes and electronic mail must adhere to the university policy.

Students in off-site clinical rotations or placements will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and so on. The college does not assume any responsibility other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation if possible.

Students are videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

Disciplinary and Appeals Policies

Students who do not adhere to stated policies, procedures, and code of conduct may be subject to disciplinary action. Infractions may involve deficiencies in performance and/or professional behavior. All infractions are considered by the course director, academic/clinical director, associate director, and the department chair. Where warranted, written disciplinary warning will be entered into the student's file, or he or she may be placed on disciplinary probation, which will be noted on the transcript. If the infraction is serious, such that it violates ethical codes of the AA profession, then the student may be subject to dismissal. Only one such serious infraction as described above is required for referral to the committee, who may recommend dismissal to the department chair. All disciplinary actions may be appealed following the process previously outlined in the section of the *College of Allied Health and Nursing Student Handbook* titled Student Appeals.

Master of Health Science Program—Anesthesiologist Assistant Academic Calendar 2007–2008

June 2, 2007	Orientation, class of 2009
June 4, 2007	Summer term begins, classes of 2008 and 2009
July 2, 2007.....	Summer M.H.Sc. courses begin, classes of 2008 and 2009
July 4, 2007.....	Independence Day, university closed
August 31, 2007	Summer term ends, classes of 2008 and 2009
September 3, 2007	Labor Day, university closed
September 4, 2007	Fall term begins, classes of 2008 and 2009
September 13, 2007	Rosh Hashanah, university closed
September 21, 2007	Summer M.H.Sc. courses end, classes of 2008 and 2009
September 22, 2007	Yom Kippur, university closed
October 1, 2007	Fall M.H.Sc. courses begin, classes of 2008 and 2009
November, 22–23, 2007	Thanksgiving holiday, university closed
December 14, 2007	Fall term ends, class of 2009
December 21, 2007	Fall term ends, class of 2008
December 15, 2007–January 1, 2008...	Winter Break, class of 2009
December 21, 2007	Fall M.H.Sc. courses end, classes of 2008 and 2009
December 22, 2007–January 1, 2008...	Winter Break, class of 2008
December 24–25, 2007.....	Christmas holiday, university closed
December 31, 2007	New Year's Eve, university closed
January 1, 2008	New Year's Day, university closed
January 2, 2008	Winter term begins, classes of 2008 and 2009
January 2, 2008	Winter M.H.Sc. courses begin, classes of 2008 and 2009
January 21, 2008	Martin Luther King Day, university closed
March 17–21, 2008.....	Spring Break, classes of 2008 and 2009
March 21, 2008.....	Good Friday, university closed
March 21, 2008.....	Winter M.H.Sc. courses end, classes of 2008 and 2009
April (Date TBA).....	AAAA Conference
May 26, 2008.....	Memorial Day, university closed
May 30, 2008.....	Winter term ends, classes of 2008 and 2009
May 31, 2008.....	Orientation, class 2010
June 2, 2008	Summer term begins, classes of 2008, 2009, and 2010

June 30, 2008	Summer M.H.Sc. courses begin, classes of 2008, 2009, and 2010
July 4, 2008.....	Independence Day, university closed
August 21, 2008.....	Graduation rehearsal, class of 2008
August 22, 2008.....	Summer term ends, class of 2008
August 24, 2008.....	Senior awards banquet, class of 2008
August 25, 2008.....	Graduation, class of 2008
August 29, 2008.....	Summer term ends, classes of 2009 and 2010
September 1, 2008.....	Labor Day, university closed
September 2, 2008.....	Fall term begins, classes of 2009 and 2010
September 20, 2008.....	Summer M.H.Sc. courses end, classes of 2009 and 2010
September 29, 2008.....	Fall M.H.Sc. courses begin, classes of 2009 and 2010
September 30, 2008.....	Rosh Hashanah, university closed
October 9, 2008.....	Yom Kippur, university closed
November, 27–28, 2008.....	Thanksgiving holiday, university closed
December 19, 2008.....	Fall M.H.Sc. courses end, classes of 2009 and 2010
December 19, 2008.....	Fall term ends, classes of 2009 and 2010
December 24–25, 2008.....	Christmas holiday, university closed
December 31, 2008.....	New Year's Eve, university closed
January 1, 2009.....	New Year's Day, university closed
January 2, 2009.....	Winter term begins, classes of 2009 and 2010

Accelerated Dual-Degree M.H.Sc./D.H.Sc. Program

Students in the accelerated dual M.H.Sc./D.H.Sc. program fall under the policies of the M.H.Sc. and D.H.Sc. programs.

Doctor of Health Science Program

Because the Doctor of Health Science Program is delivered in a distance format, not all of the policies contained in this handbook are applicable to D.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to the Doctor of Health Science Program students.

Attendance

The D.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the designated deadlines for assignment submission and exams. Students will have to attend two on-campus seminars over the course of their D.H.Sc. studies. All students are also required to log in to the student center at least once every two weeks.

Grading Policies and Procedures

Grading for the Doctor of Health Science Program is based on pass/fail.

- P Pass (80 percent or above)
- F Fail (Below 80 percent)

I	Incomplete
PR	In Progress
W	Withdrawal
AW	Administrative Withdrawal
WP	Withdrawal Pass
WF	Withdrawal Fail

Retake Policy

If a required course is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses. A student who has experienced one course failure may be placed on academic probation. A student with two or more course failures while in the Doctor of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake or reexamination does not negate the original failure for purposes of retention in the program.

Incomplete Coursework

A grade of incomplete (I) is issued because of unexpected emergencies, and must be made up within one month (or sooner) following the final class date of the course, as stipulated by the instructor. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (found on the samples, downloads page of the D.H.Sc. student center) prior to the end of the course. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of I cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an F by the administrative staff of Department of Health Science.

Credit Transfer

Students matriculated in the D.H.Sc. program may petition for transfer of credits to the program. Up to and not to exceed eight credit hours may be considered for transfer from a regionally accredited doctoral program of study and only if the transferred courses meet the goals and objectives of the D.H.Sc. course in question. Doctoral courses taken at NSU also may be transferred at the discretion of the program director and dean.

Online Student Center

All students are required to visit the online student center at least once every two weeks. All communication and programmatic information will be posted in the online student center.

Graduation Fee

- \$75 covers all final costs including degree printing, distribution, and recording.
- Add approximately \$250 for on-campus ceremony, dinner, and regalia.

NURSING DEPARTMENT

Mission Statement

The mission of the Nova Southeastern University Nursing Department is to educate the health care leaders of tomorrow through the provision of quality and innovative teaching and learning environments. This mission is fostered within an interdisciplinary Health Professions Division promoting an atmosphere of respect within which students may evolve as broadly educated, responsible, and accountable professionals dedicated to the principles of lifelong learning.

Undergraduate Nursing Program

Code of Academic and Clinical Conduct

The Nursing Department supports the following Code of Academic and Clinical Conduct adopted by the National Student Nurses Association (NSNA) House of Delegates in 2001.

Preamble

Students of nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the code provide guidance for the nursing student in the personal developments of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we

- advocate for the rights of all clients
- maintain client confidentiality
- make appropriate action to ensure the safety of clients, self, and others
- provide care for the client in a timely, compassionate, and professional manner
- communicate client care in a truthful, timely, and accurate manner
- actively promote the highest level of moral and ethical principles and accept responsibility for our actions
- promote excellence in nursing by encouraging lifelong learning and professional development
- treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual belief
- collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
- use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students
- encourage faculty members, clinical staff, and peers to mentor nursing students
- refrain from performing any technique or procedure for which the student has not been adequately trained

- refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others
- assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research
- abstain from the use of substances in the academic and clinical setting that impair judgment.
- strive to achieve and maintain an optimal level of personal health
- support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues
- uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy

Study Habits

Effective study habits will help achieve your goal. Should you experience difficulty adjusting to college-level study, consult with your professor and/or adviser. In addition, there are learning resources on campus that can help.

Map out a schedule that includes some study time every day. Read assignments before class time so that the value of attendance and participation is maximized. Work with your base groups to establish study times. **The faculty recommends that you plan at least three hours of prep/study time for every hour of class.**

If you desire to record a faculty member's lecture or discussion on tape, please obtain his or her permission. In addition to taping, if it is permitted, you should continue to take notes while in class. Repetition facilitates learning. Working while enrolled in the entry-level nursing program is not advised.

Textbooks and Supplies

The textbooks and other related reading materials and supplies required for nursing are available for purchase at the Nova Southeastern University campus bookstore or online. Many of the textbooks purchased for nursing will be purchased during the first nursing course and used throughout the program. Unless advised otherwise, we recommend that you do not purchase textbooks required at other course levels until you are ready to enroll in these courses. This will enable you to have the most current required editions. We suggest that you put your name in all of your textbooks. We strongly suggest that you do not leave them unattended in the classroom or elsewhere.

We recommend that you buy your books early. After the first few weeks of the semester the bookstore returns all books that have not been purchased to the publishers. Books are expensive, but financial aid is available. Books may also be purchased online through the NSU bookstore.

In addition to the printed materials, you will also need the following supplies: a watch with a second hand, bandage scissors, and stethoscope. These are available for purchase at any local uniform shop or via the Internet. All students will be measured for an NSU lab coat during the orientation.

All entry-level students need to purchase a PDA. The department will notify students during the first term regarding the specifications of the PDA. Students must have access to a computer with Microsoft Office software.

Using the Web

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

The Nursing Department maintains its own Web pages at www.nova.edu/nursing.

WebCT

Your online and/or hybrid courses will be conducted through WebCT. This is a secure course management platform where you must have a password to access the course. Access to WebCT can be found via a link on the NSU Web site www.nova.edu in the upper right hand corner.

WebMail

All official NSU business such as information on your account, financial aid, class emails, etc., is done through your NSU email account—the one that you are signed up for at the beginning of the program and that ends in @nsu.nova.edu. Make sure to check this email account frequently. You can do this via WebMail 2, which can also be accessed at www.nova.edu. The link is found in the upper right hand corner of the home page.

WebSTAR

WebSTAR is the area where you can check on course availability, register, check your grades, or check your account. You will receive a special PIN to access WebSTAR. It will come to the mailing address listed as your local address at NSU. Do not lose this! You can change your PIN to a password of choice if desired. You may also set a password reminder.

Course Assignment Format

Unless specifically indicated by the professor or when prior arrangements have been made, all written work turned in for grading must be typewritten and follow the latest edition of the APA format. Students must have basic computer skills, including the ability to send and receive emails and attachments, save files, format documents, and so on.

Communication

The nursing department phone number is (954) 262-1813. You will receive your professor's direct phone number on the syllabus. The department has a Student Center on WebCT where all students can receive department messages and other useful information. You will also be able to communicate with each other there. All official college communication will be done through your NSU email. Please make a habit of checking this frequently for messages.

Business Hours

The nursing department schedules classes during the day and evening depending on the track. Due to the variety of class hours, the faculty members will vary their office hours. Appointments with faculty members, program directors, or the department chair can be scheduled at mutually convenient times. Students may have weekend course requirements. These hours will be posted well in advance to assist students with planning. The department will attempt to make every reasonable effort to notify students of class changes as far in advance as possible and feasible. Changes are made to benefit the quality of the education that you and your fellow students receive.

Community Activities

The nursing department endeavors to be integral to the community's health. We recognize the importance of community participation. Our institution and our department are dependent upon the community for clients, employers, and support just as the community is dependent on our institution for employment opportunities and for our services. The nursing program will be participating in service activities that contribute to the community's health. You will be given advanced notice so that you can plan your schedule accordingly.

Professional Behavior

You will soon become familiar with the ANA Code of Ethics, which guides the behavior of the professional nurse. You are a representative of the Nova Southeastern University Health Professions Division and the Nursing Department. We hope that you will take this responsibility seriously and represent the department and the college in a professional manner at all times and be proud of your association with NSU.

Channels of Communication

Because most student concerns are directly related to their experiences in the classroom and/or clinical course, the faculty member most directly involved is usually your first and best resource. The following guidelines should prove helpful.

- Your professor's schedule will be made available to you. NSU has an open door policy; however, you will find that scheduling an appointment will be most helpful.
- You are encouraged to confer with the professor whenever this is perceived as necessary.
- Conferences may be scheduled by your professor periodically during the school term. A written summary of your progress will be shared with you and signed by you and the professor.
- The program director is available to mediate any unresolved problems between you and the course professor after you have discussed them with your professor.
- If you, the professor, and program director cannot successfully resolve an issue, the next line in the chain of command is your department chairperson.
- To summarize, you are encouraged to use the following channels of communication in their respective order:
 1. course faculty (lecture class and/or clinical courses)
 2. program director
 3. nursing department chairperson
- The grievance procedure for nonacademic disputes is outlined elsewhere in this handbook.

Grading Policies

Although the faculty do not believe that grades should be your primary motivation for learning, grades are a reality we all face. The Nursing Department has several policies:

- Each nursing course consists of unique learning objectives, activities, evaluation, and grading procedures. Make sure that you understand how grades are determined in each course and what your accompanying responsibilities are. Faculty members will distribute specific policies related to each course on paper or via the Internet. You are responsible for obtaining a copy and following those course policies.

- You must earn a grade of C or better in all courses required for the B.S.N., including prerequisite courses, general education, and health science (BHS) courses. Students who receive a grade of C-, D+, D, D-, F, or W in one course must repeat the course and achieve a C or better. A subsequent grade of C-, D+, D, D-, F, or W in any course will result in dismissal from the program.
- You must earn a grade of C or better in each nursing course that is a prerequisite in order to advance to the next semester in the nursing program.
- You must demonstrate a grade of C or better in the didactic nursing course and a P in the clinical component in order to receive a final grade of C or better.
- You must meet with the program director to initiate a withdrawal. **A student who withdraws without meeting with the program director may be ineligible to return to the program.**
- Entry-level students are required to maintain competence in pharmacology and math. Failure to maintain this knowledge may result in a course failure.
- Students enrolled in general education or BHS courses will follow the academic course calendar and policies of those departments.

Academic Honesty

See Nova Southeastern University, Code of Student Conduct and Academic Responsibility.

Withdrawal and Readmission

No classes will be added or dropped unless approved by the program director or associate dean. Dropping a course may affect the loans, scholarships, or grant aid that has been awarded prior to the drop. If a student has a tuition refund when dropping a course, this may result in a reduction of aid and a change in the balance due.

You may withdraw from any nursing course during the first week of class. If you are withdrawing from a nursing course, you should make an appointment to see the program director prior to withdrawal.

If you wish to be readmitted to a nursing course, notify the program director at least one term prior to your desired re-entry date. Every effort will be made to accommodate your desire for re-enrollment. Re-enrollment in clinical courses is on a space-available basis.

Because the second enrollment is the last time for you to successfully accomplish course objectives, you are encouraged to realistically assess those factors that inhibited your accomplishment during the previous enrollment (financial limitations, family obligations, personal concerns, reading skills, etc.) Only when such an assessment has been made and necessary corrective steps taken, should you attempt a nursing course for the second time.

If you are out of a program area for 12 months or longer, for purposes of re-entry you will be required to pass a test(s) measuring theoretical and/or clinical competencies.

Transfer Credits

B.S.N.

Undergraduate general education credits are evaluated and transferred through the Farquhar College of Arts and Sciences.

Courses will be evaluated for credit towards the B.S.N. by the program director and associate dean for nursing, whose decision will be final. To be considered for credit, a course must have been taken at an accredited B.S.N. program and be the equivalent of a course offered in the student's chosen track. The student must have earned a grade of B or higher in the course. Students must submit the syllabus of any course for which they are seeking credit directly to the program director. Additional documentation may be required by the program director before credit may be granted. Only courses completed prior to matriculation in the B.S. N. program will be considered for transfer credit.

The nursing department does not transfer nursing credits from clinical nursing courses from other nursing programs. Students who transfer credits must meet the residency requirement of the university.

Advisement and Registration

A designated nursing faculty member will help you with course selections for each semester. Prior to selecting courses for the next semester, you should review all nursing program course requirements and tracking. See advisement policy and procedure in this handbook. If you have difficulty with registration or financial aid issues contact your program director immediately for assistance.

Health Forms (Student Health Records)

We are required to submit to clinical sites satisfactory evidence that each program participant is free from contagious disease and does not otherwise present a health hazard to hospital clients, employees, volunteers, or guests prior to his or her participation in the program. You will be required to follow the requirements of the Health Professions Division and the clinical agencies. Performance standards for all Health Professions Division students are identified in this *Student Handbook*. If you are unable to meet the performance standards you will be asked to obtain clearance from a physician or nurse practitioner prior to returning to the program. Each year you will provide an update to your health form, which can be completed at the Student Health Center.

Liability (Malpractice) Insurance

All nursing students enrolled in clinical nursing courses will pay an insurance fee per academic year to cover the cost of malpractice insurance.

Health Insurance

You are required to carry health insurance to cover your health care. You must use this health insurance for any needs during your clinical/class times. Any college student may be seen at the Student Health Center. Please bring your school identification card and your insurance card. At the end of your visit, you will receive a statement showing the services performed. Payment of all copayments and deductibles is expected at the time services are rendered. Students who do have private health insurance must apply for a waiver at www.rec.nova.edu/insure_req.html. Also, review this site for the coverage requirements for private insurance. Students are responsible for complying with this requirement.

Some insurance policies require a primary care provider (PCP) designation. In such cases, please be sure to designate an NSU provider prior to visiting our Health Care Center. For a list of providers and participating insurance carriers, please visit the Health Care Center Web site at www.nova.edu/HCC/doctors.

If you wish to purchase insurance through the NSU Student Health Plan, contact the Wellness Office at (954) 262-7305.

Florida Nursing Students Association

The Florida Nursing Student Association (FNSA) is the professional organization for nursing students in the state of Florida. It serves to prepare nursing students to be a member of a professional organization and provides a voice for students at public, institutional and governmental bodies. Nova Southeastern University Nursing Department has a district chapter of FNSA. All entry-level students are required to become members. Participation in various local, district, state, and national activities is encouraged.

Financial Aid

The Health Professions Division financial aid office is located on the first floor of the Terry Building. Scholarships, loans, and information on student employment may be provided according to a student's needs. Please use this service if you have the need and be prepared to substantiate your situation in writing. The earlier you apply, the better your chances of receiving the aid you need.

Client Safety

The faculty recognizes that as a nursing student you are a learner; however, the physical and emotional safety of a client cannot be placed in jeopardy. The inability of a student to provide consistent, safe care or to follow the policies and procedures of the affiliating agency or the school will require that the student be asked to leave the clinical area and may result in the student's being required to withdraw from the program.

Background Checks

See Health Professions Division, Background Checks.

Completing the Program

Entry-Level Students

During your enrollment in the semester in which you are scheduled to complete all of the program requirements, you are responsible for applying for graduation and to the Florida Board of Nursing to sit for the National Council Licensure Exam for Registered Nurse Practice (NCLEX-RN). Students will be required to submit the completed applications for licensure and the NCLEX-RN exam with accompanying checks to the program director before receiving grades for the final course.

All B.S.N. Program Students

You will be notified close to the end of the program of time and dates to fill out paperwork for graduation.

Remember, it is your responsibility to apply for graduation. Attendance at graduation is mandatory. Picture times will be scheduled through the department.

Eligibility for Florida R.N. Licensure and Required Disclosure

Applicants to the nursing program who meet all university and departmental requirements will be considered for admission. Final determination of eligibility to take the NCLEX-RN rests with the Florida Department of Professional Regulation and Board of Nursing. The licensure application requires disclosure of any criminal history and the disposition of all cases prior to board review. Applications with previous arrest or disciplinary action on a license will not be authorized to practice nursing until all documentation is cleared by board staff or reviewed by the board. The only permanent barrier to licensure in Florida is not having your civil rights. Entry into the nursing education program is the

prospective student's decision based upon the knowledge that he or she may, or may not, be granted a nursing license. Applicants will notify the program director and/or department chair of any arrest record prior to application for licensure. The graduate is required to meet all reporting requirements of the Board of Nursing at the time of application to sit for the NCLEX-RN.

Florida Board of Nursing
4052 Bald Cypress Way
BIN CO2
Tallahassee, Florida 32399-3252
(850) 488-0595

Graduation

Students earning the bachelor of science in nursing degree are required to participate in the college graduation ceremony held during the month of August. The college will provide each student with the caps and gowns that will be worn during the graduation ceremony. In addition to the ceremony, there is a dinner for graduates and their families.

The Nova Southeastern University nursing pin, which can only be purchased by NSU nursing program graduates, will be available for order during your last nursing course.

Students with a cumulative GPA of 4.0 will receive a diploma inscribed with highest honors. Students with a cumulative GPA of 3.70–3.99 will receive a diploma inscribed with honors.

In order to be eligible for a degree from the nursing program, students shall

- successfully complete all academic courses and requirements for the degree with a C or higher
- have satisfactorily completed the program of study required for the degree with a minimum cumulative grade point average of 2.0
- have satisfactorily discharged all financial and library obligations

Student Complaints

Complaints that do not fall into the categories of academic issues or grade appeals or issues related to discrimination and harassment should try to be resolved with the other party involved. If the student is unable to do this, the student should seek assistance from his or her academic adviser. If the issue is still not resolved to the student's satisfaction, the student should meet with the program director. The program director will meet individually with the student and the person or persons involved. Depending on the nature of the complaint, a joint meeting among all parties may be scheduled. If the complaint is not resolved to the student and/or other party's satisfaction, either party may request a meeting with the department chair. The department chair will make recommendations for the complaint resolution.

Progression Through Nursing Programs

Policy

A student must demonstrate required theoretical and clinical nursing competencies at each level before progressing to more advanced nursing courses.

Procedure

- All students must successfully complete nursing course prerequisites with a grade of C or above.

- Students must earn a grade of C or better in all courses required for the B.S.N. degree, including prerequisite courses, general education, and health science (BHS) courses. Students who receive a grade of C-, D+, D, D-, F, or W in one course must repeat the course and achieve a C or better. A subsequent grade of C-, D+, D, D-, F, or W in any course will result in dismissal from the program. See the HPD tuition refund policy for voluntary withdrawals.
- Students must demonstrate a grade of C or better in the didactic nursing course and a P in the clinical component in order to receive a final grade of C or better.
- Students are allowed only one C-, D+, D, D-, F, or W in one nursing course. Receipt of a second such grade will result in dismissal from the program.
- All students are required to maintain competence in pharmacology/math. Failure to maintain this knowledge may result in a course failure.
- Students must complete all pre- and corequisite nursing courses and be enrolled in the final general education/BHS course prior to enrolling in NUR 4050 or NUR 4180. Students who withdraw from general education/BHS courses during the final term must withdraw from the nursing courses.
- Failing grades will be included in calculating the GPA for that term and the cumulative GPA to that point. When the student successfully repeats the course the failing grade will then be exempt from the GPA calculation.
- See HPD tuition refund policy for voluntary withdrawals

Exit Requirement

Entry-Level Students

Students will be required to successfully complete one or more diagnostic exams that will measure the readiness to successfully complete the NCLEX-RN examination and a review course for the NCLEX-RN examination prior to receiving the final practicum course grade in NUR 4180. The requirements for final exit from the program will be given to you, in writing, at the beginning of your second year in the program.

R.N. to B.S.N. Students

Students will meet with the program director prior to completion of the last nursing course.

Identification of the Chemically Impaired Nursing Student

Policy

A student who has been identified as chemically impaired and has been dismissed from the nursing program may petition for reinstatement through the department chair. Nova Southeastern University endorses the federal government's efforts in implementing the Drug Free Schools and Community Amendments of 1989 (Public Law 101-226).

Students are prohibited from reporting to clinical or lecture classes under the influence of alcohol or any substance that impairs physical or mental abilities.

Faculty members are responsible for identifying students who appear to be chemically impaired.

The student will be responsible for any costs associated with testing for alcohol or controlled substances.

Students who report to class while chemically impaired will be required to participate in the Intervention Project for Nurses (IPN) through the Board of Nursing to be eligible to continue in the Nursing Department. Students will be responsible for any associated costs.

Students are subject to disciplinary action in accordance with this student handbook.

The following behaviors are examples of indications for suspecting that a student is under the influence of alcohol or any controlled substance:

- bizarre or unusual behavior
- frequent errors
- unexplained mood change
- smell of alcohol and/or breath mints
- disheveled appearance or poor hygiene
- blatant impairment of judgment
- chronic absenteeism and tardiness
- unexplained absence from nursing unit
- other suspicious behavior

Procedure

When a faculty member has reason to suspect that a student is under the influence of alcohol or any controlled substance, the student will have no further client contact until the faculty member reports the incident to the program director or chairperson. The program director or chairperson will meet with the student and the faculty member at the site. The faculty members will document the incident in writing and further procedures will ensue according to current policy.

Grading Scale

Theory

The NSU Nursing Program grading system is based on a scale of 0–100 percent. The passing grade for the didactic nursing courses is 75 percent (C). A grade of less than 75 percent is a failing grade.

Grade	Points/Percentage
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A	94–100
A–	90–93
B+	87–89
B	84–86
B–	80–83
C+	76–79
C	75
C–	70–74
D+	67–69
D	64–66
D–	60–63
F	Below 60

Clinical

Students must successfully complete all the components of the clinical evaluation for the course in order to receive a P in the course.

Clinical Assignment

Policy

Nursing students may be required to collect client data that is pre-assigned by the faculty members. If prior collection of client data is not permitted by the facility, other arrangements will be made to facilitate pre-assignment preparation.

Procedure

- When in the health care agency collecting clinical data, students will comply with the HPD dress code.
- Upon arrival, students will identify themselves to the nurse in charge and explain their reason for reviewing the chart.
- Students will limit their data collection to those clients to whom they have been assigned.
- Students cannot care for clients or talk to clients on client pre-assignment days unless the instructor is present.
- Client care can only be given on clinical class days when the faculty member is available.
- Students will adhere to the confidentiality laws that protect clients' identities and health information (Health Information Portability and Accountability Act: HIPAA).

Infectious Diseases

Policy

Concern for the welfare of students, faculty members, and clients requires attention to control of infections of all types. The Nursing Department will use the latest available known medical information to achieve this goal.

At the same time, the Nursing Department is committed to a policy of nondiscrimination for students and faculty members and a fundamental responsibility to provide care to all clients. Refusal to care for clients with infectious diseases, including clients infected with HIV, is contrary to the ethics of the nursing profession.

Nova Southeastern University will offer students diagnosed with diseases such as HIV and hepatitis the same opportunities and benefits offered to other students. These include access to educational programs, advisement and counseling services, employment opportunities, and financial aid.

Nova Southeastern University faculty believe that HIV and Hepatitis B disease education exercises some control over the spread of this infection and better helps students and employees to understand the nature of this infection. The college is, therefore, committed to educating its students about the transmission and control of infection and about the rights and responsibilities of the infected.

The coursework in nursing will require exposure to body fluids. Because of the added risk to the student, special procedures will be used to support these client care activities. The student is ultimately responsible for applying the principles of Standard/Universal Blood and Body Fluid Precautions in any contact with clients. All body fluids should be considered contaminated.

Procedure

- The Nursing Department will follow the Centers for Disease Control (CDC) guidelines and apply current knowledge about infectious disease processes.
- The student will be provided with additional education, in the nursing curriculum, on the normal protective mechanisms of the body, asepsis and personal hygiene, and impairment in the immune system including HIV/AIDS.
- The current federal (CDC, OSHA) and state regulations (statutes) will apply with regard to testing, disclosure, control, and exposure.
- The HIV-positive nursing student may consult with the department representative for student disability services for information or assistance in dealing with specific needs.
- Students must be able to participate fully in the activities required for client care. Students who require special accommodations are expected to request those through the department representative. Students who have not been able to participate fully in client care activities due to illness must present a statement from a physician, nurse practitioner or physician assistant reflecting their ability to adequately and safely perform client care duties. Students may not be cleared to participate in "light duty."
- The nursing student is expected to care for infectious clients when assigned. Unique or at-risk aspects of a student's health status may preclude assignment to a client with a certain specific infectious disease. Students must inform the faculty member of personal needs involving client assignments. Reasonable accommodations will be made unless undue hardship can be demonstrated. Students seeking such accommodations are expected to request those through the department representative.
- The clinical assignments will be made using the following parameters:
 - The professional judgment of the faculty member indicates that the student possesses the necessary cognitive, psychomotor, and affective skills.
 - The nursing needs of the client are consistent with course content and the student's expected level of knowledge.
 - Students may be assigned to care for clients who have, or are suspected of having, infectious diseases, including HIV, after they have completed program content on standard blood and body fluid precautions.
- The nursing student will attempt to avoid accidental injuries by treating sharp items (needles, scalpels, blades, etc.) as potentially infected and as objects that are to be handled with extraordinary care. Nursing students are expected to follow the policies and procedures of the affiliating agency and the Nursing Department related to the use and disposal of sharps. A nursing student who is specifically exposed, by contact with blood or body fluids, in a manner known to be able to transmit infectious organisms will immediately report the exposure to the nursing faculty member and the clinical facility in which the exposure occurred. Appropriate steps will be taken to assist the student in following OSHA rules for exposure to blood and body secretions and obtaining appropriate health care.

Uniform Dress Code

Policy

Students will wear the prescribed uniform during designated clinicals and be neatly groomed. Scrub suits are worn when the student is in the hospital, nursing lab or health care agency under the supervision of a professor. When on campus, students may wear professional business casual attire with their NSU lab coat or scrubs. Students must adhere to the Health Professions Division Dress Code outlined in this student handbook.

Procedure

- The nursing uniform consists of teal scrubs and a white lab coat with the official NSU Program patch. The scrubs should be purchased through the NSU bookstore. You will be fitted for the lab coat at orientation.
- The uniform consists of all white, clean professional shoes and plain, unpatterned white hose or socks. Closed toe shoes will be polished and clean. No colored sneakers or backless shoes will be worn.
- Required equipment includes a watch with a second hand, bandage scissors, protective eye gear, a stethoscope, and a pen light. This equipment may be purchased through the NSU bookstore.
- Hair will be neatly arranged and worn off the collar. No adornments will be worn in the hair.
- A wedding band and small stud earrings may be worn. Other jewelry is not acceptable when in uniform.
- Fingernails will not extend beyond the fingertips. Nail polish will be unchipped and a neutral color. No acrylic nails or silk wraps are permitted.
- The NSU white lab coat with nursing program patch may be worn over the uniform for warmth.
- Students in the health care agency collecting clinical data should wear professional attire along with the student's name pin/identification badge and NSU white lab coat (no shorts, jeans, tank tops, miniskirts, sandals, etc.).
- The wearing of a Nova Southeastern University identification badge is required at all times while on HPD property or in a clinical agency. A specific agency may also require students to wear agency identification.
- Some health care facilities require students to purchase a hospital ID badge in addition to their college name tag.
- Baths or showers are to be taken on the morning or afternoon preceding clinicals and on the first opportunity after clinical experiences. Perfumes and body odor may be offensive or cause allergies to ill clients; therefore antiperspirant/deodorant is required.
- Fragrant colognes and perfumes should not be worn to clinical.
- Excessive makeup should not be worn to clinical.

CPR and Health Records

Policy

A current medical and physical examination is due upon admission. The NSU Health Professions Division Mandatory Immunization Form and Certificate of Physical Examination must be completed prior to the orientation date. Additional testing and requirements may be needed based on individual hospital/agency requirements. These costs will be the responsibility of the student.

Students are not permitted in the on-campus lab or in the clinical setting until the completed medical records are on file. The health form must be updated annually at the student health center. If the renewal date for physical requirements occurs during a term, **the student must renew prior to the beginning of the term in which the renewal date occurs.** Approved status must be valid for the entire semester in which the student enrolls. A student who experiences a health problem that may interfere with the ability to provide client care (e.g., surgery, fracture) must provide a release from their health care provider indicating the ability to participate fully in client care situations. "Light duty" is not permissible.

Procedure

- A Nova Southeastern University Health Form will be included with acceptance materials. The completed, signed form must be presented according to the admissions department guidelines.
- Basic Life Support (BLS) certification must be valid **prior** to each term for the duration of the term.
- The student should carry a copy of their health/hospitalization insurance card with them to the clinical agency, as well as their BLS card.

Agreement for Incomplete Grade

Policy

When a student has failed to complete the requirements of a course, the student may be given an incomplete or I grade.

Procedure

- An incomplete is submitted when the student's work in a course is incomplete and the student has obtained the faculty member's permission to finish the course after the conclusion of the term. An incomplete grade must be approved by the program director and the associate dean prior to the contract with the student.
- An incomplete is normally given only where extenuating circumstances exist or where research or performance needs to be extended beyond the normal limits of the term and the student is likely to pass the course. Students who claim extenuating circumstances will be referred to the Committee on Student Progress for a decision.
- Students may request a grade of incomplete only after the drop/withdraw date has passed. The decision to grant such a request will rest with the individual course faculty member. Students have an opportunity to appeal the decision, if it is negative, to the program director. The decision of the program director is final.
- If the decision is reached to grant an incomplete, this must be accompanied by a written and signed agreement between the faculty member and the student. The agreement form will contain the following points:
 - The time period in which the course requirements must be completed. This work must be completed by the last day of the next major term (fall or winter). No further extension is possible.
 - The specific requirements that must be completed and the manner in which they are to be completed. (Include some reference to grading criteria.)
 - A provision that if the requirements have not been met by the end of the next major term, a grade of F will be recorded as the grade for the course.
- A student cannot remove an incomplete by registering in a subsequent term to retake the course.
- A student who is failing the course at the time extenuating circumstances prevent continuing will not be granted an incomplete grade. Students who claim extenuating circumstances will be referred to the Committee on Student Progress for a decision.

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Student Code of Conduct, Academic Dishonesty, and Student Disciplinary Procedures

Policy

The Nursing Department adheres to the Nova Southeastern University Code of Student Conduct Academic Dishonesty and Student Disciplinary Procedures located elsewhere in this *College of Allied Health and Nursing Student Handbook*. Additionally, nursing students are expected to adhere to the NSNA Code on Academic and Clinical Conduct.

Testing Protocol

Policy

Testing is a means of providing the student with an opportunity to demonstrate learning. Sharing of information related to test items is a violation of the Student Code of Conduct and is considered academic dishonesty.

The following guidelines for test taking are to be observed by all nursing students. Special guidelines, referring to laboratory (performance) testing, classroom (paper and pencil) testing, or computerized testing are given below.

Procedures

For All Testing Situations

- Be on time for all testing situations. No additional time beyond the scheduled testing time will be given for students who arrive late.
- Place all books and personal belongings in the front of the room or out of the testing area. Keep personal items to a minimum.
- Do not talk to or look at other students while they are anywhere in the testing area.
- If assistance from the proctor is needed remain seated and raise your hand. Do not move or stand up during the testing session unless requested to do so by the proctor.
- Leaving and re-entering the testing room during the testing session will not be permitted. Please take care of personal needs before testing begins.
- Recorders are not to be brought into the testing area. Cell phones and pagers must be turned off and left in front of the room.
- After completing the test and leaving the room, do not re-enter while testing is in progress.
- Do not behave in any way commonly associated with or inferring academic dishonesty.

For Classroom (paper and pencil) Testing Situations

- Write your name and student number on the test and on the answer sheet.
- Keep the test and answer sheet flat on the desk.
- Follow the instructions of the proctor before leaving your seat.
- Do not write on the answer sheet or test booklet after leaving your desk to turn in the test.
- Turn in both the test and answer sheet and any scrap paper before leaving the room.

For Test Reviews

- Place all books, papers, etc., at the front or back of the room.
- Absolutely no recording of test reviews is permitted.
- Students who attempt to record any test reviews, either on paper or on tape, will be subject to academic dishonesty procedures.

Advisement

Policy

Nursing students will be advised by a designated faculty member within the Nursing Department at least once a semester, for the purpose of assisting students in meeting progression and graduation requirements and timelines, ensuring that the student is aware of and/or receiving any needed support services, and that the student is aware of the course schedule for the next term.

Procedure

- Students will be assigned to a designated faculty member in the Nursing Department while enrolled in their first nursing course.
- Each faculty member will notify their assigned advisees of his or her available appointment times.
- Once they have received notification of available times, it is the responsibility of the student to contact the adviser for an appointment.
- A written record of adviser appointments will be maintained for each student.

Attendance

Policy

Attendance in all classes and clinical experiences is expected. In case of illness or extenuating circumstances, the student must notify the professor prior to the beginning of class or clinical. Students are responsible for all course content discussed and/or assigned.

Committee on Student Progress

Policy

Similar to other programs within the Health Professions Division, the nursing program has a Committee on Student Progress (CSP). The committee is composed of faculty members. It is the CSP's responsibility to conduct proceedings to determine whether a student is experiencing problems with academic progress or has violated a regulation, policy, and/or professional or behavioral code of conduct. The CSP examines individual cases and makes appropriate recommendations to the department chair, who determines the final status of the individual students. Students are advised in writing of the decision of the CSP and/or chair. The CSP recommendations may include, but are not limited to, no action taken, remediation, warning, probation, suspension, dismissal, or expulsion. These recommendations can cover one, any combination of, or all of the following issues: academic, disciplinary, or professional. The chair of the Student Affairs Committee will chair the Student Progress Committee. Members of the Student Affairs Committee will serve on the Student Progress Committee. If a member of the student progress committee is involved in an appeal, this member will not participate as a member of the committee. The chair of the Student Progress Committee will inform the CAHN's director of Student Affairs of dates of any pending appeals and actions of such appeals.

The college reserves the right, and the student, by his or her act of matriculation, concedes to the college the right to require withdrawal at any time the college deems it necessary to safeguard its standards of scholarship, professional behavior, and compliance with regulations or for such other reasons as are deemed appropriate by the college. Probationary status will be noted on the official

transcript and a student will be restricted from the following: holding office in any student or college sponsored organization, placement on the Chancellor's or Dean's List, and receiving funds for student-related activities.

Procedure

A request for appeal must follow the procedures outlined in this *College of Allied Health and Nursing Student Handbook* section on student appeals.

Grade Disputes

Policy

The responsibility for course examinations, assignments, and grades resides with the expertise of faculty members who are uniquely qualified by their training and experience. Such evaluations and grades are the prerogative of the course instructor and are not subject to formal appeal unless there is compelling evidence of discrimination, arbitrary or capricious action, and/or procedural irregularities.

Procedure

Grievances and grade disputes must be in writing and directed to the course instructor within five business days of grade posting/ mailing. If unresolved, the dispute may be forwarded to the program director or department chair within five business days. Failure to submit a timely appeal will be considered a waiver of the student's grade dispute appeal rights.

Student Appeals (Non-Grade Disputes)

Policy

The student appeals hearing is an informal proceeding. No rules of evidence apply. The hearing shall be internal, private, and closed to nonuniversity personnel. Nonuniversity personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the appeal hearing is prohibited. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Allied Health and Nursing.

The Appeals Committee will hear all student appeals of decisions recommended by the CSP and concurred with by the department chair of each of the individual departments of the College of Allied Health and Nursing relating to dismissal or disciplinary actions involving academic and/or professional issues. If a student appeals the decision of the department Committee on Student Progress, the appeal must be in writing and submitted to the chairperson of the Appeals Committee within five business days (excluding holidays and weekends) after the date of receiving notification of the student progress committee decision. Any appeals not submitted to the chair of the Appeals Committee within this time frame shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought.

The Appeals Committee shall consist of the chancellor or vice chancellor of the Health Professions Division or designee, six faculty members, one of whom will be elected by the members of the committee to serve as chair. The department chair will be responsible for appointing one faculty representative. The chair of the Committee on Student Progress from the program that refers the student to the committee will attend the hearing, but will not vote.

The decision of the committee will be forwarded in writing by the chair to the department chair and program director, who will forward it to the student by certified mail to his or her last official address or hand deliver with receipt. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.

Procedure

- The Appeals Committee hearing will proceed under the direction of the chair.
- Summary notes of the hearing must be taken.
- The student will be notified of the date, place, and time of the hearing via certified mail to the student's last known address or hand delivered with receipt. Any student who fails to appear at the designated date and time will automatically waive his or her right to appeal.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.
- The student will provide the committee chair with a list of any witnesses he or she may have, in writing, no later than two business days before the hearing date. Only witnesses with direct information that is new and relevant and has not been presented previously to the program director/department chair or the Committee on Student Progress will be considered.
- The student will be present only during his or her testimony.
- Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student.
- The Appeals Committee may question any witnesses present during the hearing.
- The Appeals Committee will have the option of calling more witnesses. The student shall not be present during the questioning of any witnesses.
- The chair of the Committee on Student Progress shall be nonvoting, shall serve only in an advisory capacity, and may be present throughout the entire hearing.
- The chair will convene the hearing with only committee members present.
- The chair will advise the committee members of the charge(s) and the department decision, review the evidence, respond to any questions, and provide opportunity for preliminary discussions.
- Witnesses will be called individually by the committee and questioned without the student being present.
- Witnesses may be asked to remain outside the hearing room for later recall or dismissed at the committee's discretion.
- When all evidence has been heard and witnesses questioned, the chair will call the student into the hearing room.
- The chair will introduce the student to the committee members.
- The student will have an opportunity to present his or her appeal, provide statements and evidence in defense of alleged violation(s), appeal the degree of disciplinary action, summarize his or her position, and respond to any questions from the committee members.
- The chair will then dismiss the student from the hearing.
- The committee members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The committee may delay the vote if it determines that additional information or facts are needed before a vote.
- The chair will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

Graduate Nursing Program

Academic Policies

The following academic policies apply to all students in a graduate nursing program (M.S.N. and post-M.S.N. certificate). Academic policies of the H. Wayne Huizenga School of Business and Entrepreneurship also apply to students taking more than four courses through the M.B.A. program. Shepard Broad Law Center academic policies also apply to students taking courses through the law center. The College of Osteopathic Medicine's Master of Public Health Program academic policies also apply to students taking courses through the M.P.H. program.

Academic Advising

It is the student's responsibility to seek advice as needed and to apply for graduation according to the university procedure. The program director of the graduate program is available by email or phone for advisement. In the absence of the program director, students may be advised by the program chairperson.

Grading Scale

The NSU graduate nursing program grading system is based on a scale of 0–100 percent.

Grade	Points/Percentage
A	94–100
A–	90–93
B+	87–89
B	84–86
B–	80–83
C+	76–79
C	75
C–	70–74
D+	67–69
D	64–66
D–	60–63
F	Below 60

Licensure

Active, current professional nursing (R.N.) U.S. licensure must be maintained throughout the program in the jurisdiction where the practicum occurs.

Progression Requirements

To progress in a graduate nursing program, the student must take a minimum of one course per semester with no more than one semester taken off per year. All coursework must be completed within five years. All courses must be completed with a minimum grade of B– for credit to be received toward the M.S.N. degree or post-M.S.N. certificate. A course may be repeated once if a grade less than B– is obtained. Only one repeated course can be applied toward the M.S.N. degree or post-M.S.N. certificate. A second course with a grade less than B– will preclude completion of the program and the student will be dismissed from the program.

A GPA of 3.0 or above must be maintained throughout the program in order for the student to progress. A student whose GPA falls below 3.0 will be placed on probation and must increase the

GPA to 3.0 or above within the next semester attended to remain in the program. Otherwise, the student is automatically dismissed from the program.

Students who have been dismissed may petition the program director for reinstatement if a year has passed since the dismissal. The applicant is required to present adequate evidence that the factors that caused the prior inadequate academic performance have changed significantly so that there is reasonable expectation that the applicant can perform satisfactorily if permitted to resume his or her study. Readmission will be at the discretion of the program director.

Transfer Credits

No more than six graduate credits may be transferred into the M.S.N. program from other graduate programs. No credits from other graduate programs may be applied toward the post-M.S.N. certificate.

Courses will be evaluated for credit towards the M.S.N. by the program director and the associate dean; their decision will be final. To be considered for credit, a course must have been taken at an accredited graduate program and be the equivalent of a course offered in the student's chosen track. The student must have earned a grade of B or higher in the course. Students must submit the syllabus of any course for which they are seeking credit directly to the program director. Additional documentation may be required by the program director before credit may be granted. Only courses completed prior to matriculation in the M.S.N. program will be considered for transfer credit.

Nursing Department Academic Calendar 2007–2008

April 23, 2007	Begin summer, 200750 term
May 28, 2007.....	Memorial Day, university closed
June 15, 2007	End of first eight weeks
June 18, 2007	Begin second eight weeks
July 4, 2007.....	Independence Day, university closed
August 10, 2007	End of second eight weeks
August 27, 2007	Begin fall term, 200820
September 3, 2007	Labor Day, university closed
September 13, 2007	Rosh Hashanah, university closed
September 22, 2007	Yom Kippur, university closed
October 19, 2007	End of first eight weeks
October 22, 2007	Begin second eight weeks
November 22–23, 2007	Thanksgiving holiday, university closed
December 14, 2007	End of fall 2008 term
December 24–25, 2007.....	Christmas holiday, university closed
December 31–January 1, 2008	New Year's holiday, university closed
January 7, 2008	Begin winter term, 200830
January 21, 2008	Martin Luther King Day, university closed
February 29, 2008.....	End of first eight weeks
March 3, 2008	Begin second eight weeks
March 17–21, 2008.....	Spring break
March 21, 2008.....	Good Friday, university closed
April 25, 2008	End of winter 2008 term
April 28, 2008	Begin summer term, 200850
May 28, 2008.....	Memorial Day, university closed

June 20, 2008 End of first eight weeks
June 23, 2008 Begin second eight weeks
July 4, 2008..... Independence Day, **university closed**
August 15, 2008 End of summer 2008 term

Appendices



Appendix A

Controlled Substances—Uses and Effects

Narcotics	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Opium	II, III, V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3–6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine	II, III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3–6	Oral, smoked, injected	see above	see above	see above
Codeine	II, III, V	Tylenol with codeine, Empirin with codeine, Robitussin A-C, Fiorinal with codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3–6	Oral, injected	see above	see above	see above
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3–6	Injected, sniffed, smoked	see above	see above	see above
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3–6	Oral, injected	see above	see above	see above
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3–6	Oral, injected	see above	see above	see above
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High–Low	Yes	12–24	Oral, injected	see above	see above	see above
Other Narcotics	I, II, III, IV, V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin*	Analgesic, antidiarrheal, antitussive	High–Low	High–Low	Yes	Variable	Oral, injected	see above	see above	see above

*Not designated a narcotic under the CSA.

Depressants	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5–8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II, III, IV	Anytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High–Moderate	High–Moderate	Yes	1–16	Oral	see above	see above	see above
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxipam, Restonil	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4–8	Oral	see above	see above	see above
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4–8	Oral	see above	see above	see above
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4–8	Oral	see above	see above	see above
Other Depressants	III	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4–8	Oral	see above	see above	see above

Cannabis	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Marijuana	I	Pot, Grass, Acapulco Gold, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2–4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	I, II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish	I	Hash	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above

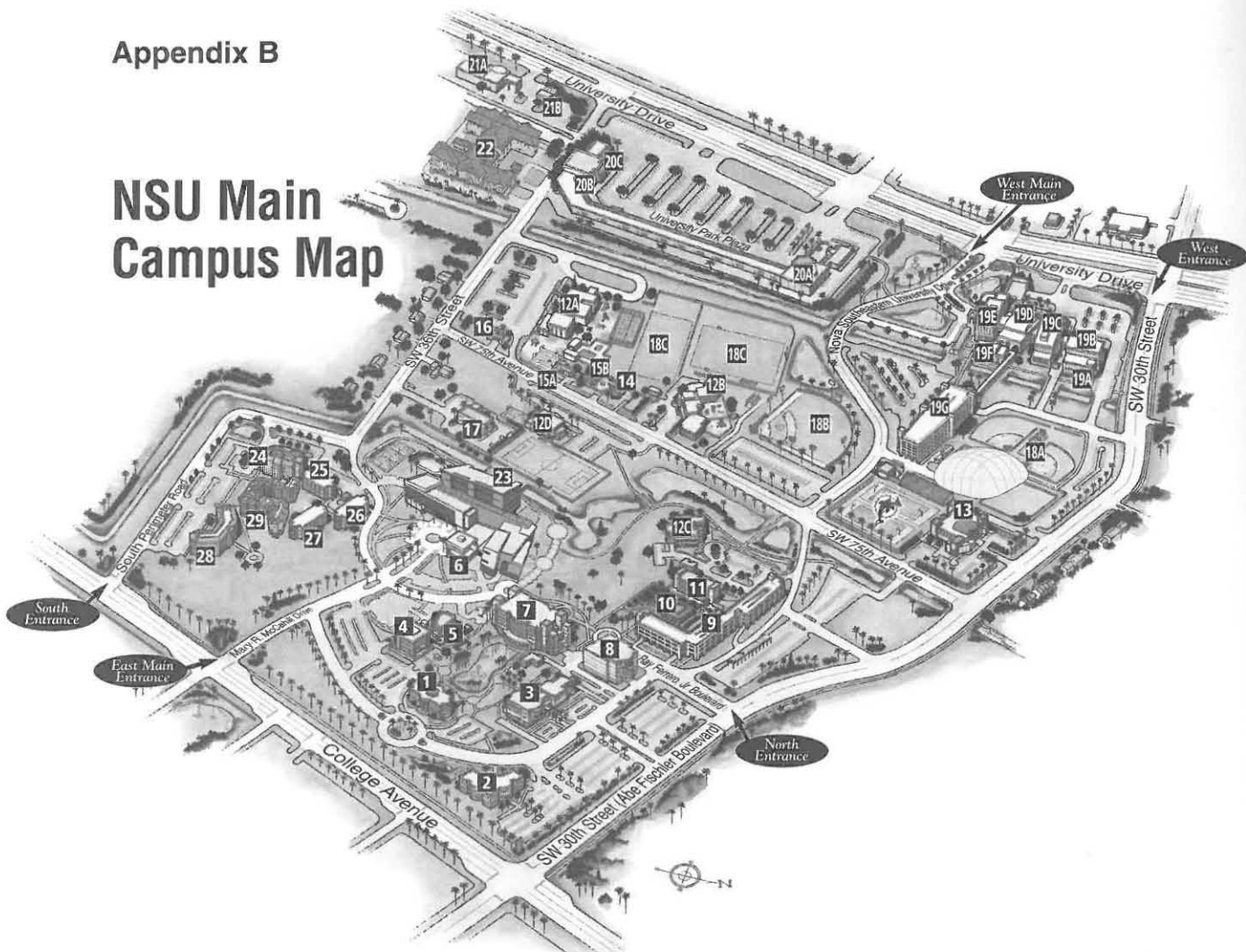
Stimulants	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Cocaine**	II	Coke, Flake, Snow, Crack, Big C, Blow, Lady, Rock	Local anesthetic	Possible	High	Yes	1–2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2–4	Oral, injected	see above	see above	see above
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2–4	Oral, injected	see above	see above	see above
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2–4	Oral, injected	see above	see above	see above
Other Stimulants	III, IV	Adipex, Cylert, Didrex, Ionamin, Meflat, Plegine, Sanorex, Tenuate, Pepanil, Prelu-2	Weight control	Possible	Moderate	Yes	2–4	Oral, injected	see above	see above	see above

**Designated a narcotic under the CSA.

Hallucinogens	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8–12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer and more intense “trip” episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8–12	Oral	see above	see above	see above
Amphetamine Variants	I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected	see above	see above	see above
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Phencyclidine Analogues	I	PCP, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed	see above	see above	see above

Appendix B

NSU Main Campus Map



A.D. Griffin Sports Complex	18A
Administration	1
Administrative Services Building	21A
Admissions (undergraduate)	4
Alumni Relations	1
Alvin Sherman Library, Research, and Information Technology Center	7
Athletics and Student Affairs Building	5
ATMs	7, 8, 19E, 23
Baudhuin Preschool	22
Bookstore	20C
Bursar's Office	1
Business Services	17
Cafeteria/Dining	6, 7, 8, 19E
Campus Card Services	23
Campus Pharmacy	19B
Campus Recreation	23
Career Services	7
Carl DeSantis Building	8
Center for Psychological Studies	2
Central Services Building	17
College of Allied Health and Nursing	19E
College of Dental Medicine	19A
College of Medical Sciences	19E
College of Optometry	19E
College of Osteopathic Medicine	19E
College of Pharmacy	19E
Computer MicroLabs	7, 19C, 19F, 20A
Copy Services	8, 19D, 21A
Cultural Living Center	24
Development	1
Executive Offices	1
Eye Institute	19B
Facilities Management	1
Family Center Village	22

Farquhar College of Arts and Sciences	4, 11
Farquhar Performing/Visual Arts Wing	23
Farquhar Residence Hall	27
Financial Aid	1
Financial Operations	1
Flight Deck	23
Founders Residence Hall	26
Graduate School of Computer and Information Sciences	8
Graduate School of Humanities and Social Sciences	2
Grants and Contracts	20A
Hearing and Balance Clinic	21B
Horvitz Administration Building	1
HPD Administration (Health Professions Division)	19E
HPD Admissions	19E
HPD Library	19C
Human Resources	1
H. Wayne Huizenga School of Business and Entrepreneurship	8
Information Technologies and Digital Media	4
International Students	1
Jim & Jan Moran Family Center Village	22
Legal Affairs	1
Leo Goodwin Sr. Hall (Law Center)	3
Leo Goodwin Sr. Residence Hall	28
Licensure and State Relations	20A
Lifelong Learning Institute	20A
Mail Services	21A
Mailman-Hollywood Building	4
Mailman Segal Institute for Early Childhood Studies	22
Maltz Psychology Building	2
Miami Dolphins Training Facility	13
One-Stop Shop (includes Registrar, Bursar, and Financial Aid)	1, 19E

Parker Building	11
Parking Garages (public)	9, 19G
Physical Plant	17
President's Office	1
Psychology Services Center	2
Public Affairs	1
Publications	17
Public Safety	11, 17
Purchasing	17
Registrar's Office	1
Research, Planning, and Governmental Affairs	20A
Residential Life and Housing	28
Rosenthal Student Center	6
Sanford L. Ziff Health Care Center	19B
Shepard Broad Law Center	3
Student Affairs	5, 6, 23
Student Government Association	5
Telecommunications	20A
Terry Administration Building	19E
The Commons (Residence Hall)	29
The Current Newspaper	5
University Archives	7
University Center	23
University Relations	1
University School—Lower	12A
University School—Middle (Dauer Building)	12B
University School—Upper (Sonken Building)	12C
University School Sports Gym (Noel B. Brown Building)	12D
Veterans Affairs	1
Vetzel Residence Hall	25
Visitor Parking	posted in parking areas
Women's Resource Institute	16
WNSU Radio Station Radio X	6

Appendix C

Telephone Resources

Emergency Resources

NOVALERT (954) 262-8999
Ambulance/Davie Police 9-911
Public Safety Office (954) 262-8981
Broward Crisis
Intervention Service..... (954) 463-0911
Davie Mental
Health Clinic (954) 262-5730
Davie Police—
Non-Emergency (954) 693-8200
Hurricane Hotline (954) 262-7300
Sexual Assault
Treatment Division..... (954) 765-4159
NSU Student Counseling... (954) 262-7050

Departmental Listings

ADA Coordinator (954) 262-7280
Athletics (954) 262-8250
Bursar's Office..... (954) 262-5200
Business Services..... (954) 262-8830
Call Center..... (954) 262-7300
Computer Support
HELP line (954) 262-4357
Dining Services (954) 262-5300
Facilities Management..... (954) 262-8881
Financial Aid..... (954) 262-4031
Flight Deck and
Student Union (954) 262-7288
Information Technologies/
Media Services (954) 262-4920
Mail Services—Goodwin ... (954) 262-8875
Main Library..... (954) 262-4601
Microcomputer
Lab—Parker (954) 262-4949
NSU Bookstore..... (954) 262-4750
NSU Student Counseling... (954) 262-7050
Office of Career Services ... (954) 262-7201
Office of the Dean
of Student Affairs (954) 262-7280
Physical Plant..... (954) 262-8800

Radio Station—WNSU (954) 262-8457
Recreation
and Wellness (954) 262-7301
Registrar..... (954) 262-7255
Residential Life
and Housing (954) 262-7052
Student Activities and
Leadership Development.... (954) 262-7290
Student Engagement..... (954) 262-7283
Student Union
and Flight Deck..... (954) 262-7288
The Current Newspaper..... (954) 262-8455
Title IX Coordinator..... (954) 262-7280
Travel Office..... (954) 262-8888
Volunteerism/
Community Service..... (954) 262-7297
Women's
Resource Institute (954) 262-8451

Centers, Colleges, and Schools

Center for
Psychological Studies..... (954) 262-5700
Farquhar College of
Arts and Sciences (954) 262-8000
Fischler School of Education
and Human Services..... (954) 262-8500
Graduate School
of Computer and
Information Sciences..... (954) 262-2030
Graduate School
of Humanities and
Social Sciences..... (954) 262-3000
H. Wayne Huizenga
School of Business
and Entrepreneurship (954) 262-5000
Health Professions
Division (954) 262-1000
Oceanographic Center (954) 262-3600
Shepard Broad
Law Center..... (954) 262-6100

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