Ph.D. in Dispute Resolution Student Handbook

Nova Southeastern University

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Policies and programs set forth in this handbook are effective through August 31, 2001. Regulations and requirements, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova Southeastern University administration.
MISSION STATEMENT: NOVA SOUTHEASTERN UNIVERSITY

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high quality educational programs of distinction from pre-school 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.

Approved by the Board of Trustees, March 24, 1997

MISSION STATEMENT: SCHOOL OF SOCIAL & SYSTEMIC STUDIES

In the School of Social and Systemic Studies, we focus on academic excellence and leadership in the education of ethical, diverse, and reflective professionals who provide effective services to individuals, families, and larger complex systems. To this end, we constantly work to expand and improve the School’s efforts in the areas of alternative programming, flexible degree planning, technological innovation, and student-centered service.

Approved: October 24, 1995

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 or other school-administered programs.

ACCREDITATION:

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.
INTRODUCTION

This handbook provides information specific to the Ph.D. Program in Dispute Resolution. You will find details about the policies and procedures of the program, as well as a suggested degree plan. Rules and regulations that are school-wide, as well as course descriptions and curricula of each of the programs, can be found in the catalog.

The Department 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, the department, and the student. Such right includes modification to academic requirements, course sequencing, time scheduling, curriculum, tuition, and/or fees, when, in the judgment of the administration, such changes are required in the exercise of its educational and pedagogical responsibility. The only exception to this rule is that you will remain bound by the total number of credit hours required for the completion of the doctoral degree for the year in which you entered.

THE PROGRAM

The Ph.D. in Dispute Resolution is an 82-credit-hour program designed for individuals holding master's degrees who wish to: ground themselves in the foundational and current theoretical ideas informing the field of dispute resolution; enhance their conflict resolution practitioner skills; learn research and methodology, particularly qualitative & quantitative methods; and become supervisors and teachers in academic and service settings. You will first gain a solid research and theoretical foundation which will enable you to pursue further study toward a doctoral degree should your career plans come to include teaching and supervising at this level.

The program is usually completed in 4 to 5 years when a student maintains full-time enrollment (9 credit hours per semester, including the summer), and 5 to 6 years when a student maintains part-time enrollment (6 credits per semester, including summer). Once you begin your dissertation, you must be registered for at least 3 credits per semester. When you have completed 12 dissertation credits, you then enroll for 1 credit per semester until all dissertation requirements are completed.

Your admission into the program is provisional until you pass the Preliminary Review, conducted during your third semester (see below). You must maintain a grade of B or better in all your courses, have no outstanding incomplete grades, and be in good ethical standing [See "Student Conduct"] in order to be granted full admission to the Ph.D. program.
TRANSFER OF CREDIT

Graduate credit hours may be accepted for transfer into the doctoral program in Dispute Resolution for 5000 and 6000 level courses. These must be courses taken at regionally accredited colleges or universities. All courses granted transfer status must be substantially equivalent to courses taught at Nova Southeastern University. Each student’s Application for Transfer of Credit will be reviewed on an individual basis by the Director of the Doctoral Program. The department will not consider transfer of credit for elective courses in the program.

You must apply in writing for transfer of credit. An Application for Transfer of Credit may be obtained from the Program Coordinator. You must submit official course descriptions and/or syllabi that document the content of the course(s) you wish to transfer. No more than two courses may be used to establish equivalence with a Nova Southeastern course.

To be considered for transfer credit, courses must have been completed prior to admission to the graduate program and less than seven years prior to the beginning of the student’s first fall semester. Also, course grades must be “B” or higher. You may receive a complete transfer, which means you do not have to take our course equivalent, or you may get a waiver of content, which means you may take another course instead of one included in your degree plan [i.e. electives]. The completed Application for Transfer of Credit should be submitted to the Program Coordinator prior to your registration the first semester so that all options can be explored; you may submit a request later, but the impact on your degree plan may be different. Transfer credits or waivers of content which are approved will be recorded on your Nova Southeastern transcript.

Students who have graduated from the NSU’s Master’s Program in Dispute Resolution are not required to apply for transfer of credit in the manner described above. If you are one of our master’s graduates, you will be given 27 transfer credits for the following courses, provided that you completed them within the last seven years and obtained a grade of B or higher:

- Foundations & Development of Conflict Resolution (ADRM 5000) (formerly Introduction to ADR and Ethical Practice)
- Human Factors (ADRM 5040)
- Mediation Theory & Practice (ADRM 5100) (formerly Family Mediation or Civil and Commercial Mediation)
- Negotiation Theory & Practice (ADRM 5140)
- Culture & Conflict (ADRM 6120)
- Practicum II (ADRM 6130)
- Facilitation Theory & Practice (ADRM 6140)
- Practicum III (ADRM 6160)
- Violence Prevention & Intervention (ADRM 6170)
DEGREE PLANS

A sample degree plan is offered below. The degree plan sets out a suggested sequence of classes for people who enter the program with no transfer-of-credit courses. Specialized degree plans will be created for those entering with transfer credits, or those who have graduated from our master's program. Degree plan forms are available from the program office and are distributed at new student registration. The Program Coordinator will review your degree plan with you at each registration, or by appointment.

Sample Degree Plan: 82 credit hours

Year 1
Fall (9 cr): Foundations & Development of Conflict Resolution (ADRD 5000)
Theories of Conflict & Conflict Resolution I (ADRD 7040)
Human Factors (ADRD 5040)

Winter (9 cr): Mediation Theory & Practice (ADRD 5100)
Culture & Conflict (ADRD 6120)
Theories of Conflict & Conflict Resolution II (ADRD 7050)

Summer (9 cr): * Preliminary Review *
Facilitation Theory & Practice (ADRD 6140)
Philosophical & Social Issues (ADRD 7010)
Systems Design (ADRD 7020)

Year 2
Fall (9 cr): Negotiation Theory & Practice (ADRD 5140)
Elective
Practicum I (ADRD 6130)

Winter (9 cr): Elective
Practicum II (ADRD 6160)
Violence Prevention & Intervention (ADRD 6170)

Summer (8 cr): Qualitative Research I (ADRD 7110)
Quantitative Research I (ADRD 7090)
Doctoral Seminar I (ADRD 7000) (2 credits)

Year 3
Fall (7 cr): Quantitative Research II (ADRD 7100)
Qualitative Research II (ADRD 7120)
Teaching & Training in Dispute Resolution (ADRD 7500)

Winter (10 cr): Teaching & Training Practicum (ADRD 7510)
Doctoral Seminar II (ADRD 7001) (1 credit)
Public Policy (ADRD 7250)

** Oral Qualifying Exam

Upon successful completion of the oral qualifying exam, students will be permitted to register for dissertation. Students must register for a minimum of 3 credits per semester until accumulating 12 dissertation credit hours. If, at that time, a student has not successfully defended their dissertation, they must register for at least 1 credit of dissertation per semester. If the student has not made sufficient progress, they may be required to register for more than one credit hour following the required 12 credits, if they continue to require intensive review work from their committee.
FACULTY ADVISORS

Each new student is notified of the name of their faculty advisor at first registration. Students may ask to change their advisor during the course of their studies based on personality or areas of interest and those requests are routinely granted by the Program Coordinator. If a student has any problem with their faculty advisor, they should immediately discuss this with their advisor. If a student is not satisfied or does not feel comfortable discussing the problem with the advisor, the student should then bring her/his concerns to the attention of the Program Coordinator.

The faculty advisor is a valuable resource. You should meet with your advisor periodically. If you have questions, frustrations, or constructive concerns regarding a classroom experience or the program in general, talk with your advisor. The advisor will protect your anonymity if you prefer, but will bring your concerns to a general meeting of the faculty as a whole. The faculty meets twice monthly and is always interested in student concerns. If student representatives wish to attend portions of a particular faculty meeting to either participate in certain planning discussions or vocalize concerns with solution options, they are welcome to contact the Director of the Doctoral program to arrange a place on the agenda.

PRACTICUM SEQUENCE

To complete the Ph.D. degree in Dispute Resolution, the student must successfully complete 3 Practicum placements (Practicum I, II, and ADRD 7510: Teaching and Training Practicum). Practicum hours will vary by placement site and may include evenings, weekends, and weekdays. Please refer to the Practicum Handbook for additional details.

Practicum I and II provide a community placement for the student to develop and refine practitioner skills. Using the Practicum experience, students have the opportunity to apply theoretical concepts within a practical framework under the supervision of an on-site supervisor. The Director of Practicum and Field Research will work with you to establish a placement suited to your interests, if possible.

The Teaching and Training in Dispute Resolution Practicum supplements the Teaching and Training in Dispute Resolution course in which students focus on developing resources and materials, oral presentation, teaching techniques and curriculum development. The Practicum experience implements this course work through teaching and training opportunities in a variety of university and community based settings.

The Practicum sequence is designed to offer the student a dynamic experiential opportunity to utilize conflict resolution methodology and theory in a variety of professional settings. Practicum placements have been established in an array of settings, such as schools, prisons, government agencies, court systems, parks, human services agencies, community organizations as well as corporations. Additionally, the student is encouraged to explore and initiate a practicum setting specific to their own individual interests. If students find an appropriate site, the Practicum Director will assist the student in calling the site and negotiating a placement.
Additionally, the student will attend a practicum class with course work and faculty supervision. The student must receive contractual approval from both the practicum Director and the agency on-site supervisor before beginning the required practicum hours. The student is responsible for documenting Practicum hours and receiving supervisor approval.

The practice component of the student's Practicum is evaluated by the on-site supervisor each semester; this evaluation is combined with the classroom performance and course requirements and converted into a final overall grade by the Practicum Faculty.

Although employment opportunities may develop from Practicum placements, students may not be paid for Practicum hours until the required number of hours are completed and grades assigned for the Practicum courses. All students are automatically covered by liability insurance provided by the University during their Practicum practice; this coverage is included in student registration fees and covers Practicum, as well as any other mediation, training, or consulting experiences the student may become involved in during the course of their program.

Practicum experience abroad is subject to a different set of policies and procedures. Please consult the Practicum Director for detailed information.

**HEALTH CARE CONFLICT RESOLUTION SPECIALIZATION (HCCR)**

The Health Care Conflict Resolution Specialization focuses on the complex interactions between patients, families, health care provider systems, communities, and society at large. In their course work, students and professionals are taught the essentials of biopsychosocial theory, practice, and collaboration. Courses cover a variety of important topics such as the relationship between politics, economics, and patient care; alternative and traditional health care delivery systems; medical conditions throughout the life cycle and their impact on patients and their families, including possible areas of conflict; human systems in health care settings, and bereavement and loss across cultures which also focuses on end-of-life decisions. This specialization prepares professionals to offer health care conflict resolution in a variety of settings, including hospitals, community clinics, and managed care companies.

Students in the specialization program have ample opportunities to gain practical expertise through classroom learning and hands-on clinical and service experiences. Specific areas of study include adjustment patterns of patients and their families to chronic and acute illnesses and what type of conflict might arise; models of collaboration between mediators, patients, families, and health care professionals; the role of health care mediation in the continuum of medical services; and brief interventions and systemic assessments useful in the resolution of conflicts between patients, their families and the larger health care system. Additionally, the program emphasizes professional development by assisting students in strengthening their personal qualities necessary for successful participation in the medical milieu.
The student's growth as a reflective practitioner is encouraged through clinical applications of theory in the areas of doctor/patient/family/larger system communication; adjustments to acute, chronic, or terminal illness; social effects and ethical dilemmas of new medical technologies; and other issues that transcend historical distinctions between physical treatment and psychosocial interventions. Program faculty and students cooperate to present or publish research findings and clinical experiences. Also, faculty and students of the program contribute to the growth of health care conflict resolution by supporting and participating in organizations such as the Collaborative Family Health Care Coalition and the Society of Professionals in Dispute Resolution (SPIDR).

The Health Care Conflict Resolution Specialization consists of 15 credit hours of course work and 6 credit hours of practica. The Health Care Conflict Resolution Specialization is an advanced course of study for graduate students in the conflict resolution field, family therapists, social workers, counselors, nurses, psychologists, and other mental health professionals and graduate students. Applicants for the specialization program should have a graduate or terminal degree in their field, or may be current students in professional/academic programs. Additionally, students must have completed two of the four orientation courses or their equivalents prior to starting Health Care Conflict Resolution I. Those courses are ADRM 5040 and ADRM 5100. The third orientation course, ADRM 5140, must be completed prior to receiving the Health Care Conflict Resolution specialization. You must select one of the following courses as your fourth orientation course: ADRM 6140, ADRM 6170, or ADRM 7020. If you would like to request transfer of credit for any or all of the orientation courses, please submit a request with your application and enclose your syllabus for each course equivalent.

**Health Care Conflict Resolution Specialization Curriculum**

Specialist courses for students and professionals in conflict resolution:

- **FSHC 6000** - Health Care Conflict Resolution I
- **FSHC 6010** - Health Care Conflict Resolution II
- **ADRM 6130** - Practicum I in Health Care Conflict Resolution (Equivalent to MS and PhD DR Practicum I for enrolled DR program students)
- **ADRM 6160** - Practicum II in Health Care Conflict Resolution (Equivalent to MS and PhD II Practicum for enrolled DR program students)
- **FSHC 6200** - Politics and Economics of Health Care Systems
- **FSHC 6300** - Health Care Concepts
- **FSHC 6400** - Understanding Human Systems in Health Care Settings

** Health Care Concepts can possibly be waived with the approval of the director for those with professional health care experience.

FSHC 6000 and FSHC 6010 must be satisfactorily completed prior to entering Practicum I. Orientation courses are for students and professionals who do not have a graduate degree in dispute resolution or who have not had an equivalent course as determined by the faculty and director:
• ADRM 5040 - Human Factors
• ADRM 5100 - Mediation Theory and Practice
• ADRM 5140 - Negotiation Theory and Practice and one of the following three choices:
  • ADRM 6140 - Facilitation Theory and Practice
  • ADRM 6170 - Violence Prevention and Intervention
  • ADRD 7020 - Dispute Resolution Systems Design

Course Descriptions

(All courses are 3 credit hours unless otherwise specified)

**FSHC 6000 - Health Care Conflict Resolution I** This course is an orientation to the field of family systems health care and health care conflict resolution that focuses on the collaboration between mental health clinicians, health care mediators and negotiators, health care providers, patients, and their families. An in-depth study of clinical skills that translate well within health care settings will be presented. A case study method will be used to examine the impact of language, culture, beliefs, and specific chronic, debilitating, and terminal diseases upon the experience of illness. The biopsychosocial issues surrounding specific medical conditions throughout the life cycle will be presented. Offered in winter.

**FSHC 6010 - Health Care Conflict Resolution II** Personal beliefs and philosophies regarding dying, loss, and death will be explored. Bereavement across the life cycle, including developmental issues relating to children’s understanding of loss, will be reviewed. Family and health care systems issues relating to palliative care/end of life decision making will be discussed, including possible issues which may lead to conflict between the parties involved. The manner in which other cultures create meaningful rituals for life and death will be presented. This course is open to students throughout both departments. Offered in summer.

**FSHC 6300 - Health Care Concepts** This course is an introduction to health care delivery systems through an investigation of traditional and alternative medical models, terminology, and approaches used by physicians, medical specialists, and other health care professionals to diagnose and treat disease and to care for the human condition. Students will be oriented to health care systems and settings including hospitals, clinics, hospices, and private practices. Offered in fall.

**FSHC 6200 - Politics and Economics of Health Care Systems** An overview of the history of medicine will be presented to give students an understanding of how social and political changes impact medical care. Current issues in the health care field will be discussed, such as the growth in managed care companies, proposed nationalized health care, patient/physician/health care system disputes, and the rise in malpractice litigation. The potential roles of a health care conflict resolution specialist within these complex systems will be presented. Offered in winter.

**FSHC 6400 - Understanding Human Systems in Health Care Settings** This course will introduce students to the fundamentals of relationship management within complex
organizational settings, with a special appreciation of the dynamics which apply within the world of health care. Students will learn to identify, assess, and intervene in various levels of organizational operation, and how to apply systemic leadership principles as both macro and micro levels of operation. Offered in fall.

Please feel free to contact the Director of the program, Dr. Margo Weiss, with any questions regarding the Health Care Conflict Resolution Specialization. Her telephone number is (954)262-3000 or (800)262-7978 and her e-mail address is margo@nova.edu

STUDENTS WITH DISABILITIES

Nova Southeastern University is committed to providing equal educational opportunity and full participation for persons with disabilities. It is the University's policy that no qualified people be excluded from participating in any University program or activity, or otherwise be subjected to discrimination with regard to any University program or activity. This policy derives from the University's commitment to nondiscrimination for all persons in employment and access to facilities, student programs, activities, and services.

Achieving full participation and integration of people with disabilities requires the cooperative efforts of all of the University’s departments, offices, and personnel. To this end, the University will continue to strive to achieve excellence in its services and to assure that its services are delivered equitably and efficiently to all of its members.

Services are provided to students with physical, visual, hearing, speech, learning, and temporary disabilities. Students must request services by meeting with the designee for DSS in their program of study, preferably before enrollment, in order to assess student needs and coordinated appropriate services and accommodations. All services are provided based upon individual need.

In order to receive services, all students with disabilities must submit appropriate medical, psychological, or educational documentation to substantiate the need for services. Confidentiality of records is maintained. Upon the student’s written release, the disabilities designee at each center can verify the disability and make recommendations for necessary accommodations. For further information about requests for accommodations and procedures to follow, please contact the Director of Enrollment & Student Affairs.

TEACHING ASSISTANT POLICY

Eligibility:

All Ph.D. candidates who have completed their course work, satisfactorily completed their oral qualifying exam, and given their subsequent capstone lecture are all eligible. No application is necessary; all ABD candidates are considered equally on the following criteria:
1. GPA and general academic achievement; past class performance
2. Maturity, responsibility, ability to perform the duties with regularity and punctuality
3. Knowledge and expertise in the subject matter taught
4. Financial need

Duties:

A teaching assistant may assist an instructor in the teaching, training, role play exercises, and other duties as assigned. TAs must meet regularly with the assigned instructor to review student performance and attendance. All grades will be determined and assigned by the faculty member in charge with input and guidance from TAs.

FACULTY AND STUDENT COLLABORATION

Collaboration between faculty and students in the presentation of academic materials at regional, national, and international conferences, training, co-authorship of journal articles, book chapters, and mediation experience is encouraged. There are, however, guidelines for the protection of students' ideas, work and course evaluations; for more detailed information, see the Department of Dispute Resolutions Training, Research and Conference Policy; this document is available from the Administrative Manager. Each faculty member has a copy for review. Such collaborations should be undertaken with the full knowledge and approval of the faculty and Director of the Doctoral program to ensure the ethical protection of students' rights.

EVALUATION OF STUDENTS

There are two program evaluations that you must pass in the course of your doctoral studies. Each is described in detail below.

Preliminary Review

During the summer semester at the end of your first year of study, your progress in the program will be formally assessed by the faculty. The materials used for this examination will be the faculty assessments of your written course work and grade summary (supplied to the faculty by the staff) and a three- to five-page (double-spaced) self-evaluation submitted by you at least one week in advance of the preliminary review meeting. This self-evaluation is designed to provide an in-depth accounting of your accomplishments and difficulties in the practice and academic areas of the program and a clear indication of your plans for the forthcoming academic year. It must be typewritten and free of errors.

The preliminary review meeting is an approximately 30 minutes discussion between the student
and two faculty members. Successes and challenges will be discussed. Following the meeting, this review committee will make one of the following recommendations to the faculty as a whole:

a) Full admission into the program, effective the fall semester of your second year.

b) Full admission into the program, effective the fall semester of your second year, with faculty recommendations for changes.

(In order to obtain one of these recommendations, all your grades must be B or higher, with no grades of incomplete. Courses with a grade C may have to be retaken, pending the recommendation of the committee)

c) A continuation of your provisional status, with full admission contingent on you satisfying one or more specified criteria in the course of a specified amount of time.

d) A refusal to fully admit you or to allow provisional continuation in the program.

The faculty vote to accept or to question the committee's recommendations. If the recommendations are accepted by the faculty, you will receive a letter informing you of the committee's determination. If the faculty accepts a committee recommendation for dismissal, it becomes effective immediately. Tuition and registration fees for the semester in which you were presently enrolled would, in such a case, be refunded according to the standard University refund policy set by the Registrar.

If the faculty votes to question a committee recommendation, you will receive a letter explaining this and asking you to attend a meeting with the Director of the Doctoral program and the faculty as a whole. During this second meeting your academic and behavioral standing will be discussed and you will have an opportunity to present your views and ideas. Subsequent to this second meeting, the faculty will come to a decision regarding your status in the program, and you will be informed of that decision by mail. You have the right to appeal such faculty decisions. See the section on Student Rights and Responsibilities and Grievance Procedures in the school catalog for procedural information.

**Oral Qualifying Exam**

The oral qualifying examination is given after students have completed all of the required course work, and before beginning dissertation hours. Successful completion of the oral qualifying examination is required to move to advanced standing, select a dissertation committee, present the capstone lecture, and begin dissertation research.

The oral examination is 2 hours in length. The student comes to the examination prepared to discuss any area of the dispute resolution field with a three member faculty review committee; all three faculty members must be full time members of the Department of Dispute Resolution. The content areas covered during the oral qualifying exam are divided into four major categories:

- theory
- research and methodology
- practice
- substantive area knowledge (student's area of interest)
At the end of the examination the faculty will grade the student on a pass/fail basis in each of these four categories. An evaluation guideline form is used by the examining faculty to provide a written record of the oral examination review; that evaluation form becomes a permanent part of the student's record and resides in the student's departmental file.

Students are assessed on the substantive content of their oral answers [60%], logical and coherent style of the oral discussion [20%], and relevant use of class and other academic material and written work as illustrative examples of concepts [20%] in each examination category. A student must receive a score of 80% or greater in each category to pass. A student must have passing grades from two out of three faculty reviewers to pass.

Failure of any two content categories will result in automatic termination from the doctoral program. Category failure is determined by a majority vote [two of three] of the examining faculty. There will be no re-take exam for students who fail the oral exam. If a student fails in one category, s/he must retake that portion of the oral examination in order to continue in the program. Completion of the second examination must take place within 30 days of the initial examination; the student will not be permitted to register for subsequent course work or work on the dissertation until all four parts of the examination are successfully completed. A second, subsequent failure of the exam category will result in termination from the doctoral program.

Following the successful completion of the oral qualifying examination, each student will present a capstone lecture on a topic of expertise. All students, faculty and the general public will be invited. This capstone presentation will be scheduled for one hour, and will be followed by a general question and answer period. The capstone presentation is evaluated on a pass/fail basis and must be completed before the end of the fall semester following the qualifying examination or the student will be dropped from the doctoral program. The dissertation proposal must be completed within one academic year of completing the capstone lecture or the student will be academically withdrawn from the program.

**STUDENT CONDUCT**

Students are expected to comply with the legal and ethical standards of the institution. Academic or non-academic dishonesty and/or misconduct will result in disciplinary action. Examples of dishonesty include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging and/or altering institution documents and/or academic credentials.

Examples of misconduct include, but are not limited to:

- theft
- vandalism
- disruptive behavior, in or outside of class
- possession or use of firearms, fireworks or explosives
- possession or sale of illicit drugs
- 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 any faculty or staff member or members of a
particular racial, ethnic, religious, or cultural group
• threats of or actual damage to property or physical harms of others
• written or verbal threats to individuals

Student behavior must not interfere with the rights, safety, or health of members of the
University community or interfere with other students' rights to learn or speak freely. Students
are expected to abide by all University, center and departmental rules and all local, state, and
federal laws.

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 its
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 multi-user time-sharing systems to single-user
terminals and personal computers, whether freestanding 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 equal importance. Also students are expected to abide by the Nova
Southeastern University Code of Conduct. 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, the student technology user 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 user's rights to privacy.

Any alleged violation of any of these academic, conduct, or supplemental ethical standards may
result in review by the faculty of the Department of Dispute Resolution as a whole with the
student present for discussion. The faculty, through the Director of the Doctoral program, will
make recommendations which will be forwarded to the Executive Director of Academic Affairs.
The Director, with the support of the Executive Director of Academic Affairs may, after faculty
review, immediately suspend students pending an immediate hearing, put a student on probation
for a specific length of time pending review, or permanently expel the student from the program.
Additional detailed information concerning student rights and responsibilities may be found in
the school's catalog.

**PRIVACY OF RECORDS**

Nova Southeastern University maintains a system of records that includes application forms,
letter of recommendations, admission test scores, and transcripts of student's previous academic
records and performance while in residence. These records are available for review by present
and former students upon written request to the Academic Administrator. However, the
Department will not release transcripts of students' academic records until all their accounts have
been paid; the Department considers each student's file confidential, and will release only those
documents specifically requested in writing by the student. If you have waived your right to see
your letters of recommendation, those cannot be released, even at your request.

**STUDENT EVALUATION OF CLASSES**

At the end of each semester, you are given the opportunity to provide the program with your
objective feedback on the courses in which you were enrolled. This is a serious responsibility
which enables the faculty to supplement their peer evaluation and review process, monitor the
impact of the curriculum and book selection, and incorporate student opinions into future
classroom planning and activity.

Your anonymity is protected in the following ways: a) forms are distributed while the instructor
is not present in the class b) you fill in both the quantitative and qualitative part of this
evaluation, and return it unsigned to the manila envelope; c) the evaluations are processed by the
Program Coordinator; d) the responses are compiled, summarized, and typed; e) the forms are
kept in a locked drawer; f) no one, including the Director, may see the originals before they are
processed and destroyed; g) faculty members do not receive a typed analysis of their course
evaluations until they have submitted all grades for the semester.

**MINIMAL TECHNOLOGICAL QUALIFICATIONS FOR GRADUATION**

All master's and doctoral students must demonstrate minimal mastery of the following areas of
technological practice before they are allowed to sit for the comprehensive examination.

- Word processing, including the ability to edit, spell and grammar check, and
  make basic editorial changes to written work (margins, page numbers, etc)
- Be conversant in the university e-mail system, able to upload and download
  documents from within and outside the system, send messages to faculty and staff,
  and be responsible for messages sent on a regular basis to your e-mail address
  with announcements, job opportunities, and other departmental items of interest
- Be able to access the Internet, searching for topics relevant to research papers and
  class projects
- Know how to access WEB pages of various interest groups and organizations that
  are relevant to your studies

These skills and exercises will be introduced in the computer training in new student orientation,
and practiced and evaluated throughout the program in classroom assignments and exercises.
Computers are available in the School, the computer lab in the business tower, and on main
campus for student use. University personnel are also available at these locations to assist those
who need additional or refresher instruction in these areas. A great deal of communication
between faculty, administration and students takes place on e-mail, so students are advised to
check their e-mail every two or three days. With computers available at multiple sites, and all
students assigned a password at registration, there is no excuse not to check your e-mail or be
unable to complete computer related assignments if you do not have a computer and modem at home.

**PLAGIARISM**

The word plagiarize comes from the Latin plagiarius, kidnapper. Plagiarism is literary thievery and as such is tolerated by neither the program nor the university (see the school catalog under Student Rights and Responsibilities). In class assignments, your comprehensive exam, and any articles you write for publication, sources for your ideas must be acknowledged. Quotations from, and paraphrases and summaries of, the work of others must be referenced in APA format.

Other forms of academic responsibilities include, but are not limited to cheating, conspiracy to commit academic dishonesty, misrepresentation, bribery in an attempt to gain an academic advantage, forging or altering documents or credentials; and knowingly furnishing false information to the institution.

**PROBATION**

A student will be placed on academic probation if their grade point average falls below a 3.0 or they accumulate two or more C’s; only one C can exist on a student record. All other courses receiving a grade of C must be retaken at the students’ expense. All grades of incomplete must be resolved by the end of the following semester or they will automatically revert to F. A student receiving an F will result in the student needing to repeat the course at their own expense, and the student is automatically placed on academic probation.

**RESIDENCY**

Except for dissertation hours which may be taken out of state or abroad for the purposes of data collection and research, students must be reside locally and attend all classes on a regular, on-going basis (except for distance students who attend residential institutes and online courses). Additionally, students may transfer a maximum of 27 credits for studies completed at other universities. All other course work must be taken at Nova Southeastern University.

**DISSERTATION**

Specific details about how to go about writing your dissertation can be found in the Dissertation Guidelines, available from the program office and online. These guidelines are distributed during the Doctoral Seminar I, but you may ask for a copy at any time, or access them on the web site.

You may begin enrolling in dissertation hours once you have successfully passed the oral qualifying exam. You must take a minimum of three hours of dissertation credits per semester until you reach 12 credits. If you have not completed all dissertation requirements at that time,
you must enroll for 1 credit of dissertation per semester until all requirements are completed. If, for some reason, you cannot continue working on your dissertation, you may apply in writing for a leave of absence. If you request a leave for longer than a semester, or if you take a second semester-long leave, it may not be possible, upon your return, to continue with your original dissertation chair.

GRADUATION

Students have seven calendar years from the beginning of your first fall semester in the doctoral program to complete your degree requirements. If, after seven years, you have not yet graduated, you will need to retake all courses for which you received transfer of credit. Each semester thereafter you will be responsible for the Ph.D. courses taken more than seven years before you entered the program. A one-year extension may be granted under extenuating circumstances or for medical reasons.

All students must have completed all course work with a grade average of 3.0 or better, passed their oral qualifying examination, presented a capstone lecture, prepared an approved research proposal, completed and successfully defended the doctoral dissertation to be eligible for confirmation of the Ph.D. degree.

HUMAN SUBJECTS RESEARCH COMMITTEE

All research projects undertaken at NSU, whether as part of your course work, dissertation or under the auspices of a grant must be approved by the University Institutional Review Board (IRB). Many projects will be exempt, while some will require full review by the Board. A proposal must be submitted the SSSS liaison to the IRB.

ADVERTISING

It is against University policy for students to advertise their business activity, even if program related, through e-mail or mailbox distribution to faculty, students and staff.

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 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 can 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 invited to participate on committees, task forces, and ad hoc groups dealing with issues of concern to students, including curriculum review, class and faculty evaluations, and practicum related issues.

**FURTHER QUESTIONS**

If you have questions that are not addressed in this handbook, you may wish to refer to the school catalog. If your query remains unanswered, or if you require clarification, please contact the Director of the doctoral program or the program office.
PH.D. CURRICULUM

Theoretical Foundations:
- Foundations & Development of Conflict Resolution (ADRD 5000)
- Human Factors (ADRD 5040)
- Theories of Conflict and Conflict Resolution I (ADRD 7040)
- Theories of Conflict and Conflict Resolution II (ADRD 7050)
- Philosophical and Social Issues in ADR (ADRD 7010)

Practice and Applications:
- Mediation Theory & Practice (ADRD 5100)
- Dispute Resolution Systems Design (ADRD 7020)
- Culture & Conflict (ADRD 6120)
- Teaching and Training in Dispute Resolution (ADRD 7500)
- Violence Prevention and Intervention (ADRD 6170)
- Negotiation Theory and Practice (ADRD 5140)
- Public Policy (ADRD 7250)

Research:
- Qualitative Research I: Study Design and Data Collection (ADRD 7110)
- Qualitative Research II: Data Analysis (ADRD 7120)
- Quantitative Research I: Methods and Tools (ADRD 7090)
- Quantitative Research II: Analysis and Statistics (ADRD 7100)
- Doctoral Seminar I (ADRD 7000)
- Doctoral Seminar II (ADRD 7001)
- Dissertation (ADRD 7900)

Supervised Practice:
- Practicum I: (ADRD 6130)
- Practicum II: (ADRD 6160)
- Teaching and Training in Practicum (ADRD 7510)

Electives:
- International Conflict Resolution (ADRD 6601)
- Resolving Environmental and Public Disputes (ADRD 6602)
- New Technology Resources for Professionals(ADRD 6603)
- Gender & Conflict (ADRD 6604)
- Contemporary Theories of Conflict Resolution (ADRD 6605)
- Advanced Mediation Skills (ADRD 6606)
- Ethnopolitical & Community Based Conflicts (ADRD 6607)
- Nonviolent Social Movements (ADRD 6608)
- Guardianship Mediation (ADRD 6609)
- Trauma, Violence, and the Family (6610)
- Racism: The American Experience (ADRD 6611)
- Conflict Transformation: Reconciliation & Healing (ADRD 6612)
COURSE DESCRIPTIONS

All courses are 3 credit hours unless otherwise specified.

All ADRD 5000 and 6000-level courses are described in the master's degree section. ADRD 5000 and ADRD 5040 are the prerequisites for all courses in the doctoral curriculum.

ADRD 7000 - Doctoral Seminar I: Proposal and Theory Construction
Students study constructing a research question, research design, methodological tools, dissertation models, dissertation databases, and library skills necessary for writing a grant and dissertation proposal. (3 credits). Prerequisites: ADRD 7110, ADRD 7120. Offered: summer

ADRD 7001 - Doctoral Seminar II: Proposal and Grant Writing
Continuation of ADRD 7000 and preparation for the oral qualifying exam. (1 credit) Offered: fall

ADRD 7010 - Philosophical and Social Issues
A review of philosophical and social contexts and issues relevant to the understanding and practice of conflict resolution. The nature of peace, conflict, social justice, transformation, neutrality, third party involvement, ethnicity, gender, and power are discussed. Offered: summer.

ADRD 7020 - Dispute Resolution Systems Design: History and Contemporary Practice
An examination of concepts of dispute resolution systems design. Includes an exploration of the influence of organizational culture and prevailing social and cultural norms on the design and implementation of dispute resolution systems. Explores dispute resolution systems for neighborhoods, religious organizations, ethnic groups, business associations, and other settings that have relatively clear boundaries and shared norms. Offered: summer.

ADRD 7040 - Theories of Conflict and Conflict Resolution I
This course examines macro and micro theories from social science disciplines about the nature of conflict and various approaches to conflict resolution. Offered: fall.

ADRD 7050 - Theories of Conflict and Conflict Resolution II
Continuation of ADRD 7040. Prerequisites: ADRD 7040. Offered: winter.

ADRD 7090 - Quantitative Research I: Methods and Tools
Covers a range of quantitative research methods and design including questionnaires, interviews and surveys, sampling, attitude and rating scales, tests of statistical significance, experiments and the basics of descriptive statistics and uni-variate analysis. Offered: summer.

ADRD 7100 - Quantitative Research II: Analysis and Statistics
Building on ADRD 7120, this course explores various methods of analyzing and presenting quantitative research data. Includes common concepts and techniques for analyzing results of survey and experimental research projects: computer statistical programs and an in-house database, bi-variate and multi-variate analysis, index and scale development, and more-advanced techniques such as regression analysis. Prerequisite ADRD 7090. Offered: fall.
ADRD 7110 - Qualitative Research I: Study Design and Data Collection
Provides an introduction to a range of qualitative data collection methods with particular focus on techniques used in research on conflict and conflict resolution, including participant observation, in-depth interviews, case studies, focus groups, action research, as well as a review of relevant research literature in the field. Students will perform various data collection tasks for use in Qualitative Research II. Offered: summer.

ADRD 7120 - Qualitative Research II: Data Analysis
Provides an in-depth look at additional methods used to analyze qualitative research data, including discourse analysis, the case study, descriptive ethnography, archival measures, and community studies. Introduction to several computer programs designed to assist researchers with analysis of qualitative data. This course allows students to use the data collected during ADRD 7100 as a basis for their analysis. Prerequisite: ADRD 7110. Offered: fall.

ADRD 7250 - Public Policy
Analysis of current policy issues in the field of conflict resolution with an emphasis on the design, implementation and evaluation and analysis of legislation, state and local policy initiatives in Florida, the United States and abroad. Offered: winter.

ADRD 7500 - Teaching and Training in Dispute Resolution
An introduction to teaching and training. Reviews instructional models and teaching literature with an emphasis on teaching the adult learner. Prerequisite: students enroll in this class in their last fall semester. Offered: fall.

ADRD 7510 - Teaching and Training Practicum
Provides an opportunity for supervised teaching and training experience in graduate, undergraduate, continuing education, video and curriculum development, seminar, online course delivery, and/or workshop instruction in conflict resolution or related field. Prerequisite: ADRD 7500. Offered: winter.

ADRD 7900 - Dissertation
Focuses on the development, writing, and defense of the dissertation. When approved, students register for at least 3 credits per semester for a minimum of 12 credits. Prerequisites: successful completion of the qualifying examination and the approval of the Dissertation Committee.

DRUG-FREE/SMOKE-FREE SCHOOLS AND CAMPUSES

General
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. (The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without physician's order.) 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. If you, a fellow student, teacher, or coworker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations.

**On Campus:**

Nova Southeastern University Student Counseling Service  
Mailman Building  
(954) 262-7040

Nova Southeastern University Community Mental Health  
Davie (954) 262-7040  
Lauderdale Lakes (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 statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending upon the amount and type of drugs 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 of imprisonment. Under §893.13, Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or possess with the intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under §893.13 (1) (e), Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or possess with the intent to sell, purchase, manufacture, or deliver 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 an 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 non-criminal 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 for 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. A 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 days after such conviction. In order to comply with federal law, Nova Southeastern University must notify any federal contracting agency within ten 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 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 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.

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), the university endeavors 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.
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.

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.

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 and/or academic life free of substance abuse.

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:

**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 center's staff to disseminate information within their centers.

**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.

**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 target audience
includes all students, employees, and faculty members of the university, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The university supports National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.

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).

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.

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 that the substance abuse content of courses is consistent with university policies.

Orientation. Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a general introduction 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.

Smoking

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.