Master's Program in Communication Sciences and Disorders Student Handbook 1996

Nova Southeastern University

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Master’s Program in Communication Sciences and Disorders
I have received this document and agree to abide by the policies and procedures contained herein.
Policies and programs set forth in this handbook are effective through June 30, 1997. 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 7/96
# PROGRAMS IN COMMUNICATION SCIENCES AND DISORDERS

## STUDENT HANDBOOK

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NOVA SOUTHEASTERN UNIVERSITY

Mission Statement

Nova Southeastern University provides educational programs of distinction from prekindergarten 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.

FISCHLER CENTER FOR THE ADVANCEMENT OF EDUCATION

Mission Statement

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.)

PROGRAMS IN COMMUNICATION SCIENCES AND DISORDERS
Mission Statement

The LaBonte Institute for Communication Sciences and Disorders is dedicated to the education and continuing support of audiologists, speech-language pathologists and the clients and families who receive services. Faculty provide a scientifically-based curriculum, broad in scope, incorporating models of best practice, and fostering critical thinking skills. The Institute's philosophy is committed to client and family-centered care, a transdisciplinary approach, and treatment efficacy monitored through clinically based research and outcome measures. The Institute fulfills a commitment to society by providing practicing clinicians a variety of forums to keep their knowledge base current, a flexible schedule for obtaining graduate education, and by nurturing the development of future leaders. To anticipate the hearing, language and speech needs of future generations, the Institute utilizes current and projected demographic data as a basis for curriculum revision, program planning, and participation in local, state, and national professional organizations. The Institute, to fulfill its mission as an exemplary model of clinically applied behavior and basic science research, must create an environment which embraces "... people of all cultures, races, ethnic backgrounds, and religion in a manner that recognizes values, affirms, and respects the worth of individuals, and protects and preserves the dignity of each" (quotation from the Child Welfare League of America).

sthndbk 7/96
# FACULTY AND STAFF

## INTEROFFICE TELEPHONE LIST

<table>
<thead>
<tr>
<th>Location</th>
<th>Fax Number</th>
<th>Receptionist Office</th>
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<th>Conference Room</th>
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<td>LaBonte Institute</td>
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## ADMINISTRATIVE COUNCIL

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Barimo, Joe</td>
<td>475-7075</td>
<td><a href="mailto:barimoj@fcae.acast.nova.edu">barimoj@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Coordinator of Business Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bender, Donald</td>
<td>723-2734</td>
<td><a href="mailto:benderd@fcae.acast.nova.edu">benderd@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Associate Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bloom, Elaine</td>
<td>476-4852</td>
<td><a href="mailto:bloome@fcae.acast.nova.edu">bloome@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Admissions and Advising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friedel, Lanea</td>
<td>452-1478</td>
<td><a href="mailto:friedel@fcae.acast.nova.edu">friedel@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Coordinator of Internships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gonzalez, Joe</td>
<td>475-7465</td>
<td><a href="mailto:gonzalj@fcae.acast.nova.edu">gonzalj@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Associate Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mills, Jack</td>
<td>424-5779</td>
<td><a href="mailto:millsja@fcae.acast.nova.edu">millsja@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Program Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newman, Wren</td>
<td>370-5667</td>
<td><a href="mailto:newmanw@fcae.acast.nova.edu">newmanw@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Coordinator of Clinical Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packer, Barbara</td>
<td>452-1474</td>
<td><a href="mailto:packerb@fcae.acast.nova.edu">packerb@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Coordinator of Doctoral Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor, Shelley</td>
<td>452-1475</td>
<td><a href="mailto:victors@fcae.acast.nova.edu">victors@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Coordinator of Curriculum</td>
<td></td>
<td></td>
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<tr>
<td>Zangari, Carole</td>
<td>452-1480</td>
<td><a href="mailto:zangaric@fcae.acast.nova.edu">zangaric@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Coordinator of Research</td>
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## FACULTY

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<thead>
<tr>
<th>Name</th>
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<tr>
<td>Barreiro, Celia</td>
<td>370-5697</td>
<td><a href="mailto:barriero@fcae.acast.nova.edu">barriero@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Friedman, Gary</td>
<td>370-5653</td>
<td><a href="mailto:friedmag@fcae.acast.nova.edu">friedmag@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Griffer, Mona</td>
<td>476-4772</td>
<td><a href="mailto:grifferm@fcae.acast.nova.edu">grifferm@fcae.acast.nova.edu</a></td>
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<tr>
<td>Humphrey, Brian</td>
<td>424-5744</td>
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<td>Kirchenbaun, Shelley</td>
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<td>Moskal, Nancy</td>
<td>236-4052</td>
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<tr>
<td>Parker, Robin</td>
<td>476-4815</td>
<td><a href="mailto:parkerr@fcae.acast.nova.edu">parkerr@fcae.acast.nova.edu</a></td>
</tr>
<tr>
<td>Pileisky, Rhoda</td>
<td>452-5592</td>
<td><a href="mailto:pilelsky@fcae.acast.nova.edu">pilelsky@fcae.acast.nova.edu</a></td>
</tr>
</tbody>
</table>
Roberts, Elizabeth 476-4812 robertse@fcae.acast.nova.edu
Sperry, Elizabeth 452-1479 sperry@fcae.acast.nova.edu
Weissling, Kristy 424-5742 weisslin@fcae.acast.nova.edu
Zucker, Barbara 370-5668 zuckerb@fcae.acast.nova.edu

OFFICE STAFF

Acosta, Pat 236-4028 acostap@fcae.acast.nova.edu
Arango, Jaime 236-4039 arangoj@fcae.acast.nova.edu
Corby, Kim 452-1472
Disbrow, Sandy 476-4855 disbrows@fcae.acast.nova.edu
Klein, Rochelle 424-5778 kleinr@fcae.acast.nova.edu
Russo, Marilyn 452-1473 russom@fcae.acast.nova.edu
Serio, Elisa 452-1470 serioe@fcae.acast.nova.edu
Shaffer, Marilyn 475-7075 shafferm@fcae.acast.nova.edu
Smith, Janette 452-1530
Soto, Ivette 475-7075 sotoi@fcae.acast.nova.edu
WELCOME AND INTRODUCTION

Welcome to Nova Southeastern University and the Programs in Communication Sciences and Disorders. The faculty wish you well as you embark upon your chosen career, which can be personally, professionally, and financially rewarding. Each of you enriches the program and each others' lives by the varied backgrounds you bring. This cultural and personality mix will be enhanced further through your interactions with the faculty and with varied professional and personal backgrounds. This socio-cultural mix affords both students and faculty a wonderful opportunity for appreciating individual differences and, in many cases, establishing lifelong friendships.

Nova Southeastern's mission reflects a student-friendly environment in which guidance and proactive support are an inherent part of the program. In keeping with this philosophy, this handbook is designed to help you move from admission to graduation in the easiest possible manner.

Please read the handbook thoroughly; many of the requirements for both the academic and clinical aspects of the program are addressed. In addition, there are several appendices that give examples of different forms you will be using and policies governing student behavior at the University and the LaBonte Institute in particular.
Nova Southeastern University (NSU) is an independent, nonsectarian, nonprofit university chartered by the State of Florida in 1964. It is the second largest independent institution of higher education in the state of Florida. Located in Fort Lauderdale, NSU offers both campus-based and distance education degree programs, which are organized into centers of study.

The campus-based programs include undergraduate and graduate degree programs in education, law, psychology, oceanography, computer sciences, social sciences, and business and public administration.

The distance education programs are those conducted in off-campus locations and include programs in education, business and public administration, psychology, and physical, social and computer sciences. These courses of study lead to bachelor's, master's, educational specialist, and doctoral degrees.

Accreditation and Licensure

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). Nova Southeastern University must be and is licensed by the appropriate authority in each state or province in which a local cluster operates. The Programs in Communication Sciences and Disorders is accredited by the Educational Standards Board (ESB) of the American Speech-Language-Hearing Association (ASHA) and is approved by the State of Florida Department of Education.

Fischler Center for the Advancement of Education

The Fischler Center is dedicated to the training and continuing support of teachers, administrators, trainers, and others working in education and related helping professions. Students can pursue doctoral degrees in educational leadership, in three specializations in child and youth studies, and in five specializations in higher education. The Graduate Teacher Education Program offers a master's and educational specialist degree for teachers. Other programs that offer a master's degree include: child care administration, child and youth care administration, elder care administration, family support studies, and speech-language pathology.

1. ASHA may be contacted as follows:
   American Speech-Language-Hearing Association
   10801 Rockville Pike
   Rockville, MD 20852-3279
   (800) 638-6868 (301) 897-0157 TTY
   (301) 897-5700 (301) 571-0457 FAX
Programs in Communication Sciences and Disorders

The Programs in Communication Sciences and Disorders is the academic preparation component of the Bernice and Jack LaBonte Institute for Hearing, Language, and Speech. The first students graduated in 1985. The Communication Disorders Clinic is the clinical component of the Institute. Both components of the LaBonte Institute enjoy a cooperative relationship with other departments in the University. The Institute has historically had a close, mutually beneficial relationship with the Family and School Center and the Baudhuin Oral School, in which students gain experience providing services to normal children and those with a variety of special needs.

After receiving the master's degree in Speech-Language Pathology, graduates of the program are prepared for positions in public and private school, hospital, rehabilitation agency, and private-practice settings. Graduates of the program are eligible to pursue the Certificate of Clinical Competence (CCC) granted by ASHA and a Provisional License granted by the Agency on Health Care Administration (AHCA) of the State of Florida. Graduates may also be certified as public school clinicians by the Florida State Department of Education.

Nova Southeastern University Organization

The charts on the following pages give a visual picture of the organization of Nova Southeastern University and of how the Programs in Communication Sciences and Disorders fits into the overall organization. The first chart depicts the overall University structure, which includes Academic and Student Affairs. The second chart outlines the structure of the Fischler Center for the Advancement of Education, which includes the Programs in Communication Sciences and Disorders. The third chart outlines the structure of the Bernice and Jack Labonte Institute for Hearing, Language, and Speech, of which the Programs in Communication Sciences and Disorders is a component.
MASTER’S PROGRAM ORGANIZATION

Classes

Prerequisite Courses

These courses are offered for students who have not completed all prerequisites or who have completed a bachelor's degree in a discipline other than speech-language pathology. All required prerequisite courses MUST BE COMPLETED before a student is allowed to enroll in graduate courses. A full-time student can complete all prerequisites in two terms.

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<tr>
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<tr>
<td>SLP 5000</td>
<td>3</td>
<td>Introduction to Hearing, Speech, and Language Disorders</td>
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<td>SLP 5001</td>
<td>3</td>
<td>Anatomy and Physiology of Vocal and Hearing Mechanisms</td>
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<td>SLP 5002</td>
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<td>Phonetics</td>
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<td>SLP 5003</td>
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<td>Neuroanatomy and Physiology</td>
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<td>SLP 5004</td>
<td>3</td>
<td>Hearing and Speech Science</td>
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<td>SLP 5005</td>
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<td>Speech and Language Development</td>
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<tr>
<td>SLP 5007</td>
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<td>Directed Observation</td>
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Students enrolled in SLP 5007 Directed Observation may not make their own arrangements for observation. The instructor will provide a list of approved observation sites. Students making their own arrangements or attending a non-approved site may be dismissed from the Program.

Graduate Courses

Students who hold bachelor's degrees in speech-language pathology or who have completed the required prerequisites may enroll in the graduate courses listed on the following page. Registration for these courses is based on the student's preapproved individual Plan of Study, which considers the appropriate order of course enrollment, the course schedule, and the student's time constraints.
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<td>Diagnosis of Language and Speech Disorders: Methods</td>
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<td>Language Disorders in Adults</td>
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<td>Augmentative and Assistive Communication (elective)</td>
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<td>3</td>
<td>Voice Disorders in Children and Adults</td>
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<td>2</td>
<td>Fluency Disorders in Children and Adults</td>
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<td>SLP 6050</td>
<td>3</td>
<td>Motor Speech Disorders</td>
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<td>SLP 6055</td>
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<td>Dysphagia</td>
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Plan of Study

After being admitted to the program, each student, with the assistance of an academic adviser, must develop a Plan of Study (POS). The POS determines which courses a student may register for during a given academic term. The POS insures that students register for courses in the correct sequence. The POS may be adjusted prior to registration periods; however, adjustments must be approved and recorded by an academic adviser.

This POS is your guide for your entire period of graduate study and should be kept in a safe place. You will use it in budgeting your daily schedule, study periods, vacations and even your financial planning. Full-time students usually plan to take 9 credits during a 14-week term; however, students may register for one class if their individual situation allows. For financial aid purposes, six credits is considered full time and three credits is considered half time. Two-credit internships are considered to be equivalent to a three-credit course.
Calendar

The calendar year of the Programs in Communication Sciences and Disorders is divided into three 14-week terms.

<table>
<thead>
<tr>
<th>Term</th>
<th>Begins</th>
<th>Ends</th>
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<tbody>
<tr>
<td>Fall</td>
<td>September</td>
<td>December</td>
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<tr>
<td>Winter</td>
<td>January</td>
<td>April</td>
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<tr>
<td>Spring</td>
<td>May</td>
<td>August</td>
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Specific term dates are published on each term schedule provided at the time of registration.

Organizations and Awards

Organizations

- NSSLHA -- The National Student Speech-Language-Hearing Association is the national professional organization for students enrolled in speech-language pathology and audiology preparation programs. Students admitted to the NSU Master's Degree Program in Speech-Language Pathology are required to maintain membership in this organization. As members, students receive the professional journals published by ASHA.

There is also a Nova Southeastern University NSSLHA chapter. This organization is designed to enhance the students' educational program with both professional and social activities. The local NSSLHA Chapter has the special function of helping the student learn a professional role and responsibilities including such things as state and local political issues, policy issues, and professional self-discipline. All students are encouraged to become active members. One activity that is sponsored by the organization is an end-of-the-year "student-faculty roast" to honor the students who have completed their degrees.

Nova Southeastern University's NSSLHA Chapter received the Florida Language Speech and Hearing Association President's Award for Promoting Professional Growth and Support of the Association in May, 1993.
• ASHA -- The American Speech-Language-Hearing Association is the national professional organization for speech-language pathologists and audiologists. The Program is accredited by the Educational Standards Board of ASHA and graduates are eligible for the Certificate of Clinical Competence, which is awarded by this organization.

• FLASHA -- The Florida Language Speech and Hearing Association is the state professional organization for speech-language pathologists and audiologists. Students are encouraged to maintain a student membership in this organization.

Awards

• Outstanding Student of the Year -- At the end-of-the-year party for graduating students, the faculty presents an award to the student who has been chosen as Outstanding Student of the Year. The student's name is engraved on a plaque, which is displayed in the Institute.

• Outstanding Student Researcher of the Year -- At the NSSHLA sponsored Gold Coast Conference, the student judged to have accomplished the most outstanding research project of the year will be recognized.

• Graduate Assistantships -- Each year a number of graduate assistantships are awarded to students who have begun their graduate course work. These assistantships are awarded on the basis of academic performance and ability. The graduate assistant is awarded tuition for nine semester credits per semester and is required to provide 20 hours of service per week to the Program.

• PEP-C -- The Post Secondary Educational Planning Commission of the State of Florida has awarded funds to the Program that provide grants to students who are enrolled in the program. Applications for these grants are available at registration.

• Instructional Assistant -- Each semester there are instructional assistant positions available. These assistants are assigned to individual faculty members to provide assistance with classes being taught by the faculty member. Students receiving these positions are provided with a monetary stipend.
ACADEMIC PROCEDURES

Insurance

All students must maintain personal liability insurance while enrolled in the program. Students whose liability insurance is not active will not be allowed to register for or attend classes. At each time of registration, students must provide proof that their liability insurance is current. IT IS THE STUDENT'S RESPONSIBILITY TO PROCURE THE INSURANCE AND TO NOTIFY THE STAFF THAT THE INSURANCE IS CURRENT. FAILURE TO DO SO MAY RESULT IN DISMISSAL FROM THE PROGRAM.

Every student is required to join the National Student Speech-Language-Hearing Association. Membership in the National Student Speech-Language-Hearing Association affords the student the opportunity to purchase this insurance at reduced group rates as well as receive professional journals.

Registration

Registration for each term is held in the LaBonte Institute approximately six weeks prior to the beginning of the term. At the time of registration a student is allowed to register only for those courses listed on his/her approved Plan of Study. If a student wishes to adjust his/her Plan of Study, the adjustment must be made with, and approved by, an adviser during the announced time for Plan of Study adjustment. ADJUSTMENTS WILL NOT BE APPROVED AT THE TIME OF REGISTRATION.

Registration times are announced in classes, posted in the Institute and at the Annex, placed on the annual calendar, and by e-mail. Students must make appointments for registration and will be allowed to register only at their appointed time. This procedure is designed to control the quality of instruction by reducing student scheduling problems and controlling class size.

✓ Tuition and Fees

Payment of tuition and fees is expected at the time of registration. Students receiving financial aid are responsible for making sure that they have completed all applications for financial aid and that it has been granted.

Students who have failed to pay tuition by the end of the second week of classes will be notified in writing that they are not allowed to continue to attend classes.
The following fees apply:

1. Tuition (check current catalog for amount)

2. Registration fee - due with each registration and must be paid with tuition.

3. Late registration fee - A charge of $100 is assessed each student who fails to register during the announced registration period.

4. Change of registration - A fee of $50 will be assessed for changes in registration.

5. Lab fees - Lab fees payable with tuition are assessed for the following courses: (check current catalog for amount)

   SLP 6005 Diagnostics II
   SLP 6101 Clinic Lab I
   SLP 6102 Clinic Lab II
   SLP 6110 Internship
   SLP 6120 School Internship
   AUD 6301 Audiology Lab
   AUD 6311 Aural Rehab Lab
   Placements in Out-of-State Internship Sites

Refund Policy

Fees other than tuition are not refundable. Students who wish to receive a refund must follow the withdrawal procedures explained in the current catalog. There are no exceptions to this policy.

Review of Student Files

Students have the right to review their academic file. A student wishing to review his or her file may request the file from the Student Services Specialist. Students are not allowed to add or delete material or remove their files from the assigned area. Any student who removes his or her file will be placed on professional probation and is subject to suspension or dismissal from the program.
Incomplete Grades

Students who are unable to complete the requirements for a course within the term limits may request a grade of I (incomplete) from the instructor. This request must be made of the instructor and the instructor must initiate the Incomplete Grade Form. The following regulations apply:

1. To be eligible for a grade of I, the student must be maintaining a grade of B or better.

2. The instructor must submit an Incomplete Grade Form to the Academic Advisor. The form must be completed and signed by both the instructor and student.

3. It is the student's responsibility to complete the requirements of the incomplete contract within the prescribed time limits. **Failure to complete the contract automatically results in an F.**

**STUDENTS WHO ARE MAINTAINING LESS THAN A B AVERAGE IN A COURSE ARE NOT ELIGIBLE FOR A GRADE OF I.**

Withdrawals

**Withdrawal from an individual course:** Students may withdraw from a course, lab, or internship only with permission of the instructor and the Academic Advisor. Withdrawals may be made up to the ninth week of the academic term without grade penalty. **Withdrawal after the ninth week may result in a grade of F. No refund is awarded for withdrawals processed after the third class meeting.**

It is the student's responsibility to obtain a withdrawal form from the Student Services Specialist, have the instructor sign the form, and return the completed form to the Academic Advisor. **Failure to follow this procedure results in the assignment of a grade of F.**

**Withdrawals from the program:** Students who are faced with temporary personal or professional crises may request a temporary withdrawal from the program. Withdrawals from the program may be granted for no more than one year. After one year the student must reapply for admission to the program. The student must request this leave of absence in writing to the Academic Advisor. After withdrawing from the program, a student must notify the program in writing of his or her intent to resume the program one semester prior to the semester in which he or she wishes to re-enroll. **Failure to follow this procedure results in automatic termination from the program.**

**CAUTION:** **STUDENTS ON FINANCIAL AID WHO TAKE A TEMPORARY LEAVE FROM THE PROGRAM WILL JEOPARDIZE THEIR FINANCIAL AID. A BREAK IN CONTINUOUS COURSE REGISTRATION WILL RESULT IN STUDENT LOANS BEING CALLED IN AND PAYBACK BEGINNING PRIOR TO**
GRADUATION. CONTACT THE FINANCIAL AID OFFICE FOR EXACT INFORMATION.

Grades

A minimum of B must be maintained in each course. If a student earns a grade of C or below in any course he/she will be required to repeat the course the next time the course is offered. The student must earn a grade of B in the repeated course or he/she will be dismissed from the program. Students may repeat only two different courses due to a grade of C or below. If a second grade of C is earned, the student is automatically placed on academic probation regardless of overall GPA. A third C will mean dismissal from the program. A student may not enroll in clinical courses while on probation.

Probation

The Program maintains a Student Review Committee (SRC) that is responsible for reviewing student professional and academic performance and making recommendations for probation. There are two types of probation: academic and professional. All probation requirements must be satisfied before a student is eligible for graduation. A student may be placed on probation only once. A second probation of any kind will result in the student's dismissal from the program.

Academic: A student who earns a second grade of C or below will be placed on academic probation. The student will be notified in writing and will not be allowed to register for or continue in the next academic term until having met with the Academic Advisor or her designee to develop a probation contract.

A student who fails to meet the conditions of his/her academic probation contract within the prescribed time will be notified in writing that he/she has been dismissed from the program. A student may be placed on academic probation one time only. A second cause for academic probation will result in automatic dismissal from the program.

Professional: Students are expected to comply with the legal and ethical standards of the profession. Students who fail to demonstrate behavior that indicates reasonable stability, maturity, understanding and aptitude judged necessary for predicted success as a speech-language pathologist may be placed on professional probation or dismissed from the program by the Student Review Committee. These judgements are made by the faculty.

Repeating Courses

Any course must be repeated when a grade of C or less is earned. The course must be repeated the next semester the course is offered. Only two grades of C or less are allowed and a student repeating a course must earn a grade of B or better in the repeated course. No more than two courses may be repeated. To receive repeat credit, the student must secure the appropriate form from the academic advisor and submit it to the advisor at the end of the semester.
Appeals Process
Students who have been suspended or terminated from the program have the right to petition for reinstatement. A request for reinstatement must be submitted in writing within 15 days of receipt of the certified mail advising the student of suspension or termination. The petition should be addressed to the Chair of the Student Review Committee and should include the student's rationale for being reinstated. The SRC will review the petition and render a decision. The student will be notified of the SRC decision by certified mail within 30 work days after the petition is received. All decisions are final and the student may petition only once.

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 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 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 judgement 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
FCAE
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, Florida 33314
(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 W. Washington
Phoenix, Arizona 85007
(602) 542-5709

The student must contact the State Board for further details.
CLINICAL PROCEDURES

Students entering each phase of the clinical component of the program will be given a handbook of clinical procedures that covers each aspect specifically. The following are general regulations that govern the clinical aspect of the program.

Insurance See the Academic Procedures section, page 16 re: insurance

On-Campus Clinical Activities

Students registering for on-campus clinical activities must complete, during the registration period, a schedule of "time available." This schedule will be used to determine the student's clinical assignments. The schedule must allow for a recommended minimum of 10 hours of availability per week in order to finish clinic in a timely manner. The student's "time available" schedule becomes a contract between the student and the clinical coordinator.

The student's initial clinic schedule is assigned at the beginning of each semester of enrollment; however, the student may be assigned additional clients or lab hours during the course of the semester. These assignments are made by the appropriate clinic coordinator using the student's schedule of available times as a reference. Failure to meet scheduled appointments is considered to be unethical professional behavior and results in professional probation.

Each student is required to earn a minimum number of clock hours in each clinical activity as required by the American Speech-Language-Hearing Association. The amount of time scheduled for each activity is proportional to the amount of available time a student designates. The Clinic Coordinator, the Audiology Coordinator, or the Internship Coordinator will provide the student with a schedule that estimates the amount of time required to complete a clinical activity.

Each clinical activity must be successfully completed before the student is allowed to progress to the next clinical level. Successful completion will be determined by an evaluation of the student's clinical performance.

The following table shows the order of the on-campus clinical activities. Please note that each level must be passed before proceeding to the next level.
Internships

Students complete two off-campus internships. The program maintains a contractual relationship with many varied facilities for this purpose. A student is eligible for internship placement upon successfully completing Clinic Lab II and recommendation of the clinical supervisors; student must have a GPA of 3.0 or better and may not be on any type of probation.

During the semester in which the student is enrolled in clinic lab, the internship coordinator will contact him or her to begin planning for his or her off-campus internships. Placement will be made by the internship coordinator. **THE STUDENT MAY NOT CONTACT ANY OFF-CAMPUS SITE REGARDING INTERNSHIPS WITHOUT THE EXPRESS PERMISSION OF THE COORDINATOR OF INTERNSHIPS. A STUDENT MAKING AN UNAUTHORIZED CONTACT REGARDING INTERNSHIPS WILL NOT BE PLACED AT THE SITE CONTACTED.**

Internship placements out of the local area, including out-of-state placements, may be made for students. These placements are made only with the approval of the Coordinator of Internships and the faculty. The decision to place a student out of the local area is based on clinical performance and the availability of appropriate placements. An additional fee will be assessed for out-of-state placements.
GRADUATION PROCEDURES

Requirements

Students are eligible for graduation when they have:

- completed all academic and clinical course work.
- have maintained no less than a 3.0 (on a 4.0 scale) grade point average.
- taken the National Examination in Speech-Language Pathology and Audiology (NESPA).
- filed the NESPA scores with the Program
- had the final exit interview

NOTE: Students must realize that each time the examination is taken ALL scores are reported to ASHA and the Program. Thus, not reporting a failing score at the time of occurrence will not keep that score from being reported.

A student's opportunity for passing the examination on the first try is enhanced by that student's having completed all course work before taking the exam. DO NOT TAKE THIS EXAMINATION UNTIL YOUR FINAL SEMESTER.

The Program will conduct a review workshop each term approximately two weeks prior to the NESPA administration date. This workshop is available only to those students who are in their final academic term or who have not taken the examination previously. The workshop is provided at no charge to NSU students.

Degree Award Dates

Nova Southeastern University awards degrees on the last day of every month. The Program must clear a student with the registrar's office at least 15 working days prior to the end of the month. Students must complete all requirements and all grades must have been submitted to the Program one week prior to the above stated deadline to have their degrees conferred. Students who are unable to meet this deadline will be processed for degree conferral the following month. There are no exceptions to this policy.

Procedure

During the student's first off-campus internship, he or she must make an appointment for a preliminary exit interview with the Academic Advisor or his designee. At this appointment the procedures for graduation, ASHA membership and certification, and Florida licensure will be reviewed.
During the last month of the student's second off-campus internship, he or she must make an appointment for an exit interview for final clearance for graduation.

The following documents must be presented at the exit interview:

- Completed ASHA application for membership and certification
- Completed degree application with appropriate fee
- Copy of NESPA score or proof that the exam has been taken and the results filed with the department.
- Completed application for Florida licensure

EXPLANATORY NOTES:

To graduate on the anticipated date a student is responsible for making sure that:

- All Incomplete grades have been removed and a passing grade is on file in the registrar's office
- All fees, tuition, and other charges are paid in full
- All forty-eight required credit hours are recorded on the transcript
- All transfer credit has been accepted and recorded by the registrar

FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN A DELAY IN GRADUATION AND IMMEDIATE AVAILABILITY FOR EMPLOYMENT.
Beginning with doctoral students in the Fischler Center for the Advancement of Education (FCAE) eligible for graduation in June, 1996, students must reach doctoral candidacy status prior to the Provost recommending their graduation to the President and the Board of Trustees. This addition to the graduation requirements for FCAE doctoral students reflects the belief that the rigor and quality of the doctoral programs are enhanced by a quality check by a Candidacy Committee made up of doctoral faculty from all center doctoral programs and by demonstrating the programs are meeting the spirit of the criteria of Nova Southeastern University's regional accrediting body.

The format and process of the candidacy requirement includes the following:

Requirements for Candidacy
In order for a doctoral student to be eligible for candidacy, the student must meet all of the following requirements:

1. be currently enrolled in the program and be in good standing at the University;
2. successfully completed all study areas and seminars;
3. completed all Summer Institute requirements;
4. successfully completed any required comprehensive examination;
5. approved final applied research proposal.

Candidacy Committee
Purpose: The Candidacy Committee is responsible for making a candidacy recommendation to the Provost of FCAE for doctoral students recommended by the Dean of the program. The recommendation is reached in a formal meeting of the Committee and based on a review of documentation offered by the Program Dean and any additional requested information. The Committee may recommend to award, defer or deny candidacy. Negative recommendations will be accompanied by a statement of cause.

Composition and Organization
The Candidacy Committee will be composed of six faculty members (two from each doctoral program) and the Assistant Provost for Student Services who will serve as permanent chairperson. Faculty members will be selected by the Program Deans and serve for two years (half of the initial group will serve one year).

The Assistant Provost for Student Services, serving as the permanent chairperson, is responsible for: (1) receiving and reviewing candidacy recommendations and support documentation for completeness; (2) forwarding the recommendations and documentation to the Candidacy Committee members for their review in advance of a meeting of the Committee; (3) notifying the committee of meeting times and places; (4) chairing the Committee meeting and keeping all appropriate records; and (5) forwarding the recommendations of the Committee to the Provost of FCAE.
Meeting Time and Quorum

The Committee will meet by-monthly on the third Monday of the month and at other times that may be determined by the chairperson. The presence of four members of the Committee at a meeting will constitute a quorum. Recommendations can be made by a majority of the members present at a meeting.

Candidacy Process

When, in the view of the Program Dean, a doctoral student meets doctoral candidacy requirements, the Dean may formally recommend the student for candidacy. The recommendation and all appropriate documentation will be sent to the Chair of the Committee, the Assistant Provost for Student Services. Documentation will include: (1) a working transcript; (2) a completed Candidacy Review Checklist; (3) evidence that a faculty committee has approved the student’s final research topic and the final applied research proposal; (4) evidence that the student has successfully completed any required comprehensive examination; (5) evidence that the student is in good standing at the University, and (6) any other material that will support the recommendation.

This Committee Chairperson (The Assistant Provost for Student Services) will review the documentation for completeness and forward to the Candidacy Committee in advance of a candidacy meeting.

At a formal meeting of the Committee, with at least four members present, a majority may make one of the following recommendations to the Provost of FCAE:

- recommendation for candidacy without reservation.
- recommend to defer candidacy awaiting further documentation for satisfying candidacy requirements.
- recommendation to deny candidacy based on a stated cause(s).

The Provost of FCAE makes the final determination of candidacy using the recommendations of the Committee and any other self-generated information. Within ten days after receiving the Committee’s recommendation, the Provost will formally notify the student, Program Dean and the Chairperson of the Committee of the decision.

In the event of a negative decision, the student has a right to grieve the decision using FCAE’s grievance procedure.
NOVA SOUTHEASTERN UNIVERSITY

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 equipped to video record in color, 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 Fischlet 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 acknowledgment 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.

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:

*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) 475-7552

Nova Southeastern University Community Mental Health
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.
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.
Correction to Page 13 of the Student Handbook addressing withdrawal from courses:

"Students may withdraw from a course, lab or internship up to the ninth week of the semester. Students dropping a course/class must obtain a Student Course Withdrawal Form from the academic advisor. The form must be completed by the student and signed by the appropriate faculty member before the 'drop' is entered into the computer. The grade the student has earned up to the date of withdrawal will be reflected on the student’s transcript as either 'withdraw/passing' (W/P) or 'withdraw/failing' (W/F). The W/F will be figured into the GPA as a grade of F."