1998

Programs in Communications Sciences and Disorders LeBonte Institute Student Handbook 1998

Nova Southeastern University

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ADDENDUM TO CATALOG

POLICY UPDATE
JANUARY 15, 1998

All students must earn grades of B or better in all American Speech-Language and Hearing Association (ASHA) required pre-requisite courses. Students who have earned grades below a B will be required to repeat the course or courses prior to or when he/she enters the master’s program.

The Praxis 1: Pre-Professional Skills Test (writing) is required. Students are responsible for taking the test prior to enrolling in their first semester. Scores must be sent to the program. Students who score below the accepted level will be advised to seek assistance in writing.

Students who earn a grade below 3.5 in clinical practicum hours, with any given client will not receive credit towards ASHA clinical clock hours required for certification.

Finger printing is not required by the program. However, off campus clinical sites may require finger printing prior to the student’s off campus placement.
## SPEECH-LANGUAGE PATHOLOGY COURSES

### PREREQUISITE COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>SEM. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLP 5001</td>
<td>Anatomy and Physiology of Vocal and Hearing Mechanisms</td>
<td>3</td>
</tr>
<tr>
<td>SLP 5002</td>
<td>Phonetics</td>
<td>3</td>
</tr>
<tr>
<td>SLP 5003</td>
<td>Neuroanatomy and Physiology</td>
<td>3</td>
</tr>
<tr>
<td>SLP 5004</td>
<td>Hearing and Speech Science</td>
<td>3</td>
</tr>
<tr>
<td>SLP 5005</td>
<td>Speech and Language Development</td>
<td>3</td>
</tr>
<tr>
<td>SLP 5007</td>
<td>Directed Observation</td>
<td>1</td>
</tr>
<tr>
<td>SLP 5008</td>
<td>Evaluation of Speech-Language Disorders</td>
<td>3</td>
</tr>
<tr>
<td>SLP 5009</td>
<td>Evaluation Practicum</td>
<td>1</td>
</tr>
<tr>
<td>SLP 5010</td>
<td>Treatment of Speech and Language Disorders</td>
<td>3</td>
</tr>
<tr>
<td>SLP 5011</td>
<td>Treatment Practicum</td>
<td>1</td>
</tr>
<tr>
<td>AUD 5300</td>
<td>Audiology</td>
<td>3</td>
</tr>
</tbody>
</table>

### GRADUATE COURSES (CORE COURSES)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>SEM. HRS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLP 6000</td>
<td>Diagnosis of Language and Speech Disorders</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6010</td>
<td>Language Disorders in Children</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6015</td>
<td>Clinical Processes</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6020</td>
<td>Language Disorders in Adults</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6025</td>
<td>Augmentative and Alternative Communication</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6030</td>
<td>Voice Disorders</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6040</td>
<td>Fluency</td>
<td>2</td>
</tr>
<tr>
<td>SLP 6055</td>
<td>Dysphagia</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6060</td>
<td>Phonological Disorders</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6070</td>
<td>Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6075</td>
<td>Seminar in Professional Issues</td>
<td>2</td>
</tr>
<tr>
<td>SLP 6091</td>
<td>Multicultural and Counseling Issues</td>
<td>3</td>
</tr>
<tr>
<td>AUD 6310</td>
<td>Aural Rehabilitation</td>
<td>3</td>
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### GRADUATE COURSES (ELECTIVE COURSES)

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<td>Adult Motor Speech Disorders</td>
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<tr>
<td>SLP 6051</td>
<td>Pediatric Motor Speech, Swallowing, and Feeding Disorders</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6021</td>
<td>Cognitive Communication Disorders in Adults</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6011</td>
<td>Language and Learning Disabilities in School-Age Children and Adolescents</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6012</td>
<td>Communication Disorders in Infancy through Preschool Age</td>
<td>3</td>
</tr>
<tr>
<td>SLP 6035</td>
<td>Seminar in Voice Disorders</td>
<td>2</td>
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<tr>
<td>SLP 6037</td>
<td>Craniofacial Anomalies</td>
<td>2</td>
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<tr>
<td>SLP 6077</td>
<td>Principles in Supervision</td>
<td>3</td>
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<tr>
<td>SLP 6006</td>
<td>Advanced Diagnostics</td>
<td>1</td>
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<td>SLP 6080</td>
<td>Directed Research</td>
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<td>SLP 6201, 6202, 6203</td>
<td>Special Topics</td>
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* Nine credits must be selected, three of them must be in a Motor Speech Disorders course.

### GRADUATE COURSES (LABS AND INTERNSHIPS REQUIRED)

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<td>Diagnostics Lab</td>
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<tr>
<td>SLP 6101</td>
<td>Clinical Lab - 1</td>
<td>1</td>
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<td>SLP 6102</td>
<td>Clinical Lab - 2</td>
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<td>SLP 6110</td>
<td>Internship</td>
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<td>SLP 6120</td>
<td>School Internship, K-12</td>
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<tr>
<td>AUD 6301</td>
<td>Audiology Lab</td>
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**TOTAL CREDITS REQUIRED FOR GRADUATION**

**52**

*(ACADEMIC, LABS, AND INTERNSHIPS)*
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<th>Title</th>
<th>Credits</th>
<th>Course Description</th>
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<td>Anatomy and Physiology of Vocal and Hearing Mechanisms</td>
<td>3</td>
<td>Introduction to the anatomy and physiology of the auditory and vocal mechanisms.</td>
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<tr>
<td>SLP 5002</td>
<td>Phonetics</td>
<td>3</td>
<td>History, theory, and application of phonetics, including sampling and transcription techniques.</td>
</tr>
<tr>
<td>SLP 5003</td>
<td>Neuroanatomy and Physiology</td>
<td>3</td>
<td>Introduction to the anatomy and physiology of the developing and mature human nervous system.</td>
</tr>
<tr>
<td>SLP 5004</td>
<td>Hearing and Speech Science</td>
<td>3</td>
<td>Physical basis and process of production and perception of hearing, language, and speech; use of instrumentation.</td>
</tr>
<tr>
<td>SLP 5005</td>
<td>Speech and Language Development</td>
<td>3</td>
<td>Study of prelinguistic and psycholinguistic variables related to normal development from infancy through adolescence; application of analytic methods of developmental and cultural variations in speech and language.</td>
</tr>
<tr>
<td>SLP 5007</td>
<td>Directed Observation</td>
<td>1</td>
<td>Students must observe 25 clock hours of evaluation and management. Observation hours must precede clinical assignments and be completed under direct supervision in the Communication Disorders Clinic.</td>
</tr>
<tr>
<td>SLP 5008</td>
<td>Evaluation of Speech-Language Disorders</td>
<td>3</td>
<td>Principles of screening and evaluation of clients typically seen in clinic and school settings, including administration of specific evaluation instruments.</td>
</tr>
<tr>
<td>SLP 5009</td>
<td>Evaluation Practicum</td>
<td>1</td>
<td>Participation in speech-language screenings and observation and participation in full diagnostic evaluations with clients. A minimum number of contact hours required.</td>
</tr>
<tr>
<td>SLP 5010</td>
<td>Treatment of Speech and Language Disorders</td>
<td>3</td>
<td>Overview of treatment strategies used in management of communication disorders.</td>
</tr>
<tr>
<td>SLP 5011</td>
<td>Treatment Practicum</td>
<td>1</td>
<td>Participation in clinical management of clients having communication disorders. A minimum number of contact hours required.</td>
</tr>
<tr>
<td>AUD 5300</td>
<td>Audiology</td>
<td>3</td>
<td>Instruction in test administration and interpretation of standard and specialized tests of auditory function.</td>
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Prerequisite: SLP 5001, 5003, 5004
### GRADUATE COURSES (CORE COURSES)

<table>
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<th>Title</th>
<th>Credits</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLP 6000</td>
<td>Diagnosis of Language and Speech Disorders</td>
<td>3</td>
<td>Procedures, techniques, and instrumentation to assess speech and language status. <em>A non credit lab is required.</em></td>
</tr>
<tr>
<td>SLP 6010</td>
<td>Language Disorders in Children</td>
<td>3</td>
<td>Evaluation and treatment of disorders of language affecting infants through adolescence, including developmental and acquired problems.</td>
</tr>
<tr>
<td>SLP 6015</td>
<td>Clinical Processes</td>
<td>3</td>
<td>Addresses clinical treatment paradigms and behavior management. The development of treatment goals, objectives, and strategies for appropriate individuals presenting communication disorders is covered. Attention is given to treatment/materials plans, IEP's, treatment summaries, S-O-A-P notes, etc.</td>
</tr>
<tr>
<td>SLP 6020</td>
<td>Language Disorders in Adults</td>
<td>3</td>
<td>Evaluation and treatment of disorders of language of adults including aphasia, closed head injury, and dementia.</td>
</tr>
<tr>
<td>SLP 6025</td>
<td>Augmentative and Alternative Communication</td>
<td>3</td>
<td>Presents the basic aspects of the field of augmentative and alternative communication including aided and unaided symbols, strategies, techniques, and devices. Covers the principles and procedures of assessment and intervention addressing the needs of diverse individuals with little or no functional speech across the life span.</td>
</tr>
<tr>
<td>SLP 6030</td>
<td>Voice Disorders</td>
<td>3</td>
<td>Etiological factors, procedures for diagnosis, remediation, and interdisciplinary management of individuals with functional and/or organic voice disorders, e.g., dysphonia, nodules, cleft palate, and other disorders of resonance.</td>
</tr>
<tr>
<td>SLP 6040</td>
<td>Fluency</td>
<td>2</td>
<td>Etiology, diagnosis, and management of children and adults with disorders of fluency, e.g., developmental stuttering, neurologically based stuttering, cluttering, and other nonfluent speech conditions.</td>
</tr>
<tr>
<td>SLP 6055</td>
<td>Dysphagia</td>
<td>3</td>
<td>Provides information and training in the evaluation and treatment of swallowing disorders. Discusses the anatomy and physiology of normal swallowing, current issues; provides hands-on experience with videofluoroscopic evaluation.</td>
</tr>
<tr>
<td>SLP 6060</td>
<td>Phonological Disorders</td>
<td>3</td>
<td>An analysis and comparison of systematic distinctive features and phonologic processing theory and application.</td>
</tr>
<tr>
<td>SLP 6070</td>
<td>Research Methods in Speech-Language Pathology</td>
<td>3</td>
<td>Exposure to critical analysis of the field's literature with respect to research design and statistical application.</td>
</tr>
<tr>
<td>SLP 6075</td>
<td>Seminar in Professional Issues</td>
<td>2</td>
<td>History, current professional issues, and trends in the field; management and operation of clinics in a variety of settings; ethical and legislative concerns.</td>
</tr>
<tr>
<td>SLP 6091</td>
<td>Multicultural and Counseling Issues</td>
<td>3</td>
<td>This course will provide a forum for discussion regarding issues in the provision of services to multicultural populations. Counseling approaches for use with clients and/or families with communication problems through effective interpretation, information dissemination, and discussion will be discussed.</td>
</tr>
<tr>
<td>AUD 6310</td>
<td>Aural Rehabilitation Procedures for the Hearing Impaired</td>
<td>3</td>
<td>Remediation of communication problems resulting from hearing impairment; use of amplification and assistive devices.</td>
</tr>
<tr>
<td>Course #</td>
<td>Title</td>
<td>Credits</td>
<td>Course Description</td>
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</tr>
<tr>
<td>SLP 6051</td>
<td>Pediatric Motor Speech, Swallowing, and Feeding Disorders</td>
<td>3</td>
<td>Information and training in the assessment and management of pediatric oral-motor, feeding, and swallowing disorders. Discussion of the nature, etiology, diagnosis, and management of pediatric motor speech disorders with emphasis on differential diagnosis. Covers the symptomology and procedures remediation of developmental apraxia of speech.</td>
</tr>
<tr>
<td>SLP 6021</td>
<td>Cognitive Communication Disorders in Adults</td>
<td>3</td>
<td>A neurologic process approach to define, differential diagnose, manage, and treat cognitive communication disorders present in cases of acquired cognitive deficits.</td>
</tr>
<tr>
<td>SLP 6011</td>
<td>Language and Learning Disabilities in School-Age Children and Adolescents</td>
<td>3</td>
<td>Emphasis on a communication process model of evaluation and intervention and the implications of this integrated approach to facilitate reading, writing, speaking, listening, and thinking. Discussion of the characteristics and implications of language learning disabilities. Presentation of the paradigm shift from a traditional deficit model to an emergent literacy model with collaborative strategies to design and conduct curriculum based assessment and interventions.</td>
</tr>
<tr>
<td>SLP 6012</td>
<td>Communication Disorders in Infancy through Preschool Age</td>
<td>3</td>
<td>Identification, assessment, and intervention principles and procedures for young children who display or are at-risk-for socio-communicative-linguistic deficits. Emphasis on family-centered early intervention service delivery and integrated intervention model for facilitating communication and language skills. Discussion of collaborative strategies and disciplinary teaming models for facilitating effective parent-professional partnerships.</td>
</tr>
<tr>
<td>SLP 6035</td>
<td>Seminar in Voice Disorders</td>
<td>2</td>
<td>This course will address procedures for advanced principles of diagnosis and treatment of voice disorders utilizing state-of-the-art instrumentation. Students will be given an opportunity to address infrequently encountered disorders of voice and resonance.</td>
</tr>
<tr>
<td>SLP 6037</td>
<td>Craniofacial Anomalies</td>
<td>2</td>
<td>Study of etiology, assessment, and remediation of communicative impairments in children and adults with craniofacial anomalies. Specific emphasis will be placed on articulatory and resonance disorders resulting from cleft lip and palate, and velopharyngeal insufficiency and incompetence.</td>
</tr>
<tr>
<td>SLP 6077</td>
<td>Principles in Supervision</td>
<td>3</td>
<td>The identification and analysis of the process of supervision along the continuum of supervision from support personnel to peer will be examined. Topics will include planning and executing the supervisory conference, data collection procedures, and evaluation. The research in the field of supervision will be examined with an emphasis on practical application. The impact of cultural diversity on supervision will be addressed.</td>
</tr>
<tr>
<td>SLP 6006</td>
<td>Advanced Diagnostics</td>
<td>1</td>
<td>Seminar and practicum in the diagnosis and evaluation of difficult-to-test clients or clients presenting with complex communication disorders, requiring transdisciplinary case management.</td>
</tr>
<tr>
<td>SLP 6080</td>
<td>Directed Research</td>
<td>1-6</td>
<td>Independent research directed by faculty; applied research culminating in written documentation of a project.</td>
</tr>
<tr>
<td>SLP 6201, SLP 6202, 6203</td>
<td>Special Topics</td>
<td>1-3</td>
<td>Advanced study of selected theoretical, clinical, or professional issues in speech pathology and audiology (elective—may be taken for credit, CEU, or recertification).</td>
</tr>
</tbody>
</table>

* Nine credits must be selected, three of them must be in a Motor Speech Disorders course.
<table>
<thead>
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<th>Credits</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLP 6005</td>
<td>Diagnostics Lab</td>
<td>1</td>
<td>Emphasis on analysis and interpretation of data and their impact on differential</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>diagnosis.</td>
</tr>
<tr>
<td>SLP 6101</td>
<td>Clinical Lab - 1</td>
<td>1</td>
<td>Supervised clinical practice in the evaluation and treatment of speech, language,</td>
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<td>and hearing disorders; development of treatment plans; and written progress reports.</td>
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<td></td>
<td>Students will provide treatment to assigned clients. Weekly class meetings are</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>required.</td>
</tr>
<tr>
<td>SLP 6102</td>
<td>Clinical Lab - 2</td>
<td>1</td>
<td>In this practicum experience, students will move along the supervisory continuum</td>
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<td></td>
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<td></td>
<td>working toward increased independence. Self analysis of clinical skills and</td>
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<td></td>
<td>enhancement of acquired skills will be emphasized. Weekly class meetings are</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>required.</td>
</tr>
<tr>
<td>SLP 6110</td>
<td>Internship</td>
<td>1</td>
<td>Off-campus placement in a non-school setting (hospital, agency, private practice).</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Students must complete a minimum of 60 clock hours and meet the scheduled required</td>
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<td></td>
<td>by the facility to which the student is assigned. Class meetings are scheduled</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>periodically.</td>
</tr>
<tr>
<td>SLP 6120</td>
<td>School Internship, K-12</td>
<td>1</td>
<td>Must be taken by student seeking Department of Education certification in speech</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>pathology; requires a minimum of 60 clock hours to be completed in a time period</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>established by the school to which the student is assigned. The student attends</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>scheduled class meetings.</td>
</tr>
<tr>
<td>AUD 6301</td>
<td>Audiology Lab</td>
<td>1</td>
<td>Practice in hearing testing. The student must accrue a minimum of 15 clock hours</td>
</tr>
<tr>
<td></td>
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<td>(concurrent with or following AUD 6300 or its equivalent).</td>
</tr>
</tbody>
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PROGRAMS IN COMMUNICATION SCIENCES AND DISORDERS

STUDENT HANDBOOK

Policies and programs set forth in this handbook are effective through, June 30, 1998. 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 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 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 8/97
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<td>12</td>
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<td>Plan of Study</td>
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Candidacy Committee
Composition and Organization
Meeting Time and Quorum
Candidacy Process
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<tr>
<td>Parker, Robin</td>
<td>262-7744</td>
<td><a href="mailto:parkerr@fcae.nova.edu">parkerr@fcae.nova.edu</a></td>
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<tr>
<td>Pilelsky, Rhoda</td>
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<tr>
<td>Roberts, Elizabeth</td>
<td>262-7704</td>
<td><a href="mailto:robertse@fcae.nova.edu">robertse@fcae.nova.edu</a></td>
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<tr>
<td>Sperry, Elizabeth</td>
<td>262-7710</td>
<td><a href="mailto:sperry@fcae.nova.edu">sperry@fcae.nova.edu</a></td>
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<tr>
<td>Weissling, Kristy</td>
<td>262-7722</td>
<td><a href="mailto:weisslin@fcae.nova.edu">weisslin@fcae.nova.edu</a></td>
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<tr>
<td>Zucker, Barbara</td>
<td>262-7712</td>
<td><a href="mailto:zuckerb@fcae.nova.edu">zuckerb@fcae.nova.edu</a></td>
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<td>Arango, Jaime</td>
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<tr>
<td>Caradang, Rodela</td>
<td>262-7719</td>
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<tr>
<td>Disbrow, Sandy</td>
<td>262-7747</td>
<td><a href="mailto:gordonhe@polaris.acast.nova.edu">gordonhe@polaris.acast.nova.edu</a></td>
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<tr>
<td>Gordon, Heather</td>
<td>262-7745</td>
<td><a href="mailto:marques@fcae.nova.edu">marques@fcae.nova.edu</a></td>
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<tr>
<td>Marques, Frank</td>
<td>262-7752</td>
<td><a href="mailto:russom@fcae.nova.edu">russom@fcae.nova.edu</a></td>
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<tr>
<td>Russo, Marilyn</td>
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<td>Shaffer, Marilyn</td>
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<tr>
<td>Soto, Ivette</td>
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NOVA SOUTHEASTERN UNIVERSITY
Mission Statement

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high quality education programs of distinction from preschool through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The University fosters inquiry, research, and creative professional activity, by uniting faculty and students in acquiring and applying knowledge in clinical, community and professional settings.

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.
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).

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 other's 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.
UNDERSTANDING NOVA SOUTHEASTERN UNIVERSITY

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)\(^1\) and is approved by the State of Florida Department of Education.

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\(^1\) 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) 897-5790 (301) 897-5437 FAX
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 children with and without 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.

**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 three terms. Students who have entered the program with grades less than B or students in the program who earn grades less than B in prerequisite courses will be required to repeat the courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>SLP 5001</td>
<td>3</td>
<td>Anatomy and Physiology of Vocal and Hearing Mechanisms</td>
</tr>
<tr>
<td>SLP 5002</td>
<td>3</td>
<td>Phonetics</td>
</tr>
<tr>
<td>SLP 5003</td>
<td>3</td>
<td>Neuroanatomy and Physiology</td>
</tr>
<tr>
<td>SLP 5004</td>
<td>3</td>
<td>Hearing and Speech Science</td>
</tr>
<tr>
<td>SLP 5005</td>
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<td>Speech and Language Development</td>
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SLP 5007* 1 Directed Observation
SLP 5008 3 Evaluation of Speech-Language Disorders
SLP 5009 1 Evaluation Practicum
SLP 5010 3 Treatment of Speech-Language Disorders
SLP 5011 1 Treatment Practicum
AUD 5300 3 Audiology

*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. 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.

GRADUATE COURSES (CORE COURSES)

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>CREDITS</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>SLP 6000</td>
<td>3</td>
<td>Diagnosis of Language &amp; Speech Disorders</td>
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<td>SLP 6010</td>
<td>3</td>
<td>Language Disorder in Children</td>
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<tr>
<td>SLP 6015</td>
<td>3</td>
<td>Clinical Processes</td>
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<tr>
<td>SLP 6020</td>
<td>3</td>
<td>Language Disorders in Adults</td>
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<tr>
<td>SLP 6025</td>
<td>3</td>
<td>Augmentative and Alternative Communication</td>
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<tr>
<td>SLP 6030</td>
<td>3</td>
<td>Voice Disorders</td>
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<td>SLP 6040</td>
<td>2</td>
<td>Fluency</td>
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<td>SLP 6055</td>
<td>3</td>
<td>Dysphagia</td>
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<td>SLP 6060</td>
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<td>Phonological Disorders</td>
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<tr>
<td>SLP 6070</td>
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<td>Research Methods</td>
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<td>SLP 6075</td>
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<td>Seminar in Professional Issues</td>
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<td>SLP 6090</td>
<td>2</td>
<td>Counseling</td>
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<tr>
<td>SLP 6091</td>
<td>3</td>
<td>Multicultural and Counseling Issues</td>
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<tr>
<td>AUD 6310</td>
<td>3</td>
<td>Aural Rehabilitation</td>
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**GRADUATE COURSES (ELECTIVE COURSES)**

<table>
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<tbody>
<tr>
<td>SLP 6050</td>
<td>3</td>
<td>Adult Motor Speech Disorders</td>
</tr>
<tr>
<td>SLP 6051</td>
<td>3</td>
<td>Pediatric Motor Speech, Swallowing and Cognitive Communication Disorders in Adults</td>
</tr>
<tr>
<td>SLP 6021</td>
<td>3</td>
<td>Language and Learning Disabilities in School-Age Children and Adolescents</td>
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<tr>
<td>SLP 6011</td>
<td>3</td>
<td>Communication Disorders in Infancy through Preschool Age</td>
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<td>SLP 6012</td>
<td>3</td>
<td>Cognitive Communication Disorders in Adults</td>
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<tr>
<td>SLP 6035</td>
<td>2</td>
<td>Seminar in Voice Disorders</td>
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<tr>
<td>SLP 6037</td>
<td>2</td>
<td>Craniofacial Anomalies</td>
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<tr>
<td>SLP 6077</td>
<td>3</td>
<td>Principles in Supervision</td>
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<tr>
<td>SLP 6006</td>
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<td>Advanced Diagnostics</td>
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<tr>
<td>SLP 6080</td>
<td>2</td>
<td>Directed Research</td>
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<tr>
<td>SLP 6201, 6202, 6203</td>
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<td>Special Topics</td>
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*Nine Credits must be selected, three of them must be in a Motor Speech Disorders course.*

**GRADUATE COURSES (LABS AND INTERNSHIPS REQUIRED)**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>SLP 6005</td>
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<td>Diagnostics Lab</td>
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<td>SLP 6101</td>
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<td>Clinical Lab-1</td>
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<td>SLP 6102</td>
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<td>Clinical Lab-2</td>
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<td>SLP 6110</td>
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<td>Internship</td>
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<td>SLP 6120</td>
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<td>School Internship</td>
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<tr>
<td>AUD 6301</td>
<td>1</td>
<td>Audiology Lab</td>
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</tbody>
</table>

**TOTAL CREDITS REQUIRED FOR GRADUATION: 52**

**Plan of Study**

After being admitted to the program, each student, with the assistance of the Coordinator of Student Services or his/her designee, 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. One or 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>
</tr>
<tr>
<td>Spring</td>
<td>May</td>
<td>August</td>
</tr>
</tbody>
</table>

* 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

- **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 an hourly salary and is required to provide 20 hours of service per week for sixteen weeks per semester.

- **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 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.
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 Coordinator of Student Services. 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 Coordinator of Student Services. Withdrawals may be made up to the ninth week of the academic term. The grade is placed on the transcript as a W/P if the student is passing the course or as a W/F if the student is failing the course at the time of the withdrawal. Withdrawal after the ninth week may result in a grade of F. No refund is awarded for withdrawals processed after the first 70% of the course.

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 Coordinator of Student Services. 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 Coordinator of Student Services. 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 reenroll. 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 or better 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 or below is earned, the student is automatically placed on academic probation regardless of overall GPA. A third grade of C or below 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, who earns a grade of D or F, or whose GPA falls below a 3.0 will automatically be placed on academic probation. Students earning any grade below a B in a clinical course will also be placed on 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 coordinator of student services 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. All decisions are final and the student may petition only once.

Grievance

A student who feels he/she has a valid grievance must adhere to the following procedure. Please note that the policies of the Fischler Center for the Advancement of Education mandate that only the student involved may participate in this process.

1. Discuss the concern with the instructor, clinical supervisor, or administrator involved.

2. If no resolution results from step 1, the student must notify the Coordinator of Student Services and research the lack of resolution. The Coordinator of Student Services will schedule a meeting with the faculty member and the student to discuss the specific issue(s).

3. If no resolution results from step 2, the student must petition the associate director to convene the Student Review Committee.

4. If no resolution results in step 3, the student has the right to contact Dr. Stephen Siplet, Associate Provost for Student Services, Fischler Center for the Advancement of Education to pursue a formal grievance following the procedures listed below:

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
MANDATORY MEETINGS

Meeting I

Students enrolling in Diagnostics II or Clinic Lab must attend a mandatory meeting prior to the semester in which they will be enrolled in either of these two courses. The time of the meeting is announced at registration and posted in the Institute. Failure to attend the meeting will result in an automatic withdrawal from the courses and subsequent interruption or change in the student's plan of study.

<table>
<thead>
<tr>
<th>Clinical Activity</th>
<th>Prerequisite</th>
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<tbody>
<tr>
<td>Directed Observation</td>
<td>No Prerequisites</td>
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<tr>
<td>Diagnostics II</td>
<td>Diagnostics I</td>
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<td></td>
<td>Phonological Disorders</td>
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<td></td>
<td>Language Disorders in Children</td>
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<td>Language Disorders in Adults</td>
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<tr>
<td>Clinic Lab I</td>
<td>Clinical Processes</td>
</tr>
<tr>
<td>Clinic Lab II</td>
<td>Clinic Lab I</td>
</tr>
</tbody>
</table>

Meeting II

Students enrolling in Audiology Lab or Aural Rehabilitation Lab must attend a mandatory group and individual meeting with the Coordinator of Audiology. The times of these meetings are announced at registration. Failure to attend the meeting will result in an automatic withdrawal from the courses and subsequent interruption or change in the student's plan of study.

<table>
<thead>
<tr>
<th>Clinical Activity</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiology Lab</td>
<td>Audiology (may be concurrent)</td>
</tr>
</tbody>
</table>

Meeting III

Students enrolling in Internship or School Internship must attend a mandatory meeting with the Coordinator of Internships. Failure to attend the meeting will result in an automatic withdrawal from the courses and subsequent interruption or change in the student's plan of study.
GRADUATION

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 NESPA 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 eligible 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 Coordinator of Student Services or his/her 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 or fifty-two 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.
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.

The office of the university Registrar is designated as the policy coordinator to assure compliance with all federal, state, and local laws and regulations relative to nondiscrimination.

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

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, 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 Albert and Birdie Einstein Library, located in the Parker Building, houses the University's major collection of books and journals in the humanities, business, education, and the sciences. More than 35 specialized indexes in CD-ROM format are available in-house, and an additional 70 databases, many full text, are available via the Internet and campus network. The Nova Southeastern University Libraries's online catalog (NovaCat) is accessible for remote searching, as well as searching catalogs from other university libraries.

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

Distance education students have access to books, journal articles, microfiche, dissertations, index searches, catalog searches, and to reference librarians. Librarians travel to class sites to teach students at a distance from the campus. Distance students can request library materials using fax, mail, or computer. To contact Distance Library Services by phone call 800-541-6682, Ext. 4602, or (954) 262-4602. Use the toll free fax to order library materials at: 888-DLS-DOCS or 888-357-3627. Contact DLS by Internet: library@nsu.nova.edu or by Web:http://www.nova.edu/library

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

Educational Technology services is responsible for the Internet and World Wide Web (WWW) resources throughout the University. Custom programming and WWW development are completed utilizing the latest Internet strategies and resources.

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

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

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

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

Student Access to Telecommunications
Graduate Programs at 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 or located in the Application and Admission Packet section in the back of this catalog. After the form is processed by the user's program, The Fischler Center's Office of Technology will provide account information.

For information about the system's capabilities or answers to technical questions, call the NSU general communications Helpdesk at 800-541-6682, Ext. 4357 or (954) 262-4357. Your call will be transferred to the Helpdesk and handled by the staff member on duty.
E-mail: help@nsu.nova.edu  http://www.nova.edu/help

*Limited Macintosh Support is available from NSU.
**Modems as slow as 2400 baud may be used.

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) 262-4750, 800-509-2665, or fax (954) 262-4759.
E-mail: novabook@nsu.nova.edu
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
depapers is 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:

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

Nova Southeastern University Community Mental Health
Davie (954)262-7070
Lauderhill (954)486-3663
Coral Springs (954)753-7020

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

Department of Health and Rehabilitative Services
Alcohol and Drug Abuse Program
1317 Winewood Boulevard
Tallahassee, Florida 32399
(904)488-0900
When you use or deal in drugs, you also risk incarceration and/or fines. The attached federal sentencing guidelines indicate federal penalties for trafficking in drugs.

In addition to the federal sanctions, Florida state statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one year imprisonment.

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

*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.

Under '893.13 (1) (e), Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with 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 workplace no later than five (5) days after such conviction. In order to comply with federal law, Nova Southeastern University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace. Any criminal drug convictions in the workplace must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

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

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

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.
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 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.
FCAE DOCTORAL CANDIDACY POLICY

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 Associate 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 Associate 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 Associate 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 Associate 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.