

1998

College of Dental Medicine Student Handbook 1998-1999

Nova Southeastern University

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Student Handbook

Health Professions Division
1998-1999
Academic Year

The College of Dental Medicine



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PREFACE

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

This handbook is divided into three parts. The first section is University information for all students. The second section (pages 11-42) consists of information relating to the entire Health Professions Division and is applicable to all students. The third section, starting on page 43, contains material that is applicable only to the students of a specific college. Such material may differ from college to college.

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

REVISIONS TO THIS HANDBOOK

Changes in the content of this Student Handbook may be made, at any time, by the University, Division or College Administration. Adequate notice of anticipated changes will be given to student, whenever possible. This Student Handbook supersedes all previous handbooks, documents, and directives where they may be in conflict.



PART I

1998-1999

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.

POLICY OF NON-DISCRIMINATION

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

STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

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

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

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

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

ACCREDITATION

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1886 Southern Lane, Decatur, Georgia 30033-4097, Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

GENERAL INFORMATION

ADDRESS CHANGES/NAME CHANGES

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

BOOKSTORE

Textbooks should be purchased before the first day of classes. Books and diagnostic equipment (stethoscopes, blood pressure cuffs, ophthalmoscopes, otoscopes, etc.) may be purchased at:

Nova Books, Rosenthal Student Center, 1st Floor

Phone: (954) 262-4750 or 800-509-BOOK

Fax: (954) 262-4759

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

Hours: Monday - Friday 8:30 a.m. - 6:15 p.m.

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

Call for information about extended hours at the beginning of the semester. Students at off-campus locations may order textbooks by phone, fax, or e-mail. Course number and site location must be indicated when ordering or requesting books. Books are shipped via UPS, usually within 24 hours. Textbook titles are posted on the Student Services Bulletin Board on the third floor of the Parker Building.

CAMPUS PUBLIC SAFETY

The Public Safety Department is an independent unit that provides protection and service for all students **24 HOURS A DAY**. Students can reach the office at 262-8981, Monday-Friday 8 a.m. to 5 p.m., and after hours and on weekends at 262-8999. Public Safety should be called in all emergencies, to report a theft, or to report a suspicious person or situation. Public Safety also provides services such as vehicle battery jump starts, auto lockouts and entry into buildings or offices when locked out. The "NOVALERT" emergency number is 262-8999 (8999 on campus phones).

E-MAIL ACCOUNTS

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

Students will be provided a personal account on the University's UNIX-based Sun Sparc server, called "HPD," upon request. With this account, students may communicate via E-mail with faculty and other students, both at the University and at other locations around the world. Full Internet access is provided via a user-friendly, Lynx-based, on-line menu system. If you wish to sign up for a class, please call 262-1500 to schedule a class and to receive an application form and instructions.

Acceptable Use Of Computer 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, staff, 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 normal academic and professional ethics and considerate conduct to their use of the University's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable University Policies and applicable State and Federal laws. Among the more important laws are the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU Copyright Policy may be examined in the University Office of Academic Affairs.

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

1. harass, threaten or otherwise cause harm to specific individuals or classes of individuals
2. impede, interfere with, impair, or otherwise cause harm to the activities of others
3. download, post or install to University computers, or transport across University networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of University contracts, or otherwise damaging to the institution
4. recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information

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

- sending an individual or group repeated and unwanted (harassing) E-mail or using E-mail 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 or sending forged or falsified E-mail
- 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 licensed or purchase agreements
- releasing 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 or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the University
- distributing child pornography via the Web
- 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 laws or the NSU copyright 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 Executive Provost for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation to the University.

EMERGENCY EVACUATION PROCEDURES

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

HOUSING

Nova Southeastern University campus housing is available to full-time Nova Southeastern University students. The residential facilities are Leo Goodwin, Sr. Residence Hall, Founders Hall, Farquhar Hall, Vettel Hall and the Cultural Living Center. The University offers various types of accommodations. Limited housing for married couples is also available. For information, contact the Office of Residential Life at 262-7052 or 800-541-6682, Ext. 7052.

HURRICANE POLICY

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

Radio Stations

WFTL - AM (1400)
 WIOD - AM (610)
 BIG 106 - FM (105.9)
 WJQY - FM (106.7)
 WHYI - FM (100.7)

Television Stations

WFOR-CHANNEL 4
 WTVJ-CHANNEL 6
 WSVN-CHANNEL 7
 WPLG - CHANNEL 10

LIBRARIES

There are four libraries available for use:

The Einstein Library, on the first floor of the Parker Building, contains a collection of books and periodicals to support the educational and research needs of Nova Southeastern University students. The library's collection of books and journals may be searched on its integrated on-

line catalog. The latest in CD-ROM technology is available for student use at the Einstein Library. Students are assisted in the use of this new technology with specialized library instruction. Through computer terminals, the Einstein Library has access to several nationwide networks, such as the DIALOG Information Services and OCLC network. VCR workstations are available for educational viewing in the library. The hours of service are as follows:

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

For further assistance, please call (954) 262-4601.

The Health Professions Division Library is described on page 18.

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

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

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

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

For further assistance, please call (954) 262-6200.

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

MEAL PLAN

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

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

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

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

The Jamaican Me Crazy Cafe is located in the Parker Building. Service includes sandwiches, pizza and beverages. Hours are Monday - Friday, 8:00 a.m. - 7:00 p.m.

The East Side Cafe is located in the School of Business and Entrepreneurship. Hours are Monday - Thursday, 8:00 a.m. - 2:00 p.m., 4:00 p.m. - 9:00 p.m. on Fridays, and 8:00 a.m. - 4:00 p.m. on Saturdays.

Flight Deck

The Flight Deck, located on the second floor of the Rosenthal Student Center, is the University's newest gathering spot. Students can watch television or play pool, ping pong, or darts. Hours are 10 a.m. - 11 p.m. Sunday to Thursday, and 10 a.m. - midnight Friday and Saturday. To reserve facilities, please contact Reece Roberson, Flight Deck Operations Manager, at (954) 262-7288.

Summer semester hours for all locations are on a reduced schedule. For information, contact Restaura at 262-5300.

MICROCOMPUTER LABORATORY

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

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

For the Microcomputer Laboratory located in the Health Professions Division Library, see page 19.

PARKING ON CAMPUS

All students must obtain a permit in order to park on campus. A Parking Program Manual will be issued to students at orientation. This manual will specify how to obtain a parking permit as well as explain the University's parking policy. Please contact the Public Safety Department at 262-8981 for further information.

PUBLICATIONS

The University produces many official publications, including catalogs, brochures, manuals and handbooks. Official publications produced by the University include:

NSU Catalogs
Update
At A Glance
NSU Overview

Health Professions Division Catalog
Health Professions Division Student Handbooks
Health Professions Division Clinical Manuals

Student Publications are:

The Nova Knight (University)

RECREATION AND ATHLETICS

Recreation Complex (RECPLEX)

The new sports-recreation complex consists of a pool, tennis courts, basketball courts and a fitness center. Locker rooms are also provided. Reservations for use are not necessary; facilities are available on a first-come, first-served basis. Students must show their student I.D. in order to use these facilities. All fees for use by HPD students have been paid for by the administration of the Health Professions Division for the 1998-1999 academic year.

Hours of operation are:

Monday - Thursday	8:00 a.m. - midnight (until 11 p.m. in summer months)
Friday	8:00 a.m. - 10:00 p.m.
Saturday	10:00 a.m. - 8:00 p.m.
Sunday	10:00 a.m. - 10:00 p.m.

For more information or to reserve facilities, please call Shannon Cain at (954) 262-7301.

Campus Sports and Recreation Program

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

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

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

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

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

Flag Football	Golf	Volleyball
Coed Bowling	Darts	Basketball
Chess	Coed Softball	Singles Tennis
Volleyball	Doubles Tennis	Billiards
Soccer	Softball	

If not specifically noted, all sports offer men's, women's and coed divisions. Campus champions are recognized and awards are given for each sport. Check bulletin boards, the Student Activity Calendar and other postings for the deadlines for submitting entries. For more information, call (954)262-7301.

Intercollegiate Athletics

Undergraduate students who meet the academic requirements – a minimum GPA of 2.5 in core courses and a minimum score of 860 on the SAT test – may be eligible to participate in the Athletic Program. The Athletic Program at NSU consists of:

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

NSU's Athletic Program runs from the fall semester through spring. Students interested in competing on a team can get more information by calling Shannon Cain at 262-7301.

Facility Use

If a college-recognized student organization wishes to use the sports fields for an activity, please contact Patrick Feely at (954)262-8267. If a college-recognized student organization wishes to use a section of the recreational complex, please contact Shannon Cain at (954)262-7301. Student organizations wishing to borrow sports equipment for an activity should also contact Shannon Cain at 262-7301.

STUDENT CENTER

The Rosenthal Student Center serves as the center of student life on campus. The Student Center houses the Office of Student Life, which is open 8:30 a.m. - 7:00 p.m. Monday-Thursday, and 8:30 a.m. - 5:00 p.m. Friday; Restaura Food Service; and the Flight Deck, which houses recreational facilities, including a billiards area, snack bar, quiet areas, and conference and reception rooms. To reserve a conference or reception room, call 262-7280.

STUDENT I.D. CARDS

The Office of the University Registrar issues each student an identification card the first time he or she registers. I.D. cards are needed for the computer labs, library, residence halls, and campus events. If you do not have your I.D. card by the time you read this, get one as soon as possible. You should carry your I.D. card with you at all times. An NSU I.D. card is required for all meal plan options. Students living on campus should have their I.D. card to gain access to the residence halls. Students living in the Goodwin Residence Hall should have their I.D. cards to gain entrance into the building from 9:00 p.m. to 7:00 a.m. If you lose your I.D. card, or if it is destroyed, please request a new one by contacting the H.P.D. Badge Room at 262-1134. There is a \$7.00 fee to replace a lost I.D. card.

WHERE TO GO

ACADEMIC SUPPORT SERVICE

262-8350

ATHLETICS

Department of Athletics, (262-8250)

BOOKS (and supplies)

Nova Books, Inc., Rosenthal Student Center
First Floor (262-4750)

CAREER RESOURCE CENTER

262-7201

CHANGE OF VITAL INFORMATION

(Name, Address, Telephone, etc.)

Office of the University Registrar,
Horvitz Administration Building, First Floor
(262-7255)

HEALTH SERVICES

Sanford L. Ziff Health Care Center
262-4100

I.D. CARDS (Student)

H.P.D. Badge Room, Terry Administration Building,
First Floor, Room 1134 (262-1134)

LIBRARIES

Einstein Library - Parker Building,
First Floor - (262-4601)

Health Professions Division Library -
Library/Laboratory Building, First Floor -
(262-3106)

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

The Law Library - Shepard Broad Law Center -
Second Floor - (262-6200)

PSYCHOLOGICAL COUNSELING

262-5730

RADIO STATION - WNSU 92.9 cable FM

NSU Radio, Rosenthal Student Center,
First Floor (262-8457)

SECURITY - NOVALERT 262-8999 (24 Hours)

STUDENT EMPLOYMENT

Student Financial Aid, Horvitz Administration
Building, First Floor (262-8990)

STUDENT FINANCIAL AID

Director of Student Financial Aid, Horvitz
Administration Building, First Floor
(262-3380 or 800-522-3243)

Bursar's Office, Horvitz Administration Building
First Floor (262-5200)

Student Financial Aid Counselor, Terry Administration
Building, First Floor (262-1130)

TRANSCRIPTS (Official and Student Copies)

Office of the University Registrar, Horvitz
Administration Building, First Floor (262-7255)

WELLNESS CENTER

262-7040

WORK STUDY EMPLOYMENT OPPORTUNITIES

Student Work Study, Horvitz Administration
Building, First Floor (262-8990)



Health Professions Division

PART II

1997-1998

ON-CAMPUS DIVISION PERSONNEL

Morton Terry, D.O.

Chancellor

Room 1507/Ext. 1501

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

Fred Lippman, B.Sc., R.Ph.

Executive Vice Chancellor and Provost

Room 1508/Ext. 1501

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

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

Vice Chancellor and Deputy Provost

Room 1504/Ext. 1501

The Vice Chancellor and Deputy Provost supervises all continuing academic education programs in the Division as well as all distance learning programs and technology. He assists the Executive Vice Chancellor and Provost in his duties.

Stanley Cohen, Ed.D.

Vice Provost

Room 1522/Ext. 1523

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

Marla Frohlinger, M.H.S.A.

Assistant Vice Chancellor for

Student Services and Professional Coordination

Room 1107/Ext. 1107

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

Irving Rosenbaum, D.B.A.

Assistant Vice Chancellor for Professional Affairs

Room 1510/Ext. 1510

The Assistant Vice Chancellor for Professional Affairs is responsible for coordinating external affairs for the Division, assisting in preparation and monitoring of departmental budgets, progress reports and financial data; serving as liaison between the Provost's Office and the Deans of the Division; and ensuring compliance with University policies and procedures.

Sara Schoninger, B.S.

Assistant Vice Chancellor

for Marketing and Communications

Room 1512/Ext. 1512

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

Mr. Donald Simmons

Assistant Vice Chancellor for Administration

Room 1513/Ext. 1513

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

Steven Weinstein, C.P.A., M.B.A.

Comptroller

Room 1514/Ext. 1514

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

Jay Tischenkel, B.Sc., R.Ph.

Director of Institutional Advancement

Room 1502/Ext. 1501

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

Janice Gottlieb, M.A., M.L.S.

Library Director

Library/Laboratory Building, Ext. 3106

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

HEALTH PROFESSIONS DIVISION COLLEGES

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

COLLEGE OF ALLIED HEALTH

Raúl R. Cuadrado, Dr.P.H.

Dean

Room 1203/Ext. 1203

COLLEGE OF DENTAL MEDICINE

Seymour Oliet, D.D.S.

Dean

Room 7312/Ext. 7311

COLLEGE OF MEDICAL SCIENCES

Harold E. Laubach, Ph.D.

Dean

Room 1303/Ext. 1303

COLLEGE OF OPTOMETRY

David S. Loshin, O.D., Ph.D.

Dean

Room 1404/Ext. 1404

COLLEGE OF OSTEOPATHIC MEDICINE

Anthony Silvagni, D.O., Pharm.D., M.Sc.

Dean

Room 1407/Ext. 1407

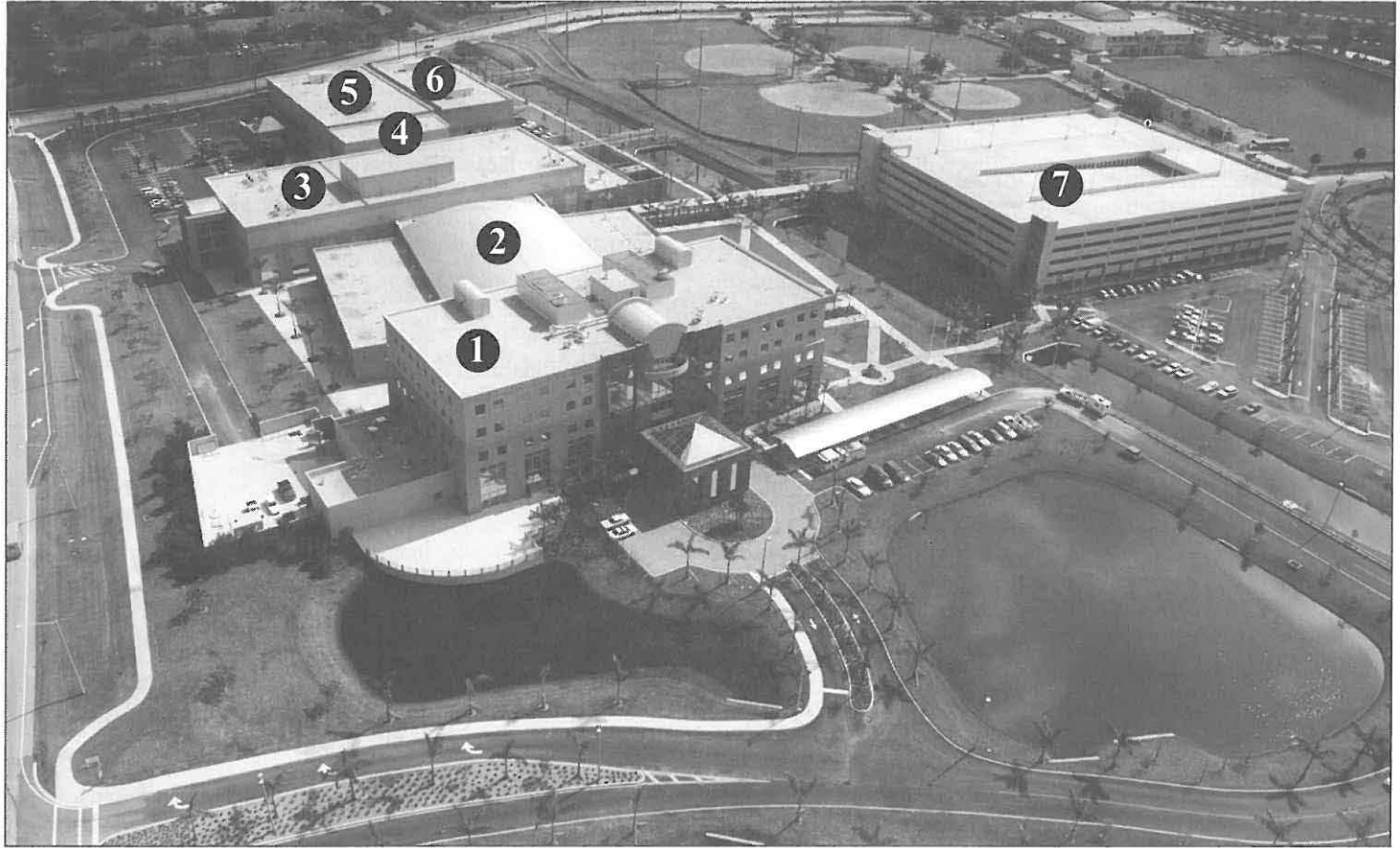
COLLEGE OF PHARMACY

William Hardigan, Ph.D.

Dean

Room 1300/Ext. 1300

Welcome To Our Campus



The Health Professions Division Facilities

1. TERRY ADMINISTRATION BUILDING

First Floor

Student Affairs
Admissions
Financial Aid
HPD Cafeteria

Second Floor

College of Allied Health
Occupational Therapy Program
Physical Therapy Program
Physician Assistant Program
Public Health Program

Third Floor

College of Medical Sciences
College of Pharmacy

Fourth Floor

College of Osteopathic Medicine
College of Optometry

Fifth Floor

HPD Administration

2. ASSEMBLY BUILDING

Finkelstein Auditorium- 125 seat
Jonas Auditorium- 125 seat
Melnick Auditorium- 125 seat
Terry Auditorium- 125 seat
Auditoria A,B,C, and D- 125 seats each
Central Auditorium- 500 seats
Hull Auditorium- 250 seats
Seminar Rooms

3. LIBRARY/LABORATORY BUILDING

First Floor

Drug Information Center
HARVEY Cardiac Simulation Room
HPD Library
Student Computer Laboratory
Patient Simulation Center

Second Floor

Occupational Therapy Laboratories
Optometry Laboratories
Physical Therapy Laboratory
Student Lounge
Osteopathic Manipulative
Medicine Laboratory

Third Floor

Basic Science Laboratories
Gross Anatomy Laboratories
Microscopy Laboratory
Research Laboratories
Moran Pharmacy Practice Laboratory
Pharmacokinetics Laboratory
Pharmaceutics Laboratory

4. CAMPUS PHARMACY

5. SANFORD L. ZIFF HEALTH CARE CENTER

First Floor

Family Medicine
Occupational Therapy
Pediatrics
Physical Therapy
Radiology

Second Floor

Optometry Clinics
Optometry Dispensary

Third Floor

Business Offices
Specialty Clinics (Cardiology,
Internal Medicine, Osteopathic
Manipulative Medicine,
Pulmonary Medicine)
Emergency Medicine Training Center

6. DENTAL MEDICINE BUILDING

First Floor

Oral Medicine and Radiology Clinic
Oral Surgery Clinic
Student Dental Clinic

Second Floor

Faculty Practice
Postgraduate Endodontic Clinic
Postgraduate Orthodontic Clinic
Postgraduate Pediatric Dentistry Clinic
Postgraduate Periodontic Clinic

Third Floor

Auditorium
Central Sterilization Area
Faculty Offices
Student Dental Supply Depot

7. PARKING GARAGE

STUDENTS WITH DISABILITIES

Any student who has a disability will be provided with reasonable accommodations as required by the Americans with Disabilities Act, if, with the accommodations, the student will be able to perform the essential functions of the academic program. Each program has developed Core Performance Standards, published on the following pages. These describe those essential functions of each program which every student must be able to meet, with or without reasonable accommodations. Questions must be directed to Morton T. Smith, D.O., in Room 1489 of the Terry Administration Building. Any student having a disability must contact Dr. Smith.

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESS

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

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

The holders of health professions degrees must have the knowledge and skills to function in a broad variety of

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

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

Intellectual, Conceptual, Integrative, and Qualitative Abilities

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

Interpersonal

Candidates and students should be able to interact with and to observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. They must also be able to communicate effectively and efficiently in all written

forms with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Motor Skills

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

Strength and Mobility

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

Hearing

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

Visual

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

Tactile

Candidates and students must have sufficient tactile ability for physical assessment. They must be able to perform palpation, functions of physical examination and/or those related to therapeutic intervention. Pharmacy students must be able to measure and compound, sometimes transferring from container to container and to carry out sterile procedures. 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 relationships with patients. Candidates and students must be able to tolerate physically taxing work-loads and to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and education processes.

BUILDING HOURS

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

LIBRARY

The Health Professions Division Library is located on the first floor of the Health Professions Division Laboratory/Library Building, 3200 South University Drive. It contains card and computerized catalogs of holdings, more than 17,000 book titles, over 1,200 active journals, more than 1,200 audio and video tapes, 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. Five coin- and card-operated duplicating machines are available for library patrons. The library maintains an Internet website, which allows access to several health-related 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 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.

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

Holiday, vacation hours and examination time will be posted.

Library Rules and Regulations

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

Circulation Policy

1. Students and faculty who wish to borrow library materials must show NSU identification.
2. Students and faculty are entitled to on-line access with an academic computer account.

3. Students and faculty in good standing may borrow circulating books and library materials for specified periods of time.
4. Circulating books must be returned in person to a member of the library staff.
5. Library materials will not be renewed by telephone.
6. Reserve books, audio and video tapes, and class notes must be requested and checked out at the circulation desk.
7. The time period for reserve materials is three hours unless otherwise designated by the librarian.
8. Reserve materials may be renewed hourly as long as there is no request for them by another person.
9. No periodicals, reserve or reference material will leave the library at any time unless authorized by the librarian or designee.
10. Library materials are expected to be returned on or before the time due.
11. Repeated overdue may cause revocation of library privileges.
12. Cost of replacing lost library materials will be charged to the patron.

MICROCOMPUTER LABORATORY

The Health Professions Division Microcomputer Laboratory (MicroLab) entrance is located in the HPD Library to the right of the front desk. It contains two networked laser printers and 40 desktop computers equipped with Windows 95, Microsoft Office (Word,

Power Point, Excel, Access), and WordPerfect. Other software programs for use in specific courses are also installed on the systems. On-line 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 H.P.D. Laboratory operates under the auspices of the University Office of Information Technology User Services.

Microcomputer Laboratory Hours

8:00 a.m to midnight.	Monday through Thursday
8:00 a.m to 11:00 p.m.	Friday
10:00 a.m to 10:00 p.m.	Saturday and Sunday

Rules and Regulations

1. NSU identification is required for admittance to and use of the facility.
2. All HPD MicroLab users are required to provide and use a data disk.
3. Virus-scan programs will be run on all disks; scanning is necessary to preserve the integrity of student data files and to protect the Division MicroLab equipment from viruses.
4. Computer usage is for the purpose of
 - a) completion of classroom and computer assignments
 - b) use of computer-assisted instruction
 - c) on-line research
5. Files created by students may not be stored on the computer hard drives. The computers will be periodically checked and unauthorized files found on the hard drives will be erased without notice.

6. The WWW is a "paperless society." Pages are not to be printed unless required to meet course requirements as defined in course syllabi or by written request from a professor.
7. Downloading files and executable software from the Internet to the Division MicroLab hard drives is prohibited.
8. Classes scheduled in the MicroLab have priority for use. Professors must sign up to reserve the Division MicroLab at least one week in advance. Request-for-use forms are available in the Division MicroLab.
9. The use of unauthorized or "bootleg" software, as defined by Federal Copyright laws, is not permitted.
10. Smoking, food, and beverages are not permitted in the Division MicroLab.
11. All software installations are to be made by Division MicroLab staff only.
12. Users must comply with the University Policy on Acceptable Use of Computer Resources (see page 4).
13. Division MicroLab staff is not responsible for personal items, books, or disks. All lost and found items will be turned over to NSU Public Safety.
14. The printer network will be turned off 15 minutes prior to closing.
15. All questions regarding use of the facilities are to be referred to the Division MicroLab staff member on duty.

STUDENT LOUNGE

Students who wish to relax may utilize the student lounge on the second floor of the 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.

MAILBOX AND MESSAGE CENTER

Mailboxes for intra-campus 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. students do not have mailboxes.

FINANCIAL AFFAIRS

Fees and Expenses

Student Activities Fee (all students)	\$100.00 yearly
Lab Fee (only for Osteopathic Medical, Dental, and Medical Sciences students)	\$100.00
Technology Fee	*
Graduation Fee (Seniors only)	\$200.00
Graduation Fee (B.S./Vision Science)	\$25.00
I.D. Replacement	\$7.00
Diploma Replacement	\$25.00
Official Transcripts	\$5.00

* University fee to be announced; not to exceed \$50.00

Late Registration

Students who have completed one full year at the University and who cannot meet their financial obligations by the first 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:

1. Recipients of Armed Forces scholarships shall be allowed up to two months of grace without penalty.
2. When confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months.

Students are required to pay at the time of registrations unless financial aid or scholarships have been awarded. Students may pay for tuition using credit cards: MasterCard, Visa, American Express, College Card, or Discover. Students' financial obligations must be satisfied before the registration process can continue.

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

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

No refunds will be made thereafter. (Students with questions should consult the Bursar's 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, i.e., living expenses, books, supplies, transportation and/or personal expenses, this must be prorated for the period the student attended the institution. The student must then refund the difference (between the actual overage and prorated amount) to the institution for restoration to the appropriate Title IV account.

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

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

Florida Residency

Eligible students must request in-state tuition on application. For tuition purposes, students' Florida residency status (in-state or out-of-state) will be determined based upon initial matriculation and will remain the same throughout the entire enrollment of the student at NSU. The determination as to eligibility for in-state tuition at NSU shall be made exclusively by NSU.

Student Financial Aid

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

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

The Division attempts to obtain assistance for students who do not have sufficient resources to pay for the costs of a health professions education. However, the student and the student's family have the primary responsibility for education and living expenses. All aid should be viewed as supplementary to the efforts of the student and the family.

The Student Financial Aid office located in the Horvitz Administration Building is an important source of information on all financial aspects of the student's education, including budget and debt management as well as financial aid. Counselors are available Monday through Thursday, 8:30 a.m. to 7:00 p.m., 8:30 a.m. to 6:00 p.m. on Friday, and 9:00 a.m. to noon on Saturday. A counselor is also available in Room 1130 of the Terry Building from 8:30 a.m. to 5:00 p.m. Monday through Friday. Appointments are accepted, but not necessary.

Short-Term Emergency Loans

The Division has limited small loans available on a short term basis to help meet unexpected financial emergencies. When approved, disbursement is made by check within one week of receipt of the student's application. Applications

can be secured from the Office of Student Financial Aid in the Horvitz Administration Building.

All financial obligations must be met prior to or at the time of registration.

ATTENDANCE, DRESS CODE AND CONDUCT

ATTENDANCE

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

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

1. Excused Absences

a. **Illness** - For absences due to illness, the appropriate Dean or his designee must be notified as soon as possible. These absences will be evaluated on an individual basis by the Dean.

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

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

2. Unexcused Absences

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

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

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

If, in the 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 Clinical Rotation Handbook or Clerkship/Externship Manual distributed prior to clinical rotations by the involved College.

4. Tardiness

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.

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

Classes begin at 10 minutes after the hour. Any student not seated in his 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 half-absence. Two incidents of tardiness are equivalent to one full absence. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized individual.

5. Leave of Absence

A student desiring a voluntary leave of absence must submit a written request to the Dean. The Dean will then determine whether or not the leave of absence is to be granted. If approved, the student must re-enter the program no later than the following year at the beginning of the same semester in which he or she left.

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. 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.

2. Matching scrub sets and shoes.

In addition to the above attire, students must wear their white clinical jacket.

3. 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.

4. Students may not wear the following:

- a.) shorts
- b.) cut-offs
- c.) mini-skirts (higher than mid-thigh)
- d.) jeans
- e.) see-through clothing or halter-tops
- f.) sandals, thongs, flip-flops or sneakers
- g.) t-shirts (as the outer shirt)
- h.) jogging or exercise clothing
- i.) 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.

CONDUCT

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

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

ACADEMIC HONOR

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

Academic dishonesty is considered a serious academic offense by the faculty and administration of this University. Cheating, plagiarism or deceptions of any manner and material will not be tolerated. Examples include copying answers from another student's test paper, using notes or answers during a test without approval of the instructor, sending another student to take your examination, and submitting a paper without proper citations for another's ideas or quotations. These are only several examples of academic dishonesty, and students are required to acquaint themselves with the specific course requirements and regulations of the Division and the University.

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

STUDENT RECORDS

Transcripts

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

Definitions:

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

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

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

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
2. An employment record of an individual whose employment is not contingent on the fact that he or she is

a student, provided the record is used only in relation to the individual's employment.

3. Records maintained by the Health Center if the records are used only for treatment of a student and made available only to those persons providing the treatment.

4. Alumni records which contain information about a student after he or she is no longer in attendance at the University and the records do not relate to the person as a student.

Annual Notification

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

The Family Educational Rights and Privacy Act

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

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

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

Procedure to Inspect Education Records

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

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

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

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

Right of University to Refuse Access

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

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

Refusal to Provide Copies

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

1. The student has an unpaid financial obligation to the University.

2. There is an unresolved disciplinary action against the student.

Fees for Copies of Records

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

Types, Locations and Custodians of Education Records

Type: Admission Records
Location: Admissions Office
Custodian: Ms. Marla Frohlinger, Assistant Vice Chancellor for Professional Services and Student Coordination

Type: Cumulative Academic Records
Location: Horvitz Building, Office of the University Registrar
Custodian: Mr. Stanley Cross, University Registrar

Type: Health Records
Location: Sanford L. Ziff Health Care Center, University Health Services Office
Custodian: Robert Oller, D.O., Chief Executive Officer, Health Care Centers

Type: Student Financial Records
Location: Horvitz Building, Finance Office
Custodian: Ms. Tamela Orefice, University Bursar

Type: Cumulative Records
Location: Respective Dean's Office
Custodian: Respective Dean

Type: Student Financial Aid Records
Location: Horvitz Building/Student Financial Aid Office
Custodian: Ms. Gerri Castora, Director of Student Financial Aid

Disclosure of Education Records

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

No consent is needed for the following:

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

A school official is:

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

A person elected to the Board of Trustees, or

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

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

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

Performing a task related to a student's education.

Performing a task related to the discipline of a student.

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

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

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

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

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

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

7. To accrediting organizations to carry out their functions.

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

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

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

Record of Requests for Disclosure

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

Directory Information

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

Correction of Education Records

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

1. Students must ask appropriate officials of the University to amend a record. In so doing, the students should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of 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. Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.
5. The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the University decides that the challenged information is 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.

VISITS TO OTHER INSTITUTIONS

Students in the Health Professions Division may not visit, in an official or presumedly 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.

MOTOR VEHICLE AND PARKING REGULATIONS

All students must obtain a permit in order to park on campus. A Parking Program Manual will be issued to students at orientation. This manual will specify how to obtain a parking permit as well as explain the University's parking policy. Please contact the Public Safety Department at 262-8991 for further information.

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

All vehicles are parked at owner's risk. The University or Division assumes no risk for articles left in vehicles, or for any loss by theft or damage which may be caused to any vehicle on University property. Bicycles are to be placed only in the bicycle racks located along the covered entrance between the Parking Garage and the Assembly Building.

SEXUAL HARASSMENT POLICY

It is the policy of the Health Professions Division, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. As such, the Division supports University Policy #32, revised July, 1997, which addresses sexual harassment. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below:

Definition:

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

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

Rules Governing the Conduct of University Employees and Students:

PART I

Sexual favors as basis for actions affecting an individual's welfare as a student or employee:

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

PART II

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

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

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

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

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

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

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

PART III

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

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

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

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

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

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

PART IV

Demeaning verbal and other expressive behavior in instructional settings.

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

Definitions for Purposes of Part IV:

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

2. Expressive behavior related to subject matter.

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

3. Protected Expressive Behavior

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

- b. The person engaging in such conduct has previously been asked not to engage in such conduct or conduct of substantially the same kind, and in addition, a faculty member is subject to discipline if, in addressing a student(s) in an instructional setting, he or she repeatedly uses sexual gestures, sexually explicit comments, or gender-related epithets to refer to a student(s) in the course.

PART V

Demeaning verbal and other expressed behavior of students versus students

Demeaning verbal and other expressed behavior of students versus students is also subject to disciplinary action.

PART VI

Retaliation

Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is equally prohibited. Such retaliation shall be considered a serious violation of this policy, and shall be independent of whether a charge or

informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates the policy.

Consensual Relationships

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

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

The Health Professions Division's Sexual Harassment Committee

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

The Committee will consist of individuals appointed by the Executive Vice Chancellor and Provost. Their function will be to (1) investigate all allegations of sexual harassment that involve students, faculty and staff; (2) report those findings to the Executive Vice Chancellor and Provost for disposition of the case; and (3) act as advocates and conduits for the resolution of the case.

Reporting Allegations of Sexual Harassment

Instances of sexual harassment are to be reported at the earliest possible time to one of the members of the Committee for the purpose of the follow-up investigation and disposition:

Daniel E. Shaw, Ph.D., Chair

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

Room 1325, Terry Administration Building
Terrence N. Ingraham, O.D.

Room 1410, Terry Administration Building
Lisa-Deziel Evans, Pharm.D.

Room 1387, Terry Administration Building
Peggy Anderson

Room 258, Horvitz Administration Building

1. The individual or individuals reporting the alleged incident must identify themselves and be willing to identify the alleged perpetrator. Anonymous reports will not be cause for administrative action.

2. A log of contacts shall be maintained by the investigator (Committee member) for the purpose of documenting contacts with the principals involved in the case. In addition to the log of contacts, a contact sheet will be maintained which documents the content of the meeting, to include individuals present and disposition of the meeting.

3. The investigator (Committee member) will attempt to determine within a reasonable time frame the validity of the complaint, and ascertain the parties who are involved in

this incident. The investigator is charged with providing the full Committee with adequate information to make a judgment on whether to continue to proceed with this case internally or to forward the case to an outside body, i.e., local police, etc.

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

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

Guidelines for Investigating Allegations of Sexual Harassment

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

1. Interview of Complaint

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

2. Documentation/Confidentiality

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

3. Record Keeping

All records of investigations related to sexual harassment shall remain in the locked possession of the investigating Committee member, until a disposition has been reached. Once a case has been resolved the records then become the confidential files of the Executive Vice Chancellor and Provost or his designee.

4. Reporting of Findings

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

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

5. Formal Complaints

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

6. Informal Complaints

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

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

Suggestions for Sanctions or Disciplinary Actions

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

termination, or referral to the criminal justice system for possible sexual assault violation.

HEALTH AFFAIRS

Health Insurance

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

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

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

Health Care

Ambulatory medical, optometric and dental care is made available during regular business hours for the University family. When a student or a member of his or her immediate family (spouses and children) 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. These hours may be changed from time to time and changes will be posted. For urgent situations which do not meet the above, contact the University Health Service at 262-4100.

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

Examinations

1. A complete physical examination, comprehensive dental examination and a comprehensive eye examination,

consistent with the standard University form, are required of every student.

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

b. Students may request that these examinations be done by the University Health Service 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!

2. Reports of the three examinations (whether done privately or by the University) will be filed in the student's medical files.

3. Any follow-up recommended in the examinations will be the financial responsibility of the student. The University Health Service will press for the completion of any recommendations and correction of any problems.

Immunization Requirements

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

Basic Immunizations

Every student is required to have had an immunization for the following diseases prior to matriculating at Nova Southeastern University: diphtheria-pertussis-tetanus (or diphtheria-tetanus), measles-mumps-rubella, and poliomyelitis. A written memorandum of the immunization given and the date, signed by a physician, must be filed with the 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, the Health Professions Division will require and provide a yearly tuberculosis test for every student. This, too, will be supported by the Student Activities Fee.

Arrangements

The University Health Service will schedule appointments for students for the tuberculosis testing and for the Hepatitis B 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.

AIDS Policy

The University has adopted the following AIDS policy: Nova Southeastern University Health Professions Division recognizes its responsibilities for the health and welfare of its students, faculty and staff, as well as its responsibility to patients suffering from AIDS or harboring the Human Immunodeficiency Virus (HIV). 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 and staff. The Division recommends universal precautions in all laboratory and

clinical settings. The Division reserves the right to alter this policy as new information on AIDS becomes available.

The following guideline should be used:

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

Counseling and Psychological Services

The University Center for Psychological Studies is cooperating with the Health Professions Division for providing psychological counseling. Students who need assistance should feel free to call the Center, located in the Maltz Psychology Building. The Program Coordinator for the Health Professions Division is Ms. Lori Kiesel, who can be reached at 262-5730. The Center's hours are:

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

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

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

Crisis counseling is available 24 hours a day.

MEDICAL BENEFITS

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

DRUG FREE WORKPLACE: POLICY STATEMENT

Nova Southeastern University Health Professions Division is deeply concerned about the issue of substance abuse and its effect on faculty, students, and staff. In addition, the University, as a recipient of Federal funding, is required, under the **Drug-Free Work Place Act of 1988**, to establish policies and procedures to discourage the illegal use of drugs, including alcohol, and encourage a healthy,

drug-free educational and work environment.

The Division believes that prevention is the key to reaching these goals. As a result, the University has developed a prevention program that encompasses exploration of attitudes and education concerning substance abuse prevention and wellness issues. The Division also provides specific protocols to assist in identification, intervention and assistance for all people associated with the Division who have drug-related problems. In addition, as a training center for health care professionals, the institution accepts its responsibility to educate and assist the community, through our faculty and students, in the battle against drug abuse and addiction.

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

If questions arise, they can be answered, **confidentially**, by contacting Daniel Shaw, Ph.D., Chair of the Department of Behavioral Medicine and Director of the Student Impairment Program, at his office in Room 1465, Terry Administration Building, (954) 262-1465.

Legal Consequence of Drug Use

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

Florida DUI (Driving Under the Influence) Law

Between 1991 and the present a number of changes have been made in the "DUI" Laws. The two major changes

involve the ability of a police officer to take the intoxicated driver's license "on the spot". In addition, as of January 1, 1994, "the legal limit" for blood alcohol level has been reduced from 0.10% to 0.08%.

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

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

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

In the case of alcohol, breath tests may be used instead of urine or blood tests. A blood alcohol level of less than 0.05% shall be considered NOT under the influence of alcohol; however, a level of 0.10% is not considered as being diagnostic although impairment may occur. The above testing can be carried out either at the request of the police officer or the driver.

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

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

Penalties for Conviction

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

Drivers with blood alcohol level of 0.08% or higher or impairment due to other scheduled or illicit substances will be subjected to the following penalties:

B.A.L. between 0.08% and 0.2%

1st Offense

Fine \$250 - \$500

Prison up to 6 months

2nd Offense

Fine \$500 - \$1000

Prison up to 9 months

3rd Offense

Fine \$1000 - \$2500

Prison up to 12 months

B.A.L. of 0.2% and above

1st Offense

Fine \$500 - \$1000

Prison up to 9 months

2nd Offense

Fine \$1000 - \$2000

Prison up to 12 months

3rd Offense

Fine \$2000 - \$5000

Prison up to 12 months

Damage to property or another person

First offense.....Misdemeanor of first degree

Fourth offense third degree felony

Serious injury third degree felony

Death..... DUI manslaughter -
second degree felony

The possession of an open alcohol container in a motor vehicle is prohibited.

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

Drug Free Workplace Awareness Program

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

The program is designed to inform all students of:

1. the dangers of drug abuse in the workplace
2. the Division's policy concerning maintenance of a drug-free workplace

3. the penalties that may be imposed for deviation from the policies, especially concerning the sale of illicit drugs, either on or off campus
4. the availability of the Division's intervention and assistance program

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

Drug Use Prohibition

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

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

Illegal Activity

Illegal drug related activity, within or beyond the University grounds, will not be tolerated. Any drug related criminal act that comes to the attention of the University, whether on or off campus, will be thoroughly investigated. If

confirmed, the offender will be subject to disciplinary action up to and including dismissal. In addition, the University is legally obligated to report the activity to the appropriate federal, state or local authorities including the various licensing boards and agencies if indicated. Conviction of a drug-related activity that violates federal, state or local law must be reported within five days. Students should report such incidents to Dr. Daniel Shaw, Chairman of the Impaired Students Committee, Room 1465 in the Terry Administration Building.

Impaired Students

Intervention Protocol

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

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

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

3. Goals of Intervention include:

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

4. Initial information may come from:

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

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

- a. Intervention will be carried out only after initial reports are confirmed.
- b. Anonymity will be maintained for both the student and the reporting source.
- c. Intervention will be carried out if "probable cause" can be confirmed. This will protect the suspected abusing student from harassment and the reporting person from abuse.

6. Intervention Technique

- a. Self-disclosure will be strongly encouraged.
 - (1) Students may contact the Director at (954) 262-1465.
 - (2) If suspected addictive behavior is noted by a number of people, it is appropriate to discuss these issues with the potentially impaired person, encouraging that person to self-disclose prior to the behavior being reported to the Director of the ISP.
 - (3) Anonymity will be maintained.
- b. In order to provide maximum protection to the student, initial intervention will be carried out by the ISP Director, Dr. Daniel Shaw, and/or his designee.
 - (1) Dr. Shaw will be provided with an up-to-date list of addresses and phone numbers of all students, thus avoiding the need to contact school staff to obtain specific contact numbers.
 - (2) The student will be contacted personally by the ISP Director, indicating that he believes that a potential problem may exist.
 - (3) An appointment will be made and must be kept by the student within 24 hours of this initial contact. If necessary, the student may be instructed to miss a scheduled class.

- (4) Urine and/or blood samples may be required at the ISP Director's discretion.
- (5) Failure to comply with this protocol will result in confrontation by the entire ISC.
- c. If all other attempts fail, the suspected dysfunctional student will be reported to administration which, if the student is confirmed as impaired, will have the option to take whatever action it deems necessary. The ability of ISC to intercede will be greatly reduced under these conditions.
- (a) Administration will be briefed on a "need to know" basis.
- (b) The ISC will act as the student's advocate. studies as soon as possible.
- (5) If inpatient treatment becomes lengthy, it is understood that the student's ability to continue with his or her class may not be possible.
- (6) The student will be allowed to continue his or her education at the earliest possible date.

Treatment Protocol

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

- a. The Committee will take appropriate action rapidly.
 - (1) Confidentiality will be maintained.
 - (2) An individualized treatment plan will be developed by the Committee.
 - (a) Actual treatment will be initiated as soon as possible.
 - (b) Consideration will be given to the use of all treatment modalities on both an inpatient and outpatient basis.
 - (3) Every attempt will be made to set up a treatment plan that will allow the student to stay in school without interruption.
 - (4) If inpatient treatment is necessary, the student will be assured that he or she will have every opportunity to continue his or her education without prejudice.

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

- (1) Outpatient therapy
- (2) Urine/blood tests
- (3) Inpatient therapy

- c. Drug testing may be carried out at any time during treatment. Testing will be carried out on a random basis.

2. Resources

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

Physicians: Through the FMA/FOMA Impairment Program

Pharmacists: FPA Impairment Program

Optometrists: the Florida Department of Business and Professional Regulation Impairment Program

Physician Assistants: Physicians Recovery Network

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

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

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

- (1) Alcoholics Anonymous: (954) 462-0265
- (2) Narcotics Anonymous: (954) 476-9297

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

- a. Failure to follow the prescribed course of treatment will result in a report to the administration.
- b. Drug-dealing will not be tolerated.
- c. The ISC will no longer be able to protect the student.
- d. The possibility of punitive action at this point, including expulsion, is up to the administration.

5. Successful treatment will be judged by:

- a. Abstinence.
- b. Successful return to all aspects of life.

MISCELLANEOUS INFORMATION

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.

Alcohol on Campus

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

Firearms

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

Food in the Lecture Halls

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

Identification Badges

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

I.D. badges are issued at the Division Badge Room. These badges are given to the student at no charge except for replacement.

Lost and Found

Lost and Found services are administered by the NOVALERT Security Personnel located on the first floor of the Horvitz Administration Building. The phone number is: 262-8999.

Notices, Messages, Posters

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

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

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

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.

Responsibility for School Property

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

Social Events and

Extra-curricular Activities

All extra-curricular activities by Division-recognized organizations, on campus and off campus, must be approved

in advance by the Division Office of Student Affairs and must be listed in order to avoid conflicting functions. A student or group of students may not officially represent the Division or the University, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the Division Office of Student Affairs and faculty advisors affiliated with the group. 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. Activities must be approved by the Division Office of Student Affairs before a room can be assigned by the Coordinator of Educational Support, and no meeting announcements may be made until approval is made. A specific room will be assigned for the function. No announcements can be posted unless authorization is given by the Division Office of Student Affairs. 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.

The University does have a work-study program for students who qualify. For more information, contact the Student Financial Aid Office, 262-3380, or the Coordinator of Student Employment, 262-8990.

Student Mail Boxes

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

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

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

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.



College of Dental Medicine

PART III

1998-1999

NSU - College of Dental Medicine Academic Calendar 1998-99

August 9, 1998	Fall Orientation and Registration
August 10	Freshman Classes Begin
September 7	Labor Day, No Classes
September 21	Rosh Hashanah, No Classes
September 30	Yom Kippur, No Classes
November 26	Thanksgiving Recess Begins
November 30.....	Classes Resume
December 14-18.....	Examinations
December 21.....	Winter Recess Begins, 5:00 PM
January 4, 1999	Classes Resume
January 18.....	Martin Luther King Day, No Classes
April 2-9.....	Spring Recess
May 17-21.....	Examinations
May 24-29.....	Pre-Summer Recess
May 31.....	Memorial Day, No Classes
June 1	Summer Semester Begins
May 26-August 8.....	Summer Recess

(All calendars are subject to change by Administration without notice, but every effort will be exerted to give as much notice as possible.)

COLLEGE OF DENTAL MEDICINE PERSONNEL

Seymour Oliet, D.D.S.

Dean

Room 7312/Ext. 7310

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

S. Sigmund Stahl, D.D.S., M.S.

Executive Associate Dean for Administration

Room 7318/Ext. 7318

The Executive Associate Dean for Administration is responsible for all administrative matters and coordinates the activities of all Associate/Assistant Deans, Division Chiefs, and Departmental Chairpersons in the College of Dental Medicine.

Edward Reetz, D.M.D., M.S.D.

Associate Dean for Academic Affairs

Room 7316/ Ext. 7316

The Associate Dean for Academic Affairs is responsible for the development and implementation of the Dental Academic program.

Robert Uchin, D.D.S.

Associate Dean for Extramural Affairs

Room 7315/Ext. 7315

The Associate Dean for Extramural Affairs is responsible for all community affairs, community programs, and off site teaching efforts for the College of Dental Medicine.

Peter Keller, D.D.S.

Associate Dean for Clinical Affairs

Room 7322/Ext. 7322

The Associate Dean for Clinical Affairs is responsible for all clinical activities performed at the College of Dental Medicine.

Francis De Piano, Ph.D.

Associate Dean for Student Affairs

Room 7317/Ext. 7317

The Associate Dean for Student Affairs is responsible for academic and nonacademic student affairs within the College of Dental Medicine.

MISSION STATEMENT

The mission of the College of Dental Medicine is to educate and train our students in order to ensure their competency to practice the art and science of the dental profession.

The College of Dental Medicine requires our graduates to be biologically knowledgeable, technically skilled and socially sensitive to the needs of all patients and the community.

The College of Dental Medicine fosters an atmosphere of creativity and innovation through scholarship, research and community service.

Our graduate dentist will be a practitioner who adheres to the highest standards of ethics and exhibits exemplary performance and behavior while effectively delivering the highest quality of health care.

ACADEMIC AFFAIRS

Academic Advising

The goal of an academic advisor is to provide students with assistance to enable them to get the most from their educational experiences.

The role of the academic advisor is to:

1. Provide students with guidance, direction and encouragement
2. Monitor the overall progress of the student
3. Direct the student to appropriate College or University resources.

Students are introduced to their academic advisors at the orientation. At that time, the academic advisor meets with

the student, reviews the procedures contained in the Student Handbook, advises the student about the curriculum in general, and provides information about office hours and availability to the student.

Faculty advisors are required to meet with the students assigned to them at least two times during each semester.

Students wishing to switch academic advisors may contact the Associate Dean for Academic Affairs.

Faculty Office Hours

It is imperative that students have adequate access to the faculty in terms of office hours. In addition to allowing students to ask questions, resolve ambiguities, and discuss ongoing course work in a scholarly fashion, these interactions foster a sense of closeness and camaraderie between students and faculty.

Faculty members are encouraged to post ongoing office hours that do not coincide with those times that students are in classes or laboratories. Given the rigorous curriculum inherent in dental education, it is recognized that significant time constraints do exist. Therefore, it may be preferable to have office hours available upon appointment. This ensures that meetings can be arranged at the convenience of both the student and the faculty member.

A student requesting an appointment should be able to see a particular faculty member within three to five school days. While students must respect the work load and time constraints of the faculty, faculty members must also be sensitive to the needs of the students, especially during critical periods such as examination times.

Academic Standing Committee

The role of the committee is to:

1. Evaluate the academic progress of each student and recommend student promotions to the Dean.

2. Review and evaluate the records and performance of students with academic difficulties, and develop recommendations to assist them in the remediation of academic deficiencies.

Academic Standing

Each student's academic achievement is reviewed each semester, and a transcript is compiled by the Office of the Registrar. A copy of this transcript is available to the student, Dean's Office, Academic Standing Committee and Office of Financial Aid, or where authorized by the student or the Dean.

The transcript includes:

Grades earned

Deficiencies (incompletes, failures, etc.)

Semester GPA and Cumulative GPA

Honors (Chancellor's List, Dean's List)

Withdrawal or Leave of Absence

Grading Policies and Procedures

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

Within ten working days following completion of the course, the course grade roster sheet is forwarded directly under confidential cover to the Associate Dean for Academic Affairs.

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

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

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

Student Grades

Grading of all didactic courses is based on a scale of 0-100% with 70% the minimum grade for passing.

In the clinical areas, passing is represented by an evaluation of adequate or above (for details see section on Clinical Education). Grades of I-incomplete or F-failure require special action. In order to graduate, all courses must be passed.

Incomplete Course Work

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

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

A change from an incomplete to an earned grade must occur prior to the first day of the next academic year, or it will be converted to an "F."

Academic Promotion

Promotion is defined as progression from one academic year to the next. To make satisfactory academic progress, a student must satisfactorily complete all courses required in the preceding academic year in order to move to the next academic year.

Freshmen courses are considered prerequisites for sophomore courses as are sophomore courses prerequisite for junior courses and junior courses for senior courses. Similarly, classroom and laboratory courses are considered prerequisites for clinical assignments. As such, no student with an incomplete, withdrawal or failing grade in a prerequisite course will be allowed to proceed with clinical assignments.

Problems regarding a student's professionalism, maturity of thought, and behavior will be addressed by the appropriate college committees and Dean or his designee.

Re-Examinations and Remediation

A student who fails four or more classroom/laboratory courses during any one academic year will not be given an opportunity to take a re-examination, and will be dismissed. Exception to this rule may be made at the discretion of the Dean. Re-examination and remediation grades will be forwarded directly, under confidential cover, within two working days after the examination to the Associate Dean for Academic Affairs. After signature by the Dean or his designee, grades will then be forwarded, under confidential cover, to the Office of the University Registrar within two working days of receipt, for official recording on the student's transcript.

All students with academic deficiencies will be reviewed by the Academic Standing Committee. Students who have satisfactorily remediated deficiencies will be recommended for promotion. Students still having remaining deficiencies resulting from unsatisfactory remediation will not be promoted, and the Committee will recommend to the Dean the remediation requirements that must be satisfied during the coming academic year.

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

Students repeating a failed course will not be permitted to take a re-examination, should they fail and are subject to dismissal.

No student with an academic deficiency will be registered for the next academic year until the Registrar has received written communication of the student's status from the Office of the Dean.

Grade Disputes and Appeal Policy

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

A student seeking to appeal a decision that has been established regarding any academic matter, should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

1. Course Instructor
2. Course Director
3. Department Chairperson
4. Associate Dean for Academic Affairs
5. Dean

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

If the student is not satisfied with the decision given, he or she may appeal to the next administrative level. If he or she chooses to continue the appeal, he or she must do so in writing within three school days of the decision given.

Following a decision from the Dean, if satisfactory solution is not reached, the student may appeal to the Executive Vice Chancellor, and then to the Chancellor of the Health Professions Division.

Transcript Notations

Failing grades will be included in calculating the grade point average for that semester and the cumulative grade point average to that point. If a course is failed and subsequently passed on re-examination, a grade of 70% (the highest possible grade on re-examination) will be recorded with notation on the transcript that the course was passed by re-examination. The re-examination grade of 70% will be used to calculate all grade point averages. The initial failing grade will be documented but not used for subsequent GPA calculations.

In the event a course and the re-examination are failed, the original course grade shall be recorded on the transcript. If a course and the re-examination are failed and the course is subsequently repeated and passed, it will be noted on the transcript that the course was repeated. Once passed, a course may not be repeated for a grade unless directed by the Dean or his designee.

Miscellaneous

Course and Instructor Evaluations

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

In addition, faculty undergo peer evaluation and performance evaluation by their respective departmental chair at least once each year.

Library Skills Policy

Every matriculating student must be able to conduct scientific research using the latest electronic resources through the University's libraries.

1. Students must be acquainted with the major printed resources and electronic databases available in the health professions.
2. Students must be able to identify and locate materials in the library, as needed or required by instructors.
3. Students must be familiar with the leading dental journals and be able to research specific dental topics using standard bibliographies and indexes.
4. Students must demonstrate basic competency in using the electronic library to find information.
5. Students must be able to demonstrate competency in navigating on-line electronic searches in MEDLINE, Cinahl, HealthStar, and other databases as appropriate.
6. The College provides such courses for students during its academic program in cooperation with the library staff.

Student Career Counseling

The mission of the College is to educate general dental practitioners capable of providing comprehensive dental care. In addition, the College provides training for dentists in most of the recognized clinical dental specialties. The College also strives to expose students to alternative

careers in the health sciences. The Office of Student Affairs provides such information to our students with materials on:

- dental fellowships
- research opportunities
- careers in federal, state, and local government

In addition, the Office of Student Affairs offers individualized career counseling and information on other careers in the health sciences, such as hospital, clinic, and private practice; group and solo practice; public health units; and managed health care organizations.

Withdrawal from a Course

Students may withdraw from a course and receive the notation of "W" on their transcript provided they are in good standing at the time. A request must be made in writing to the Dean prior to 50% completion of the course. A course will be considered 50% completed when half of all the lectures have been delivered. In the case of a withdrawal, the student must repeat the course in its entirety the following year, and will receive his or her earned grade. While a course is being repeated, the student may not progress to the next academic year. Once the course is more than 50% completed, no withdrawals will be allowed and the student will receive his or her earned grade.

CLINICAL EDUCATION

A dental student of Nova Southeastern University is not a licensed dentist and, therefore, is legally and ethically not permitted to practice dentistry. A student may be involved in the care of a patient, but only under the direct supervision of a licensed dentist. The attending dentist is responsible for the dental care of the patient and for countersigning all orders, progress notes and matters written by the student. A student may not administer therapy or medication, unless under the direct supervision of a licensed dentist or physician.

To be eligible for clinical assignments, students must have successfully completed and passed all preparatory courses, including certification in Basic Life Support and in Advanced Cardiac Life Support, and instruction in OSHA Requirements for Blood Borne Disease Precautions, Infectious Waste Disposal, and Universal Precautions. Furthermore, students must have health insurance and all required immunizations and related testing, and documentation of this information must be on file with the Office of Academic Affairs prior to entering clinical training.

Responsibilities and Duties

The student in clinical training will be responsible, at all times, to the personnel in charge of the unit involved. In addition, all students will be expected to comply with the general rules and dental ethics established by the American Dental Association and the College of Dental Medicine at Nova Southeastern University. A professional demeanor is essential at all times. All problems or difficulties should be communicated immediately to the Dean.

Address and Telephone Updates

If a student's address is different from that of his or her rotation site, he or she must notify the Dean's office directly by filling out a Rotation Address Change Form. It is imperative that the Office have any changes in a student's address or telephone number in order to communicate schedule revisions and vital information. This includes the student's address during the vacation month. The Office also needs the permanent or home address and telephone number of each student to use in the event of an emergency.

Title

Students will be treated as professionals by all clinical personnel at all times and vice versa.

Student Attendance

Student attendance is required for all courses and clinical sessions. Only excused absences will be permitted.

Excessive absences (10% or more of course/session) will require remedial action or result in failure. Attendance at examinations is mandatory unless a student is officially excused. For such cases, make-up examinations will be scheduled at appropriate times.

Leave of Absence from College

Leave of absence is defined as an extended period of time away from College activities that may become necessary due to prolonged illness or personal matters of significant gravity. No other matters will be approved.

The student must apply in writing for a leave of absence to the Associate Dean for Academic Affairs. The student must be in good standing and there must be an important reason. The Dean makes the final determination of approval or denial.

Student Performance Evaluation

Student evaluation and grading will be based on didactic and clinical performances.

The passing grade for all didactic courses is 70%.
In the clinical areas, procedures will be graded as:

Numerical Grade

90 + (Honors) -	Outstanding
80 + -	Competent
70 + -	Adequate

Below clinical standards = Failure (In such instances, corrective treatment will be initiated immediately by faculty.)

Each clinical department has established criteria describing levels of competence within each discipline and determined the number/types/ quality of clinical experiences necessary for completion of requirements within the specific discipline. Such information is available to the student.

Each department will send final grades for each student to the Office of Academic Affairs and then to the Registrar who will record the grades. Incompletes (I) or withdrawal (W) will be recorded and proper academic procedures will be followed to enable the student to complete the course or be dismissed.

Dismissal, Suspension, and Re-admission Policies

Dismissal

A student may be dismissed from the College of Dental Medicine if:

1. He or she fails four or more classroom courses during any one academic year.
2. He or she fails a repeated course;
3. He or she fails more than one clinical discipline or rotation, or fails a clinical discipline or a clinical rotation he or she is repeating;
4. He or she exceeds a six-year limit for completing all graduation requirements, exclusive of any approved leave of absence or withdrawal in good standing;
5. In the opinion of the Dean, circumstances of a legal, moral, behavioral, ethical, or academic nature warrant such action, or if, in the Dean's opinion, there are factors that would interfere with or prevent him or her from practicing the highest quality of dental medicine.

Re-evaluation, Remediation, and Dismissal

In the event of failure in or dismissal from any course, the Dean of the College, in consultation with the Chair of the relevant department and the Academic Standing Committee, will review the situation and make the necessary arrangements, if appropriate, for the student to remediate the deficiency by repeating the failed or incompleting

program. Students may be permitted to use their vacation month to repeat the failed course if possible, to take additional time that could result in delaying their date of graduation.

Only one opportunity will be allowed to remediate a failed course of study or unit of study. A student who fails more than one unit or fails one 'repeat unit' is subject to dismissal.

A voluntary period of study during vacation time may be arranged for a student by the Associate Dean of Academic Affairs with approval of the specific faculty involved. The usual evaluation process will be required. Such a study period, however, will only be permitted under unusual circumstances, since student vacation time is significant for maintaining the well-being of the student.

Re-admission Following Dismissal

If a student is dismissed from the College of Dental Medicine, he or she may re-apply for admission to the Dean and will be considered, provided that he or she can present adequate evidence that the conditions and/or factors which caused the dismissal have changed significantly so that there is a reasonable expectation that the student can perform satisfactorily if permitted to resume his or her studies. The student's prior academic record will remain part of his or her overall academic record and will be recorded on the permanent transcript, but none of the prior grades for courses being retaken will be calculated in the new grade point average.

Suspension

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

Re-admission Following Suspension

If a student is suspended from the College of Dental Medicine, he or she may re-apply for admission to the Dean and will be considered, provided that he or she can present adequate evidence that the conditions and/or factors which caused the suspension have changed significantly so that there is a reasonable expectation that the student can perform satisfactorily if permitted to resume his or her studies. The student's prior academic record will remain part of his or her overall academic record and will be recorded on the permanent transcript, but none of the prior grades for courses being retaken will be calculated in the new grade point average.

Academic Probation

The Academic Standing Committee will make a recommendation for academic probation to the Dean:

- When a student has any unremediated failures or is otherwise not making satisfactory progress towards meeting degree requirements or

- When it is believed that a student has failed to achieve sufficient maturity of thought or professionalism, or when a student is responsible for an infraction of the laws, rules or ethical codes which govern the Dental profession and its members.

When a student is placed on academic probation, the student will be notified by the Dean or his designee and notice will be placed in the student's file.

While on academic probation, a student's participation in extracurricular activities may be restricted by the Dean if he feels such participation may adversely impact on that student's academic progress.

When the student has corrected all deficiencies, the Academic Standing Committee will recommend that the

Dean remove the student from academic probation. If, while on probation, the student violates the terms of his or her probation, actions may be taken, up to and including dismissal from the College of Dental Medicine.

Graduation Requirements

To receive a degree from the College of Dental Medicine, every student must fulfill the following requirements:

1. Be of good moral character
2. Have satisfactorily passed all required examinations
3. Complete all course work in the College of Dental Medicine within six years.
4. Satisfactorily complete the assigned curriculum requirements for the degree, including all assignments, with a numerical average of 70% or above.
5. Satisfactorily meet all financial and library obligations.
6. Attend in person the rehearsal and commencement program at which the degree is awarded.

In other words, degrees are not awarded solely upon the completion of any prescribed number of courses, or upon passing a prescribed number of examinations, but, in addition, when the faculty believes the student has attained sufficient maturity of thought and proficiency.

STUDENT AFFAIRS

Health Insurance

All students are required to carry their own health insurance, and documentation of current health insurance must be submitted to the Office of the Dean or his designee. It is

not sufficient to have an insurance card or letter stating only that you are covered. Instead, the Office of Dental Student Affairs must have notification from your insurance company of the starting and expiration date of your health insurance. A student may be prevented from continuing his or her studies for lack of health insurance.

Classroom Behavior

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

Hats, caps, or head coverings, other than religious cover, are not to be worn indoors. Food and drinks are not permitted in auditoriums, laboratories, or in the library.

Dress Code

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

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

The following constitute acceptable and professional attire:

1. **For male students:**
 - a. Slacks or pants
 - b. Dress shirt
 - c. Shoes and socks
 - d. Necktie
 - e. White clinic jacket
 - f. Matching scrub sets and shoes

2. For female students:

- b. Slacks, pants, or skirt with blouse
- c. Dress
- d. Shoes
- e. White clinic jacket
- f. Matching scrub sets and shoes

Students may not wear the following:

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

Attendance

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

The Associate Dean of Academic Affairs will make the determination as to whether an absence is "excused" or "unexcused" and provide the student with a written notification to be given to the Course Director.

Code of Behavioral Standards

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

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

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

- 1. Every student shall dress in a manner appropriate for the dental profession and for a dentist
 - a. Students must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on university grounds, or in classes or laboratories, or on an experiential rotation or program.
 - b. Identification badges must be worn at all times when the student is on campus or clinical rotation.
 - c. Short white clinic jackets must be worn at all times on campus.
- 2. No student shall use, possess or distribute illegal or controlled drugs or substances, unless prescribed by a licensed physician or dentist.
- 3. No student shall consume or possess alcoholic beverages in any form on Division-controlled property, including housing.

4. No student shall use, display, possess or distribute a firearm or other weapon, or any implement which may be considered a weapon, on University-controlled property, including housing, or at any University-sponsored event.
5. No student shall commit disorderly conduct, including public intoxication, or lewd, indecent or obscene conduct or expression on the campus premises or at any College-sponsored or supervised function or event.
6. No student shall intentionally or recklessly endanger or threaten the mental or physical health or well-being of any member of the College community or any visitor to the campus premises.
7. No student shall commit a dishonest act of any nature, and shall comply with all University, Division and College policies.

Faculty and Student Ethics Board

The Ethics Board is composed of appointed faculty and student members. Its functions are to ensure that proper standards of conduct and professional behavior are maintained at the College of Dental Medicine, and to protect the rights and responsibilities of students, faculty, and administrators. In accordance with the College's rules of procedures for disciplinary proceedings, disciplinary action for offenses occurring in connection with the College of Dental Medicine or any of its affiliated institutions, is conducted in a manner consistent with the principles of due process of the law. The Committee's recommendations are submitted to the Dean of the College for disposition.

The Committee shall have the nonexclusive authority to determine all charges of student misconduct, whether didactic, moral, professional or ethical.

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

1. Nothing shall limit the right of Nova Southeastern University College of Dental Medicine or any of its representatives, to remove immediately a student who has been accused of a violent act or any act which constitutes a violation of a state, local, or federal criminal law subject to further proceedings consistent with these rules. A student who has been removed from campus premises shall not re-enter until the student has been given written permission to do so by the Dean or the Dean's designee.
2. Nothing shall prevent the Dean from taking action deemed necessary, including removing a matter from the Committee's consideration whenever, in the Dean's judgment, such action may prevent harm to the health, safety and welfare of any individual or school property, or the integrity of the educational process.
3. Nothing shall limit the right of the College, or any of its representatives or students, to file a report with any civil or law enforcement agencies when such reporting is appropriate.
4. Any member of the College community may file a written complaint with the Chairperson, setting forth specific charges that a student has violated the Code.
5. The status of a student charged with violation of the Code shall not change until final disposition of the charges, except as provided in paragraphs 1 and 2 above.

6. The Chairperson shall notify the student charged and have the Associate Dean for Academic Affairs conduct a preliminary investigation to determine probable cause within five school days after receiving the complaint.
7. At the conclusion of the investigation the Committee shall deliver a copy of the written charges and findings of the investigation to the student by witnessed personal delivery or certified mail, return receipt requested, in the event of a determination that probable cause exists to believe the student has violated the Code.
8. Meetings of the Committee shall be held within ten school days of the determination of probable cause.
9. The Committee shall deliver written notice of the time, place and subject of the hearing to all interested parties at least five days prior to the hearing, unless the Committee waives that period of time for good cause.
10. If no probable cause is determined, the student shall be notified and the matter terminated.
2. The student charged shall be entitled to hear and question adverse witnesses.
3. The Committee shall only consider evidence presented at the disciplinary hearing in determining whether the student charged has violated the Code.
4. Proceedings before the Committee shall exclude everyone except the person who has filed the written charge of violation of the Code, the student charged, the student's advisor, if any, and members of the Committee. Any witness who may be called shall remain in the hearing only during that witness's presentation of information.
5. At the conclusion of the hearing, the members of the Committee who were present at the proceeding and heard all of the evidence shall meet privately to consider the evidence presented.
6. The Committee shall determine by a vote of the majority whether the student charged has then violated the Code.
7. The Chairperson shall set forth in writing the Committee's decision as to whether the student charged has violated the Code together with the facts found by the Committee to support their determination.

Hearing Protocol

1. The student charged shall be entitled to be present during every stage of the disciplinary proceedings. The student charged shall have the right to have a faculty advisor present. The advisor may not speak to or question any member of the Committee or witnesses. The advisor may only counsel the student charged.
8. After the Committee has made a determination of violation, the Committee shall make a separate determination of the appropriate penalty, conduct further proceedings and take additional evidence or testimony as the Committee deems necessary and appropriate.

Prior discipline shall be considered an aggravating circumstance.

9. The Committee shall cause its determination of an appropriate penalty to be set forth in writing, delivered to the student charged, by witnessed hand-delivery or certified mail, return receipt requested, within five school days after the conclusion of the disciplinary proceedings.

Discipline

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

Warning – Oral notification to the student that continuation or repetition of wrongful conduct may be cause for more severe disciplinary penalties

Censure – Written reprimand for violation of specific rules with the warning that any other violation of the Code, within a stated period of time, may be cause for more severe disciplinary penalties

Restitution – Payment of a specific sum of money to an injured party and/or performance of specified rehabilitative services within a stated period of time

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

Such penalties are subject to review and approval by the Dean.

The Ethics Board Committee may recommend to the Dean:

Suspension – Removal from the academic enrollment and revocation of all other privileges or activities and from the privilege of entering the campus premises for a period of time not to exceed two years

Expulsion – Permanent termination of student status and academic enrollment. This shall be imposed only upon further recommendation of the Dean. An order of expulsion shall set forth in writing the conditions which will permit re-admission, if any. Such recommendations are not binding on the Dean, who has the discretion to accept, reject, or modify such recommendations.

Student Records

The determination of the Ethics Board including allegations shall be maintained in the files of the Dean for not less than five years.

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

Appeal Procedures

1. Except for a student charged with violent conduct, any penalty assessed for violation of the Code shall be suspended during pendency of any appeal procedure.
2. Any student found to have violated the Code may request review of that determination, or review of the penalty imposed or recommended by the Committee, by delivering a written request to the Dean not later than five school days after the Committee has served a copy of its final determination upon the student.

3. Upon the receipt of the request for review, the Dean shall obtain a copy of the summary of the disciplinary proceedings, the determination of violation, and the determination of penalty, if any, from the Committee.
4. The Dean may invite the student and any other necessary person to appear for a review session and to answer questions. The student may be permitted to state the student's objections to the determination of the Committee. The review shall take place within a reasonable period of time.
5. The Dean shall make one of the following determinations in regard to the review:
 - a. Affirm the decision of the Committee
 - b. Modify the decision of the Committee
 - c. Reject the decision of the Committee
6. The Dean shall deliver a decision in writing to the student and the Committee within a reasonable period of time after the review.
7. Appeal of the Dean's decision must be in writing in accordance with Nova Southeastern University Health Professions Division's policies.

If no appeal is undertaken, the penalty imposed by the Dean shall take effect immediately.

ACADEMIC HONORS

Chancellor's List – Students with a GPA of 95% or above 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 with a GPA of 90% to 94% are placed on the Dean's List for that semester. A letter of commendation is sent from the Dean to the student and the honor is recorded on the student's official transcript.

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

Student Activity Groups

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

Health Professions Division

Health Professions Division Student Government

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

College of Dental Medicine

Student Activities/Organizations

During the charter year of the College of Dental Medicine, the development and formation of student council activities and student organizations will be planned for the subsequent years.

A variety of organizations are available in which students may participate. During the charter year nationally recognized organizations will be invited to form chapters on campus (i.e. Sigma Xi, OKU, AADS, dental fraternities, etc.).

Student Responsibility to Obtain Information

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

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

Revisions to this Handbook

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

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

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