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Master's Program in Life Span Care and Administration Student Handbook Sept. 1996

Nova Southeastern University

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Master's Program in Life Span Care and Administration



SPECIALIZATIONS IN:

EARLY CHILDHOOD
EDUCATION
ADMINISTRATION

CHILD AND YOUTH CARE
ADMINISTRATION

ELDER CARE
ADMINISTRATION

FAMILY SUPPORT STUDIES

APPLIED
ADDICTION
STUDIES

NOVA SOUTHEASTERN UNIVERSITY

STUDENT HANDBOOK

**NOVA SOUTHEASTERN UNIVERSITY
HANDBOOK FOR STUDENTS IN THE
MASTER'S PROGRAM IN LIFE SPAN CARE
AND ADMINISTRATION**

Regulations and requirements, including fees, are necessarily subject to change without notice at the discretion of the Nova Southeastern University administration.

The University recognizes that individual programs require differing time limits for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program. All program/center catalogs, bulletins, and handbooks must carry this information.

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

Nova Southeastern University's Graduate Teacher Education Program is licensed by the Arizona State Board for Private Postsecondary Education and the Nevada Commission on Postsecondary Education.

Nova Southeastern University is a member of the American Association of Colleges for Teacher Education, the Council of Great City Colleges of Education, and the Council of Graduate Schools.

Published September 1996

WELCOME

Welcome to Nova Southeastern University, the Fischler Center for the Advancement of Education, and the Master's Program in Life Span Care and Administration (LSCA). As you begin your studies in your chosen specialization you may have questions about various services, requirements, policies and procedures of the university and the program. This handbook is designed to provide you with the appropriate information and access to administrators, faculty, and staff who will advise and guide you throughout the duration of your studies.

This handbook provides telephone, fax and e-mail access to further address questions you may have. The appendices include forms that are most commonly used. This handbook should be used in conjunction with the program catalog that was in effect when your cohort began.

A brief questionnaire is included to obtain feedback from you as to the usefulness of this handbook and suggestions for improvement.

MASTER'S PROGRAM IN LIFE SPAN CARE AND ADMINISTRATION

STUDENT HANDBOOK RECEIPT FORM

ATTENTION ALL BEGINNING STUDENTS

After you have read this Student Handbook completely,

- 1) please sign the acknowledgment statement below;
- 2) complete the attached questionnaire (feedback on student handbook); and
- 3) return them in the self addressed envelope to the program office.

ACKNOWLEDGMENT STATEMENT

I have read, understand, and agree to comply with the policies and procedures of this master's degree program as detailed in this student handbook.

NAME _____

SIGNATURE _____

DATE _____

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MISSION STATEMENTS

The University

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

The Fischler Center for the Advancement of Education

The Fischler Center for the Advancement of Education is dedicated to the training and continuing support of teachers, administrators, trainers, and others working in education and related helping professions. These practitioners serve as the bridge between the knowledge base in education and the quality of education of their students. The Center hopes to fulfill its commitment to the advancement of education by serving as a resource for practitioners and by supporting them in their self-development.

In accomplishing its mission, the Center offers educational programs designed to meet the needs of the practitioner and makes a special commitment to provide educational programs in those geographic areas in which there are few resources for the training and professional support of practitioners.

Because of its commitment to the working professional, the Center offers alternative delivery systems for education that are adaptable to practitioners' work schedules and locations. Center programs reflect and anticipate the needs of practitioners to become more effective in their current positions, to fill emerging roles in the education field, and to be ready to accept changing responsibilities within their own organizations. The Center also aids professional educators in achieving personal goals, including certification requirements.

Overview of the Fischler Center for the Advancement of Education programs:

Graduate Teacher Education Program offering:

- Various Majors in Teaching (M.S. and Ed.S.)
- Modified Core Program in Educational Leadership (M.S. and Ed.S.)
- Initial Certification (M.S.)
- Nondegree Endorsement and Certification
- Renewal Options

Life Span Care and Administration offering:

- Applied Addiction Studies (M.S.)
- Child and Youth Care Administration (M.S.)
- Early Childhood Education Administration (M.S.)
- Elder Care Administration (M.S.)
- Family Support Studies (M.S.)

National Ed.D. Program for Educational Leaders offering:

- Educational Leadership (Ed.D.)

Programs for Higher Education offering:

- Adult Education (Ed.D.)
- Computing and Information Technology (Ed.D.)
- Health Care Education (Ed.D.)
- Higher Education (Ed.D.)
- Vocational, Technical, Occupational Education (Ed.D.)

Programs in Communication Sciences and Disorders offering:

- Audiology (Au.D.)
- Speech-Language Pathology (M.S. and SLP.D.)

Programs in Education and Technology offering:

- Instructional Technology and Distance Education (M.S. and Ed.D.)
- Child and Youth Studies (Ed.D.)

Master's Program in Life Span Care and Administration

The Master's Program in Life Span Care and Administration offers five field-based master's degree specializations designed for professionals who work with children, youth, elderly, families, and addiction.

EASY ACCESS GUIDE TO MAIN CAMPUS SERVICE AND ASSISTANCE

Master's Program in Life Span Care and Administration

Office hours are Monday through Friday 8:30 a.m. to 5:00 p.m., EST (USA), but the administrative staff and program professors are always available after hours upon request.

Norman Powell, Program Dean
(954) 475-7080 or 800-986-3223, Ext. 7080
Fax: (954) 476-8941
Internet: powelln@fcae.nova.edu

Ralph Hogges, Associate Director, Program Professor, Academic Advisor, and Practicum Advisor
(954) 452-1513 or 800-986-3223, Ext. 1513
Fax: (954) 476-8941
Internet: hoggesr@fcae.nova.edu

Adela Beckerman, Director of Practicums, Program Professor, and Academic Advisor
(954) 452-1447 or 800-986-3223, Ext. 1447
Fax: (954) 476-8941
Internet: beckerma@fcae.nova.edu

Judith Bartmann, Program Professor, Academic Advisor and Practicum Advisor
(954) 723-1786 or 800-986-3223, Ext. 1786
Fax: (954) 476-8941
Internet: bartmann@fcae.nova.edu

Kate Howze, Program Professor, Academic Advisor and Practicum Advisor
(954) 236-4013 or 800-986-3223, Ext. 4013
Fax: (954) 476-8941
Internet: howzek@fcae.nova.edu

Sylvia Prant, Assistant to the Program Dean
(954) 475-7457 or 800-986-3223, Ext. 7457
Fax: (954) 476-8941
Internet: prants@fcae.nova.edu

Vicky Pearson, Administrative Assistant
(954) 476-8955 or 800-986-3223, Ext. 8955
Fax: (954) 476-8941
Internet: pearsonv@fcae.nova.edu

Kim Risnear, Program Secretary
(954) 452-1514 or 800-986-3223, Ext. 1514
Fax: (954) 476-8941
Internet: risnear@fcae.nova.edu

Fischler Center for the Advancement of Education

Office hours are Monday through Thursday
8:30 a.m. to 8:00 p.m.; Friday 8:30 a.m. to 7:00 p.m.;
and Saturday 8:30 a.m. to 1:30 p.m. (954) 475-7440

Admissions Office

Office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m.
(954) 475-7628 or 800-986-3223, Ext. 7628
Fax: (954) 370-5698

Registrar's Office

Office hours are Monday through Thursday
8:30 a.m. to 7:00 p.m.; Friday 8:30 a.m. to 6:00 p.m.;
and Saturday 9:00 a.m. to noon.
(954) 475-7400 or 800-541-6682, Ext. 7255
Fax: (954) 452-7265

Financial Aid Office

Office hours are Monday through Thursday
8:30 a.m. to 7:00 p.m.; Friday 8:30 a.m. to 6:00 p.m.;
and Saturday 9:00 a.m. to noon.
(954) 452-3380 or 800-522-3243
Fax: (954) 452-1415

Bookstore

Hours are Monday through Friday 9:00 a.m. to 6:15 p.m.;
and Saturday 9:00 a.m. to 1:30 p.m.
(954) 476-4750 or 800-509-2665
Fax: (954) 476-4759
Internet: novabook@nsu.acast.nova.edu

Distance Library Services

24 hours a day
(954) 475-7388 or 800-541-6682, Ext. 7388
Fax: (954) 476-4760
Internet: library@nsu.acast.nova.edu

Accounts Receivable

Office hours are Monday through Thursday
8:30 a.m. to 7:00 p.m.; Friday 8:30 a.m. to 6:00 p.m.;
and Saturday 9:00 a.m. to noon.
(954) 475-7614 or 800-541-6682, Ext. 7614
Fax: (954) 452-7281

AREAS OF SPECIALIZATION

The Master's Program in Life Span Care and Administration offers field-based master's degree specializations in the following areas:

1. Applied Addiction Studies
 - for addiction prevention and treatment practitioners
2. Child and Youth Care Administration
 - for administrators of residential treatment, group care, and community-based programs for children and youth
3. Early Childhood Education Administration
 - for administrators of early childhood, preschool, and early education programs
4. Elder Care Administration
 - for administrators of elder care programs
5. Family Support Studies
 - for practitioners interested in early intervention, parental support, and education

COHORT AND MODULE

Cohort: Students entering the program at the same time (January, May, or September) form a cohort in their master's degree specialization. This simply means that they follow the same guided study course schedule and meet at the summer instruction on campus during the program. Members of a cohort may be widely distributed geographically, but will have the opportunity to interact and share assignments through the summer instruction on campus.

Modules: Course work for the program is grouped into modules. Modules are units of related courses under the supervision of the same faculty member.

SUMMER INSTRUCTION ON CAMPUS

In order to fulfill the program's requirement for the degree, all students must attend one summer instruction on campus during their first year in the program. The summer instruction on campus is an intensive learning experience where students study with members of their cohort, other students in the program, Nova Southeastern faculty, and noted experts in their fields to complete the requirements for two designated courses in their curriculum.

During summer instruction on campus, students are provided the opportunity for exposure and orientation to a wide range of NSU support facilities and activities. Included among these are the research library, computer training, peer interaction, student/faculty interaction, and other occasions for intellectual growth and development associated with campus life. This experience also

provides opportunities for mentoring apprentice relationships between faculty and students, as well as time for faculty evaluation of students.

Summer instruction on campus is held in Fort Lauderdale, Florida, in July. Students receive detailed information regarding summer instruction on campus arrangements in the spring. Students are responsible for travel and lodging costs related to summer instruction on campus.

If a student is unable to attend summer instruction on campus during his/her first year in the program, there will be adjustments to his/her schedule for the next year's summer instruction on campus.

PRACTICUM

All students are required to complete a practicum. Students enrolled in the Applied Addiction Studies Specialization are required to complete two practicums. The practicum (applicable to all students) is a job-related problem-solving project designed by the student, the desired result of which is the resolution of an identified problem within the daily work setting. The second practicum (applicable to the Applied Addiction Studies Specialization students only) involves a seminar and approximately 300 hours of supervised direct practice with individual, groups, and families in the student's work place.

Practicum Orientation and Skills Building: During the summer instruction on campus, the students attend an intensive practicum orientation workshop facilitated by the Director of Practicums. The students attend practicum skills building classes taught by designated practicum faculty. They are also instructed in the use of NSU's computer search and Distance Library Services, which are important for practicum work.

Practicum Guide: Each student receives a practicum guide that provides them with a descriptive overview and direction for completing each phase of the practicum - proposal, implementation and report.

Practicum Advisor: At the beginning of each practicum module, each student is assigned a practicum advisor who is a professional in the student's general area of interest and concentration, and typically is a faculty member with whom the student has studied in an earlier module. During the practicum module, the student examines numerous aspects of the practicum with the advisor, including the student's work setting and responsibilities, work setting problems and possible solutions, the proposal and its implementation and report. The advisor serves as a mentor during the practicum experience, discussing problem areas, helping develop and operationalize ideas, brainstorming solution strategies, assisting with the clarification of sought outcomes and identification of measurement tools, and evaluating the proposal and report.

ADMISSION ✓

All new students enter the master's program at specified times (January, May, and September).

Provisional Admission: All applicants who meet the following requirements are admitted as provisional students:

1. A baccalaureate degree from a regionally, provincially or nationally accredited college or university with a minimum of 2.5 grade point average.
2. International students, for whom English is a second language, must have a minimum score of 550 on the Test of English as Foreign Language (TOEFL) or successful completion of a baccalaureate degree in residence at a regionally accredited North American college or university.
3. Evidence of ability for successful independent study at the graduate level.
4. Adequate quality of writing skills for graduate study.
5. Employed in the field.
6. A notarized letter from employer confirming employment.

Advancement to candidacy for master's degree: All students who meet the following requirements are advanced to candidacy for the master's degree:

1. Official baccalaureate degree transcript(s) with a minimum of 2.5 GPA.
2. Three (3) letters of recommendation.
3. Official letter from employer (on official letterhead, notarized and signed by CEO or designee) that confirms that the student is a full-time employee. This letter must include the student's position title, hours worked, full-time status and probability of continued employment.
4. Completed the first module of courses with a minimum of 3.0 (B) GPA.

TRANSFER OF ACADEMIC CREDIT ✓

Transfer of graduate-level credits up to a maximum of six semester hours from an accredited institution (with a grade of A or B) may be allowed upon approval of the Program Dean. The course title and description must be equivalent or closely related to the curriculum of LSCE's specialization. These credits must also have been earned within the past 10 years.

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school. Students who wish to transfer credit should contact the admissions office of the receiving school for information.

PROGRAM COSTS ✓

Tuition: The current catalog of the Master's Program in Life Span Care and Administration lists all tuition costs and refunds.

Admissions Application and Graduation Fee: A one-time, non-refundable admissions fee of \$40.00 is required and must accompany the completed admissions application. A \$65.00 graduation fee is required and must be paid prior to graduation. If a graduate wishes to participate in the commencement exercises, there is an additional cap and gown fee.

Textbooks, Study Guides, and Other Materials: Students will be responsible for the purchase of their study guides, textbooks, and other materials associated with their studies.

Summer Instruction on Campus: Students are responsible for travel and lodging costs related to summer instruction on campus.

Individual Professional Liability Insurance for Applied Addiction Studies: Students in the Applied Addiction Studies specialization must have professional liability insurance coverage for the duration of their enrollment in the Master's Program. The Applied Addiction Studies curriculum requires students to participate in varied direct service, clinical experiences both during their two practicums and other course work. Liability insurance is necessary in light of the nature of the varied experiential exercises and field work that students must engage in throughout their studies.

All students must provide evidence of professional liability insurance coverage on an annual basis. Their professional liability insurance policy must name Nova Southeastern University as an insured, in its capacity as the academic institution which the student attends. The policy must also indicate that coverage for professional liability annually for a minimum of one million dollars per occurrence with a three million dollar aggregate.

The Program Office will provide students with information about obtaining individual professional liability insurance. One of the providers available to students for such insurance is the National Association of Alcoholism and Drug Abuse Counselors (NAADAC).

FINANCIAL AID AND STUDENT LOANS

Nova Southeastern University participates in several programs designed to assist students in securing funds to pay for their education, including student loans and tuition payment plans. For more information, please refer to the financial aid section of the program catalog that provides more detailed information on when to apply for financial aid, general eligibility requirements, and veterans' benefits. You may also contact the Office of Student Financial Aid (954) 452-3380 or 800-522-3243, fax (954) 452-1415.

REGISTRATION

Registration occurs prior to the beginning of each term, as specified on the student's course schedule. The staff of the Program Office mails registration forms to each student (see Appendix A for Student Transaction Form). Students may pay their tuition and fees with a check, money order, VISA, MasterCard, or American Express. Late fees are assessed for all registration forms and payments that do not meet the deadline.

STUDY GUIDES AND TEXTBOOKS

Upon completion of registration, the Program Office staff mails the student a listing of the study guide and textbooks required for the module, which are available at the NSU Bookstore (Nova Books). Utilizing the toll free number, fax or Internet, students may purchase the required materials and pay with their check, money order, VISA, MasterCard, or American Express.

The Distance Library Services Department is also available to the student (by utilizing the toll free number, fax, or the Electronic Library) to provide the required supplemental books and/or periodicals.

ORIENTATION

Each student is given a formal program orientation at a scheduled date and time prior to the beginning of the first course module. The process for the orientation is the following:

1. Each student is mailed two videos: a brief video that profiles the University; and a video that highlights the services and process of the Distance Library Services Department.
2. Program office staff contacts each student to arrange a date and time for which they will be available for a conference call utilizing distance education telephone technology.
3. Designated faculty and staff from the central office provides basic information relative to program expectations, general academic procedures and other information designed to facilitate their successful entrance into the degree program.
4. During this orientation session, students have an opportunity to hear from and exchange information with fellow students entering the program and ask any specific questions or share any concerns they have related to their beginning the program.
5. During the intensive summer instruction on campus, all new students will receive a further comprehensive orientation that will include the NSU campus departments, support services, University and program history, current activities and procedures.

ACADEMIC ADVISEMENT

Each specialization has a full-time campus-based program professor at the Program's office, in addition to the numerous part-time faculty who are available and provide academic advisement on request through the utilization of the telephone, electronic mail, and summer instruction on campus sessions. The full-time campus-based program professors are available between the hours of 8:30 a.m. and 5:00 p.m. EST, and extended hours on request, to ensure the continuity of access.

ATTENDANCE/STUDENT - INSTRUCTOR PARTICIPATION

This master's program utilizes the distance education field-based guided study approach to provide educational opportunities to nontraditional adult students. In the delivery of this unique educational program, the traditional class attendance requirements and recording processes are not applicable. However, establishing and maintaining standards of availability and participation are vital to the academic quality and integrity of the program. The following attendance/student-instructor participation process has been established.

1. Adjuncts and program professors are required to conduct structured biweekly phone conferences with each student.
2. Students are required to be available for all scheduled phone conferences.
3. If, for any reason, a student cannot be available for the scheduled phone conference, he or she must contact the instructor to reschedule the missed call.
4. Instructors are required to reschedule any scheduled calls to students that have been missed.
5. At the end of each module, instructors are required to submit to the program dean a summary/report of each scheduled phone conference with students.
6. At the end of each module, students are to complete the End of Module Evaluation Form and submit it to the program office.

GRADING ✓

All students are required to maintain a grade point average of 3.0 (B). The grading system is the following:

LETTER GRADE	GRADE POINT EQUIVALENT	PERFORMANCE LEVEL
A	4.0	Excellent
B	3.0	Good
C	2.0	Below graduate level
D	1.0	Poor
F	0.0	Failure
I		Incomplete
P		Pass

INCOMPLETE COURSE WORK

Each student is expected to complete all assignments and course work according to the due dates and schedules established by the course instructor. An acceptable practicum proposal is expected to be completed by the due date noted for the student's cohort.

If the student is faced with some work-related or personal problem that precludes the timely completion of course requirements, a request for an **incomplete** may be submitted to the program office. **Please note: The "I" incomplete approval will be contingent on the fact that the student has demonstrated that he/she has completed a significant portion of the course work. If the student has neither produced nor submitted any work to the instructor or practicum advisor prior to the incomplete deadline, then the student is not eligible to receive approval for the incomplete.** Upon approval, this **incomplete** will provide the student with additional time to complete all outstanding course work. The procedures for the incomplete are the following:

1. An "Incomplete Request Form" will be provided at the beginning of each module.
2. When the student finds it necessary to request an **incomplete**, he or she must first discuss it with the instructor or practicum advisor and obtain approval.
3. After receiving the instructor's or practicum advisor's approval, the student then fills out the "Incomplete Request Form" and mails it to the program office.
4. The request for an **incomplete** is to be made at least **one month prior to the ending date of the module or cohort ending date for proposal.**
5. Upon approval, the student has four months (two months to complete all proposal work) to complete all work. At the end of the four-month period, (two months for practicum proposal) if all work is not

completed, a grade of **F** will be given for the courses in module that have not been completed.

6. If the request for an **incomplete** is not made one month prior to the module ending date (cohort ending date for proposal) a final grade will be given based on the amount of work completed at that time.

Please note that it is the student's responsibility to request the **incomplete** and mail the "Incomplete Request Form."

EXTENSION

Students are required to complete all course and program requirements on or before the cohort ending date in order to graduate within the 26-month (30-months for Applied Addiction Studies) program time period. However, a student faced with some major personal or job related problem that prevents him or her from completing all requirements by the cohort ending date has the option of requesting a nine-month **extension**.

The procedures for the program **extension** are as follows:

1. The student is to make the request in writing at **least 30 days prior to the cohort ending date.** The letter should include the main reasons for the request and a proposed time line and schedule for completing the unfinished program requirements.
2. Upon receipt of the letter by the program office, the request will be evaluated and the decision will be forwarded within two weeks to 30 days.
3. If the request is approved, the student is to forward the extension fee of \$950.00 to the program office.
4. Assuming approval, the student will have nine months to complete all outstanding program requirements.

Note: This is a one-time nine-month extension.

TEMPORARY WITHDRAWAL ✓

Students who are faced with a temporary personal or professional crisis and find that they cannot keep up with their cohort may withdraw from the program. Notification of withdrawal must be received in writing by the program dean. Students who officially withdraw may petition the dean if they wish to reenter the program, picking up their course of study at the point following the last module for which they received a grade. Students may reenter the program only once and will be expected to follow all regulations that are in effect at the time of readmission.

STUDENT PROGRESS REPORT ✓

Students receive progress evaluations and reports at the end of each module of courses. The program office maintains a current record of the student's ongoing progress in the program.

PROBATION ✓

All students must maintain a minimum of 3.0 (B) grade point average. A student with less than a 3.0 will be put on probation for the duration of the next scheduled module. If the student's grade point average is less than a 3.0 at the completion of the next module, the student will be recommended for program termination.

TERMINATION ✓

The program reserves the right to terminate any student, at any time, if he or she has failed to maintain a grade point average of 3.0 or above, and/or failed to complete any of the program requirements within the established time limits, and/or in the judgement of the program faculty, the student has demonstrated an inability to successfully meet the academic standards established by the program or has violated policies of the program, Center, or University. Those students who have been terminated from the program due to unsatisfactory academic performance must write a letter to the Program Dean requesting to be reinstated. The Academic Progress Committee will review and evaluate the request and make a recommendation to the Program Dean.

STUDENT GRIEVANCE PROCEDURE

The purpose of this procedure is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University. Students and faculty are encouraged to informally resolve disputes prior to instituting a formal grievance.

- A. Any student who has a grievance concerning administrative action or a member of the faculty or staff shall file such a grievance in writing with the Assistant Provost for Student Services.

The written grievance will contain a short and concise statement of all relevant facts and the relief sought on forms available from the Student Services Office.

- B. Upon receipt of a written grievance, the Assistant Provost for Student Services shall request proof supporting the grievance and request a reply/response with supporting evidence from the party whom the complaint has been filed. An Administrative Review Panel will review the grievance and evidence to determine whether the grievance presents a com-

plaint upon which action should be taken. If the grievance is found to have no basis, to be insubstantial, or wholly a question of academic discretion, the grievance shall be dismissed without further action. The student will be advised in writing as to whether the grievance was dismissed or whether additional action will be taken.

1. If the Administrative Review Panel decides that further inquiry should be made, then the Assistant Provost for Student Services may invoke one of the following procedures:
 - a. *Informal Resolution Procedure:* The Assistant Provost for Student Services may informally meet with all parties and try to resolve the issues raised.
 - b. *Formal Resolution Procedure:* If the Assistant Provost for Student Services is unable to informally resolve the issue, then a Grievance Committee will be convened to make a final determination of the issue.
2. The Grievance Committee shall consist of three members. Two members shall be taken from a center alumni list and will be chosen by rotation sequence and availability from a resource panel of alumni who have consented to serve as impartial arbitrators. The third member will be a faculty member or center administrator of Nova Southeastern University. The third member will have no immediate knowledge of the facts of the dispute.
3. The parties will attend the Grievance Hearing before the panel, at which time both parties shall submit their evidence and arguments concerning the matter. The parties shall be notified of the time, date and place of the hearing. All hearings shall be conducted on the main campus during normal working hours. There will be no meeting of the Committee unless an active appeal has been filed in accordance with this procedure.

The Grievance Committee Hearing shall be subject to the following procedures:

- a. The committee shall have no right to modify, add to, or subtract from this grievance procedure.
- b. A majority vote of the committee shall be determinative.
- c. The committee may not substitute its judgment for the qualitative academic decision of the faculty member rendering the grade or assessing the student's work. The committee may only recommend to uphold or reverse the Program's decision. In the event the Committee reverses the Program's decision, the Program Dean shall

fashion a remedy consistent with sound academic principles which shall be final. The committee may not address sanctions, which are wholly within the Program Dean's discretion.

- d. The committee shall render its decision in writing on forms provided.
 - e. The committee shall be obliged to render a decision within fourteen (14) calendar days following the close of the hearing.
4. The decision of the committee shall be final and binding. Any student filing a grievance shall be notified of the committee's decision by certified mail to their last official address.
 5. Any and all disputes, grievances or claims arising out of the student's relationship with the University shall be brought in the Circuit Court of Broward County, Florida, or the United States District Court for the Southern District of Florida, and further, shall be governed and construed according to the laws of the State of Florida.

For Arizona Students Only

In compliance with the Arizona State Board for Private Postsecondary Education, the following policy has been reproduced for your information. If you have any questions, please contact:

Assistant Provost for Student Services
Nova Southeastern University, FCAE
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
800-986-3223, Ext. 5585

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the:

Arizona State Board for Private Postsecondary Education
Room 206
1400 West Washington
Phoenix, Arizona 85007
(602) 542-5709

The student must contact the State Board for further details.

TIME LIMIT FOR COMPLETION OF PROGRAM

All students are required to complete their graduate program within the established time limit for their respective cohort specialization, unless they have been granted a one-time extension or a one-time withdrawal from the program.

DEGREE COMPLETION REQUIREMENTS

To graduate with a specialization in Child and Youth Care Administration, Early Childhood Education Administration, Elder Care Administration, or Family Support Studies, a student must successfully complete three nine-credit modules, one six-credit module, and a seven-credit practicum for a total of 40 credits. To graduate with a specialization in Applied Addiction Studies, a student must successfully complete three nine-credit modules, one 12-credit module, and two seven-credit practicums for a total of 53 credits. Students are required to attend and actively participate in every session of one summer instruction on campus during their first year in the program. Students must assume the expenses for the travel, lodging, and meals.

Six months prior to the ending date of the cohort, the student will receive a degree application for graduation. Upon receipt of the form, the student must fill it out and return it to the registrar's office to be processed. When all financial obligations have been met and all course and program requirements have been completed, the degree is conferred. The University diploma will be mailed approximately three months after the date on which the degree was officially conferred by the Board of Trustees.

The University holds its annual commencement exercises in Fort Lauderdale, Florida. The program office should be contacted for the location, date, and time of the ceremonies.

POLICIES GOVERNING STUDENT RELATIONS

GENERAL

Nova Southeastern University has established specific policies, procedures, and guidelines defining its relationship with its students. The term "student" defines the student, or parents of the student if the student qualifies as a dependent under the provisions of the Internal Revenue Code.

INSTITUTIONAL AND ACADEMIC INFORMATION

Nova Southeastern and its academic schools and centers periodically publish bulletins or catalogs describing NSU and its programs. These bulletins are available to enrolled and prospective students through the various admissions offices associated with academic units or from the Office of the University Registrar. Each academic unit, group of units, and/or the registrar's office maintains at least one full-time employee to assist students in obtaining information.

NOTICE OF NONDISCRIMINATION

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.

STUDENT PUBLICATIONS

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

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

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

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

STUDENT PARTICIPATION IN UNIVERSITY GOVERNANCE

In furtherance of its commitment to teaching and learning, Nova Southeastern University encourages student participation in institutional decision making.

Within each center, elected student government bodies provide vehicles for student expression of views and opinions on issues of institutional policy. Officers of the student governments are members of the President's Student Advisory Committee which meets monthly with the President and appropriate senior administrative staff to discuss University matters of general interest to the student body.

Additionally, students are regularly appointed to committees, task forces, and ad hoc groups dealing with issues of concern to students, including appointment to each self study subcommittee.

LEARNING RESOURCES

LIBRARY RESOURCES

The University library system has more than 500,000 volume equivalents.

The Albert and Birdie Einstein Library, located in the Parker Building, houses the University's major collection of books and journals in the humanities and sciences. Its more than 200,000 volume equivalents can be searched through the library's online catalog. Also, specialized indexes in CD-ROM format are available, as is dial-up access to the online catalog and to First Search.

The Einstein Library is equipped to perform online literature searches using DIALOG information databases. Reference librarians will assist students in structuring searches.

The library is a member of SEFLIN and FLIN, cooperative library networks that speed access to materials from other institutions throughout Florida. The Einstein Library has also been named a cooperating library of the Foundation Center in New York, giving students access to a special collection for grants and foundation research. The library has an agreement with Wayne State University in Detroit for priority access to their vast collection of research materials.

Through the **Distance Library Services Office (DLS)**, students off campus have access to books, journal articles, Educational Resources Information Center (ERIC) documents, interlibrary loans, database searches, and reference librarians specializing in research services to remote student locations. Students may call the DLS to request materials 24 hours a day, using mail, fax, or home computer. To contact, DLS by phone, call (954) 475-7388 or toll free 800-541-6682, Ext. 7388. E-mail: library@nsu.acast.nova.edu

The Health Professions Division Library is located on the first floor of the Library/Laboratory Building of the Health Professions Complex. It contains card and computerized catalogs of holdings, more than 11,000 book titles, 783 active journals, and more than 800 audio and video tapes. The library is a member of DOCLINE, which is the National Library of Medicine's online, interlibrary loan service, coordinating with medical libraries in the United States. Full membership in the Miami Health Sciences Library Consortium permits free exchange of materials among local medical libraries for all patrons. Membership in the Association of Visual Sciences Librarians includes a cooperative lending relationship, so patrons have free access to nearly all vision-related resources. Also, a Drug Information Center, based in the College of Pharmacy Building, is available for student use evenings and Saturdays.

The Law Library of the Shepard Broad Law Center, with a collection numbering more than 261,000 volumes and volume equivalents, contains the standard materials required for legal study and research. It is one of the few collections in the country designated as a depository for United Nations documents. It is also designated as a depository for state and federal documents.

The William Springer Richardson Library, at the Oceanographic Center, houses a specialized collection of books and periodicals in physical, biological, geological, and chemical oceanography.

The University School Media Center maintains an integrated collection of print and nonprint materials designed to provide curriculum enrichment resources for students from preschool through high school.

CENTER FOR MEDIA AND TECHNOLOGY

Consisting of a TV studio, a well-equipped audio studio, and a graphics room, the center provides media production services for students and faculty. The video recording facilities of the studio are used regularly as a means of enriching student learning.

STUDENT ACCESS TO TELECOMMUNICATIONS

Graduate Programs at FCAE expect or require their field-based faculty, staff, and students to avail themselves of the University's electronic resources. NSU's UNIX system enables users to communicate with others in their program through electronic mail (e-mail), request university electronic library services, participate in electronic classroom course experiences (when scheduled), discuss issues in computer conferences, and access worldwide resources including practitioners, bulletin boards, library catalogs, full-text material, databases, the Internet, and the World Wide Web.

To get online, students need an MS-DOS compatible or Macintosh* computer, VT100 terminal emulation software (Kermit is provided by NSU), and a 14,400 baud ** or faster modem (or Telnet capability) for connection to NSU over local telephone lines. Students are provided NSU UNIX accounts; however, students may have to pay an access fee to reach the Internet to connect to NSU resources.

To be assigned an account on the UNIX system, students need to complete a **Request for UNIX Account** form, which is available from their program office. After the form is processed by the user's program, the Fischler Center's Office of Technology will provide account information.

For information about the system's capabilities or answers to technical questions, call the FCAE Helpdesk at (954) 475-7216, or 800-986-3223, Ext. 7216 or call the NSU general communications help desk at 800-541-6682, Ext. 7668. Your call will be transferred to the Helpdesk and handled by the staff member on duty.

**Limited Macintosh Support is available from NSU.*

***Modems as slow as 2400 baud may be used.*

COMPUTING FACILITIES

The University's Computing Facility provides data processing services for meeting the instructional, research, and administrative needs of the University. The central site is located on campus in the Mailman-Hollywood Building.

Access to the facility is through terminals and other computer systems located both on the main campus and at the Port Everglades site. Time-sharing services are available through the local telephone system. This facility is available to qualified students and faculty for research and for the computer-oriented course work.

TEXTBOOKS

The bookstore (Nova Books) is located on the main campus in the Rosenthal Student Center and carries all the required books for courses at Nova Southeastern University. Students located throughout the United States and Canada can order their texts via telephone (954) 476-4750 or toll free 800-509-2665 or fax (954) 476-4759. E-mail: novabook@nsu.acast.nova

STUDENT RIGHTS AND RESPONSIBILITIES

THE CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY

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

NOVA SOUTHEASTERN UNIVERSITY 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 our society. As an institution, our purpose is to assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

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

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

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

A. Academic Standards

The University expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

1. Original Work

Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the student.

Original work may include the thoughts and words of another author, but if that is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

2. Referencing the Works of Another Author

All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that proper acknowledgement be given by the writer when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center.

At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards I(A) (1) or I(A) (2) is considered plagiarism at Nova Southeastern University.

3. Tendering of Information

All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

4. Acts Prohibited

Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals.

Violations of academic responsibility include, but are not limited to:

- a. Plagiarism;
- b. Any form of cheating;
- c. Conspiracy to commit academic dishonesty;
- d. Misrepresentation;
- e. Bribery in an attempt to gain an academic advantage;

- f. Forging or altering documents or credentials; and
- g. Knowingly furnishing false information to the institution.

5. Additional Matters of Ethical Concern

Where circumstances are such as to place students in positions of power over University personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious manner.

B. Conduct Standards

1. Students should not interfere with the rights, safety, or health of members of the University community nor interfere with other students' right to learn. Students are expected to abide by all University, center, and program rules and regulations and all local, state, and federal laws. Violations of conduct standards include, but are not limited to:
 - a. Theft;
 - b. Vandalism;
 - c. Disruptive behavior;
 - d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items;
 - e. Possession, transfer, sale, or use of illicit drugs;
 - f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals;
 - g. Violations of housing regulations;
 - h. Any act or conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group;
 - i. Threats of or actual damage to property or physical harm to others;
 - j. Nova Southeastern University prohibits any activity that may be construed as hazing ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university); and
 - k. Failure to pay tuition and fees in a timely manner.
2. Students must have authorization from the University to have access to University documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the code of ethics for computer usage. The University and each center or program may prescribe additional standards for student conduct as would comport with the letter and spirit of this code.

D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic conduct or supplemental standard violations. Any student found guilty of a violation of the academic, conduct, or supplemental standards will be subject to disciplinary action, including expulsion from the University.

STUDENT CODE OF COMPUTER ETHICS

Nova Southeastern University provides computer systems with access to hardware, software, and networks to enhance academic experience. The University's computer systems are vital to the University's programs of instruction, research, and administration. Nova Southeastern University's computer systems refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, computer systems refer to systems ranging from multiuser time-sharing systems to single-user terminals and personal computers, whether free standing or connected to a network.

Ethical conduct by students in the use of this technology is the same as in all other areas of University life and it is of equal importance. All students are expected to abide by the Nova Southeastern University Code of Student Conduct and Academic Responsibility. Students, as part of their academic preparation toward specific professional career goals, must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, student technology users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other users' rights to privacy.

The student user must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Student users of Nova Southeastern University's computer systems are subject to all applicable federal, state, and international computer laws. A copy of the Florida Computer Crimes Act and references Florida State Statutes may be examined online or in a student's academic program office.

In addition, a student accessing any of Nova Southeastern University's computer systems, whether a multiuser time-sharing system or a single-user terminal or personal computer, must:

- Have proper authorization for use or attempted use of accounts within the Nova Southeastern University computer systems;
- Limit the use of Nova Southeastern University computer systems to academic activities as defined by the student's academic program office;
- Refrain from attempting to tamper with or obstruct the operation of Nova Southeastern University's computer systems;
- Be aware that accessing or using another person's computer account without that person's permission is illegal and unethical;
- Refrain from any attempt to use Nova Southeastern University's computer systems as a means for the unauthorized access to computer systems outside the University's systems;
- Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software, or data files, is illegal and unethical;
- Be aware that using Nova Southeastern University's computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate University policy, procedures, and agents;
- Use only legally obtained or licensed data or software in accordance with its license or purchase agreement; and
- Be in compliance with federal copyright laws and the Nova Southeastern University Copyright Code.

As with all matters of law and ethics, ignorance of the rules does not excuse violations. Inappropriate conduct and violations will be dealt with under the guidelines of the Nova Southeastern University Code of Student Conduct and Academic Responsibility as defined and determined by the Office of the Academic Vice President and the Office of the Dean of a student's academic program.

DRUG-FREE SCHOOLS AND CAMPUSES

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

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

**The term "illicit drugs" refer to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician.*

There are serious health risks associated with the abuse of drugs and alcohol (see attached "Controlled Substances—Uses and Effects"). If you, a fellow student, teacher, or co-worker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

On Campus:

Nova Southeastern University Student Counseling Service:

Mailman Building (954) 475-7552

Nova Southeastern University Community Mental Health Center:

Davie (954) 475-7070

Lauderhill (954) 486-3663

Coral Springs (954) 753-7020

Community:

Florida Department of Education
Educational Prevention Center
Knott Building
Tallahassee, Florida 32399
(904) 488-6304

Department of Health and Rehabilitative Services
Alcohol and Drug Abuse Program
1317 Winewood Boulevard
Tallahassee, Florida 32399
(904) 488-0900

When you use or deal in drugs, you also risk incarceration and/or fines. The attached federal sentencing guidelines indicate federal penalties for trafficking in drugs.

In addition to the federal sanctions, Florida state statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less than 20

grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one year imprisonment.

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

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

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

Under §316.193, Florida Statutes, a person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .10 percent or higher. First conviction on such a DUI charge shall result in a fine not less than \$250 or more than \$500 and imprisonment not more than six months. A second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months' imprisonment. Third conviction will result in not less than a \$1,000 fine or more than a \$2,500 fine and imprisonment for not more than 12 months.

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

Nova Southeastern University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. In order to comply with federal law, Nova Southeastern University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the work place. Any criminal drug convictions in the workplace must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The

University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

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

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

Controlled Substances – Uses & Effects

DRUGS' CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE		TOLERANCE	DURATION (Hours)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME	
			Physical	Psychological							
NARCOTICS											
Opium	II III V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	II III	Morphine, MS-Contin, Roxanol, Roxanol SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected			
Codeine	II III V	Tylenol w/Codn, Robitussin AC, Empirin w/Codn, Fiorinal w/Codn	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected			
Other Narcotics	I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin ²	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
DEPRESSANTS											
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II III IV	Amytal, Nembutal, Fiorinal, Lotusate, Tuinal, Seconal, Butisol, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod.	High-Mod.	Yes	1-16	Oral			
Benzodiazepines	IV	Ativan, Dalmane, Librium, Restoril, Diazepam, Xanax, Serax, Valium, Tranxene, Versed, Verstran, Halcion, Paxipam	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants	III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			
STIMULANTS											
Cocaine ¹	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobase, Desoxy, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants	III IV	Adipex, Cyferl, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected			
HALLUCINOGENS											
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal symptoms not reported
Mescaline and Peyote	I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues	I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens	I	Bufofenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
CANNABIS											
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thal Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity and decreased appetite occasionally reported
Tetrahydrocannabinol	I II	THC, Marinol	Cancer chemotherapy antinauseant	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			

¹ Designated a narcotic under the CSA.

² Not designated a narcotic under the CSA.

Federal Trafficking Penalties

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
I	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg ¹ or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
			100-999 gm mixture	HEROIN	1 kg or more mixture		
			500-4,999 gm mixture	COCAINE	5 kg or more mixture		
and	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life.	5-49 gm mixture	COCAINE BASE	50 gm or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
			10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture		
II	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	1-10 gm mixture	LSD	10 gm or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
			40-399 gm mixture	FENTANYL	400 gm or more mixture		
			10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture		

Drug	Quantity	First Offense	Second Offense
Others ²	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
- III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.
IV	All	Any	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.
V	All	Any	Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.
			Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.

¹ Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

² Does not include marijuana, hashish, or hash oil.

Federal Trafficking Penalties – Marijuana

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	Marijuana Mixture containing detectable quantity	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	Marijuana Mixture containing detectable quantity	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	Marijuana	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	Hashish	Fine \$1 million individual, \$5 million other than individual.	
1 to 100 kg	Hashish Oil		
50-99 plants	Marijuana		
Less than 50 kg	Marijuana	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	Hashish		
Less than 1 kg	Hashish Oil		

SMOKING AND NONSMOKING

Smoking is prohibited in any Nova Southeastern University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers.

This policy does not apply to living quarters (dormitories) which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

ALCOHOL AND OTHER DRUGS

Nova Southeastern University, as an institution of higher education, is dedicated to the well-being of all members of the University community—students, faculty, staff, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and federal laws.

1. While on campus or engaged in any University related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action including the possibility of dismissal.
2. Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.
3. Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community who has a substance abuse problem lead a productive work and/or academic life free of substance abuse.
4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

SUBSTANCE ABUSE AWARENESS, EDUCATION, AND PREVENTION

Nova Southeastern University's activities in substance abuse awareness, education, and prevention exist to encourage members of the University community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to avert the need for direct intervention. The specific goals of the program are the following:

- To educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences.
- To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs and to develop an awareness of potential problems that can result from the use of these substances.
- To support those who choose not to drink alcohol or to use other drugs.
- To teach those who choose to drink alcohol to do so responsibly.
- To help those who abuse alcohol or other drugs.

In order to achieve these goals, the University operates and/or engages in the following programs and activities:

1. Alcohol and Drug Resource Center

The Resource Center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.

2. Advisory Committee

This is a group of administrators, faculty, and student leaders who are appointed by the vice president for academic affairs to serve as advisers and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center. The group meets monthly to discuss and develop program plans and activities.

3. Alcohol and Drug Awareness Activities

Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports

the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.

4. Student Organizations

The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).

5. Alcohol and Drug Workshops

Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties that involve drinking.

6. Academic Courses

Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend students to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Abuse Resource Center to ensure the substance abuse content of courses is consistent with University policies.

7. Orientation

Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a general orientation to the problems of substance abuse and includes a statement of the University's policy on drugs and alcohol. The information is presented in a positive manner. The Resource Center works with the academic centers to prepare the materials presented.

COMMUNICABLE DISEASES POLICY GUIDELINES

It is the intent of the University to protect students and employees from exposure to communicable diseases that pose reasonable risk of harm to members of the University community. It is also the intent of the University to protect the rights of those infected with a communicable disease pursuant to the Sick Leave Policy of the University. Employees and students of the University who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the Sick Leave Policy and shall be afforded confidentiality for all related issues.

The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

Guidelines

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full time or part time, including adjuncts and off-site coordinators, but shall not include the following persons:

- a. Members of the Board of Trustees
- b. Guest lecturers
- c. Vendors

The term "student" shall include all persons enrolled at the University, either part time or full time, from preschool through graduate studies.

The term "infected person" shall include students and employees who have been medically diagnosed as infected with a communicable disease.

In the event that any employee, administrator, or student has a concern about the potential for the spread of a communicable disease within the University community, those concerns should be brought to the assistant director of human resources for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the University community by an infected person, the assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward County Health Department for recommendations of appropriate action consistent with state law.

The University will make available to its employees and students information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

2. An infected person can continue to work and study so long as he or she is able to continue to perform regular responsibilities satisfactorily and so long as the best available medical evidence indicates that his or her continued status does not present a health or safety threat to self or others. Infected employees with diseases that threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.
3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating

current medical status. An employee shall submit the physician's statement to the Director of human resources or a delegated representative. Students shall submit their statement to their program dean.

4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.
5. No infected person (employee or student) may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted and an examination of facts demonstrate that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.
6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Student disciplinary measures shall range from counseling to expulsion.
7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

POLICY ON SEXUAL HARASSMENT

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

- (a) Explicit or implicit submission to sexual overtones is made a term or condition of employment.
- (b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred.

- (c) An individual's work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.

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

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

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

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

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

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

1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;

2. Submission to or rejection of such conduct affects academic decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment;
4. Unwelcome patting, pinching, or touching;
5. Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

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

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

PRIVACY OF RECORDS

Nova Southeastern University maintains a system of records that includes application forms, letters of recommendation, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the registrar's office. However, the registrar will not release transcripts of students' academic records until all their accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: a) student's name; b) dates of attendance; c) degree and awards received. Requests for such information must be submitted in writing to the registrar. The University reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing prior to September 1 of the relevant school year.

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

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

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

RESERVATION OF POWER

Nova Southeastern reserves the right to amend, modify, add to, or delete its rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the University and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

APPENDICES

NOVA
SOUTHEASTERN
UNIVERSITY

FISCHLER CENTER FOR THE
ADVANCEMENT OF EDUCATION
Master's Programs in Life Span Care and Administration

INCOMPLETE REQUEST FORM

NAME _____ COHORT # _____

SOCIAL SECURITY # _____ DATE _____
COURSE(S) _____

MODULE _____

INSTRUCTOR'S NAME _____

Reason for request: _____

The above-named instructor has given me approval to request an incomplete grade for the above course(s). I understand that, if approved by the program office, I will have four months after the date of the end of the module to complete all work. Work not completed at the end of this four-month period will be changed to a grade of F.

Student's Signature

FOR OFFICE USE ONLY

_____/_____
Director Program Office

Instructor's Approval Obtained _____ Date _____
(yes)

_____ Date _____
(no)

INCOMPLETE REQUEST FORM-PRAE/PRAF/PRAL/PRAR 689

NAME _____ COHORT # _____
SOCIAL SECURITY # _____ DATE _____
COURSE _____ MODULE _____
689 _____ INSTRUCTOR'S NAME _____

Reason for request: _____

The above-named advisor has given me approval to request an incomplete grade for the above course. I understand that, if approved by the program office, I will have two months after the date of the end of the course to complete all work. Work not completed at the end of this two-month period will be changed to a grade of F.

Student's Signature

FOR OFFICE USE ONLY

_____/_____
Director Program Office

Instructor's Approval Obtained _____ Date _____
(yes)
_____ Date _____
(no)

White: Student Yellow: Program Office Pink: Advisor

PROBATIONARY STATUS NOTIFICATION

TO: _____ **COHORT #** _____

FROM: _____ / _____ **SS #** _____
Director Program Office

DATE: _____

In a recent evaluation of your progress in the graduate program it has been determined that your work has dropped below the established program standards for graduate work. The reason for your being placed on probationary status is due to the following:

We regret that this action is necessary. However, we are hopeful that you will improve your program performance so that you can be returned to regular student status.

If there is information regarding your circumstances that may have an impact on this decision, please contact our office at the above address.

If there is no improvement in program performance by the end of the next module, we will have no other option but to consider your termination from the program.

Additional comments:

White: Student Yellow: Practicum Pink: Program Office Gold: Admissions Office

PROGRAM TERMINATION FORM

TO: SS# _____

FROM: _____ / _____
Director Program Office

COHORT # _____

DATE:

In a recent evaluation of your status, a decision was made to terminate you from our graduate program based on the following:

_____ You have exceeded the time limits for study that were established to meet program degree requirements.

_____ You have failed to maintain the 3.0 average required for continuing in the program.

_____ You have failed to communicate with the program office for a year or longer.

_____ You have failed to meet all necessary financial obligations to the program and the University.

_____ Other:

We regret that this action is necessary. However, we are required to maintain reasonable guidelines and program standards.

If there is information regarding your circumstances that may have an impact on this decision, please contact the director of student affairs at the above address.

Additional comments: _____

White: Student Yellow: Program Office Pink: Advisor Gold: Admissions Office



READMISSION APPROVAL FORM

TO:

FROM: _____ / _____
Director Program Office

COHORT # _____

DATE:

This is your official notification that your request to be readmitted to the master's program has:

_____ been approved
_____ not been approved

Comments: _____

You were originally in cohort # _____. The completion date for that cohort was _____.

Please note that all your requirements must now be completed by _____.

Your cohort number will remain the same. Upon readmission, you will follow the respective cohort schedules according to the modules that you require to complete program requirements.

If you require additional time after this completion date, your request must be in writing. If the request is approved, please note that there is a fee for this one-time, nine-month extension.

Please complete the enclosed form and return it with the fee of _____ (check or money order in U.S. funds payable to Nova Southeastern University) in the enclosed business reply envelope.

Please forward this envelope to:

NOVA SOUTHEASTERN UNIVERSITY
FISCHLER CENTER FOR THE ADVANCEMENT OF EDUCATION - Westport
Master's Programs in Life Span Care and Administration
3301 College Avenue
Fort Lauderdale, Florida 33314-9987

If you have any questions, please write or call the program office at (800) 986-3223, ext. 7457.

White: Student Yellow: Program Office Pink: Admissions Office

ABRAHAM S. FISCHLER CENTER
FOR THE ADVANCEMENT OF EDUCATION
Master's Programs in Child Care, Youth Care, and Family Support

PRACTICUM NOTIFICATION FORM

TO: _____, Cohort _____

FROM: _____, Director of Practicums

DATE: _____

This is to notify you officially that the critical time lines for your cohort's practicum are as follows:

	<i>Beginning date</i>	<i>Ending date</i>
Practicum proposal course (PRA__ 689) Incomplete (if approved)	_____	_____
Practicum proposal course, if repeated Incomplete for second proposal course (if approved)	_____	_____
Practicum report course (PRA__ 690)	_____	_____
Nine-month extension (if approved)	_____	_____

_____ If it is apparent, at this time, that you will not successfully complete your proposal by _____, to continue in the program you must request a two-month incomplete.

_____ If it is apparent, at this time, that you will not successfully complete your proposal by the end of your incomplete date, to continue in the program you must register for the proposal course a second time.¹ You must request registration material and submit this material to the program office by _____.

Please note that all your practicum requirements must be completed by your cohort ending date, _____. If you require additional time after this completion date, you must request a nine-month extension in writing.²

It is critical that you comply with the practicum time line. Successful completion of the practicum is a requirement for receiving your degree.

Comments: _____

If you have any questions, please write or call the program office at (800) 986-3223, Ext. 7457.

¹Please note that you may be assigned a new adviser when you register for the proposal course a second time, and that the practicum project you identified may have to be changed.

²If the request is approved, there is a fee for this one-time, nine-month extension.

QUESTIONNAIRE

Feedback on Student Handbook

Please provide your reactions to the Student Handbook by answering the following questions.

1. Did the Student Handbook identify and provide easy access to the services that are most needed and applicable to your studies?

YES NO OTHER (EXPLAIN)

2. Did the Student Handbook identify and explain, clearly and precisely, the expectations, policies and procedures that are applicable to your studies?

YES NO OTHER (EXPLAIN)

3. Please comment as to what should be done to further improve the quality and comprehensiveness of the Student Handbook.

COMPLETED FORMS SHOULD BE MAILED TO:

Ralph Hogges, Associate Director
Master's Program in Life Span Care and Administration
Nova Southeastern University - Westport Building
Fischler Center for the Advancement of Education
3301 College Avenue
Fort Lauderdale, Florida 33314-7796



FISCHLER CENTER FOR THE
ADVANCEMENT OF EDUCATION

Master's Program in Life Span Care and Administration
3301 College Avenue
Fort Lauderdale, Florida 33314-7796