Student Rights and Responsibilities

Nova Southeastern University

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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 University Statement of Academic Rights and Responsibilities

Nova University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

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

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

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

A. Academic Standards

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

1. Original Work. Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another author, but if that is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual. Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

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

At Nova 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 A (1) or A (2) is considered plagiarism at Nova University.
3. **Tendering of Information.** All academic work must be the original work of the student. Giving or allowing one’s work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

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

   Violations of academic responsibility include, but are not limited to:
   a. Plagiarism;
   b. Any form of cheating;
   c. Conspiracy to commit academic dishonesty;
   d. Misrepresentation;
   e. Bribery in an attempt to gain an academic advantage;
   f. Forging or altering documents or credentials; and
   g. Knowingly furnishing false information to the institution.

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

**B. Conduct Standards**

1. Students should not interfere with the rights, safety, or health of members of the University community nor interfere with other students’ right to learn. Students are expected to abide by all University, center, and program rules and regulations and all local, state, and federal laws. Violations of conduct standards include, but are not limited to:
   a. Theft;
   b. Vandalism;
   c. Disruptive behavior;
   d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items;
   e. Possession, transfer, sale, or use of illicit drugs;
   f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals;
   g. Violations of housing regulations;
   h. Any act or conspiracy to commit an act which is harassing or abusive or which invades an individual’s right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group;
   i. Threats of or actual damage to property or physical harm to others; and
   j. 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 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 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 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 codes 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 University's computer systems are subject to all applicable federal, state, and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida Statutes may be examined online or in a student's academic program office.

In addition, a student accessing any of Nova 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 University computer systems
- Limit the use of Nova 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 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 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 University's computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate University policy, procedures, and agents
- Use only legally obtained or licensed data or software in accordance with its license or purchase agreement
- Be in compliance with federal copyright laws and the Nova 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 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 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 University owned or controlled property and as a part of any of its activities. No Nova University employee or student is to report to work or school while under the influence of illicit drugs or alcohol.

*The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order.
There are serious health risks associated with the abuse of drugs and alcohol (see following "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 University Student Counseling Service  
Mailman Building  
(305) 475-7552

Nova University Community Mental Health  
Davie ........................................ 475-7070  
Lauderhill .................................... 486-3663  
Coral Springs .................................... 753-7020

**Community:**

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

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

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

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

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

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

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

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

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

Nova 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 University must notify any federal contracting agency within ten (10) days
of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the work place. Any criminal drug convictions in the workplace must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

Any Nova 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 University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova University students will, as a condition of their enrollment, abide by the terms of this policy.
### Controlled Substances – Uses & Effects

<table>
<thead>
<tr>
<th>DRUGS' CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE</th>
<th>TOLERANCE</th>
<th>DURATION (HOURS)</th>
<th>USUAL METHODS OF ADMINISTRATION</th>
<th>POSSIBLE EFFECTS</th>
<th>EFFECTS OF OVERDOSE</th>
<th>WITHDRAWAL SYNDROME</th>
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</thead>
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<tr>
<td><strong>NARCOTICS</strong></td>
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<tr>
<td>I II III V</td>
<td>Doxer's Powder, Paregoric Paracetol</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>Oral, smoked</td>
<td>Euphoria, drowsiness, respiratory depression, convulsions, coma, possible death</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Codeine</td>
<td>Tylenol w/Codein, Robitussin AC, Empirin w/Codein, Florinol w/Codein</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>Oral, injected</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>Oral, injected</td>
<td>Euphoria</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Methadone</td>
<td>Dolphine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>High-Low</td>
<td>Yes</td>
<td>Oral, injected</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>Numorphan, Percodan, Percocet, Tylenol, Tussionex, Fentanyl, Darvon, Lomotil, Tawin</td>
<td>Analgesic, antidiarrheal, antitussive</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Yes</td>
<td>Oral, injected</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td><strong>DEPRESSANTS</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Chloral Hydrate</td>
<td>Nocice</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>Oral</td>
<td>Stressed speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Amytal, Nembutal, Florinal, Lotusate, Tuinal, Seconal, Butisol, Phenobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent</td>
<td>High-Mod.</td>
<td>High-Mod.</td>
<td>Yes</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Ativan, Dalmane, Librium, Restoril, Diazepam, Librium, Serum, Zulfus, Valium, Tranxene, Versed, Verelan, Halcion, Paxipam</td>
<td>Antianxiety, anticonvulsant, sedative, hypnotic</td>
<td>Low</td>
<td>Low</td>
<td>Yes</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>Quaalude</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Glutethimide</td>
<td>Doriden</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Other Depressants</td>
<td>Equanil, Midtorn, Noludar, Placidyl, Valmid</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td><strong>STIMULANTS</strong></td>
<td></td>
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<tr>
<td>Cocaine</td>
<td>Coke, Flake, Snow, Crack</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>Sniffed, smoked, injected</td>
<td>Increased alertness, excitation, euphoria, increased pulse rate &amp; blood pressure, psychosis, convulsions, possible death</td>
<td>Agitation, increased body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Bphenetermine, Deicobase, Desoxyn, Dextedrine, Dextro-olbitol</td>
<td>Attention deficit disorders, narcolepsy, weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>Oral, injected</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Methylenedinitrile</td>
<td>Ritalin</td>
<td>Attention deficit disorders, narcolepsy, weight control</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>Oral, injected</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>Adipex, Cyrel, Didrex, Ionamin, Metdit, Pigeine, Sanorex, Tenuate, Tepain, Prelu-2</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>Oral, injected</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td><strong>HALUCINOGENS</strong></td>
<td></td>
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</tr>
<tr>
<td>LSD</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>Oral</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer, more intense &quot;trip&quot; episodes, hallucinations, convulsions, possible death</td>
<td>Withdrawal symptoms not reported</td>
</tr>
<tr>
<td>Mescaline and Peyote</td>
<td>Mesc, Buttons, Cactus</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Amphetamine Variants</td>
<td>2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>PCP, Angel Dust, Hog</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Oral, injected</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Phencyclidine Analogues</td>
<td>PCE, PCP, TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Oral, injected</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>Butotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn</td>
<td>None</td>
<td>Unknown</td>
<td>None</td>
<td>Possible</td>
<td>Oral, injected, sniffed</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td><strong>CANNABIS</strong></td>
<td></td>
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<tr>
<td>Marijuana</td>
<td>Pet, Acapulo Gold, Grass, Reefer, Sinsemilla, Thai Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>Oral</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
<td>Fatigue, paranoia, possible psychosis</td>
<td>Insomnia, hyperactivity and decreased appetite occasionally reported</td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>THC, Marinol</td>
<td>Cancer chemotherapy antinauseant</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Hashish</td>
<td>Hash</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

1 Designated a narcotic under the CSA
2 Not designated a narcotic under the CSA
### Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>CSA</th>
<th>PENALTY</th>
<th>QUANTITY</th>
<th>DRUG</th>
<th>QUANTITY</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Offense</td>
<td>1st Offense</td>
<td>10-99 gm or 100-999 gm mixture</td>
<td>METHAMPHETAMINE</td>
<td>100 gm or more or 1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>2nd Offense</td>
<td>1st Offense</td>
<td>100-999 gm mixture</td>
<td>HEROIN</td>
<td>1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>2nd Offense</td>
<td>1st Offense</td>
<td>500-4,999 gm mixture</td>
<td>COCAINE</td>
<td>5 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>2nd Offense</td>
<td>1st Offense</td>
<td>100,000-149,999 gm mixture</td>
<td>COCAINE BASE</td>
<td>50 gm or more mixture</td>
<td></td>
</tr>
<tr>
<td>2nd Offense</td>
<td>1st Offense</td>
<td>10-99 gm or 100-999 gm mixture</td>
<td>PCP</td>
<td>100 gm or more or 1 kg or more mixture</td>
<td></td>
</tr>
<tr>
<td>2nd Offense</td>
<td>1st Offense</td>
<td>1-10 gm mixture</td>
<td>LSD</td>
<td>10 gm or more mixture</td>
<td></td>
</tr>
<tr>
<td>2nd Offense</td>
<td>1st Offense</td>
<td>40-399 gm mixture</td>
<td>FENTANYL</td>
<td>400 gm or more mixture</td>
<td></td>
</tr>
<tr>
<td>2nd Offense</td>
<td>1st Offense</td>
<td>10-99 gm mixture</td>
<td>FENTANYL ANALOGUE</td>
<td>100 gm or more mixture</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methamphetamine</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 20 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td>Heroine</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 20 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td>Cocaine</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 20 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td>Cocaine Base</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 20 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td>PCP</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 20 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 20 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td>Fentanyl</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 20 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td>Fentanyl Analogue</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 20 years. Not more than life.</td>
<td></td>
</tr>
</tbody>
</table>

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### Federal Trafficking Penalties - Marijuana

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>DESCRIPTION</th>
<th>FIRST OFFENSE</th>
<th>SECOND OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 kg or more; or 1,000 or more plants</td>
<td>Marijuana Mixture containing detectable quantity</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>100 kg to 1,000 kg; or 100-999 plants</td>
<td>Marijuana Mixture containing detectable quantity</td>
<td>Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual.</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>50 to 100 kg</td>
<td>Marijuana</td>
<td>Not less than 10 years.</td>
<td>Not less than 20 years.</td>
</tr>
<tr>
<td>10 to 100 kg</td>
<td>Hashish</td>
<td>Not less than 10 years.</td>
<td>Not less than 20 years.</td>
</tr>
<tr>
<td>1 to 100 kg</td>
<td>Hashish Oil</td>
<td>Not less than 10 years.</td>
<td>Not less than 20 years.</td>
</tr>
<tr>
<td>50-99 plants</td>
<td>Marijuana</td>
<td>Not less than 10 years.</td>
<td>Not less than 20 years.</td>
</tr>
<tr>
<td>Less than 50 kg</td>
<td>Marijuana</td>
<td>Not less than 5 years.</td>
<td>Not less than 10 years.</td>
</tr>
<tr>
<td>Less than 10 kg</td>
<td>Hashish</td>
<td>Fine not more than $250,000, $1 million other than individual.</td>
<td>Fine $500,000 individual, $2 million other than individual.</td>
</tr>
<tr>
<td>Less than 1 kg</td>
<td>Hashish Oil</td>
<td>Fine not more than $250,000, $1 million other than individual.</td>
<td>Fine $500,000 individual, $2 million other than individual.</td>
</tr>
</tbody>
</table>

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1. Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg. 
2. Does not include marijuana, hashish, or hash oil.
Smoking and Nonsmoking

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

(a) Explicit or implicit submission to sexual overtones is made a term or condition of employment.
(b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred.
(c) An individual’s work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.

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

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

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

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

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

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

1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class;
2. Submission to or rejection of such conduct affects academic decisions; or
3. Such conduct has the purpose or effect of unreasonably interfering with a student’s academic performance or creating an intimidating, hostile, or offensive academic environment;
4. Unwelcome patting, pinching, or touching;
5. Offensive or demeaning sexual remarks, jokes, or gestures.
Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure. Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova 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 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.

Reservation of Power

Nova University 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.