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College of Allied Health and Nursing Student Handbook July 2003

Nova Southeastern University

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Student Handbook

College of Allied Health and Nursing
July 2003



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 2003–2004. 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* supercedes 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 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 12th largest independent institution in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that is 39 years young.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 21,000 students enrolled in 16 academic centers, with programs offered in 24 states and many foreign countries. The university boasts more than 74,000 alumni. More than 9,000 students attend classes on our 300-acre main campus.

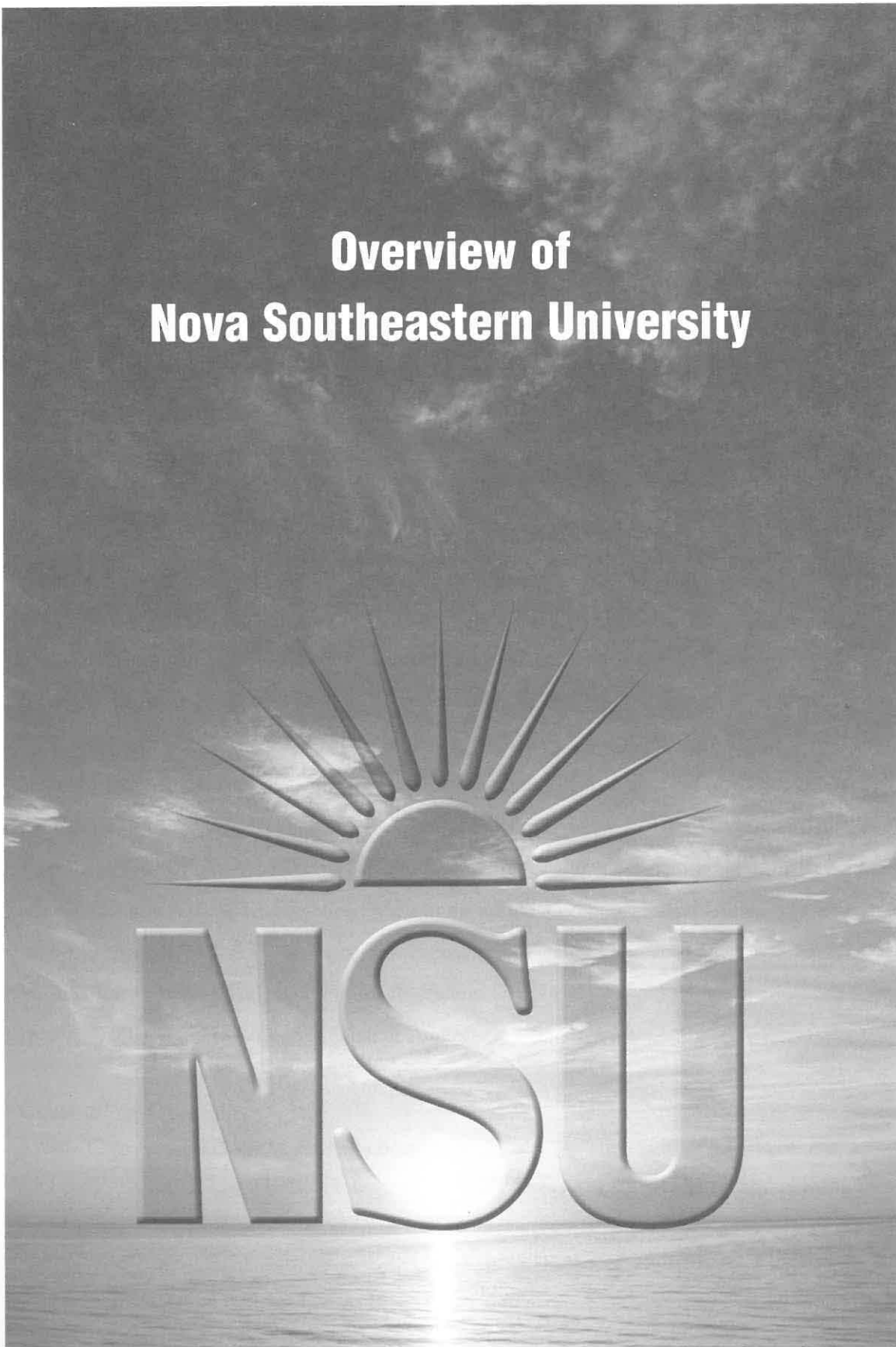
The university's sustained growth is due in large part to its exploration of alternative strategies in educating professionals and its commitment to excellence in academics, clinical training, community service, and well-rounded opportunities for all students. The essence of NSU is collaboration at all 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 and students in acquiring and applying knowledge in clinical, community, and professional settings.

University Administrators

Ray Ferrero, Jr., J.D.—President

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

Douglas G. Buck, D.P.A.—Associate Vice President for Human Resources

Ronald J. Chenail, Ph.D.—Assistant to the President for Academic Affairs

David Dawson—Executive Director of University Relations

Thomas E. Dieters, M.P.A.—Executive Director of Development

George L. Hanbury II, Ph.D.—Executive Vice President for Administration

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

Frederick Lippman, R.Ph.—Executive Vice Chancellor and Provost, Health Professions Division

John Losak, Ph.D.—Vice President for Research and Planning

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

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

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

Morton Terry, D.O.—Chancellor, Health Professions Division

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

Council of Deans

Jerome Chermak, Ed.D.—University School

Richard E. Davis, Ed.D.—Health Professions Division, College of Allied Health and Nursing

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

Norma M. Goonen, Ed.D.—Farquhar College of Arts and Sciences

Joseph D. Harbaugh, LL.M.—Shepard Broad Law Center

William D. Hardigan, Ph.D.—Health Professions Division, College of Pharmacy
 Harold E. Laubach, Ph.D.—Health Professions Division, College of Medical Sciences
 Ronald F. Levant, Ed.D.—Center for Psychological Studies
 Edward Lieblein, Ph.D.—Graduate School of Computer and Information Sciences
 David S. Loshin, O.D., Ph.D.—Health Professions Division, College of Optometry
 Wendy Masi, Ph.D.—Mailman Segal Institute for Early Childhood Studies
 Randolph A. Pohlman, Ph.D.—H. Wayne Huizenga School of Business and Entrepreneurship
 Anthony J. Silvagni, D.O.—Health Professions Division, College of Osteopathic Medicine
 H. Wells Singleton, Ph.D.—Fischler Graduate School of Education and Human Services
 Robert Uchin, D.D.S.—Health Professions Division, 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 Graduate School of Education and Human Services, (954) 262-8600
- 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, Middle and Upper School, (954) 262-4400; Lower School, (954) 262-4500

Professional Accreditations

- Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number: 404-679-4501) to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.
- Nova Southeastern University'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 (750 North Lake Shore Drive, Chicago, IL 60611; 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 American Council on Pharmaceutical 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 and is a member of the Association of Schools and Colleges of Optometry.
- The Occupational Therapy Department is accredited by the Accreditation Council for Occupational Therapy Education.
- College of Dental Medicine programs in dentistry, endodontics, orthodontics and dentofacial orthopedics, periodontics, pediatric dentistry, and prosthodontics are accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the United States Department of Education and can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.
- The Physical Therapy Department is accredited by the Commission on Accreditation for Physical Therapy Education of the American Physical Therapy Association.
- The Physician Assistant Department is accredited by the Commission on Accreditation of Allied Health Education Programs.
- The Audiology Department has received candidacy status from the Council on Academic Accreditation of ASHA.
- The clinical psychology doctoral programs of the Center for Psychological Studies are accredited by the American Psychological Association (APA). The center also has two predoctoral internship programs. One is accredited by the APA and a second is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). 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 has pre-accreditation status with 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 Degree Program in Family Therapy is fully accredited by the Commission on Accreditation for Marriage and Family Therapy Training and Education (COAMITE) of the American Association for Marriage and Family Therapy (AAMFT). The Doctoral Degree Program in Family Therapy is a candidate for accreditation by the COAMITE of AAMFT.
- Nova Southeastern University's bachelor's, master's, and doctoral degrees offered in a variety of fields of business and administration are accredited by the International Assembly for Collegiate Business Education.
- The Master's Degree Program in Speech-Language Pathology, offered through the Fischler Graduate 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).
- 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 nonprofit, 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 more than 74,000 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 21,000 students and is the 12th largest independent institution nationally. NSU is one of 164 colleges and universities statewide and one of 48 independent not-for-profit 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 21 undergraduate majors through the Farquhar College of Arts and Sciences.

Nova Southeastern University has the only college of optometry in Florida and the only colleges of pharmacy and dentistry 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, 82 percent of the student body attends classes in Florida. 72 percent of all students enrolled attend classes in the tri-county area (i.e., Miami-Dade, Broward, and Palm Beach Counties). With an annual budget of approximately \$290 million in 2001–2002, 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 contributed more than \$731 million to the Florida economy during fiscal year 2000–2001.

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 and associate dean of student affairs, Student Affairs provides cocurricular learning opportunities and services that are conducive to student growth and development. It comprises the following offices.

Office of Career Services

The Office of Career Services provides career counseling and job search assistance. The center educates students and alumni to develop a career-life plan, from choosing a major to conducting a job search, and from exploring career and/or graduate/professional school opportunities to securing employment. Career counseling, resume writing, career testing and assessment, career and job search related workshops, a career resource library, online registration, job search assistance, and campus recruiting are available.

Office of Student Activities and Leadership Development

The Office of Student Activities and Leadership Development provides NSU students the opportunity to become involved in extracurricular programs through the student government association, student organizations, academic societies, Greek organizations, religious groups, service clubs, and special interest groups.

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 and graduate students.

Office of Recreation and Wellness

The Office of Recreation and Wellness provides programs and services that foster the education and development of the mind, body, and spirit of the NSU community. These include intramural sports, fitness programs, outdoor recreation trips, and instructional classes. The RecPlex facility boasts a 2,600-square-foot swimming pool, two tennis courts, three basketball courts, cardiovascular fitness equipment, free-weight strength-training equipment, a multipurpose recreation area, and a covered patio.

Student Union

The Student Union serves as the central location bringing the NSU community together by providing facilities, programs, events, and services that enhance the quality of campus life. This multiuse facility includes the Flight Deck with a dance floor, stage, TVs, booths, and reasonably priced food and beverages; several meeting rooms; and a small theater for NSU students and employees.

Office of Student Development and Special Events

The Office of Student Development and Special Events provides overall direction and support for division-wide student development initiatives and special programs. This office also adjudicates policy violations of the student code of conduct and updates the annual *Student Handbook*. Major events sponsored by the office include 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 Knights, a prestigious group of student leaders who accompany the NSU president by serving as ambassadors for university-sponsored events. The Office of Volunteerism/Community Service Outreach also falls under this area.

Some 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 Life, the Alumni Office, and the Department of Athletics provide opportunities for the NSU community to celebrate shared experiences. For further information about homecoming events, please contact (954) 262-7280.

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.

Got Wood

The fall semester always begins in grand fashion with the annual “Got Wood” event. Apart from the on-campus bonfire and the Polynesian dancers, all clubs and organizations are very involved while actively promoting their club and recruiting new members. Food, fun, and tradition fills the air as “Got Wood” kicks off the fall semester each year.

Life 101...Personally Speaking

Nova Southeastern University’s “Life 101...Personally Speaking” series is a joint effort between the Student Affairs and Public Affairs departments. The series has its goal of Life 101— bringing 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 an upfront, personal look at the “life lessons” these various leaders have learned throughout their career while sharing their life’s stories with our audience.

J-Prom and Hollywood Squares

Sponsored by the Student Affairs staff, this annual event, now in roughly the 12th year of operation, is a spin-off of the actual television show. Students representing various clubs and organizations

compete for cash prizes the night before the event (J-Prom) by acting out various skits to the university community. Hollywood Squares is an annual event 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 yearly by the Student Affairs staff. This annual awards ceremony, very 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 referred, provides much deserved recognition to the various students and faculty and staff members within the university community.

Office of Volunteerism/Community Service Outreach

This office, which falls under the Office of Student Development and Special Events, 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 Services 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 U.S. State Department, the Federal Bureau of Investigation (FBI), Miami-Dade Public Schools, and more.

Human Services Job Fair

The Human Services job fair is an annual event 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

Rosenthal Student Center is NSU's student union, which serves as the central location bringing the NSU community together by providing facilities, programs, events, and services that enhance the quality of campus life. This multiuse facility showcases a fun, pub-type environment called "The Flight Deck." Located on the second floor of the student union, The Flight Deck includes a serving bar with a beer and wine license, a wooden dance floor, a stage, eight TVs with movie channels and DirectTV, two dart boards, two pool tables, a ping-pong table, a foos ball table, various magazines and board games, and different seating areas. Open daily until midnight, The Flight Deck is a popular place on campus for students to meet, greet, and eat.

The student union is host to a variety of weekly activities, student events, happy hours, and union sports. Every Wednesday is Buck Bingo with students attempting to win NovaBucks. The NovaBucks program encourages student involvement and participation in activities. It is an NSU currency that can be used to purchase exclusive NSU paraphernalia, fund student trips, or pay for snacks and beverages in The Flight Deck. The student union sports program features a bowling league and sponsors tournaments in eight-ball and nine-ball billiards, table tennis, darts, dominoes, spades, and a sports quiz bowl.

Rosenthal Student Center also contains NSU's main cafeteria; a large private dining room; two meeting rooms; the CyberCafe with four computers; and a 53-seat movie theater with surround sound, a 100" screen, projector, DVD player, VCR, and a PlayStation game console. The Conference Services program provides facilities, audio/visual equipment, and food/beverage service for student organizations and NSU personnel to host meetings, functions, and events. The Flight Deck may be reserved on Saturday nights for private parties.

Rosenthal Student Center is also home to Aramark Dining Services, the NSU Bookstore, WNSU radio station, and several NSU student affairs offices. Those include the Office of the Dean of Student Affairs, Student Development and Special Events, Student Activities and Leadership Development, and the Student Union office.

Inexpensive food and beverages, unique services, and friendly staff help make the Rosenthal Student Center a convenient and comfortable environment for events and services benefiting the NSU community.

Newspaper

The undergraduate student newspaper, the *Knight*, serves NSU's Farquhar College of Arts and Sciences from its office in the Parker Building, located on NSU's main campus. The *Knight* is NSU's established vehicle for the transmission of student reporting, opinion, and arts. All community members are invited to contribute anything they desire to the *Knight*. The *Knight* 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.

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 because along with introducing new music to listeners, it also 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, and 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. Current organizations include the following:

Service:

Alpha Phi Omega (service fraternity)
Best Buddies (volunteer/community service)
Junior Gold Circle
Kappa Delta Pi (education fraternity)
Rotaract (branch of Rotary)

Educational/Informative:

Amen Always Ministries
Beta Beta Beta (biological honor society)
NATURE (NSU's Adventure Toward Understanding and Researching Earth)
Nova Players
NSU Music Appreciation Club
NSU Vegetarian Society
Psi Chi

Religious:

Baha'i Unity Club
Hillel (Jewish culture organization)
Indian Student Association (ISA)
International Muslim Association at Nova (IMAN)
Intervarsity Christian Fellowship (IVCF)

Cultural/Heritage:

Caribbean Students Association (CSA)
Circle of Excellence
Nova's International Student Association
OASIS
PASA (Pan-African Student Association)
SALSA (Spanish and Latin Student Association)
SASA (Social Action Social Awareness)

Pre-professional:

Alpha Kappa Psi
NSU Accounting Club (NSUAC)
NSU Finance Club
Phi Alpha Delta (legal fraternity) and
NSU Mock Trial Association

Predental Society

Premed Society

Preoptometry Society

Prepharmacy Society

Psychology Club

Greek organizations:

Alpha Kappa Alpha Sorority, Inc.
Beta Theta Pi Fraternity
Delta Phi Epsilon Sorority
Delta Sigma Theta
Lambda Theta Alpha
Phi Sigma Sigma Sorority
Sigma Alpha Mu Fraternity
Theta Delta Chi Fraternity

Recognized groups:

Campus Entertainment Committee
Interfraternity Council (IFC)
Interorganizational Council (IOC)
National Panhellenic Conference (NPC)
Order of Omega (Greek leadership honorary)
Resident Student Association (RSA)

Student organizations—Center for Psychological Studies

Center for Psychological Studies
Student Government Association
Multicultural Association of Graduate Students
Ethnic Minority Association for Graduate Students (EMAGS)

Student organizations—Health

Professions Division (HPD organizations listings are divided by colleges rather than alphabetical order.)
College of Optometry (student council)
Student Government Association
National Optometry Student Association
Beta Sigma Kappa

Student organizations—Health Professions Division (continued)

College of Optometrists in Vision Development

National Optometric Student Association

Student Florida Optometric Association

Student Volunteer Optometric Services to Humanity

College of Pharmacy (student council)

American Pharmaceutical Association

Florida Society of Health Systems

Pharmacists, student chapter

National Community Pharmacists, student chapter

Phi Delta Chi

Kappa Psi

Phi Lambda Sigma

Rho Chi

College of Osteopathic Medicine (student council)

American College of Osteopathic Family Physicians (ACOF), undergraduate chapter

Association of Military Osteopathic Physicians and Surgeons (AMOPS)

Association of Orthopedic Surgery and Sports Medicine

Atlas Fraternity

Christian Medical and Dental Society

Emergency Medicine Society

Hispanic Osteopathic Medical Association

Journal Club

Lambda Omicron Gamma (LOG)

Neurology Club

Psi Sigma Alpha

Rural Medicine Club

Sigma Sigma Phi

Student Associate Auxiliary (SAA)

Student Association of Obstetrics and Gynecology

Student Medical Informatics Association

Student National Medical Association

Student Osteopathic Surgical Association

Student Pediatric Association

American College of Osteopathic Pediatricians (ACOP), student chapter

The Undergraduate American Academy of Osteopathy

Student Dermatological Association
DOCARE

Florida Osteopathic Medical Association (FOMA), undergraduate chapter

Jewish Association of Medical Students (JAMS)

National Osteopathic Women's Physician Association (NOWPA)

Sigma Phi (National Honorary Osteopathic Service Fraternity)

Student Osteopathic Internal Medicine Association (SOIMA)

American Medical Student Association

College of Allied Health and Nursing (student council)

Student Occupational Therapy Association

Occupational Therapy Student Government

Phi Theta Epsilon

Public Health Student Association (PHSA)

American Physical Therapy Association

The Student Assembly of the American Physical Therapy Association

The Student Special Interest Group of the Florida Physical Therapy Association

College of Dental Medicine (student council)

Alpha Omega

Psi Omega

Student organizations—H. Wayne Huizenga School of Business and Entrepreneurship

Graduate Business Student Association

Student organizations—**Oceanographic Center**

Oceanographic Student Association

**Student organizations—Graduate School of
Humanities and Social Sciences**

SHSS Student Association

Student organizations—Shepard**Broad Law Center**

Association of Trial Lawyers
of America (ATLA)

Black Law Students Association (BLSA)

Broadly Speaking

Criminal Law Society

Florida Association for
Women Lawyers (FAWL)

Hispanic Law Students
Association (HLSA)

International Law
Students Association (ILSA)

*ILSA Journal of Comparative
and International Law*

Jewish Law Students Association (JLSA)

Lambda Law Society

Moot Court

National Association for
Public Interest Law (NAPIL)

Nova Law Review

NSU Cyberlaw Society

Phi Alpha Delta

Phi Delta Phi

Student Bar Association

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.

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

This *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. Adequate notice of anticipated changes will be given to the student, whenever possible. This *Student Handbook* supercedes 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, 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, status as a disabled veteran, or political beliefs 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 and loan programs, athletics, employment, and access to 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, status as a disabled veteran, or political beliefs 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 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 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 utilizing 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. 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

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)
- b. vandalism
- c. disruptive behavior/disorderly conduct
- d. physical assault and/or altercation
- 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. violations of housing regulations
- j. violations of university policies and procedures
- k. 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
- l. sexual misconduct

- m. stalking
 - n. unacceptable use of computing resources
 - o. impeding or obstructing NSU investigatory, administrative, or judicial proceedings
 - p. threats of or actual damage to property or physical harm to others
 - q. any activity that may be construed as hazing ("hazing" is defined as: any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university)
 - r. failure to pay tuition and fees in a timely manner
 - s. embezzlement or misuse of NSU and/or student organizational funds or monies
 - t. failure to comply with the directives of NSU officials
 - u. violation(s) of the terms or condition of a disciplinary sanction(s) imposed
 - v. engaging in, supporting, promoting, or sponsoring hazing or violating university rules governing hazing
 - w. violation of any law, rule, regulation, or ordinance of Broward County, state of Florida, federal, or similar jurisdictions
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. Additions or changes to the standards for student conduct will be posted on the center and/or Student Affairs Web site.

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 determined by the appropriate dean.

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:

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 her/his 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 her/his 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 he/she 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 persons 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.

Acceptable Use of Computing Resources

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, and local area networks 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 acceptable 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 NSU and others.

In addition to the policy contained herein, usage must be in accordance with applicable NSU policies and applicable state and federal laws. Among the more important laws include the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act of 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU copyright policy are available for review and examination in the Office of Academic Affairs.

Policy violations generally fall into five categories that involve the use of computing resources. This list is not intended to be exhaustive and includes, but is not limited to, the following violations:

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, or otherwise cause harm to the activities of others

4. to download, post, or install on the university computers, or to 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
- 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)
- propagating electronic chain mail, pyramid schemes, or sending forged or falsified email
- creating a false email address
- 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 or network
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using university resources for unauthorized access to computer systems or networks outside the university
- viewing, distributing, downloading, posting, or transporting child or any other 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 trademark 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 Assistant to the President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation with the university. In cases where a user violates any of the terms of this policy, the university may, in addition to the 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.

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 Acceptable Use of Computing Resources Policy, 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 Assistant to the President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation to the university. In addition to other remedies in cases where a user violates any of the terms of this agreement, the university may temporarily or permanently deny access to any of NSU's 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:

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: *NSU Employee Handbook*

Access to NSU Online Systems

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 (ISP).

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, publishes on an annual basis the Campus Security Report, 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.

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.

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.

Consensual Relations Between Faculty Members and Students

NSU promotes an environment where students are free from sexual harassment and or discrimination on the basis of their sex/gender in order to foster the spirit of Title VII, Title VI and Title IX. 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. These relationships may lack the element of consent since the faculty member is perceived to possess supervisory authority over the student during the entire course of their enrollment. Therefore, romantic or sexual relationships between a faculty member who possesses supervisory authority over a student or perceived supervisory authority are prohibited (see center specific policies and procedures for any additional information).

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 his/her disability and a request for a reasonable accommodation. The student has the responsibility to provide Nova Southeastern University with proper documentation of his/her disability from a qualified physician or clinician who diagnoses his/her 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 Office of the Dean of Student Affairs at (954) 262-7280.

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.

University 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 associate dean of Student Affairs—to discuss his or her needs. Requests for accommodation must be made in writing to the associate dean of Student Affairs 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 dean of student affairs, associate 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.

University Facility and Grounds Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the 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, sex, national origin, disability, age, ancestry, marital status, sexual orientation, pregnancy, unfavorable discharge from the military, status as a disabled veteran 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, she or he should contact her/his appropriate academic center representative or the Office of the 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

Student Counseling Service (Counseling services are available to all but CPS students. CPS students should consult the CPS specific policies and procedures section of the handbook.) For an appointment, contact the Office of Recreation and Wellness at (954) 262-7301.

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 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 impris-

onment 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 his or her 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 Zero Tolerance Policy

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.

False Information

Providing false or misleading information to a university official or to a local, state, or national agency or official may be 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 Assistant to the 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 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; and knowingly receiving or delivering a letter, package, or parcel or electronic or telephonic communication related to illegal gambling. 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 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.

The university shall provide detailed information concerning the risks associated with meningitis and hepatitis B and the availability, effectiveness, and known contraindications of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission.

Any students residing in on-campus housing at NSU shall provide documentation of vaccinations against meningococcal meningitis and hepatitis B unless the individual, 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 for each of these vaccines provided by the institution, acknowledging receipt and review of the information provided.

- 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 his/her 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.
- 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 those around him/her.

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 Center for Disease Control and/or Broward Health Department for recommendations of appropriate action consistent with state law.

Immunization Requirements

Health Profession Division (HPD) students: See Center Specific Policies.

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

1. Meningococcal meningitis
2. Hepatitis B
3. Measles (rubeola), you must show proof of **two** of the following:
 - immunization with two doses of measles vaccine 0, 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
6. One dose of rubella (German measles) is required.

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, you must show proof of coverage to the Office of Recreation and Wellness.

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 Office of Recreation and Wellness at (954) 262-7301.

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 NSU public safety at (954) 262-8981.

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

Student housing for on-campus residents

- 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.
- Each student should provide his or her own flashlight and radio, 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 persons 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

WIOD AM 610
WINZ AM 940
WFTL AM 1400
WHYI FM 100.7
WBGG FM 105.9
WRMA FM 106.7

Television Stations

WFOR Channel 4
WTVJ Channel 6
WSVN Channel 7
WPLG Channel 10
WLTV Channel 23
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) 262-8981.

Identification Cards

The NSU Card is the official Nova Southeastern University identification card. All students and faculty and staff members affiliated with the university are required to carry the NSU Card at all times while on campus and to present their identification card when requested by authorized university personnel. The NSU Card features a digitized photo, digitized signature, SmartChip, and magnetic stripe. It is up to you to decide how you want to use your card.

The NSU Card is Nova Southeastern University's single-card program that combines a multitude of features including the following:

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

This high-tech card has an 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 new library.

The NSU Card Office is located in the Horvitz Administration Building, and the HPD Card Office located in the Terry Building, room 1134. Please visit our Web site, www.nova.edu/cwis/bsv/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.

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 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, at times of extreme concern for a student's welfare, notify parent(s)/legal guardian(s) of a student under 21 years of age in writing and/or by phone when alcohol or drug violations of university policy occur.

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.

Pets

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

Privacy of Records

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) places certain limitations on the disclosure of personally identifiable information maintained by the university with respect to students and limits access to educational records, including the right to access, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures, and the right to place a statement in such educational records explaining any information 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 and former students upon written request to the Office of the University Registrar. However, the registrar will not release transcripts of students' academic records 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, and (d) degree and awards received. Requests for such information must be submitted in writing to the university. The university reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing 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 U.S. Department of Education.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian. 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 of 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 respecting admission or employment for which the student has waived his or her right of access
- records connected with an application to attend the university or component unit of the university if that application was denied
- those records that are excluded from the 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.

Publicity and Posting Policy

All public notices or publicity material posted on campus property must be sponsored by a recognized student organization or university department, or otherwise be approved in advance by the Office of the Dean of Student Affairs and/or specific individual academic centers (see Center Specific Policies and Procedures).

- Posting of flyers on campus, with the exception of the residence halls, is done so by the Office of the Dean of Student Affairs.
- Flyers, not to exceed five, may be dropped off at the Office of the Dean of Student Affairs between 8:30 a.m. and 5:00 p.m., Monday through Friday.
- For flyer distribution in residence halls, call the director of residential life at (954) 262-7052.
- Academic centers, colleges, and schools may have their own specific posting policies that are not governed by the Office of the Dean of Student Affairs. See center, college, or school specific policies and procedures.

For more information on posting materials on campus, contact the Office of the Dean of Student Affairs at (954) 262-7280.

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 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 victim: (i) not report crimes committed against him/her to civil and criminal authorities or to the campus public safety and disciplinary official; or (ii) report crimes as lesser offenses than the victim perceives 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 contributorily 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 in violation of the spirit of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Title VII of the Civil Rights Act of 1964. Sexual harassment undermines the integrity of the academic environment, debilitates morale, and interferes with the effectiveness of students.

Sexual harassment includes, but is not limited to, the following behavior and or conduct:

1. unwelcome or unwanted sexual favors: 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 pressure or requests for any type of sexual favor, accompanied by an implied or stated promise or preferential treatment or negative consequences concerning one's enrollment 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 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 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 manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal noncoercive interaction that is acceptable to both parties is not considered to be sexual harassment.

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

- submission to such conduct appears to be a term or condition of enrollment, attendance, or participation in a class
- submission to or rejection of such conduct affects academic decisions
- 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 and can include
 - unwelcome physical contact including, but not limited to, patting, pinching, or touching
 - 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, the Office of the Dean of Student Affairs, or the director of human resources.

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

Smoking Policy

Nova Southeastern University has adopted a "no smoking" policy in accordance with the Florida Clean Indoor Air Act, and evidence indicates that passive smoking, i.e., involuntary inhalation of pollutants in the air produced by the smoking of others, is potentially harmful to non-smokers captured in the closed environments of buildings.

The purpose of the Smoking Policy is to

1. protect from unwanted smoke any member of the NSU campus community or visitor who seeks to study, work, socialize, or attend campus sponsored events
2. protect life and property where smoking would present a safety and/or fire hazard

To "smoke" and "smoking" means creating smoke by lighting a cigarette, cigar, pipe, or other smoking product; it also means puffing on, carrying, or holding a lighted cigarette, cigar, pipe, or other tobacco product.

Accordingly it is determined that there is no smoking in any Nova Southeastern University classroom, administrative facility, or residence hall. Although smoking is permitted outside buildings, smoking should be done far away from public entrances and exits so that those entering, leaving, and occupying the building will not be exposed to second-hand smoke. Smoking on balconies and stairwells is prohibited.

Solicitation 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.

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 prohibits sex discrimination in schools, whether in academics or athletics. In furtherance of Title IX, Nova Southeastern University has adopted a policy that complies with all regulations set forth therein. 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.

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/bsu/travel.html

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

All student use of university vehicles must be appropriately authorized. Student drivers must have completed the defensive driving course sponsored by public safety and have been approved to drive by university risk management. In addition, students are expected to adhere to the code of conduct, university policies and procedures, and all state and federal laws while operating a university vehicle.

Vandalism

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.

Web Pages—Use of Material

You should assume that materials you find on the Web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your Web 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 2002 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 2002 (your name). All rights reserved.
- Organization Web pages (examples):
Copyright 2002 *Cornell Law Review*. All Rights Reserved.
Copyright 2002 Nova Southeastern University. All Rights Reserved.
Copyright 2002 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*

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

More than 74,000 men and women, residing in all 50 states and in 53 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.

Assistantships

A limited number of graduate assistantships are available within Residential Life and Housing, Career Services, Student Activities and Leadership Development, Student Development and Special Events, and the Student Union. Graduate assistantships provide on-campus housing, a monthly stipend (\$500), meal plan/declining balance, and tuition waiver (maximum \$8,000 per year) in exchange for working within one of the student affairs departments. 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 Conflict Analysis and Resolution Program with a specialization in College Student Personnel Administration.)

ATM

There are three ATM machines on Nova Southeastern University's main campus. They are located in the Rosenthal Student Center, the Terry Building of the Health Professions Division, and the Library, Research, and Information Technology Center.

Rosenthal Student Center

Union Planters Bank Customers: If you are a Union Planters Bank cardholder, the use of the ATM machine is a free service to you.

Union Planters Bank Noncustomers: If you are not a Union Planters Bank cardholder, Union Planters Bank, the owner of this ATM, may charge a \$2 fee for withdrawing cash. This fee is added to the amount of your withdrawal and is in addition to any fees that may be charged by your financial institution.

Health Professions Division

Heartland Cash Network, LLC, charges a terminal usage fee of \$1 for a cash withdrawal by a U.S. customer using an access card not issued by the owner of this terminal. This charge, which will be added to the withdrawal amount, is in addition to any fees that may be assessed by your financial institution.

Library, Research, and Information Technology Center

Heartland Cash Network, LLC, charges a terminal usage fee of \$2 for a cash withdrawal by a U.S. customer using an access card not issued by the owner of this terminal. This charge, which will be added to the withdrawal amount, is in addition to any fees that may be assessed by your financial institution.

Bookstore

The NSU Bookstore is located in the Rosenthal Student Center. The bookstore is open Monday–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 also special order any book in print at no additional cost.

Students at off-campus locations may order textbooks via the Web, by phone, or by 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
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-4750 or 800-509-BOOK
Fax: (954) 262-4753
Web site: www.nsubooks.bkstore.com

Refund Policy—Textbooks

- A full refund will be given during the first week of class with a receipt.
- After the first week, a full refund will be given up to 30 days after start of classes with a receipt if
 - within two days of purchase
 - with proof of schedule change
- All other textbook refunds within the first 30 days will be honored at 75 percent of the purchase price, with a receipt
- Textbooks must be in original condition
- Refunds for summer and special course sessions will be accepted for **one week only** after the start of class

Refund Policy—Non-Textbooks

All merchandise, other than textbooks, may be refunded anytime with a valid receipt. Without a receipt, a merchandise credit will be issued at the current selling price. Refunds will be given in original form of payment.

Software must be unopened for exchange or refund.

Buyback Policy

The NSU Bookstore is happy to buy your used books back every day.

- The best time to sell your used books is during finals week.
- The bookstore will pay you 50 percent of the amount you paid if it was requested by your professors for required use next term and the bookstore is not overstocked.

- If the book does not meet these criteria, the prices the bookstore pays is 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 the bookstore cannot 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 greet the buses in front of university buildings.

Career Services

Career Services 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 Services 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 Services at (954) 262-7201.

Community Service

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) 262-7100
- 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

- Office of Volunteerism/Community Service, (954) 262-7297
- 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
- Ralph J. Baudhuin Preschool, (954) 262-7100
- University School, (954) 262-4400–Davie
- VOICES Family Outreach, (954) 262-3060
- Women's Resource Institute, (954) 262-8451

Computing Facilities/Campus and Student Educational Centers

The Office of Information Technologies' Technology Facilities unit maintains 47 MicroLabs: 32 on campus and 15 located among the Student Educational Centers and sites in Miami, West Palm Beach, Orlando, Tampa, and Jacksonville, Florida; Las Vegas, Nevada; and Kingston, Jamaica. 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 p.m. to 5:00 p.m. at the 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 microweb.nova.edu.

Dining Services

Welcome to NSU Dining Services, the official food service provider for Nova Southeastern University.

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 more than five 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

- **Rosenthal Residential Restaurant**

The Rosenthal Residential Restaurant is located in the Rosenthal Student Center on the main campus. This food court features Sbarro's Italian Eatery, buffet salad bar, home-style entrees, full service grill, Coca-Cola fountain beverage, and delicious desserts.

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

- **Connections Cafe**

"Not your average cup of Joe." This mantra could not be truer when referring to Java City coffee. The Connections Cafe distinguishes itself with a combination of great coffee, specialty and espresso drinks, gourmet pastries and desserts, and specialty sandwiches and salads. The cafe, located on the first floor in the NE corner of the NSU Library, Research, and Information Technology Center, is a lively, warm, and friendly gathering place for a diverse crowd of coffee drinkers. The Connections Cafe does not just sell coffee; it offers the "coffee experience."

Service hours during fall and spring semesters are Monday to Thursday, 7:30 a.m. to 9:00 p.m.; Fridays, 7:30 a.m. to 4:00 p.m.; Saturdays and Sundays, noon to 5:00 p.m. Summer hours vary.

- **Supreme Court Cafe**

A coffee kiosk located in the atrium lobby of the Shepard Broad Law Center features Starbucks coffees, fresh baked pastries, and desserts.

Service hours during fall and spring semesters are Monday to Thursday, 8:00 a.m. to 7:30 p.m.; Fridays, 8:00 a.m. to 2:00 p.m.; and closed Saturday and Sunday. Summer hours vary.

- **Health Professions Division (HPD) Cafe**

Located on the first floor in the Morton Terry Building, the HPD Cafe features comfortable indoor and outdoor seating. Menu selections include The Home Zone (featuring home style entrees), Salad Garden, Grille Works, Bene Pizza and Pasta, Montague's Deli, Tummy Yummy specialty desserts, Grab n' Go salads and sandwiches, and much more.

Service hours during fall and spring semesters are Monday to Friday, 7:00 a.m. to 3:00 p.m.; the HPD Cafe is closed Saturday and Sunday. Summer hours vary.

- **HPD Coffee Kiosk**

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

Service hours during fall and spring semester are Monday to Thursdays, 7:30 a.m. to 3:00 p.m.; Fridays, 7:30 a.m. to 2:00 p.m.; it is closed Saturday and Sunday. Summer hours vary.

- **Eastside Cafe**

Located on the third floor of the tower building at the east campus site, the Eastside Cafe features Starbucks coffee, pastries, desserts, soup, hot and cold sandwiches, and packaged salads.

Service hours during regular semesters are Monday to Friday, 8:00 a.m. to 3:00 p.m. and 5:00 p.m. to 8:00 p.m.; Saturdays, 7:30 a.m. to 2:00 p.m.; and closed on Sundays. Summer hours vary.

H. Wayne Huizenga School of Business and Entrepreneurship Food Court (Coming fall 2003)

- **Freshens Smoothies** is the largest custom blended smoothie concept in the country and the fastest growing. All smoothies contain real whole fruit, are vitamin-fortified, and custom-blended in less than one minute. They are great tasting, kosher certified, and available in 24 unique recipes.
- **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 diverse menu ranging from gourmet, to-go coffee and specialty coffee drinks to baked goods, salads, made-to-order sandwiches, and decadent desserts.
- **Bene Pizzeria**—Experience the great Italian classics.... Bene (pronounced BEN ay), which means good, is pasta made to please. Try your favorites prepared with authentic ingredients. We feature Old World pizza, flavor-filled calzones, flatbreads, zesty Mediterranean casseroles, baked pasta entrees, and more.

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

Meal Plans

Declining balance accounts are geared specifically to make your life simpler. A magnetic strip on the back of 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 Horvitz Administration Building and the HPD Card Office, which is located in the Terry Building, room 1134.

Electronic Mail Communications

NSU provides students and faculty and staff members with one official 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@nova.edu*

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

Health Care 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

A primary care facility with state-of-the-art, full-service, radiologic-diagnostic capabilities. Contained at the health care center are family medicine, pediatrics, x-ray, occupational therapy, pharmacy, physical therapy, physical medicine and rehabilitation, 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 member of his or her family needs care, he or she 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.

Intercollegiate Athletics

Athletic competition, which teaches discipline, cooperation, and persistence, is an important part of an NSU education. The athletics program at NSU has NCAA Division II status as part of the Sunshine State Conference and consists of the following sports:

- Men: baseball, basketball, cross-country, golf, and soccer
- Women: basketball, crew, cross-country, golf, soccer, softball, tennis, and volleyball

For further information, please contact athletics at (954) 262-8250.

Libraries

The Library, Research, and Information Technology Center, which forges a joint-use partnership with the Broward County Board of Commissioners, opened on December 8, 2001. This library has five levels, 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, jour-

nals, and periodicals), 1.2 million microform units, and a centralized circulation area. A multistory parking garage containing approximately 1,525 spaces is near the library.

The university library system is composed of the new joint-use 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 19 academic libraries throughout the world to provide library support for NSU programs offered in specific geographical areas. The catalogs of all libraries are accessible to local and distance education students and faculty members, wherever they may be located, via computers using the Electronic Library. Overall, the university's libraries house approximately 410,000 volumes and 1,300,000 microform units. Online and CD-ROM 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.

Off-Campus Housing

The Off-Campus Housing Office is located on the first floor of the Goodwin Residence Hall in Room #110. This office provides students with rental information, roommate matching, renting and purchasing furniture, rental discounts, and anything to do with off-campus housing. This office will try to make your off-campus housing search fun, free, and a pleasant experience. For additional information please feel free to call (954) 262-6468 or visit us on the Web at www.och101.com/nova

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 INS, 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/liss.

Pay-for-Print

NSU provides students with laser printing capabilities in the libraries, computer laboratories, and student educational centers. NSU Card release stations, located adjacent to each of the university printers located in the public and student areas, will control the process. Each registered NSU full-time and part-time student will receive a credit for 500 print-copies per year (July 1 through June 30) on their NSU Card. Once the credit allocation has been used, the student will incur a fee of 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 will feed directly from the NSU Banner Administrative system. The public will not receive any print or copy credits. Cash stations will be available for the public to post cash to their access cards.

Public Safety

The Public Safety Department provides protection and service for all students 24 hours a day. Students can reach the office at (954) 262-8981, Monday through Friday, 8:00 a.m. to 5:00 p.m., and after hours and on weekends at (954) 262-8999 (dial last four digits if on campus). Public safety should be called to report all emergencies, crimes, or suspicious persons or 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 to locked buildings or offices. The NOVALERT emergency number is (954) 262-8999 (extension 8999 from on-campus phones).

Blue Light Telephones:

Blue light telephones designate a public safety emergency telephone. There are a number of these push-button communications throughout the campus. These blue light phones allow you immediate communication with a public safety officer. If you have a concern or questions, please go to a blue light phone and push the button on the face of the unit. Public Safety will respond immediately. Your communication need not be an emergency.

Recreation and Wellness

The Office of Recreation and Wellness provides formal and informal recreation and wellness programs to the students, faculty members, and staff members of NSU. A comprehensive recreation program provides intramural sports, outdoor adventures, special events, aerobic and fitness programs, recreation instruction, martial arts, and much more. Offerings currently include volleyball, football, basketball, soccer, softball, golf, tennis, horseback riding, scuba diving, kayaking, snorkeling, deep-sea fishing, swimming instruction, golf classes, tennis instruction, martial arts, step aerobic classes, aerobox/kickbox classes, body sculpting, and yoga classes. The wellness programs promote well-balanced healthy lifestyle choices for the NSU community. Programs and services offered include

- a health information resource center
- student health insurance
- campus-wide health promotion programs
- a monthly newsletter
- speaker series
- awareness program
- support groups

The Recreation and Wellness Department is housed in the university recreational sports complex known as the RecPlex. This facility boasts two tennis courts, three basketball courts, a 2,600-square-foot swimming pool, covered patio area, cardiovascular exercise equipment, and men's and women's locker/shower rooms. The facility is open approximately 100 hours each week and is available to all NSU faculty members, students, and staff members who have a valid NSU ID card. For further information, please contact the Office of Recreation and Wellness at (954) 262-7301.

Registrar

(See Student Financial Services and Registration section.)

Residential Life and Housing

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

The Leo Goodwin Sr. Residence Hall was opened in the 1992–1993 academic year. This beautiful, state-of-the-art residence hall facility can house 296 students. The Leo Goodwin Sr. Residence Hall is the primary 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, large TV lounge, and the Office of Residential Life and Housing.

Nova Southeastern University requires all Professional and Liberal Studies (day) undergraduate students with 0–48 credit hours to live on campus in Leo Goodwin Sr. Residence Hall 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 tri-county 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.

Founders Hall

Founders Hall currently houses between 40 and 50 undergraduate residents each. This building has recently undergone major renovations, which included new doors, tile, paint, kitchens, and appliances. Founders Hall is designated for undergraduate juniors and seniors only. Each apartment is furnished and features one or two bedrooms, a kitchen with a full refrigerator and stove, a private bathroom, and a living room.

Farquhar and Vettel Hall

These two residence hall facilities currently house between 40 and 50 graduate residents each. The oldest of NSU's residence halls, each building has recently undergone major renovations, which included new doors, tile, paint, kitchens, and appliances. Farquhar and Vettel Hall houses graduate students only. Each apartment is furnished and features one or two bedrooms, a 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 houses approximately 130 graduate students. Its unique balcony structure makes it a popular choice for returning graduate students. Each apartment is furnished and features one or two bedrooms, kitchen with full refrigerator and stove, private bathroom, and a living room.

For further information, please contact the Office of Residential Life and Housing at (954) 262-7052 or visit the Web site at www.nova.edu/cwis/studentaffairs/reslife

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 off-campus housing coordinator in the Office of Residential Life and Housing at (954) 262-6468 or visit the off-campus housing Web site at www.nova.edu/cwis/studentaffairs/reslife/offcampus.

Student Counseling Services

Free and confidential student counseling services are available for all Nova Southeastern University students with the exception of those in the Center for Psychological Studies. Students seek counseling for a variety of reasons including stress, test anxiety, study skills, time management, relationship difficulties, substance abuse, and adjusting to school. Weekly counseling sessions are available. Evening sessions are also available. To schedule an appointment for student counseling, call (954) 262-7050.

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, required/missing documents), transcript and grades, billing and payment information, and information regarding obligations as well as 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 centers, colleges, and schools, 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, loan deferment and enrollment verification requests, international student counseling, and general university information. For further information, please access the Registrar's Web site at www.nova.edu/cwis/registrar or call 800-806-3680.

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 Nova Southeastern University (NSU). 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. Payment may be made by cash, check, and 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 Discover, 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.

Direct deposit is the fastest way to receive refunds. In order to be eligible for this service, students must complete the direct deposit authorization form. The authorization form appears on the student's monthly statement or may be printed from the NSU bursar's Web site at www.nova.edu/cwis/bursar under loan disbursing and mailed or faxed to the bursar's office with a voided check (required). The student's direct deposit authorization will remain in effect until canceled in writing and received by the bursar's office. Students should notify the bursar's office if they move or change banks. For further information, contact the bursar's office at 800-806-3680.

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 financial aid history.

The Office of Student Financial Assistance staff is available to assist students in the completion of the FAFSA, and answering 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 and 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 profit and nonprofit organizations.

Questions concerning the student employment programs should be directed to the assistant manager 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 located 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/registrar/veterans. See the Veterans Affairs listing in this handbook.

One-Stop Shop

The One-Stop Shop incorporates staff from the Office of Student Financial Assistance, the Office of the University Bursar, and the Office of the University Registrar. The staff is cross-trained to answer students' inquiries and provides information regarding all three areas. Other services include providing official and unofficial 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.

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 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.

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. An 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.

Credit for Prior Training (CPT)

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

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

Wireless Networking—NSU WINGS

NSU's wireless networking project, NSU WINGS, provides mobile network access for the students of the university. OIT Network Operations completed the original scope of the project in the fall of 2002 and is currently expanding coverage to include all student educational centers. Further information and instructions to register a student laptop on NSU WINGS is available at 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

Student Activities Fee	\$125
Lab Fee (only for Osteopathic Medicine, Dental Medicine, and Medical Sciences students)	\$100
Equipment/Lab Fee (only for Optometry students)	\$25*
Student Fee (only for Osteopathic Medicine students)	\$35
Technology Fee	**
Graduation Fee (Seniors only)	\$225
Graduation Fee (Postgraduate Dental Students)	\$100
Graduation Fee (B.S./Vision Science)	\$40
Late Payment Fee	\$50
I.D. Replacement	\$20
Diploma Replacement	\$35
Official Transcripts	\$5

* Per student, per term for fall and winter

** University fee to be announced; not to exceed \$100, when implemented.

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, American Express, College Card, or Discover. 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 two 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

The university registrar shall notify those students an administrative withdrawal has been posted for their classes and they shall not receive any academic credit for the course work 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
Eight, 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, meals, housing, 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, and private/alternative loans, as well as 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, 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:

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

Sunday, closed

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

Short-Term Emergency Loans

The Office of Student Financial Assistance 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 by check or 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 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.

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.

Students may apply for a leave of absence. The leave of absence is a temporary interruption in the student's education rather than a withdrawal from the school. The student who is on an approved leave of absence retains in-school status for purposes of Title IV funds. Generally, there is only one leave of absence given to a student within a 12-month period. However, more than one leave of absence may be granted for limited, well-documented cases due to unforeseen circumstances. Upon the student's return from the leave of absence, the student must be permitted to continue his/her education where he/she left off. If the student does not return from an approved leave of absence, the student's withdrawal date will be the date he/she begins the leave of absence.

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 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 of the Health Professions Division Laboratory/Library Building, 3200 South University Drive. It contains card and computerized catalogs of holdings; more than 50,000 book titles; more than 1,500 active journals; more than 1,500 audiotapes, videocassettes, slide sets, and CD-ROMs; and a current file of pamphlets and news clippings. Twenty-four group study rooms are equipped with videotape players and monitors, and slide projectors are available for viewing slides. Seven coin- and card-operated duplicating machines are available for library patrons. The library maintains an Internet Web site, which allows access to several health-related and other electronic databases, many of them full-text, including MEDLINE and MDConsult. Membership in the National Library of Medicine and various consortia provides for cooperative lending relationships, which affords HPD students and faculty members access to international library holdings. Students have checkout privileges at the other NSU libraries. Professional reference assistance is available during most operating hours.

The hours of service are

Monday–Thursday, 7:30 a.m.–midnight;

Friday, 7:30 a.m.–11:00 p.m.;

Saturday–Sunday, 10:00 a.m.–10:00 p.m.

Holiday, vacation, and extended hours during examination times will be posted.

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

See Libraries section of the *Student Handbook* for information about the NSU 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. Students 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, O.T.D. occupational therapy, and master of medical science students do not have mailboxes.

Microcomputer Laboratories

The Health Professions Division maintains two separate Microcomputer Laboratories (MicroLabs). 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 95, Microsoft Office (Word, Power Point, Excel, and Access), and WordPerfect. The second MicroLab 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) via Netscape. Computer-assisted instruction programs are also available. The HPD laboratories operate under the auspices of the university Office of Information Technologies User Services.

Microcomputer Laboratory hours:

Monday–Thursday, 7:30 a.m.–midnight

Friday, 7:30 a.m.–11:00 p.m.

Saturday–Sunday, 10:00 a.m.–10:00 p.m.

Student Lounge

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, and video games are provided for student use.

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, 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.

Failure to consider this 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.

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 ten 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 your 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.

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 begin at 10 minutes after the hour. Any student not seated in his or her assigned seat by the time class begins will be marked absent. Classes finish on the hour. If the student arrives within 20 minutes after the start of class, the absence will be reduced to a 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.

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 on weeks prior to the holiday.

Core Performance Standards for Admission and Progress

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

Regarding 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.

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 cardio-pulmonary 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 weight 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 utilization of their intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to the diagnosis and care of patients; and the development of mature, sensitive, and effective 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 utilize 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. In addition to the above attire, students must wear their white clinical jacket.
4. Identification badges will be issued at the Division Badge Room and must be worn at all times when the student is on campus or clinical rotation.

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, thongs, or sneakers
- 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 mid-terms and examination periods.

Educational Records

Record of Request for Disclosure

The university will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information.

Correction of Education Records

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

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

If the university decides the challenged information is inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

Food in the Lecture Halls

Food, beverages, and tobacco are not permitted in the lecture halls, laboratories, or university clinics. No smoking is permitted inside any division building.

Identification Badges

Students must wear identification badges at all times while on campus. I.D. badges are not transferable. I.D. badges are issued at the Division Badge Room. These badges are given to the student 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

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.

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. Absolutely no photographs may be taken in the anatomy laboratories. Students wishing to tape-record lectures must obtain permission from the instructor.

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 Health Examinations

A complete physical examination, comprehensive dental examination, and a comprehensive eye examination, consistent with the standard university form, are required of students.

Students may have these done by their personal physician, their personal eye doctor (optometrist or ophthalmologist), or their personal dentist before matriculation. Forms will be distributed by the Division Office of Admissions and Student Affairs to each matriculant as part of the admissions package.

Students may request that the University Health Service do 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.

Reports of the three examinations (whether done privately or by the university) will be filed in the student's file.

Student Insurance Requirement

It is required that each Health Professions Division student carry adequate personal medical and hospital insurance. It is strongly suggested that students and their families avail themselves of the insurance plan obtainable through the university. Students who choose another policy will be required to show proof of adequate continuing medical coverage for the mandatory insurance. Those with lapsed or inadequate insurance will be held financially responsible for obligations incurred before graduation.

Student Mail Boxes

The Division Office of Student Affairs will assign mailboxes at the beginning of each academic year. Students are requested to receive their personal mail at home. Student mailboxes are provided only for campus correspondence. They are located in the student lounge in the Library/Laboratory Building.

Please note that all university correspondence will be deposited in these mailboxes. They should be checked every day.

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.

Weapons

The possession, storage, or use of firearms or other weapons, ammunition, fireworks, explosives, air pistols, rifles, or knives is strictly prohibited on university property. Such action can be considered cause for disciplinary action including, but not limited to, immediate expulsion.

**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

Patrick Hardigan, B.S., M.B.A., Ph.D.

Associate Dean, College of Allied Health and Nursing
Room 1204/Ext. 1204

Jodie Berman, B.A.

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

Department Chairs

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

Chair, Audiology Department
Room 1210/Ext. 7717

Guy Nehrenz, Ed.D., M.A., R.R.T.

Chair, Health Science Department
Room 1208/Ext. 1213

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

Chair, Nursing Department
Room 1520/Ext. 1980

Carol Reed, Ed.D., OTR/L, F.A.O.T.A.

Assistant Dean, College of Allied Health and Nursing
Chair, Occupational Therapy Department
Room 1242/Ext. 1243

Cheryl Hill, M.S., PT, Ph.D.

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

William Marquardt, M.A., PA-C

Chair, Physician Assistant Department
Room 1252/Ext. 1252

Program Directors

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

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

Stephen Cohen, M.S., M.P.A.S., PA-C

Assistant Dean, College of Allied Health and Nursing
Director, Master of Medical Science Program
Room 1290/Ext. 1290

Ferol Menks Ludwig, Ph.D., OTR, F.A.O.T.A., GCG

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

Leah Nof, Ph.D., PT

Director, Physical Therapy Doctor of Philosophy Program
Room 1276/Ext. 1276

Mary Blackinton, PT, Ed.D.

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

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. Adequate notice of anticipated changes will be given to the student, whenever possible. This *Student Handbook* supercedes 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, Specific Policies and Procedures section for Nondiscrimination Statement, Grievance Procedure for Nonacademic Disputes, Disabilities, and Academic Accommodation Appellate Committee Guidelines.

Harassment

See Nova Southeastern University, Specific Policies and Procedures section for Nondiscrimination Statement, 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

Students are not awarded their degree upon the completion of any prescribed number of courses or upon passing a prescribed number of examinations. Degrees are awarded when the faculty believes the student has attained sufficient maturity of thought and proficiency and has maintained a high standard of professionalism. If a student fails to graduate, he or she does not fail in any one subject but is judged by the faculty to be unqualified for the practice of the health profession as a whole.

In order to be eligible for a degree from the College of Allied Health and Nursing, all students shall

1. successfully complete all academic courses and requirements for the degree
2. have satisfactorily completed the program of study required for the degree with a minimum grade point average as established by the individual degree programs
3. have satisfactorily discharged all financial and library obligations
4. attend in person the rehearsal and commencement program at which time the degree is conferred (This is not required for the Master of Medical Science, Transitional Doctor in Physical Therapy, Ph.D. in Physical Therapy, Bachelor of Health Science, or Doctor of Health Science Programs.)

In addition to the above minimum requirements, each program has specific graduation requirements.

Bachelor of Science in Nursing:

- Have satisfactorily completed the program of study required for the degree with a minimum cumulative grade point average of 2.5
- Satisfactorily complete coursework within individual courses required for the degree with a minimum cumulative grade of 75 percent
- Successfully complete all didactic and practicum work
- Receive a recommendation by the Nursing Department chair to the dean of the College of Allied Health and Nursing

Bachelor of Health Science:

- 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
- Receive recommendation by B.H.Sc. program director to the dean of the College of Allied Health and Nursing

Bachelor of Science in Physician Assistant Studies/Master of Medical Science:

- 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 Medical Science:

- Satisfactorily complete the program of 36 semester hours of study required for the degree with a minimum cumulative grade point average of 80 percent
- Successfully complete the M.M.S. internship and practicum
- Receive a recommendation by the M.M.S. program director to the dean of the College of Allied Health and Nursing
- Be of good moral character

Master of Occupational Therapy:

- Satisfactorily complete the program of 116 semester hours of study required for the degree with a minimum grade of 70 percent in each course

Master 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 NSU, 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
- Successfully complete all program requirements for the degree within five years from the first date of class

Doctor of Audiology:

- Satisfactorily complete didactic and clinical coursework required for the degree

Doctor of Health Science:

- Satisfactorily complete the program with 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
- Receive a recommendation from the D.H.Sc. program director to the chair of the Department of Health Science and to the dean of the College of Allied Health and Nursing
- Be of good moral character

Doctor of Occupational Therapy:

- Satisfactorily complete the program of study required for the degree with a minimum cumulative grade of 80 percent

Doctor of Philosophy, Occupational Therapy:

- Successfully complete a qualifying examination
- Successfully complete the clinical and academic residencies
- Complete the program of study with a minimum cumulative grade of 80 percent
- Successfully defend the dissertation before a dissertation committee
- Have verification of publication or presentation of dissertation results in a professionally recognized venue, and present results at a doctoral colloquium
- Present dissertation research and findings at pregraduation symposium
- Provide four copies of dissertation, two copies suitable for permanent binding
- Submit dissertation abstract to the University of Michigan's Dissertation Abstracts International

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 University of Michigan's Dissertation Abstracts International
- Provide four copies of dissertation
- Satisfactorily complete all program requirements for the degree within seven years from the first date of classes

Transition 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: 54 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 consider 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 first category are unexcused absences. The administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.

Unexcused absence or absences may result in 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 judgement 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*; *Fieldwork, Externship Manual*; or *Clinical Education 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. 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.

Computers

Students will have access to computers on campus throughout the week and weekend.

In order to maintain communication with the department or program outside of the campus, all students are required to have a computer with the following recommended minimum specifications:

- Pentium—400 MHz minimum processor
- 64 MB RAM
- Video capable of 800 x 600 screen display or better
- CD-ROM capability
- Full duplex sound card and speakers
- 56.6 baud modem
- Internet connection with private Internet service provider (ISP) for access from home to the Internet—Suggested option: DSL or cable Internet connection
- Windows 95/98/2000/ME/XP or NT
- Microsoft Office 97 with PowerPoint, Word, and Excel minimum
- Surge suppressor electrical outlet
- Suggested option: Zip Drive
- Suggested option: laptop computer with wireless Internet capability for use on campus

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/cwis/oit/helpdeskinfo.html

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. Information about our preferred service provider, Earthlink, can be obtained at www.nova.edu/cwis/student/earthlink.html. You may, however, 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/cwis/oit/helpdeskinfo.html

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 permission from the each individual course instructor. Verbal permission is acceptable.

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

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 submits a grade for each student to the office of the department chair or program director. Percentage grades are used except in certain designated courses or programs in which Pass (P) or Fail (F) or Alpha (letter) scale grading is employed.

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 notated on the transcript. When the student successfully repeats the course, an E will be notated 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 Withdrawal
- W Withdrawal
- WP Withdrawal Passing
- WF Withdrawal Failing

AU	Audit
P	Pass
PH	Pass with Honors
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 notated 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 notated 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. Any subsequent appeal is made to the dean within five business days. The decision of the dean is final. 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 mandatory 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 all assigned course and instructor evaluations. Students shall have two weeks from the end of the course or rotation to complete their assigned course and instructor evaluations. Students who fail to complete their assigned course and instructor evaluations shall fail the course.

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.

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, doctor of health science, and master of medical 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.

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.

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 notated 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 successfully complete any course upon repeating it 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 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 Terry Administration Building, classrooms, laboratories, and all areas involved in providing patient care.

Additionally, it is in force Monday through Friday from 8:00 a.m. until 5:00 p.m. in the library and in other areas not mentioned above. Those failing to comply may be dismissed from the classroom and/or 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 appropriate shoes
- **students must wear identification badges at all times while on campus**

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.

Classroom Behavior

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

Student Appeals

The student, when appealing departmental or programmatic administrative decisions (grade disputes excluded), may take the following steps: the student must make a written request, including the student's rationale for review and appeal, within five business days (holidays and weekends excluded) of the receipt of notification at each level of appeal. If the decision of the appeal is not satisfactory to the student, he or she may then proceed as follows:

- first appeal is made to the program director or department chair
- second appeal is made to department chair, if first appeal was made to program director
- third appeal is made to the dean (or designee)
- fourth appeal is made to the provost (or designee)
- fifth appeal is made to the chancellor (or designee)

The student will be notified of each appeal decision in a timely fashion. The decision of the chancellor is final with no further opportunity for appeal. Failure to submit a timely appeal will be considered a waiver of the student's appeal rights.

ACCREDITATION, NATIONAL EXAMINATIONS, AND LICENSURE

Audiology Department

The Audiology Department has achieved candidacy accreditation status from the Council on Academic Accreditation (CAA) of the American Speech-Language and Hearing Association (ASHA). Graduates will have completed the academic and clinical requirements necessary to be eligible to apply for a license as an audiologist in every state in the country, pursue board certification in audiology from the American Board of Audiology, and the Certificate of Clinical Competence from the ASHA.

Physician Assistant Program

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

Application for licensure in the state of Florida is obtained through the Department of Business and Professional Regulation in Tallahassee, Florida. 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 Nova Southeastern University Nursing Department has contacted the National League for Nursing Accreditation Commission (NLNAC) for assistance with an initial accreditation visit for spring 2004.

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.

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

The Physical Therapy Department was reaccredited in April 2002 for ten 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 Medical Science (M.M.S.), 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.

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.

Occupational Therapy Department

Occupational Therapy Student Government

This student organization is the official liaison between the HPD student government and the occupational therapy student activities.

Student Occupational Therapy Association

The Student Occupational Therapy Association is open to all students enrolled in the Occupational Therapy Department. It is affiliated with the National Student Association. 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 both first- and second-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, and the 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 supervisors will be referred to the CSP and may not earn clinical clock hours from those specific supervisors.

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 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 review. A request for review 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.

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.

Academic Advising

Each student is assigned an academic adviser 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 for 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 supervisor.

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 professional 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 supervisor(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.

Department of Audiology Academic Calendar 2003–2004

September 1, 2003	Labor Day, university closed
September 2–5, 2003	Fall orientation and registration
September 8, 2003	Fall semester classes begin
September 22–October 10, 2003 ...	Plans of Study (POS) Update
September 27, 2003	Rosh Hashanah, university closed
October 6, 2003	Yom Kippur, university closed
October 20–23, 2003	Schedule appointments for registration
November 4–8, 2003	Registration
November 27 and 28, 2003.....	Thanksgiving Holiday, university closed
December 12, 2003.....	Fall semester classes end
December 15–19, 2003.....	Examination week
December 24, 2003.....	Christmas Eve, university closed 1/2 day
December 25 and 26, 2003	Christmas Holiday, university closed
December 31, 2003.....	New Year's Eve, university closed 1/2 day
January 1, 2004	New Year's Day, university closed
January 5, 2004	Winter semester classes begin
January 19, 2004	Martin Luther King Day, university closed
March 30–April 4, 2004.....	AAA, Salt Lake City
April 5–9, 2004.....	Spring Break
April 12, 2004.....	Classes resume
April 23, 2004.....	Winter semester classes end
May 3, 2004	Summer semester classes begin
July 4, 2004	Independence Day, university closed
August 6, 2004.....	Summer semester classes end
August 29, 2004.....	CAH graduation
September 6, 2004.....	Labor Day, university closed
September 7–8, 2004.....	Orientation
September 9, 2004.....	Fall semester classes begin
September 16, 2004.....	Rosh Hashanah, university closed
September 25, 2004.....	Yom Kippur, university closed
November 25 and 26, 2004.....	Thanksgiving Holiday, university closed
December 17, 2004.....	Fall semester classes end
December 24, 2004.....	Christmas Eve, university closed 1/2 day
December 31, 2004.....	New Year's Eve, university closed 1/2 day
January 3, 2004	Winter semester classes begin

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 many of the curriculum's courses are offered only one time per year, a student may have to temporarily suspend his or her studies by withdrawing from the program 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. Some courses may be pass/fail. Students must maintain an average grade point average of 70.

- P Pass (70 percent or above)
- F Fail (Below 70 percent)
- I Incomplete

Grading for doctor of occupational therapy students (Ph.D. or O.T.D.) 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 Pass (80 percent or above in core courses)
- F Fail (Below 80 percent)
- I Incomplete

A student who receives a failing course grade in one OCT prefix didactic course may be given a comprehensive reexamination for that course. If this examination is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses including Fieldwork Level II. The maximum final grade a student can earn on any course after any remediation examination will be a 70 percent in the master's program and an 80 percent in the doctoral programs.

A student who has experienced two or more course failures while in the Occupational Therapy Department (including nonoccupational therapy courses) will be subject to dismissal from the program. Any course failed on first taking will be considered a course failure. Passing a course through reexamination does not negate the original failure for purposes of retention in the program. A student who is dismissed on the basis of inadequate academic performance may reapply to the program director for readmission at a later time. The student will be considered provided adequate evidence that the conditions and/or factors that caused the prior poor performance have changed significantly and provided there is reasonable expectation of satisfactory performance if permitted to resume studies.

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 adviser during each academic year. The goal of an academic adviser 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 Health Professions Division of Nova Southeastern University applies to all occupational therapy students. 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. If missed laboratories, assignments, or examinations are to be made up, they will be done at the direction and discretion of 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 days; and 50 percent will be refunded between the 15th and 20th calendar days. 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 days 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.

Fieldwork Experience

The second year of study in the master's program is devoted to advanced didactic coursework and clinical training called clinical rotations or Fieldwork Level I. The rotations (older adults, mental health, children and adolescents, and physical disabilities/work) plus all other coursework must be successfully completed before students can advance to their six months of internship or Fieldwork Level II. Students must comply with all policies and procedures of the clinical facility, Nova Southeastern University, and the American Occupational Therapy Association during the fieldwork experiences.

Once students have successfully completed their internships, they will be eligible to take the national certification examination administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT, 800 S. Frederick Ave., Suite 200, Gaithersburg, MD 20877). Final univer-

sity transcripts will be forwarded to NBCOT only after the university registrar has determined that the student has met all university requirements for graduation.

Fieldwork Dress Code

During all fieldwork experiences, students must comply with the Health Professions Division dress code policy unless the affiliating facility has different specific dress requirements.

Students inappropriately dressed or groomed may be required to leave the facility and this will be considered an unexcused absence. Repeated violations will be considered improper professional behavior and will result in disciplinary action including termination of the fieldwork experience.

Fieldwork Prerequisites and Requirements

Students will be permitted to participate in fieldwork rotations only after having successfully completed all corresponding didactic coursework. A student may fail no more than one fieldwork rotation. A repeated fieldwork failure either within the same course or another course will result in dismissal from the program. The stringency of this policy underscores the seriousness of this issue. Fieldwork experiences are an important matter where practitioner competency and professional behavior in a real clinical setting with genuine patients are required.

Fieldwork Level II cannot begin until all curriculum coursework has been successfully completed. Both internships must be successfully completed to be eligible for graduation. A student can earn no more than one failure for Fieldwork Level II experiences. A second failure will result in dismissal from the program. Students must complete all Level II work within a two-year time frame, starting from the date of completion of the formal coursework. As a prerequisite, the student must read a copy of the contractual agreement between the university and the affiliated facility, submit personal data sheets, and meet additional requirements as described in the course syllabi for fieldwork. Students are responsible for maintaining their own records. The fieldwork coordinator does not mail confidential records to facilities. Students are required to review materials (if available), call the facility, and verify current information one month prior to arrival.

The Nova Southeastern University College of Allied Health and Nursing *Student Handbook* dictates that students have health and accident insurance, AIDS education, and immunizations for fieldwork. Students may submit insurance card or may sign a statement indicating that they met their requirements. An affiliated facility may also require a student to pass a State of Florida Department of Health screening prior to rotation. Other requirements that 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 immunizations. If a student does not meet all requirements held by the affiliated facility prior to the first day of the scheduled placement, the student's placement will be cancelled, or if the placement has begun, the student will be asked to leave.

Assignment to Fieldwork Sites

Students should give proof of immunizations, physician's physical examination, medical insurance, evidence of successful completion of required CPR training and AIDS education, and background check to the academic fieldwork coordinator prior to the first Level I placement. Failure to submit the documents will result in cancellation or delay of the fieldwork placement. Students assume the responsibility for keeping the aforementioned records current through the last 18 months of the program.

1. Fieldwork Level I (Rotations)

Assignments to Fieldwork Level I experiences are made by the academic fieldwork coordinator in collaboration with the course instructor. The Level I experiences are part of the didactic courses to which they are linked. Factors that the faculty considers in making a placement include academic needs, previous fieldwork performances, learning style, and disciplinary warn-

ings and actions in the student's records. The academic fieldwork coordinator may request students to identify whether or not they are able to be placed out of the immediate area. Students who have a unique situation that warrants exemption from the scheduled fieldwork dates must petition the academic fieldwork coordinator and the course instructor during the first week of classes for the course. No petitions after this deadline will be considered unless for reasons of illness or death in the immediate family. All students must have access to a computer with a modem for electronic mailing purposes and must attend a mandatory course wrap-up session scheduled the morning after the last day of rotation. Failure to attend the mandatory final class session will be considered an unexcused absence and will lower the student's final course grade by 10 percent.

2. Fieldwork Level II (Internships)

Fieldwork Level II internships are assigned by the academic fieldwork coordinator with consideration given to students' request for placements. Since these internships are an extension of the academic education and training, the number one priority should be the quality of the learning experience. The internship experience gives the student an opportunity to develop and refine knowledge and skills that were initiated in the classroom, laboratory, and fieldwork experiences. Students must be placed in settings that facilitate experiences with a variety of populations, in accordance with AOTA guidelines. The academic fieldwork coordinator shall have ultimate authority in determining a student's fieldwork placements. In the event that a student has failed a Level I and/or Level II fieldwork experience, the student will be assigned only to local facilities selected by the academic fieldwork coordinator. This policy is for the student's benefit in that should further problems arise; the faculty can more readily intervene. Exceptions to this must be approved by the academic fieldwork coordinator and program director.

Fieldwork Selection Process

Students should not request to be placed in facilities where they are currently employed or have previously been employed in any capacity for both the Level I or Level II fieldwork experiences. Students will not be placed in the same facility with those who are related to the student either as an occupational therapist or other professional employee.

Fieldwork Level II placement sites are assigned based on current availability. Availability is indicated by the fieldwork placement availability forms and fieldwork data forms, which are located in the fieldwork notebooks. These notebooks may be obtained from the fieldwork administrative assistant and must be used only in the occupational therapy office. Information may also be obtained via fieldwork search in the HPD library. Information is kept as current as possible; however it is subject to change. Additional information about the facilities can be obtained by reviewing the fieldwork evaluation forms, located in the OT office fieldwork filing cabinet and collected from the previous year's student interns. The student will use the Fieldwork Level II request form to make his or her preferences known to the academic fieldwork coordinator.

Under no circumstances is a student to telephone or meet anyone at a facility for the purposes of interviewing, touring, meeting staff members, or obtaining information in an attempt to establish a placement. If the particular facility requires an interview before selecting a Level I or Level II student, then the academic fieldwork coordinator will give permission to the student to contact the facility to arrange for the interview with the facility's clinical instructor. Failure to attend scheduled appointments with the clinical instructor on time is considered unprofessional conduct and will be entered into the student's file as a written warning. Once a site is confirmed by the academic fieldwork coordinator, the student and the facility will receive a written confirmation. Once confirmed, no changes in the fieldwork placements will be made. The only exceptions are as follows: if the facility cancels

the confirmation or if there is a genuine and immediate emergency that was impossible to foresee (which is verified in writing by the academic fieldwork coordinator).

Recent changes in the health care industry have had a tremendous impact on the scheduling of Level II placements. Inability of a fieldwork site to meet contractual obligations as specified in our affiliation agreement will necessitate canceling the site placement and rescheduling a Level II placement at another site. In this event, the student's date of completion of Level II fieldwork may be delayed. This delay will not prevent a student's full participation in the graduation exercises. Students should make their fieldwork plans based on current and realistic projected financial and living arrangements.

In the event a student requests a Level II placement with a facility that does not have a current contract with the Occupational Therapy Department, new contracts may be established. Contract negotiations can be difficult and lengthy, so the student should have a contingency plan in case contract negotiations stall or end. New contracts are established only if the facility meets the guidelines for providing fieldwork education and if there are no other available previously established placements in the desired geographical area. A student wanting to establish a new placement should give the facility name and address, type of internship, contact name, and telephone number to the academic fieldwork coordinator. If the contract is established by this method, then that student must go to that site. The student shall never confirm, reserve, nor change his or her own placement. Student fieldwork issues will be brought to the attention of the Committee on Student Progress or decided at a faculty meeting.

To complete successfully a course involving either a Level I or Level II fieldwork experience, the following documents must be submitted at the conclusion of the fieldwork:

- For Level I internships: NSU fieldwork evaluation form, NSU student evaluation of fieldwork
- Experience for Level II internships: AOTA student evaluation of the placement, AOTA fieldwork evaluation for the occupational therapist

Fieldwork Experiences Are Graded as Pass/Fail.

In order to pass the Fieldwork Level I rotation, the student must attain acceptable total scores for interpersonal interactions, professional behavior, data gathering/observational skills, program planning/implementation, and verbal and written communication as outlined on the NSU fieldwork evaluation form. To pass the Fieldwork Level II internship, the student must meet the minimum criterion scores for performance (125), judgment (132), and attitude (146) as described in the AOTA fieldwork evaluation for the occupational therapist. In both types of fieldwork experiences, the faculty is charged with the responsibility of determining course grades. A student may fail the fieldwork placement if he or she marginally passes a fieldwork experience and has professional conduct issues or fails to turn in related fieldwork assignments as required by the course instructor.

Fieldwork Attendance

Each of the four Fieldwork Level I rotations is for a three-and-a-half-week period of time, which translates into 18 workdays (including facility-honored holidays). Attendance for this time frame is mandatory. Any changes in the student's scheduled dates of the clinical rotation must be presented in writing to the academic fieldwork coordinator and the student's clinical instructor prior to the start of the rotation. The petition must clearly describe the dates and times of the necessary variation, and include a suggested plan to make up the work missed. The academic fieldwork coordinator and the clinical instructor will determine whether the request and make-up plan can be collaboratively accommodated and will respond in writing. Failure to complete successfully a Level I placement as described above will result in a failure of the Level I experience.

Nova Southeastern University College of Allied Health and Nursing *Student Handbook* policies and procedures are followed for absences. A maximum of two days of excused absences (illness or death of an immediate family member) is allowed during the Fieldwork Level I rotation. These days should be made up as determined by the clinical instructor. Any student absent from a Level I placement for more than two days (excused absences) will receive an incomplete (I) and will be required to complete the 18-day placement at a later date. Unexcused absences are neither a right nor an expectation. A student with unexcused absences will receive a failure (F) for that placement and must repeat the entire fieldwork rotation at a later date.

The Fieldwork Level II internship is for a 12-week period of time. All absences should be made up and scheduled as determined by the clinical instructor. This may include, but is not limited to, working weekends and holidays and remaining past the scheduled end date for the rotation.

Students placed for a total of six months at facilities that schedule a 40-hour workweek may not miss more than a total of 2.5 days over the six-month period for whatever reason, e.g., facility closed for holidays, illness, religious holidays, and/or emergencies. If more than 2.5 days are missed during the six months (two placements), time must be made up in order to be eligible to take the national certification examination administered by NBCOT. Students placed at facilities with less than a 40-hour workweek must meet with the academic fieldwork coordinator to make certain that criteria to take the national certification examination are met. Students may not accelerate their progress to reduce a Level II placement to less than 12 calendar weeks.

Disciplinary and Appeals Policies

Students who do not adhere to stated policies and procedures are subjected to disciplinary action. Infractions may involve deficiencies in academic or clinical performances and professional behavior. All infractions are reviewed by the course instructor, the Committee on Student Progress, and the program director. Where warranted, written disciplinary warnings will be entered into the student's file. More than two warnings for the same infraction will result in immediate dismissal from the program. If the infraction is serious and violates ethical codes of the occupational therapy profession, the student will be dismissed from the program. Only one such serious infraction as described above is required for dismissal.

All academic or clinical failures, disciplinary warnings, and dismissals may be appealed. The student shall be entitled to present a formal written appeal to the program director. Students may appeal further through the normal appeal channels. If a student is dismissed from the program, he or she may apply for readmission to the program director. The student will be considered, provided adequate evidence that the conditions and/or factors that caused the prior poor performance have changed significantly, and there is reasonable expectation of satisfactory performance if permitted to resume studies.

NSU Occupational Therapy M.O.T. Program Academic Calendar 2003–2004

General

July 4, 2003	Independence Day, university closed
September 1, 2003	Labor Day, university closed
September 27, 2003	Rosh Hashanah, university closed
October 6, 2003	Yom Kippur, university closed
November 27 and 28, 2003	Thanksgiving Holiday, university closed
December 24, 2003	Christmas Eve, university closed 1/2 day
December 25 and 26, 2003	Christmas Holiday, university closed
December 31, 2003	New Year's Eve, university closed 1/2 day
January 1 and 2, 2004	New Year's Day Holiday, university closed
January 19, 2004	Martin Luther King Day, university closed
April 5–9, 2004	Spring break, no classes
April 9, 2004	Good Friday, university closed
May 31, 2004	Memorial Day, university closed
July 4, 2004	Independence Day, university closed

OT-1

May 1–31, 2003	Summer registration dates*
June 1, 2003	Orientation day—Class of 2005
June 2, 2003	Classes begin—Summer Term (OT-1)
August 4, 2003	Summer recess begins at 5:00 p.m.
August 11, 2003	Fall term begins (OT-1)
December 12, 2003	Classes end (OT-1)
December 15–19, 2003	Exam week (OT-1)
December 19, 2003	Fall term ends (OT-1)
January 5, 2004	Winter term begins (OT-1)
April 30, 2004	Classes end (OT-1)
May 3–7, 2004	Exam week (OT-1)
May 7, 2004	Winter term ends (OT-1)

OT-2

May 1–15, 2003	Fall registration dates*
June 2, 2003	Fall term begins (OT-2)
June 2, 2003	Rotation I class begins (OT-2 Mental Health)
July 25, 2003	Rotation I class ends (OT-2)

July 28–August 21, 2003Rotation I fieldwork (OT-2)
 August 25, 2003Rotation II class begins (OT-2 Physical Dysfunction)
 October 17, 2003Rotation II class ends (OT-2)
 October 20–November 13, 2003 ...Rotation II fieldwork (OT-2)
 November 13, 2003Fall term ends (OT-2)
 November 17, 2003Winter term begins (OT-2)
 November 17, 2003Rotation III class begins (OT-2 Children and Adolescent)
 January 23, 2004Rotation III class ends (OT-2)
 January 26–February 19, 2004.....Rotation III fieldwork (OT-2)
 February 23, 2004Rotation IV class begins (OT-2 Older Adults)
 April 23, 2004Rotation IV class ends (OT-2)
 April 26–May 20, 2004Rotation IV fieldwork (OT-2)
 May 20, 2004Winter term ends (OT-2)

OT-3

May 1–15, 2004Fall registration dates*
 May 31, 2004Fall term begins (OT-3)
 May 31, 2004Fieldwork level II first placement begins (OT-3)
 August 20, 2004.....Fieldwork ends (OT-3)
 August 27, 2004.....Graduation rehearsal (OT-3)
 August 28, 2004.....Graduation senior award dinner
 August 29, 2004.....Graduation ceremony
 September 6, 2004.....Fieldwork level II second placement begins (OT-3)
 November 26, 2004Fieldwork ends (OT-3)

*A fee of \$50 is charged for late registration.

NSU Occupational Therapy Doctoral Programs Academic Calendar 2003–2004

April 1–15, 2003.....Summer 2003 registration dates*
 May 11, 2003Begin summer semester [L1]
 May 12, 2003Begin Summer Research Institute (SRI) [L2]
 June 5, 2003End on-campus SRI
 July 4, 2003Independence Day, **university closed**
 August 1–15, 2003.....Fall 2003 registration dates*
 August 22, 2003Classes end

September 1, 2003	Labor Day, university closed
September 6, 2003	End summer semester [L3]
September 7, 2003	Begin on-campus and online fall semester [L4]
September 7, 2003	Orientation for new students
September 27, 2003	Rosh Hashanah, university closed
October 6, 2003	Yom Kippur, university closed
November 26, 2003	Thanksgiving recess begins at 5:00 p.m.
November 27–28, 2003	Thanksgiving Holiday, university closed
December 1–12, 2003	Winter 2004 registration dates*
December 24, 2003	Christmas Eve, university closed 1/2 day
December 25 and 26, 2003	Christmas Holiday, university closed
December 31, 2003	New Year's Eve, university closed 1/2 day
January 1 and 2, 2004	New Year's Day Holiday, university closed
January 10, 2004	End fall semester [L5]
January 10, 2004	Orientation for new students [L6]
January 11, 2004	Begin winter semester [L7]
January 19, 2004	Martin Luther King Day, university closed
April 1–14, 2004	Summer 2004 registration dates*
April 5–9, 2004	Spring Break, no classes
April 9, 2004	Good Friday, university closed
May 8, 2004	End winter semester [L8]
May 9, 2004	Begin summer semester [L9]
May 10, 2004	Begin Summer Research Institute (SRI)
May 31, 2004	Memorial Day, university closed
June 4, 2004	On-campus SRI ends
July 4, 2004	Independence Day, university closed
August 2–16, 2004	Fall 2004 registration dates
August 20, 2004	Graduate Research Symposium
August 20, 2004	Classes end
August 21, 2004	senior award dinner
August 22, 2004	Graduation ceremony
September 4, 2004	End summer semester [L10]

*A fee of \$50 is charged for late registration.

PHYSICAL 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's courses. 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 by withdrawing from the program in order to comply with the following academic policies. **Students must pass a comprehensive examination at the end of the second year in order to graduate from the program.**

Grading Policies and Procedures

Grading for physical therapy master's 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 retake of the course, the minimum passing grade 75R will be recorded as the final grade on the transcript. 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.

Students must successfully pass each course by achieving a minimum grade average of 75 percent on examinations and assignments combined and a minimum grade of 75 on the practical.

Failure to achieve an average of 75 percent on semester examinations and assignments combined, and/or failure to achieve a minimum grade of 75 percent on the practical examination for the course will result in the need to take remediation examinations in the form of a cumulative semester examination and/or retake practical examination. Students must pass cumulative semester examinations and retake practical examinations with minimum grades of 75 percent. Students who fail a cumulative semester examination or a retake of a practical examination will fail the course and may not be able to progress through the curriculum due to course sequences, which may result in leave of absence, academic probation, or dismissal from the program. During the duration of the program, students are permitted cumulative and retake practical examinations for only two courses. A student may be dismissed from the program when the average of semester examinations and/or practical grades for a third course are below 75 percent.

A student who is dismissed on the basis of inadequate academic performance or professional conduct will be required to reapply to the program in order to be considered for readmission to the program.

Incomplete Coursework

When a student fails to complete all the requirements of a course (with the exception of the required thesis governed by grading criteria contained in the *Thesis Guidelines*) because of documented medical reasons or extenuating personal circumstances, contingent upon approval by the program director, the student shall 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 nine-week block, or the student's grade will be converted to an F, and the student will be dismissed from the program.

Grade Disputes

Grade disputes must be made in writing and directed to the grading faculty member within five business days from the time the student receives his or her grade (prior to any subsequent retesting for that course). 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 re-graded; 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. Subsequent appeal is made to the dean. The decision of the dean is final. Failure to submit a timely appeal will be considered a waiver of the student's grade appeal rights.

Academic Warning, Probation, and Professional Probation

The Master of Physical Therapy Program abides by the College of Allied Health and Nursing 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 mentor as his or her academic adviser at the time of matriculation. The academic adviser shall provide the student with assistance that will enable him or her to gain the most from their 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.

Thesis

Physical therapy students are expected to conduct a research project during their tenure in the program. At a minimum, chapters one, two, and three must be completed and approved by the research adviser by the end of the winter/spring semester in order for students to continue to the second year of the program. In the second year, students must successfully conduct and present their research in order to graduate from the program.

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. Students failing to attend said conferences are at risk of not graduating with their 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 Master of Physical Therapy Program is governed by and enforces the Health Professions Division attendance policy as stated earlier in this manual. 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 five 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./P.T. or Transition D.P.T.)

Students enrolled in either the doctor of philosophy in physical therapy (Ph.D./P.T.) 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 students are officially accepted into the Ph.D./P.T. or transition D.P.T. programs and have paid their deposit, they should request an NSU email account online by going to the NSU home page www.nova.edu and then using the search feature by entering the phrase new email account. Students must notify the appropriate doctoral program director of the assigned email account. Once students have paid their registration fees, they are issued a personal identification number (PIN) that will give them access to register online. The PIN number also provides access to account information.

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 doctoral 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. Since the university uses a photo ID system, the program director will arrange for new students to have their picture taken on their first day on campus. For security purposes, students should wear their ID badges at all times while on campus.

Dress Code

During their on-campus experiences, students must maintain a neat and clean appearance befitting students attending professional school.

Attendance

Attendance at the on-campus class periods is mandatory in order to complete course requirements.

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 his or her 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./P.T. 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.

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

When a student fails to complete all the requirements of a course, the student shall receive a grade of incomplete (I). A change from an incomplete to an earned grade must occur within one calendar year or the student's grade is converted to an F.

Students who otherwise cannot complete a course may, upon approval of the program director, receive an incomplete that will stand until the next time the course is offered. Students who have been granted an incomplete cannot take more than four credit hours per semester until the incomplete is converted to a grade.

Withdrawal from a Course

(The following is the controlling policy for the Ph.D./P.T. 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./P.T. 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*.

Physical Therapy M.P.T. Program Academic Calendar 2003–2004

June 1, 2003	P.T. 1 Orientation
June 2, 2003	P.T. 1s begin first semester—12 weeks
June 2–6, 2003	P.T. 1 Orientation week
July 4, 2003	Independence Day, university closed
July 8–12, 2003	Class of 2003 wrap-up week
July 13, 2003	Class of 2003 senior dinner
July 14, 2003	Class of 2003 graduation
August 11, 2003	P.T. 2s begin first 9-week semester
August 21–24, 2003	FPTA conference, Orlando
August 29, 2003	P.T. 1s end of summer semester
September 1, 2003	Labor Day, university closed
September 2, 2003	P.T. 1s begin second 7-week semester
September 27, 2003	Rosh Hashanah, university closed
October 6, 2003	Yom Kippur, university closed
October 17, 2003	P.T. 1s end second 7-week semester
October 17, 2003	P.T. 2s end first 9-week semester
October 20, 2003	P.T. 1s begin third 9-week semester
October 20, 2003	P.T. 2s begin second 9-week semester
October 24–26, 2003	APTA student conclave, Milwaukee

November 26, 2003Thanksgiving recess begins at 5:00 p.m.
 November 27 and 28, 2003.....Thanksgiving Holiday, **university closed**
 December 19, 2003.....P.T. 1s end third 9-week semester
 December 19, 2003.....P.T. 2s end second 9-week semester
 December 20–January 4, 2004.....Winter Break
 January 5, 2004P.T. 1s begin fourth 9-week semester
 January 5, 2004P.T. 2s begin third 9-week semester
 January 5–9, 2004.....P.T. 2s additional week break
 January 12, 2004.....P.T. 2s return to campus
 January 19, 2004.....Martin Luther King Day, **university closed**
 February 4–8, 2004APTA combined sections, Orlando
 March 5, 2004.....P.T. 1s end of fourth 9-week semester
 March 5, 2004.....P.T. 2s end of third 9-week semester
 March 8, 2004.....P.T. 1s begin fifth 9-week semester
 March 8, 2004.....P.T. 2s begin spring semester
 March 8–12, 2004P.T. 2s TIER II orientation week
 March 15–19, 2004.....P.T. 2s comprehensive testing
 March 22–26, 2004.....P.T. 2s TIER II relocation
 March 29, 2004.....P.T. 2s begin TIER II
 April 2, 2004.....Spring Break begins at 5:00 p.m.
 April 5–9, 2004.....P.T. 1s Spring Break
 April 9, 2004.....Good Friday, **university closed**
 April 12, 2004.....P.T. 1s classes resume
 May 14, 2004P.T. 1s end of fifth 9-week semester
 May 17, 2004P.T. 1s begin sixth 9-week semester
 May 31, 2004Memorial Day, **university closed**
 June, 2004APTA Annual Conference
 July 4, 2004Independence Day, **university closed**
 July 5, 2004P.T. 1s end of fifth 9-week semester
 July 16, 2004P.T. 2s end of TIER II
 August 6, 2004.....P.T. 2s end of Tier II
 August 9–13, 2004.....P.T. 2s travel week

August 16–20Comprehensive testing
 August 23–27, 2004P.T. 2s wrap-up week
 August 28, 2004P.T. 2s senior award dinner
 August 29, 2004.....P.T. 2s graduation

Academic Calendar: T-D.P.T. Program 2003–2004

Fall/Winter (Term Code 200420)

September 2, 2003Fall/winter term classes start
 September 27, 2003Rosh Hashanah, **university closed**
 October 6, 2003Yom Kippur, **university closed**
 November 2–7, 2003On-campus T-D.P.T. week
 November 27 and 28, 2003.....Thanksgiving Holiday, **university closed**
 December 24, 2003Christmas Eve, **university closed 1/2 day**
 December 25 and 26, 2003Christmas Holiday, **university closed**
 December 31, 2003New Year's Eve, **university closed 1/2 day**
 January 1 and 2, 2004.....New Year's Day Holiday, **university closed**
 January 5, 2004Winter/spring registration open
 January 19, 2004Martin Luther King Day, **university closed**
 January 23, 2004Fall/winter term ends

Winter/Spring (Term Code 200430)

February 2, 2004Winter/spring term starts
 April 5–9, 2004.....Spring Break
 April 9, 2004.....Good Friday, **university closed**
 April 18–23, 2004.....On-campus T-D.P.T. week
 May 31, 2004Memorial Day, **university closed**
 June 25, 2004Winter/spring term ends
 August 28, 2004.....Graduation dinner banquet
 August 29, 2004.....Graduation

Academic Calendar: Ph.D./P.T. Program 2003–2004

Summer/Fall (Term Code 200415)

June 2, 2003	Online course registration begins
July 7, 2003	Summer/fall term begins
September 27, 2003	Rosh Hashanah, university closed
September 15–21, 2003	On-campus classes
October 6, 2003	Yom Kippur, university closed
November 28, 2003	Summer/fall term ends
November 27 and 28, 2003	Thanksgiving Holiday, university closed
December 1, 2003	Online course registration begins
December 24, 2003	Christmas Eve, university closed 1/2 day
December 25, 2003	Christmas Day, university closed
December 31, 2003	New Year's Eve, university closed 1/2 day
January 1 and 2, 2004	New Year's Day Holiday, university closed

Winter/Spring (Term Code 200430)

January 5, 2004	Winter/spring term begins
January 19, 2004	Martin Luther King Day, university closed
March 2004	On-campus classes (dates TBA)
April 9, 2004	Good Friday, university closed
May 28, 2004	Winter/spring term ends
May 31, 2004	Online course registration begins

PHYSICIAN ASSISTANT DEPARTMENT

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).

Any student who has experienced two course failures while in the P.A. Program will be referred to the CSP for disposition and may be subject to dismissal. A student who fails a single course designated as core or critical to successful progression in the curriculum may also be subject to dismissal.

Attendance

The overall mandatory attendance policy of the Health Professions Division of NSU relates to all P.A. 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 P.A. 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 P.A. students is based on a scale of 0–100 percent with the following letter grade equivalents:

- A 90–100 percent
- B 80–89 percent
- C 70–79 percent
- F Below 70 percent
- I Incomplete
- W Withdrawal
- LE Leave of Absence

During the clinical year, the clinical rotation grade is composed of various components. Students must successfully 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 for disposition. Additional tuition will be charged for repeated courses.

Any student who has experienced two course failures while in the P.A. Program will be referred to the CSP for disposition and may be subject to dismissal.

A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. His or her 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 one P.A. 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.

If a student fails a clinical rotation, he or she will be referred to the CSP for disposition. If it is determined that the student is required to repeat the entire rotation 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 rotation grade followed by an I will be notated on the transcript indicating inclusion in GPA calculation.

Additional tuition will be charged for repeated courses.

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 adviser during each academic year. The goal of an academic adviser 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 specific course requirements and three elective rotations.

All P.A. 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, P.A. students must provide the P.A. 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.

Clinical Rotation Dress Code

During clinical rotations, students must comply with the Health Professions Division dress code policy unless the affiliating facility has different specific dress requirements. Students inappropriately dressed or groomed may be required to leave the facility and this will be considered an unexcused absence. Repeated violations will be considered improper professional behavior and will result in disciplinary action. Any student returning to the NSU campus is expected to be in compliance with the Health Professions Division dress code.

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 P.A. profession, then the student may be subject to dismissal. Only one such serious infraction as described above is required for dismissal.

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 2003–2004

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 21–27, 2003	AAPA/APAP Annual Conference—New Orleans
May 23, 2003	End of winter term—Class of 2004
May 26, 2003	Memorial Day, university closed
June 1–6, 2003	Orientation/summer term, Class of 2005
June 2, 2003	Advanced Didactic Begins—Class of 2004
July 4, 2003	Independence Day, university closed
July 10, 2003	Graduation rehearsal
July 12, 2003	Senior award dinner
July 13, 2003	Graduation—Class of 2003
August 8, 2003	Last day of summer AD term, Class of 2004
August 13, 2003	Last day of rotations—Class of 2003
August 18, 2003	Rotations begin—Class of 2004
August 27, 2003	Last day of summer term—Class of 2005
August 28–September 1, 2003	Labor Day Holiday Break—Class of 2005

September 1, 2003Labor Day, **university closed**
 September 2, 2003Classes resume—Class of 2005
 September 27, 2003Rosh Hashanah, **university closed**
 October 6, 2003Yom Kippur, **university closed**
 November 26, 2003Thanksgiving recess begins at 5:00 p.m.
 November 27 and 28, 2003.....Thanksgiving Holiday, **university closed**
 December 1, 2003Classes resume
 December 12, 2003Last day of fall term—Class of 2005
 December 13, 2003—
 January 2, 2004Winter holiday recess—Class of 2005
 December 19, 2003Last day of fall term—Class of 2004
 December 20, 2003—
 December 28, 2004.....Winter holiday recess—Class of 2004
 December 24, 2003Christmas Eve, **university closed 1/2 day**
 December 25 and 26, 2003Christmas Holiday, **university closed**
 December 29, 2003Rotations resume—Class of 2004
 December 31, 2003New Year's Eve, **university closed 1/2 day**
 January 1 and 2, 2004.....New Year's Day Holiday, **university closed**
 January 5, 2004Classes resume—Class of 2005
 January 19, 2004Martin Luther King Day, **university closed**
 April 5–9, 2004.....Spring Break, no classes
 April 9, 2004.....Good Friday, **university closed**
 April 12, 2004.....Classes resume, Class of 2005
 May 21, 2004Classes end for Class of 2005
 May 31, 2004Memorial Day, **university closed**
 June 1–6, 2004AAPA/APAP Annual Conference, Las Vegas
 June 6–11, 2004Orientation—Class of 2006
 June 7, 2004Advanced Didactic Begins—Class of 2005
 June 7, 2004Summer term begins—Class of 2006
 July 4, 2004Independence Day, **university closed**
 August 13, 2004.....Summer AD semester ends
 August 25, 2004.....Rotations end—Class of 2004
 August 26, 2004.....Graduation rehearsal

August 28, 2004.....Senior award dinner
 August 29, 2004.....Graduation—Class of 2004
 August 23, 2004.....Rotations begin, Class of 2005
 September 2, 2004.....Summer ends—Class of 2006
 September 6, 2004.....Labor Day, **university closed**
 September 7, 2004.....Fall term begins—Class of 2006
 September 16, 2004.....Rosh Hashanah, **university closed**
 September 25, 2004.....Yom Kippur, **university closed**
 November 24, 2004.....Thanksgiving break begins at 5:00 p.m.
 November 25–26, 2004.....Thanksgiving Holiday, **university closed**
 November 29, 2004.....Classes resume—Class of 2006
 December 17, 2004.....Last day of fall term—Class of 2006
 December 18–January 2, 2005.....Winter holiday—Class of 2006
 December 24, 2004.....Christmas Eve, **university closed 1/2 day**
 December 25, 2004.....Christmas Day, **university closed**
 December 31, 2004.....New Year's Eve, **university closed 1/2 day**
 January 1, 2005.....New Year's Day, **university closed**
 January 3, 2005.....Classes resume—Class of 2006

DEPARTMENT OF HEALTH SCIENCE

The Department of Health Science is an interdisciplinary group of programs designed for health professionals with a desire to advance both academically and administratively within their respective careers. Offering distance education from the undergraduate to doctoral level affords health care professionals the opportunity to study topics not typically offered in their professional education track.

The goal of the Department of Health Science is to provide health care professionals with the tools and leadership skills to cause change and answer difficult challenges at the national and international level. At NSU, we believe that working professionals now have the opportunity to expand their knowledge and careers through our post-professional programs.

- Bachelor of Health Science (B.H.Sc.)
- Master of Medical Science (M.M.S.)
- Doctor of Health Science (D.H.Sc.)

Department of Health Science Personnel

Guy M. Nehrenz, Ed.D., M.A., R.R.T.

Chair, Associate Professor, DHS

Program Director, Doctor of Health Science

Stephen M. Cohen, M.S., M.P.A.S., PA-C

Program Director, Master of Medical Science

Christopher Mitchell, M.S.

Program Director, Bachelor of Health Science

Sandrine F. Gaillard-Kenney, M.A.

Department Coordinator

Department of Health Science

Karen Kaestner, M.Ed.

Master of Medical Science, Program Coordinator

BACHELOR OF HEALTH SCIENCE PROGRAM

Because the Bachelor of Health Science 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 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 a week in order to complete assignments.

Grading Policies and Procedures

Courses for the bachelor of health science program are graded on an Alpha scale:

Alpha	Grade	Scale	Percent
A	Excellent	4.0	94–100
A–		3.7	90–93
B+		3.3	87–89
B		3.0	84–86
B–	Good	2.7	80–83
C+		2.3	77–79
C		2.0	73–76
C–		1.7	70–72
D+	Satisfactory	1.3	67–69
D		1.0	64–66
D–		0.7	60–63
F		0.0	0–59

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.

Retake Policy

If a required course is failed, the student must repeat the course at its next scheduled offering. 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 and recorded in the semester in which the course was repeated. Additional tuition will be charged for repeated courses.

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

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, the student shall receive a grade of I (incomplete). A change from an incomplete to an earned grade must occur within one term of having received the incomplete grade or the student's grade will be converted to an F.

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 upon 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 45 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. 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.

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 into academic credit.

Assessment of Prior Experiences for Academic Credit

Students matriculated in the B.H.Sc. 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 program office at (954) 262-1260 or 800-356-0026, ext. 1260.

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 used 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 on campus.

Textbooks

Specific recommendations can and will be made by the program and individual professors. Students may purchase their books from any convenient source.

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 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).

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 if the time leave is granted and conditions under which the student may reenter the program.

Military Leave of Absence

Students in the military whether active, reserve, or National Guard who are 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 B.H.Sc. Program office with a copy of his/her orders. As the B.H.Sc. Program is distance based and 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

The following is the controlling policy for the Bachelor of Health Science Program only.

- 100 percent refund will be due the student 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 11th and 15th calendar day.
- 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 (3rd 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

See Nova Southeastern University computing account agreement.

Email, Course Registration, and Communication

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 Technologies page at www.nova.edu/cwis/oit/services.html and then click on the link “Your Email” and follow the directions to request new email account. Students can also apply for an account by contacting the program director. Once students have paid their registration fees, they are issued a personal identification number (PIN) that will give them access to register online. The PIN number also provides access to account information.

It is required that all B.H.Sc. students use their NSU email account when communicating with the program and in class communication.

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 that wishes to take a course or courses 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:

1. a minimum of an associate’s degree or equivalent credit hours
in a field of health from a regionally accredited college or university
or
2. 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.

NSU Bachelor of Health Science Program Academic Calendar 2003–2004

June 30, 2003	Summer 2003 classes start
July 4, 2003	Independence Day, university closed
September 1, 2003	Labor Day, university closed
September 19, 2003	Summer 2003 classes end
September, 20–28, 2003	Term break
September 29, 2003	Fall 2003 classes start
October 6, 2003	Yom Kippur, university closed
November 27–28, 2003	Thanksgiving, university closed
December 19, 2003	Fall classes end
December 20–Jan. 4, 2003	Term break
December 24, 2003	Christmas Eve, university closed 1/2 day
December 25 and 26, 2003	Christmas Holiday, university closed
December 31, 2003	New Year's Eve, university closed 1/2 day
January 1 and 2, 2004	New Year's Day Holiday, university closed
January 5, 2004	Winter 2004 classes start
January 19, 2004	Martin Luther King Day, university closed
March 26, 2004	Winter classes end
March 27–April 4, 2004	Term Break
April 5, 2004	Spring 2004 classes start
April 9, 2004	Good Friday, university closed

May 31, 2004Memorial Day, **university closed**
 June 25, 2004Spring 2004 classes end
 June 26–July 4, 2004.....Spring Break

 July 5, 2004Summer classes start
 August 29, 2004.....HPD graduation
 September 3, 2004.....Labor Day, **university closed**
 September 16, 2004.....Rosh Hashanah, **university closed**
 September 24, 2004.....Summer classes end
 September 25–October 3, 2004.....Summer recess

 October 4, 2004Fall 2004 classes start
 November 25 and 26, 2004.....Thanksgiving Holiday, **university closed**
 December 23, 2004.....Fall 2004 classes end
 December 24–January 3, 2005Fall recess

MASTER OF MEDICAL SCIENCE PROGRAM

Because the Master of Medical Science Program is delivered in a distance format, not all of the policies contained in this handbook are applicable to M.M.S. 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 Medical Science Program students.

Computer Literacy

Access to and ongoing use of a computer will be required for all students to complete the M.M.S. 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 necessary for graduation.

Attendance

All master of medical science 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 child development track, who will have to attend an on-campus seminar once over the course of their M.M.S. studies.

Grading Policies and Procedures

Grading for the master of medical science is based on a scale of 0–100 percent. Some courses may be Pass/Fail.

- P Pass (70 percent or above)
- F Fail (Below 70 percent)
- I Incomplete
- IP In Progress
- W Withdrawal

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 notated 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 Medical 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

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, the student shall receive a grade of I (incomplete).

A change from an incomplete to an earned grade must occur within one term of having received the incomplete grade or the student's grade will be converted to an F.

Credit Transfer

Students matriculated in the M.M.S may petition for transfer of credits to the program. Up to and not to exceed six credit hours may be considered for transfer from a regionally accredited or recognized allied health or related program.

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 into the program. Students may communicate with the director and coordinator via phone, fax, email, or in person if they visit on campus.

Textbooks

Specific recommendations can and will be made by the program and individual professors. Students may purchase their books from any convenient source.

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 in which the student is enrolled. The grade of W will be replaced by an earned grade only if the student retakes the course. The student may request withdrawal only if he or she is in good standing and not failing the course.

A withdrawal from a course requires approval from the program director.

Continuous Enrollment

The program requires students to enroll in at least one course per semester for the duration of their M.M.S. studies.

Program Leave of Absence

The program 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.

Refunds

The following is the controlling policy for the Master of Medical Science Program 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 11th and 15th calendar day; 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

During all clinical experiences, students must comply with the Health Professions Division dress code policy unless the facility has different specific dress requirements. At all times, M.M.S. students will dress appropriately and professionally.

Computer Use

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.

Graduation Ceremonies

Attendance of graduation ceremonies is not a requirement for distance education students. It is however an option that we encourage and that takes place once a year (summer or early fall). Please contact the program coordinator for more information.

Graduation fees:

- \$75 covers all final costs including degree printing, distribution, and recording.
- Add approximately \$250 for on-campus ceremony, dinner, and regalia.

Master of Medical Science Program Academic Calendar 2003–2004

June 2, 2003	Summer classes start
July 4, 2003	Independence Day, university closed
July 13, 2003	Graduation: Class of 2003
August 22, 2003	Summer classes end
August 23–September 1, 2003	Break

September 1, 2003Labor Day, **university closed**
 September 2, 2003Fall classes start
 September 27, 2003Rosh Hashanah, **university closed**
 October 6, 2003Yom Kippur, **university closed**
 November 27 and 28, 2003.....Thanksgiving, **university closed**
 December 1, 2003Classes resume
 December 12, 2003Fall classes end
 December 13, 2003—
 January 2, 2004Winter holiday break
 December 24, 2003Christmas Eve, **university closed 1/2 day**
 December 25 and 26, 2003Christmas Holiday, **university closed**

 December 31, 2003New Year's Eve, **university closed 1/2 day**
 January 1 and 2, 2004New Year's Day Holiday, **university closed**
 January 5, 2004Winter classes start
 January 19, 2004Martin Luther King Day, **university closed**
 April 5–9, 2004Spring Break
 April 12, 2004Classes resume
 May 21, 2004Last day of classes

 June 7, 2004Summer classes start
 July 4, 2004Independence Day, **university closed**
 August 27, 2004Summer term ends
 August 29, 2004Graduation

 September 7, 2004Fall classes begin
 September 16, 2004Rosh Hashanah, **university closed**
 September 25, 2004Yom Kippur, **university closed**
 November 25 and 26, 2004.....Thanksgiving, **university closed**
 December 17, 2004End of fall term

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.

Computer Literacy

Access to and ongoing use of a computer will be required for all students to complete the D.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

The majority of 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 appropriate deadlines for assignment submission and exams. Students will have to attend two on-campus seminars over the course of their D.H.Sc. studies.

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
IP	In Progress
W	Withdrawal

Retake Policy

If a required course is failed, the student must repeat the course at its next regularly scheduled offering. 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. Additional tuition will be charged for repeated courses.

A student who has experienced 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

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, the student shall

receive a grade of incomplete (I). A change from an incomplete to an earned grade must occur within one term of having received the incomplete grade or the student's grade will be converted to an F.

Credit Transfer

Students matriculated in the D.H.Sc. 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 program.

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 his or her matriculation into the program. Students may communicate with the director and coordinator via phone, fax, email, or in person if they visit on campus.

Textbooks

Specific recommendations can and will be made by the program and individual professors. Students may purchase their books from any convenient source, though it is recommended to use the NSU bookstore.

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 in which the student is enrolled. The grade of W will be replaced by an earned grade only 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 from the program.

Continuous Enrollment

The program requires students to enroll in at least one course per semester for the duration of their D.H.Sc. studies.

Program Leave of Absence

The program 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.

Refunds

The following is the controlling policy for the Doctor of Health Science Program only.

The student will receive 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 11th and 15th calendar day; 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

During all clinical experiences, students must comply with the Health Professions Division dress code policy unless the facility has different specific dress requirements. At all times D.H.Sc. students will dress appropriately and professionally.

Computer Use

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.

Graduation Ceremonies

Attendance of graduation ceremonies is not a requirement for distance education students. It is however an option that we encourage and that takes place once a year (summer or early fall). Please contact the program coordinator for more information.

Graduation fee:

- \$75 covers all final costs including degree printing, distribution, and recording.
- Add approximately \$250 for on-campus ceremony, dinner, and regalia.

Doctor of Health Science Program Academic Calendar 2003–2004

January 6, 2003	Winter classes start
January 20, 2003	Martin Luther King Day, university closed
March 21, 2003	Winter classes end
March 23–30, 2003	Term break
March 31, 2003	Spring 2003 classes start
April 18, 2003	Good Friday, university closed
June 20, 2003	Spring classes end
June 21–June 29, 2003	Term break
June 30, 2003	Summer 2003 classes start
July 4, 2003	Independence Day, university closed
July 14–18, 2003	Summer Institute 2003, Fort Lauderdale

September 1, 2003Labor Day, **university closed**
 September 19, 2003Summer 2003 classes end
 September 20–28, 2003Term break

 September 29, 2003Fall 2003 classes start
 October 6, 2003Yom Kippur, **university closed**
 November 27 and 28, 2003Thanksgiving Holiday, **university closed**
 December 19, 2003Fall classes end
 December 20–Jan. 4, 2004Term break
 December 24, 2003Christmas Eve, **university closed 1/2 day**
 December 25 and 26, 2003Christmas Holiday, **university closed**

 December 31, 2003New Year's Eve, **university closed 1/2 day**
 January 1 and 2, 2004New Year's Day Holiday, **university closed**

 January 5, 2004Winter 2004 classes start
 January 19, 2004Martin Luther King Day, **university closed**
 March 26, 2004Winter classes end
 March 27–April 4, 2004Term break

 April 5, 2004Spring 2004 classes start
 April 9, 2004Good Friday, **university closed**
 May 31, 2004Memorial Day, **university closed**
 June 25, 2004Spring 2004 classes end
 June 26–July 4, 2004Term break

 July 5, 2004Summer classes start
 July 12–16, 2004Summer Institute 2004, Fort Lauderdale (tentative)
 August 29, 2004HPD graduation
 September 3, 2004Labor Day, **university closed**
 September 16, 2004Rosh Hashanah, **university closed**
 September 24, 2004Summer classes end
 September 25–October 3, 2004Term break

 October 4, 2004Fall 2004 classes start
 November 25 and 26, 2004Thanksgiving Holiday, **university closed**
 December 23, 2004Fall 2004 classes end
 December 24–January 3, 2005Term break

NURSING DEPARTMENT

Welcome

We are very happy to welcome you to the Nova Southeastern University R.N. to B.S.N. Nursing Program. Thank you for joining us. We want you to feel that your association with the NSU Nursing Program will be a mutually beneficial and pleasant one.

You have joined an organization that has established an outstanding reputation for quality education. Credit for this goes to every one of NSU's faculty and staff members.

This material provides answers to many of the questions you may have about the program, as well as the guidelines and procedures we abide by—our responsibilities to you and your responsibilities to us. If anything is unclear, please discuss the matter with any faculty or administration member. You are responsible for reading, understanding, and complying with this material. In addition to clarifying responsibilities, we hope this material also gives you an indication of our interest in the welfare of all who are educated here. Additional material related to policies and procedures for all College of Allied Health and Nursing students appears in the front section of the *Student Handbook*.

From time to time, the information included in our orientation material may change. Every effort will be made to keep you informed through suitable lines of communication, including posting on bulletin boards, emails, or via class announcements. Please be flexible and understanding. Improvement is for your benefit, and sometimes changes cannot be helped.

Personal satisfaction gained from doing a job well is only one of the reasons most people are here. Most likely, many other factors count among your reasons for attending school and joining us—pleasant relationships and learning conditions, career development, and career opportunities are just a few. Nova Southeastern University and the Nursing Department are committed to doing our part to assure you of a satisfying learning experience.

We extend to you our personal best wishes for your success and happiness in pursuing your B.S.N. at Nova Southeastern University. Please let us know how we can assist you in achieving your goals.

Nursing Department Personnel

Diane Whitehead, Ed.D., R.N.
Chair/Professor

Sally Weiss, Ed.D., R.N.
Coordinator/Professor

Peggy Davis, M.S.N., R.N.
Assistant Professor

Wendy Thomson, R.N., B.S.N., M.S.N.
Assistant Professor

Program Overview

The Nova Southeastern University R.N. to B.S.N. Program began in January 2003. Input from community nursing leaders and established nursing faculty was solicited in order to develop a curriculum for the registered nurse to enhance existing knowledge and skills and to obtain new skills to lead and manage others in the complex 21st century health care environment.

The program may be completed in four to five semesters. Courses will be offered using a combination of classroom and Web-enhanced methods of teaching. The program is designed to deliver the knowledge and skills needed to advance your nursing career. There is no time limit for program completion. Any student who has not been enrolled in the program for longer than one calendar year must contact the department chair for readmission. Students who break enrollment will be subject to the current policies and procedures at the time of readmission.

Mission Statement

The mission of the Nova Southeastern University Department of Nursing 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.

Program Outcomes

- Assume individual responsibility and accountability in the role of the professional nurse as provider of care, manager of care, and member of the profession.
- Synthesize knowledge from nursing and other disciplines to develop primary, secondary, and tertiary interventions for culturally diverse individuals, families, groups, and communities in a variety of settings.
- Evaluate nursing research in planning evidence-based nursing care.
- Use nursing theory and theory from other disciplines as a basis for understanding self and others.
- Enhance professional nursing practice in the roles of advocate, provider, teacher, manager, researcher, and leader.
- Facilitate health care delivery to clients of diverse cultures utilizing effective communication, negotiation, problem solving, and collaboration with members of the interdisciplinary health care team.
- Evaluate the professional nurse role related to current socioeconomic, political, legal, and ethical issues impacting the current health care environment.

Philosophy

The faculty of the Nova Southeastern University Department of Nursing possess as core values the activities of teaching, scholarship, and academic outreach that permit nursing to assume a leadership role in designing and providing care in the changing demographics of our society. As faculty, we appreciate mutual goal setting with individuals, families, groups, and communities. We believe in collaboration with community partners to promote health and prevent disease. We value creating an environment that develops the social conscience and professional growth of all members of the Department of Nursing.

We believe that teaching is a collaborative art by which inquiry, dialogue, and development of thought become the milieu and the method by which students and faculty members approach an understanding of human beings on the wellness/illness continuum. Our learning community emphasizes diversity of thought, creativity, multicultural viewpoints, and teaching/learning strategies that integrate innovative ways of acquiring and sharing knowledge.

The discipline of nursing is composed of nursing knowledge, scholarship, and research and provides the foundation for nursing practice. We also believe that the knowledge from other disciplines and fields of study enhances and strengthens this foundation. We believe that nursing practice requires critical thinking, respecting others, and managing individuals, groups, and communities within their environments in order to promote health within primary, secondary, and tertiary levels of prevention.

We believe that nursing is a unique profession concerned with all the variables that influence the response of a person or people to a stressor. We also believe that a person or people may refer to an individual, group, or community. Stressors may be intrapersonal, interpersonal, or extrapersonal. These may occur at any time or in any number of combinations. The nurse relates to individuals, groups, or communities through communication skills required to establish therapeutic relationships and implement teaching-learning strategies within a multicultural setting.

We believe that the nurse interacts with individuals, groups, and communities, viewing each as multidimensional, whole dynamic systems having physical, psychological, socio-cultural, developmental, and spiritual needs. The individuals, families, groups, and communities are seen as open systems engaged in interaction with the environment. The role of the nurse is to restore or maintain the stability of the individual, group, or community system through primary, secondary, or tertiary interventions.

We believe that health is a dynamic state within a wellness-illness continuum. The reciprocal interaction between the environment and the individual, family, group, or community determines the health state on the continuum. We believe that the nurse assists individuals, families, groups, and communities to identify those stressors that impact health. The nurse collaborates with these individuals, families, groups, and communities to access health care and assists them with autonomous decision-making related to personal and environmental health.

We believe that the environment includes both internal and external forces surrounding an individual, family, group, or community. These forces include the intrapersonal, interpersonal, and extrapersonal stressors in continuous reciprocal interaction with individuals, families, groups, or communities. The nurse interacts with individuals, families, groups, and communities within the context of their environment with regards to their physical, psychological, socio-cultural, developmental, and spiritual needs.

As part of the College of Allied Health and Nursing, you are required to observe the policies and procedures contained in the Nova Southeastern University College of Allied Health and Nursing *Student Handbook*. The following additional information is for nursing students.

Business Hours

The nursing program will schedule classes on weekday evenings. Due to the variety of working hours of our students, the department will post office hours using a variety of day and evening hours. Appointments with faculty members and/or the department chair can be scheduled at mutually convenient times.

The program will attempt to make every reasonable effort to notify students of class changes as far in advance as is possible and feasible. Changes are made to benefit the quality of the education that you and your fellow students are receiving.

Course Calendar

The Nursing Department follows the calendar for the Farquhar College of Arts and Sciences: www.undergrad.nova.edu/publications.cfm.

Identification Badges

Identification badges must be worn **at all times** on HPD property. This makes identification of those individuals not permitted to use the property easily identifiable by security. This also protects you and your fellow students as well as the property. Please cooperate with the instructions of any security or police officer relating to the display or procurement of identification badges. You may be denied entrance into the facility without proper display of identification.

Course Assignment Format: Typewritten

Unless specifically indicated by the instructor or when prior arrangements have been made, all written work turned in for grading **must be typewritten** and follow the latest edition APA format. If not agreed upon beforehand, any work turned in not typewritten will be considered incomplete and graded accordingly.

All preparation, binding, assembly, and copying as necessary is the responsibility of the student. Although there are several computer laboratories located on campus, the program has no ability to guarantee space available for computer use. There are several typing services available in the area at reasonable cost for those who cannot type or use a word processor.

The university expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. All students are expected to comply with the academic standards identified in the Nova Southeastern University *Student Handbook*.

Campus Issues

Please refer to the *University Catalog* for specific university policies and procedures: www.nova.edu/cwis/current_student.html.

Communication

The majority of the communication within the department will be through your NSU and/or WebCT email. Please make it a habit of checking for department messages frequently.

Community Activities

The nursing program recognizes the importance of community participation. Our institution, learning, and profession is dependent upon the community for patients, employees, and support and the community is dependent on our institution for employment opportunities and for our services.

The nursing program encourages and supports your participation in service activities that contribute to the community. We will allow you to take normal school time to participate in an approved community service activity that is required of the entire class. The time will be scheduled at least two weeks in advance and announced by the program to give you time to plan accordingly.

If you have an idea for a project outside of the program requirements, please let a faculty member or your department chair know.

Satisfactory Academic Progress

To remain in good academic standing, students must maintain a 2.5 or higher on all credits attempted. At the end of each semester, the department chair reviews students' academic progress. A student whose grade point average (GPA) falls below 2.5 will receive notification that he or she has been placed on academic warning. The academic warning will be documented on the student's academic transcript. A student who fails to earn a 2.5 GPA in the next semester of enrollment will be suspended from the program for two semesters. Students must appeal for readmission at least one month before the requested date of readmittance. Students who are permitted to re-enroll after serving suspension are readmitted on probation. The academic transcript will reflect the period of probation. Readmitted students who do not earn a 2.5 GPA the term of readmission will be dismissed from the program. Students who receive notification of dismissal should refer to Academic and Administrative Grievance Procedure Step Two.

Academic Standing

Any of the following absences from the Nursing Department will result in a delay of the student's academic progression. When the student re-enters the program after an extended leave he or she will be subject to all of the terms and conditions of enrollment of the *Student Handbook* in effect at the time of re-matriculation.

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, 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 over 12 months.

Withdrawal Policy

A student may withdraw from a course or program of study with consultation and approval of the adviser and department chair and/or faculty adviser. A grade of W will appear on the student's transcript. Students on practicum placement require prior approval from the department chair and/or faculty adviser 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 practicum site may significantly extend the length of the program of study. The student may be subject to repeating some or all of the didactic work, clinical work, and/or new licensing requirements subsequent to his or her return, depending on the period of withdrawal.

Resolving Problems

The nursing program encourages an open-door policy program. If an issue arises, students are required to make an appointment with the appropriate administrative, faculty, or staff personnel in order to discuss the matter.

Matters pertaining to classroom behavior, conduct, and/or academic issues may be referred to the committee on student progress or the department chair for resolution. (See College of Allied Health and Nursing *Student Handbook*).

The nursing department takes all student complaints very seriously. Grade appeals and issues related to discrimination and harassment have been discussed in other sections of the *Student Handbook*. Complaints that do not fall into the categories of grade appeals or issues related to discrimination and harassment should be submitted in writing to the nursing department chair. The department chair will meet individually with the student and the person or people involved. Depending on the nature of the complaint, a joint meeting among all parties may be scheduled with the department chair. If the complaint is not resolved to the student's and/or other individual's satisfaction, either party may submit a request for a review of the complaint in writing to the dean of the College of Allied Health and Nursing. The dean's decision is final and cannot be appealed.

Academic and Administrative Grievance Procedure

The responsibility for course examinations, assignments, and grades resides with the expertise of faculty members who are uniquely qualified by their education 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. If a student feels he or she is entitled to an academic grievance, the student must use the following procedure, beginning with step one. The grievant waives all rights under the grievance procedure if each step is not followed within the prescribed time limit. In the case of a student grievance concerning a policy or an administrative action, the student should begin with step one of the process.

Step One:

- Discuss the issue with the faculty member or administrator involved within the term of the grievable event. If the issue is a final grade appeal, the student must contact the faculty member within five business days of the start of the new term.
- If the student and the faculty member/administrator do not satisfactorily resolve the issue, the student and the faculty member/administrator must schedule an individual conference with the department chair within five business days.
- If the issue is not satisfactorily resolved during the individual conferences with the department chair, the department chair will schedule, and preside at, a joint conference with both parties within five business days of the previous meetings.
- If, after this joint conference, the issue is still not resolved, either the student or administrator may appeal to the dean of the College of Allied Health and Nursing. Except in instances outlined below, the decision of the dean is final. The student must appeal to the dean, in writing, within five business days of the joint conference.
- Only if a student is subject to suspension and/or dismissal may the student initiate Step Two of the Academic and Administrative Grievance Procedure.

Step Two:

- Upon notification of a suspension and/or dismissal, the student may complete a Student Action Form related to the appeal. The form may be obtained from the dean's office of the College of Allied Health and Nursing. Upon receipt of the Student Action Form, the dean will schedule a hearing to include the student, the department chair, two students in HPD programs, one nursing student, and two faculty representatives from HPD. Annually, students and faculty members will be appointed to a standing Grievance Judgment Committee by the dean of the College of Allied Health and Nursing.
- At this hearing, the Grievance Judgment Committee will hear the case. The committee will report, in writing, its findings to the dean. The dean will inform the parties involved of the decision, in writing, within one week after the hearing.
- If the student is not satisfied with the decision, the student may appeal the decision to the provost of the Health Professions Division, in writing, within seven days of the decision from the dean. The decision of the provost of the Health Professions Division is final.

Student Progress Committee

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 student. Students are advised, in writing, by the department chair of the decisions and are bound to comply. The 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 using the Academic and Administrative Grievance Procedure outlined in this *Student Handbook*.

Grading Policy

At the end of each course, after review by the department chair, the instructor submits a grade for each student. Grades will be issued for experiential as well as didactic courses. Grading for all students will be based on a 100–0 percent scale. A grade of 74 percent or lower is failing.

Retest/Remediation Policy

Students who receive a grade of 74 percent or lower on any examination or written work may request a retest or permission to resubmit the paper. However, if the student elects to do so, the highest possible grade attainable will be 75 percent, regardless of the retest or resubmitted paper grade. If a student receives a final course grade of 74 percent or lower, the student will be required to repeat the course the next semester the course is offered. Due to course sequencing in the curriculum and/or depending on the specific circumstances, students may need to request a temporary withdrawal or leave of absence from the program. A course may be repeated only once. The student must earn a grade of 75 percent or better in the repeated course. Upon successfully repeating the failed course, an E will be notated

after the failing grade, and the failing grade will then be exempt from GPA calculation. The new course grade, followed by an R indicating retake, will be notated on the transcript.

Any course failed on first taking will be considered a course failure. Passing a course through re-take or reexamination does not negate the original failure for purposes of retention in the program. A student may be dismissed from the Nursing Program when a third grade below 75 percent is achieved, regardless of the new grades earned for the repeated course.

Test Administration Policy

In the R.N. to B.S.N. Program evaluation of student performance will be accomplished in a variety of methods. These will include written work, oral presentations, and testing. Test administration and test review policies and procedures will be delineated by the instructor for the course.

Appendix



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	Nutmorphan, 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, Restoril	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

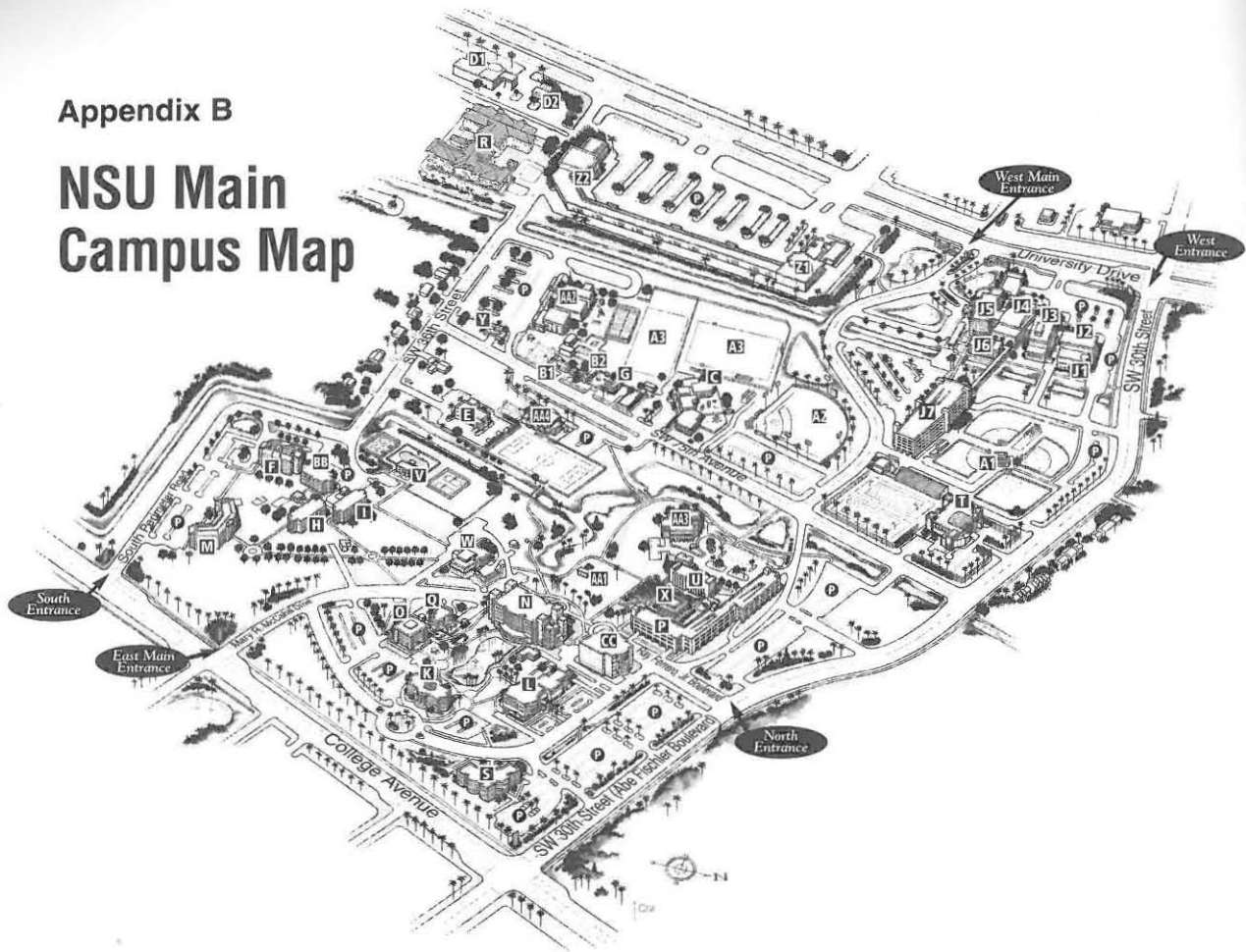
Stimulants	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Cocaine**	II	Coke, Flake, Snow, Crack, Big C, Blow, Lady, Rock	Local anesthetic	Possible	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, Melfiat, 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	A1	Financial Aid.....	K	Parking Garages (public)	J7, P
Administration	K	Financial Operations.....	K	Physical Plant	E
Administrative Services Center	D	Flight Deck	W	President's Office	K
Admissions (undergraduate).....	O	Founders Residence Hall	I	President Emeritus.....	Z1
Alumni Relations	K	Grants and Contracts (2nd floor).....	Z1	Public Affairs	K
ATM Machines.....	J5, N, W	Hearing and Balance Clinic	D2	Publications	E
Baudhuin Preschool	R	Horvitz Administration Building	K	Public Safety	E, U
Bookstore	W	HPD Administration	J5	Purchasing	K
Bursar's Office	K	HPD Admissions	J5	Recreation and Wellness.....	V
Business Services	K	HPD Library.....	J3	Recreation Facilities	V
Campus Pharmacy	J2	Human Resources	K	Registrar's Office	K
Career Services	N	H. Wayne Huizenga School		Residential Life and Housing.....	M
Carl DeSantis Building.....	CC	of Business and Entrepreneurship.....	CC	Rosenthal Student Center.....	W
Center for Continuing		Information Technologies.....	O	Sanford L. Ziff Health Care Center ..	J2
and Professional Studies	Z2	Institute for Learning in Retirement..	Z1	Science Annex	X
Center for Psychological Studies	S	Institutional Advancement	K	Shepard Broad Law Center.....	L
Central Services Building	E	International Students	K	Student Affairs	W
College of Allied		Jim & Jan Moran		Student Government Association	W
Health and Nursing	J5	Family Center Village	R	Telecommunications	Z1
College of Dental Medicine	J1	Legal Affairs.....	K	Terry Administration Building	J5
College of Medical Sciences	J5	Leo Goodwin Sr. Hall	L	The Knight Newspaper	U
College of Optometry	J5	Leo Goodwin Sr. Residence Hall	M	University Archives	N
College of Osteopathic Medicine	J5	Library, Research, and		University Research and Planning....	Z1
College of Pharmacy	J5	Information Technology Center.....	N	University School	
Community Mental Health Center ...	S	Licensure and		Sonken Building East	AA1
Computer MicroLabs.....	J3, J6, U, Z1	State Relations (2nd floor)	Z1	University School—Lower.....	AA2
Copy Center	N, D1	Mail Center	D1	University School—Middle	C
Cultural Living Center	F	Mailman-Hollywood Building	O	University School—Upper.....	AA3
Dining Halls.....	J5, W	Mailman Segal Institute for Early		University School Sports Center ...	AA4
Executive Offices.....	K	Childhood Studies	R	Veterans Affairs	K
Eye Institute	J2	Maltz Psychology Building	S	Vettel Residence Hall	BB
Facilities Management	K	Miami Dolphins Training Facility	T	Women's Resource Institute	Y
Family Programs	R	NSU Card Office	K	WNSU Radio Station	W
Farquhar College of		NSUCommunity	Z2		
Arts and Sciences.....	O, U	One-Stop Shop (includes Registrar,			
Farquhar Residence Hall.....	H	Bursar, and Financial Aid)	K		
		Parker Building	U		

Appendix C

Telephone Resources

Emergency Resources

NOVALERT(954) 262-8999
Ambulance/Davie Police9-911
Public Safety Office(954) 262-8981
Broward Crisis
Intervention Service.....(954) 463-0911
Davie Mental
Health Clinic(954) 262-5730
Sexual Assault
Treatment Division.....(954) 765-4159
Davie Police—Non-
Emergency.....(954) 693-8200

Departmental Listings

Athletics.....(954) 262-8250
Bursar's Office(954) 262-5200
Business Services.....(954) 262-8830
Call Center(954) 262-7401
Computer Support
HELP line.....(954) 262-4357
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