

1999

# Coalition for Conflict Resolution in Education 1999-2000

Nova Southeastern University

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NOVA SOUTHEASTERN UNIVERSITY

# Coalition for Conflict Resolution in Education

Graduate Certificate Program

A Collaboration Between

Fischler Graduate  
School of Education  
and Human Services

and

The School of Social  
and Systemic Studies  
Department of  
Dispute Resolution



CONFLICT RESOLUTION  
IN EDUCATION

CATALOG 1999-2000

# Conflict Resolution in Education

## Catalog 1999-2000

This catalog incorporates university information, program information, student policies and procedures.

Policies and programs set forth in this information packet are effective through June 30, 2000, unless superseded by a new catalog. Regulations and requirements, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova Southeastern University administration.

The university recognizes that individual programs require different 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 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.

Published December 1998.

**The official catalog of the Graduate Certificate Program in Conflict Resolution in Education of the Fischler Graduate School of Education and Human Services is the governing document for all program-related information. Consequently, if there is any conflict between the information contained online and that contained in this catalog, the information in this catalog prevails.**

**This catalog provides the framework for your program. Please become familiar with the policies and procedures listed within. Failure to read this catalog does not excuse students from the rules and procedures contained in it. Personal factors, illness, and contradictory advice from any source are not acceptable reasons for seeking exemption from the contents of this catalog.**

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# COALITION FOR CONFLICT RESOLUTION IN EDUCATION

## MISSION

The Coalition for Conflict Resolution in Education (CCRE) focuses on conflict issues facing the broader education community, encompassing pre-k through university, and all who are directly and indirectly involved or impacted, including students, faculty, administrators, staff, parents, boards, and the larger community.

The CCRE addresses these conflict issues through graduate and undergraduate courses, workshops and training, seminars and institutes, research and publishing, conferences, and consulting. The CCRE is dedicated to accomplishing its mission in collaborative partnership with educational institutions, government agencies, organizations, and individuals dedicated to the same goals.

## THE GRADUATE CERTIFICATE PROGRAM IN CONFLICT RESOLUTION IN EDUCATION

The Graduate Certificate Program in Conflict Resolution in Education prepares superintendents, principals, teachers, counselors, librarians, human-resource professionals, staff directors and supervisors, deans, department chairs, professors, school board members, and others in the field of education to deal systemically with conflict. The certificate program teaches the theories, models, and skills of conflict resolution, applying them to an education context, and integrating them with research in education.

## CERTIFICATE PROGRAM GOALS

1. To improve conflict resolution in schools and other learning environments through the leadership of program students and graduates.
2. To provide an online graduate certificate program accessible to diverse populations of education professionals throughout the country and the world.
3. To enable program students to expand their conflict-resolution competence and to apply that competence to education settings.
4. To advocate and implement conflict resolution in education using
  - a. conflict resolution theory, models, and skills
  - b. current research in conflict resolution and conflict resolution in education.
5. To identify and address conflict resolution issues in education.

## PROGRAM DESCRIPTION

Students enter as part of a cohort, which remains together for six consecutive online courses and a Summer Institute. The cohort shares professional expertise, provides support and encouragement, and creates relationships that will help students to continue their efforts for conflict resolution in education. Students work in small groups within the cohort for discussions, evaluations, and simulations. Courses are 10 weeks in duration, and each cohort completes the certificate program, including the Summer Institute, in approximately one and one-half years.

### SAMPLE PROGRAM:

CRE 5101	June 1 – August 20	1999
CRE 5201	September 20 – December 10	1999
CRE 5301	January 3 – March 17	2000
CRE 5401	March 27 – June 9	2000
CRE 5701	Summer Institute July (one week)	2000
CRE 5501	August 1 – November 3	2000
CRE 5601 or 5602	November 13, 2000 – mid-February 2001	

### COURSES (Course offerings are subject to change.)

CRE 5101: Foundations in Understanding and Resolving Conflicts in Education

Students learn why individuals react to conflict the way they do, and how to promote good interpersonal relationships with colleagues, supervisors, subordinates, and students, preventing and resolving conflict situations. Students use sophisticated models of conflict analysis that can be applied to interpersonal situations or to large-scale systemic conflicts.

CRE 5201: Mediation and Negotiation in Education

Students learn the basic concepts of principled negotiation and transformative mediation, both of which focus on resolving conflicts while maintaining relationships. Conflict issues cover a broad spectrum including student-student conflicts, staff conflicts, community-school conflicts, and union-management conflicts. Prerequisite: 5101

CRE 5301: Group Dynamics and Facilitation in Education

This course helps students who teach classes, run meetings, work with boards, participate on teams, or manage staff to have productive meetings, solve problems collaboratively, and reach decisions that everyone supports. Prerequisite: 5101

CRE 5401: Culture and Conflict in Education

This course uses theories and models of anthropology and sociology to understand and analyze conflicts in education that incorporate racial, ethnic, gender, and other cultural variables. Prerequisite: 5101

CRE 5501: Violence Prevention in Education

This course examines the causes of violence in education today, models for violence prevention, and current issues, including juvenile mass murder.

Prerequisite: 5101

CRE 5601 *or* 5602

CRE 5601: Teaching Models and Curriculum for a Conflict Resolution Classroom

This course presents and examines current teaching models that support a conflict-resolution classroom, and identifies the critical elements of each model. Students review conflict-resolution curricula currently available, including peer mediation programs; identify key concepts to incorporate into conflict-resolution curriculum; and examine ways to integrate conflict-resolution into other subjects. This course will be of particular interest to teachers and curriculum specialists. Prerequisites: 5201, 5301, 5401, and 5501

CRE 5602: Developing Dispute-Resolution Systems in Education

This course presents models for analyzing dispute-resolution systems in schools, departments, or school systems and designing new or improved dispute-resolution systems. Students will apply these models to their own school, department, or school system. This course will be of particular interest to administrators.

Prerequisites: 5201, 5301, 5401 and 5501

CRE 5701: Summer Institute

This course provides one week of simulations to practice, observe, critique, and improve mediation, negotiation, and facilitation skills. The live experience enhances the online experiences students have during the 201 and 301 courses. This course is held in Fort Lauderdale in the summer. Students are responsible for transportation, lodging, and meals. Prerequisites: 5201 and 5301

## ONLINE COURSE COMPONENTS

Each online course has three components:

1. Class time – synchronous and asynchronous (four hours per week):
  - a. **Synchronous:** Weekly online interactive classes once a week. During these real-time classes students participate in discussions, simulations, and exercises with the class instructors and fellow students.
  - b. **Asynchronous:** Independent online activities, email discussions and exchanges, chatroom exercises, and Web boards. Some of this is done independently by the students on their own schedules. Other activities will require coordination with a small group for a chatroom meeting outside of the scheduled class time, e.g., a chatroom mediation.
2. Required readings, papers, and journals
3. Consultation with course instructor and program professor

## SUMMER INSTITUTE

One Summer Institute is held in Fort Lauderdale each summer. Students are responsible for their own transportation, lodging, and meals. Students are required to attend the first Summer Institute following completion of CRE 5101, 5102, and 5103.

The Summer Institute provides live simulations of the mediation, negotiation, and facilitation skills and models learned during the online courses. In addition, students have the opportunity to meet the other students in their cohort, and the professors and instructors.

## ATTENDANCE

Students are required to attend each weekly online class, any scheduled online small group meetings, and the first Summer Institute following CRE 5101, 5102, and 5103.

## PROGRAM PROGRESS

### Grades

Students are professionals working at a graduate level. If all course requirements and objectives are met (including attendance), the student will receive a PASS for the course. All courses are graded as PASS or FAIL. Students must complete and pass every course in order to receive the certificate.

If a student fails a course and wishes to repeat it with another cohort, the student will need to pay full tuition for that course again at the current tuition rate. The CCRE reserves the right to limit the number of times the course can be repeated.

### **Incomplete**

A student must make formal, written request for an INCOMPLETE grade for family and other preapproved emergencies; such requests, unless there is an unexpected medical emergency, must be approved before the last regularly scheduled class. A student may request an INCOMPLETE, or I grade for a period of one semester only; the expected date of completion of the incomplete grade will be noted on the formal request form. An INCOMPLETE will be granted only if the student is maintaining a passing average on all work required for the course up to the point of the request for the INCOMPLETE. Students who have an outstanding INCOMPLETE grade or who have a failing average may not receive an additional INCOMPLETE; they must either withdraw from the class or receive a failing course grade. Forms to request an I are available through the Web site. Students must discuss an I with the instructor and obtain the instructor's consent and signature before filing the INCOMPLETE application form. The decision of the instructor may be appealed to the program director. The director's decision is final, although formal grievance procedures may be pursued.

The INCOMPLETE form includes a detailed description of the work that needs to be completed. Faculty members shall not be allowed to initiate I grades. They must assign a letter grade of F if a student has not filed an I request form. INCOMPLETE grades shall be resolved within the following semester. At the end of the following semester, if the work has not been completed, the grade will automatically be changed to an F.

## **ADMISSION REQUIREMENTS**

Students in the program will need to have a bachelor's degree from a regionally accredited institution. The graduate certificate program is also appropriate for students with master's or doctoral degrees, who want to add a certificate in conflict resolution in education. Applicants will need to provide transcripts and a recommendation from a supervisor or an individual who can attest to the applicant's abilities in terms of professionalism, scholarship, and organization. Application and reference forms are included in this information packet. Applications are received and considered throughout the calendar year. There may be a period of several months between the time an applicant is admitted and a new cohort is formed. The application is available on the Web site.

### **International Participant Admission**

Prospective international participants who completed degrees at universities outside the U.S. must have the degrees evaluated by an NSU-

approved evaluation service. Applications for such an evaluation are available from the FGSEHS admissions office at 800-986-3223, ext. 8685, or (954) 262-8685. The prospective participant is responsible for all fees incurred for this evaluation. Students who do not speak English as a first language may need to pass the TOEFL exam. Call 800-986-3223, ext. 8685, or 954-262-8685.

### **To Apply**

Application materials and other information are enclosed with this catalog. Questions can be answered by contacting the CCRE, Fischler Graduate School of Education and Human Services, Nova Southeastern University, 1750 NE 167<sup>th</sup> Street, North Miami Beach, Florida, 33162, or by calling (954) 262-8713, or toll free at 800-986-3223, ext. 8713, 9:00 a.m.-5:00 p.m. EST, Monday-Friday. Email: [ccre@fgse.nova.edu](mailto:ccre@fgse.nova.edu) or via the World Wide Web: <http://www.fgse.nova.edu/ccre>.

## **TRANSFER OF CREDITS**

All courses in the Graduate Certificate Program in Conflict Resolution in Education are required, and cannot be waived.

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school. Participants who wish to transfer credits from the certificate program to another graduate program should contact the admissions office of the receiving school for information.

Plans are underway to add a specialization in conflict resolution within certain master's and doctoral degrees in the Fischler Graduate School of Education and Human Services. If those programs are offered, some or all credits from the certificate program may be transferable. Students will also have the option of a master's or doctoral degree in Alternative Dispute Resolution with a specialization in education. The Department of Dispute Resolution, School of Social and Systemic Studies will also accept most or all credits. Students will have to apply separately for any of those programs.

## **TECHNOLOGY**

The technology component of the graduate certificate in conflict resolution in education was designed to be user-friendly. Every student who registers will have access to an online training program, as well as a 24-hour, seven-days-a-week help line. There is a long-distance charge for calls made to the help desk. The student is responsible for these long-distance charges.



## **Equipment Requirements**

<b>Computer:</b>	Pentium computer with 90 megahertz and 32 megabytes RAM
<b>Speakers/Microphone:</b>	Speakers, headset/boom microphone in \$20 range
<b>Modem:</b>	28.8 or better

## **Optional/Recommended**

**Separate phone line:** A separate phone line enables students to call the help line while they remain on the computer. Other family members can use the phone while the student is working on the program.

## **Internet Provider Service**

Each student will need to secure an Internet service provider, e.g. America Online.

## **TUITION AND FEES**

Tuition and fees are subject to change without notice.

### **TUITION**

Tuition is \$360 per credit. Each course is three credits. The full amount is due at registration.

### **FEES**

<b>Technology fee:</b>	\$100 year per nonrefundable. The first year's fee is paid at registration for the first course. Students will be notified when to pay the second year's fee.
<b>Application fee:</b>	A one-time nonrefundable application fee of \$50 is required and must accompany the completed application.
<b>Materials fee:</b>	The fee for materials will be charged as necessary. The fee will not exceed \$100 per course.
<b>Registration fee:</b>	\$15 per course
<b>Summer Institute:</b>	Costs: Attendance at one Summer Institute is required. Participants are responsible for their own transportation and living expenses associated with attendance at the Summer Institute, as well as the standard tuition and materials fee.

- Books:** Students are responsible for purchasing their own textbooks. Order forms will be available through the Web site.
- Tuition Hold:** A tuition hold is placed on program services for participants whose tuition has not been paid. Registrations will be rejected and participants will not have entry to any online classes or activities until their account is in good standing.
- Reentry Fees:** A request for reentry following withdrawal, or as a result of being dismissed for nonpayment of tuition and fees, must be requested in writing for a review by the Academic Affairs Committee. A \$250 fee will be charged and the participant will be subject to the rules and regulations concerning reentry in effect at the time of reinstatement. (See section regarding grievance procedures.)

## **REFUND POLICY**

Students are entitled to a full refund of tuition (excluding registration/application fees; not to exceed \$100 or less) if the enrollment agreement is cancelled by the student within 10 days of signing the enrollment agreement or when the payment is required, if these events are before the first class session. After the first class session, registration/application fees will not be refunded, and students will receive a prorated refund of the tuition.

In addition, participants will receive a full refund of tuition payments and registration/application fees paid:

1. if a course, seminar, or workshop is cancelled, or if a cohort does not begin
2. upon the documented death of the participant or member of his or her immediate family (parent, spouse, child, sibling)
3. if severe illness of the participant (as approved by the institution and confirmed in writing by a physician) precludes completion of the terms
4. if there are exceptional circumstances approved by the university's president or designee

After the first day of instruction, students who inform the director of their intention to withdraw will be entitled to a tuition refund based on the following schedule: During the first 70 percent of a course, term, seminar, or Summer Institute, a withdrawing student will receive a prorated refund for the percentage

of time not attended (the minimum refund is 40 percent). Thereafter, no refund is available. Refunds will be made within 30 days after the effective date of withdrawal.

Unless withdrawal procedures have been completed within the stated deadline, students are assumed to be active and are responsible for tuition payments that may apply to their signed registration forms whether or not an initial payment has been submitted.

Example: Student attended three weeks (12 hours) of a 10 week (40 hours) term, for which the charge was \$1,080.

Based on the number of classes:

$$10 - 3 = 7 \text{ classes not attended}$$

$$7 \div 10 = 70\% \text{ not completed}$$

$$70\% \times \$1,080 = \$756 \text{ refunded}$$

## **FINANCIAL AID**

Students are not eligible for financial aid because the Graduate Certificate Program in Conflict Resolution in Education does not award a degree.

## **LEARNING RESOURCES**

### **LIBRARY RESOURCES**

The Albert and Birdie Einstein Library, located in the Parker Building, houses the university's major collection of books and journals in the humanities, business, education, and sciences. Specialized indexes in CD-ROM format are available in-house, and an additional 70 databases, many full text, are available via the Internet and campus network. The Nova Southeastern University libraries' online catalog (NovaCat) is accessible for remote searching, as well as for searching catalogs from other university libraries.

The Einstein Library is a member of SEFLIN and FILL, cooperative library networks that provide quick access to library materials throughout Florida. The library also has lending agreements with large research libraries in the Midwest, which provide priority document-delivery services to students. The Einstein Library is a cooperating library of the Foundation Center in New York, which gives students access to collections for grants and foundation research.

Distance education students have access to books, journal articles, microfiche, dissertations, index searches, catalog searches, and reference librarians. Librarians travel to class sites to teach students at a distance from the

campus. Distance students can request library materials using fax, mail, or computer. To contact Distance Library Services by phone, call 800-541-6682, ext. 4602 or (954) 262-4602. Use the toll-free fax to order library materials at: 888-DLS-DOCS or 888-357-3627. Contact DLS by Internet: [library@nsu.nova.edu](mailto:library@nsu.nova.edu) or by Web: <http://www.nova.edu/library>.

The Einstein Library also maintains the East Campus Branch Library. It is located on the second floor of the Tower Building of the east campus. This branch library supports the academic programs at the east campus with reference service, library instruction, document delivery, and online services. For more information about these services, call (954) 262-4629.

The Health Professions Division Library, located on the main campus, is open 105 hours per week. It contains books, continuations, journals, and audiovisual and other materials pertaining to osteopathic medicine, pharmacy, optometry, physical and occupational therapy, dentistry, and public health, as well as a core collection in the preclinical basic sciences. The librarians maintain an Internet Web site, which allows access to several health-related electronic data bases, many of them full text. Users can also search the integrated NSU catalog; view library publications, tutorials, and class schedules; and generate purchase and interlibrary loan requests online. Membership with the National Library of Medicine and various consortia provides cooperative lending relationships, which afford HPD students and faculty access to international library holdings.

The Shepard Broad Law Center's Law Library and Technology Center houses a collection of nearly 300,000 volumes. The library has more than 300 data ports with direct Ethernet connections to the law center's network. In addition, a wireless network ensures network access from the library and law center classrooms. Students, faculty, and staff can access the network from anywhere in the world. Memberships in SEFLIN and COSELL provide resource-sharing opportunities. The library is a selective U.S. government depository and one of only two Florida UN documents full-depository libraries. The Law Center/Law Library and Technology Center's Web page provides access to administrative, student, and research information at <http://www.nsulaw.nova.edu>.

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.

## INFORMATION TECHNOLOGY

The Office of Information Technology and Media Services (OIT) provides the university community with technological resources and support to complement teaching, learning, research, and outreach, as well as to serve administrative operations. The office consists of the departments of:

- Systems and Computing Services
- Network Services
- Telecommunication Services
- MicroLab
- Educational Technology
- Media Services
- Technical Support Services

Systems and Computing Services supports the administrative and academic computer technologies for students, faculty and staff with a variety of hardware and software systems. Several midrange computer systems, from Digital Corporation, Hewlett-Packard, and Sun Microsystems, provide a modern network computer environment. Systems and Computing Services develops and maintains custom computer applications to meet the information needs of the university.

Network Services plans, designs, implements, and manages state-of-the-art data networks on all campuses. Local area networking is supported via fiber-optic networks, digital phone lines, and high-speed dial-up modems. Worldwide networking is supported via AT&T information access service and a T-1 connection to the Internet. Telecommunications Services provides local and long distance telecommunication for voice, video, and data connectivity. The MicroLab provides the hardware and software resources in a microcomputer lab environment for faculty and students based on applied and emerging technologies.

The labs are conveniently located on the main campus and east campus, including the Leo Goodwin Sr. Residence Hall, the Health Professions Division, and University Park Plaza. The Collaboration and Decision Support Lab has been established at the east campus. The facilities are available to all currently enrolled NSU students. An open lab is maintained seven days a week, with lab monitors available to assist students with hardware and software problems.

The multi-lab design of User Services, and the variety of computer systems, provide the flexibility to support student and faculty needs in structured class and open lab. Available computer systems include Windows, Macintosh, SunOS, and Ultrix. Peripherals such as CD-ROMs, scanners, and touch screens are also located in the labs. The extensive software collection provided for students and faculty members ranges from educational application programs to the most sophisticated business applications. Multimedia work stations are also available.

All labs are networked to the university's online computer systems. The online connectivity provides student and faculty access to applications software, electronic mail, the electronic classroom, the Campus-Wide Information System, and the Internet. In addition, User Services provides daily telephone and online help-desk functions for faculty, students, and staff.

Educational Technology Services is responsible for the Internet and World Wide Web resources throughout the university. Custom programming and Web development are completed utilizing the latest Internet strategies and resources.

Media Services', provides faculty, students, and staff at all Nova Southeastern University locations with instructional tools, develops and produces instructional media, assists faculty in the development of instructional media, and provides consultation on media selection and the effective use of technology.

Media Services staff is dedicated to helping clients overcome personal, psychological, social, and geographic barriers to learning through technology, particularly in the use of full, two-way videoconferencing in distance education.

A fully equipped video production studio provides service to NSU academic and support centers. In addition to video production, Media Services circulates videotapes and other instructional resources to faculty from an extensive in-house catalog, as well as from other universities and commercial rental sources. Other services offered include:

- Teleconference downlinking
- Equipment scheduling and circulation
- Copyright clearance
- Photography
- Digital film-to-slide production
- Video and audio duplication

## **STUDENT ACCESS TO TELECOMMUNICATIONS**

Graduate programs at FGSEHS expect or require their field-based faculty, staff, and students to avail themselves of the university's electronic resources. The university's UNIX system enables users to communicate with others in their program through electronic mail (email), 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\* 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



other 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 or located in the Application and Admission Packet section in the back of this catalog. After the form is processed by the user's program, the Fischler School's Office of Technology will provide account information.

For information about the system's capabilities or answers to technical questions, call the NSU general communications help desk at 800-541-6682, ext. 4357 or (954) 262-4357. Your call will be transferred to the help desk and handled by the staff member on duty.

Email: *help@nsu.nova.edu*

Web site: *http://www.nova.edu/help*

\*Limited Macintosh support is available from NSU.

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

## **TEXTBOOKS**

Textbooks should be purchased before the first day of class and are available at Nova Books in the Rosenthal Student Center. Students should have their course numbers and site information at hand when they order or request book information.

Nova Books carries an extensive line of reference materials; the latest editions of medical, law, psychology, and teaching reference books; study aids and test preparation guides. Books that are not in stock can be ordered, usually within one week.

Software can be purchased at Nova Books at academic prices (up to 75 percent off retail prices). Customer Service can provide a complete catalog of software available at student prices.

Students at off-campus locations can order textbooks by phone, fax, or email. Shipping is done via UPS, usually within 24 hours. Packages cannot be shipped to post office boxes.

Nova Books' hours of operation are Monday-Friday, 8:30 a.m. to 6:15 p.m., and Saturday, 10:00 a.m. to 1:30 p.m. (Call for information about extended hours during "rush" periods). Nova Books can be reached by phone at (954) 262-4750 or 800-509-BOOK, by fax at (954) 262-4759, or by email at *novabook@nsu.nova.edu*. Correspondence should be sent to Nova Books, P.O. Box 290670, Fort Lauderdale, Florida 33329.

## STUDENT GREIVANCE 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 within 15 days from the date of the action taken against him/her to the dean for student services and admissions.

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 dean for student services and admissions shall request proof supporting the grievance and request a response with supporting evidence from the party against whom the complaint has been filed. An administrative review panel will review the grievance and evidence to determine whether the grievance presents a complaint 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 dean for student services and admissions may invoke one of the following procedures:
    - a. Informal Resolution Procedure: The dean for student services and admissions may informally meet with all parties and try to resolve the issues raised.
    - b. Formal Resolution Procedure: If the dean for student services and admissions 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.

## **ARIZONA STUDENTS**

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:

Dean for Student Services and Admissions  
FGSEHS  
Nova Southeastern University  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796  
800-986-3223, ext. 8688

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  
1400 W. Washington  
Room 206  
Phoenix, Arizona 85007  
(602) 542-5709

The student must contact the state board for further details.

## **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
- 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
- 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)
  - 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
- 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.

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 coworker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

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.

### **On Campus:**

Nova Southeastern University Student Counseling Service  
Mailman Building  
(954) 262-7070

Nova Southeastern University Community Mental Health  
Davie (954) 262-7070  
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 workplace. 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.

# Federal Trafficking Penalties

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
	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	<b>METHAMPHETAMINE</b>	100 gm or more or 1 kg <sup>1</sup> 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	<b>HEROIN</b>	1 kg or more mixture		
			500-4,999 gm mixture	<b>COCAINE</b>	5 kg or more mixture		
I	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	<b>COCAINE BASE</b>	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.
and			10-99 gm or 100-999 gm mixture	<b>PCP</b>	100 gm or more or 1 kg 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.
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	<b>LSA</b>	10 gm or more mixture		
			40-399 gm mixture	<b>FENTANYL</b>	400 gm or more mixture		
			10-99 gm mixture	<b>FENTANYL ANALOGUE</b>	100 gm or more mixture		

Drug	Quantity	First Offense	Second Offense
Others <sup>2</sup>	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 3 years. Fine not more than \$250,000 individual, \$1 million not individual.
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.

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

<sup>2</sup> 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	<b>Marijuana</b> 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	<b>Marijuana</b> 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	<b>Marijuana</b>	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 other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	<b>Hashish</b>		
1 to 100 kg	<b>Hashish Oil</b>		
50-99 plants	<b>Marijuana</b>		
Less than 50 kg	<b>Marijuana</b>	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	<b>Hashish</b>		
Less than 1 kg	<b>Hashish Oil</b>		



# 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							
<b>NARCOTICS</b>											
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?	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
<b>DEPRESSANTS</b>											
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			
<b>STIMULANTS</b>											
Cocaine <sup>1</sup>	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, Desoxyn, 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, Cyfert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected			
<b>HALLUCINOGENS</b>											
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	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
<b>CANNABIS</b>											
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity and decreased appetite occasionally reported
Tetrahydrocannabinol	I II	THC, Marinol	Cancer chemotherapy anti-nauseant	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			

<sup>1</sup> Designated a narcotic under the CSA

<sup>2</sup> Not designated a narcotic under the CSA

## **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 Alcohol and Drug 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 Alcohol and Drug 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 lectures
- 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
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. and can include 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.

## **POLICIES GOVERNING STUDENT RELATIONS**

### **GENERAL**

Nova Southeastern University has established specific policies, procedures, and guidelines defining its relationship with its students. The term "student" as used in this catalog 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 University and its composite academic units periodically publish bulletins or catalogs describing the university and its academic programs. These bulletins are available to enrolled and prospective students through the various admissions offices associated with the academic units or from the Office of the University Registrar.

Each academic unit, group of units, and/or the Office of the University Registrar maintains at least one full-time employee to assist all 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.

The Office of the University Registrar is designated as the policy coordinator to ensure compliance with all federal, state, and local laws and regulations relative to nondiscrimination.

## **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, indecency, 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.



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