Center for Hospitality Management 1994-1995 Catalog

Nova Southeastern University
The Center for Hospitality Management is planning the construction of the new Robert A. Beck Hospitality House on the Nova Southeastern University campus. It is anticipated that construction will start early in 1995 with occupancy occurring later in the year. The house, which will be the administrative headquarters of the Hospitality Center, is planned to be 12,000 square feet, with 6,000 square feet to be built now and the remainder added in 1996-97.

The name Robert A. Beck has long been synonymous with hospitality education. He was the dean of the Hotel School at Cornell University from 1961 to 1981, appointed after serving ten years on the faculty. During Dr. Beck's two decades of leadership, Cornell became the global leader in hospitality continuing education, as well as its bachelor's, master's, and doctoral programs.

Dean Beck clearly had a global vision for the school, and it was not uncommon to have faculty members from Cornell conducting seminars in remote corners of the earth at any given time. Industry professionals flocked to the Cornell summer program, later known as the Center for Professional Development.

Upon Dean Beck's resignation from Cornell, he founded IMHI at ESSEC in Paris, an affiliate program of Cornell at the graduate level. Still later, he served as Distinguished Professor at Florida International University. He was instrumental in encouraging Professor Dermody to move to Nova Southeastern University from Cornell and start the Center for Hospitality Management.

It is with a deep sense of gratitude and respect that we call our campus home the Robert A. Beck Hospitality House.

Robert A. Beck Hospitality House
CATALOG REQUIREMENTS FOR ACCREDITED MIL SCHOOLS

Name of School: NOVA Southeastern Univ.
Address: __________________________________________ Date: ______________

(1) Catalog:
   A) Two (2) Copies, Certified True and Correct in content and policy by an
      authorized owner or official.
   B) Mimeographed, printed or xeroxed form.
   C) Identifying data, such as volume number & date of publication.

(2) Entrance Requirements. P. 6

(3) (School Calendar)* (Days and hours school is in session.) *Should include
     drop/add dates or procedures. P. 17

(4) Adequate attendance records for veterans and other eligible persons enrolled
     in resident courses not leading to a standard college degree. Must be able
     to determine last date of attendance in all courses.

(5) Standards of Progress:
   A) School's progress requirements for graduation. P. 17
   B) Define Grading System. P. 25
   C) Minimum grades considered satisfactory. P. 25 - P. 17
   D) Conditions for interruption for unsatisfactory progress and grades. (Must be a definite statement.)
   E) Description of probationary period, if any, allowed by the institution. P. 28 - 27
   F) Conditions of re-entrance for those students dismissed for unsatisfactory progress. P. 28 - 27
   G) Statement regarding progress records KEPT by the school and FURNISHED to
      the student. P. 25

(6) Policy and regulations relating to student conduct and conditions for
     dismissal for unsatisfactory conduct. P. 54

(7) Policy and regulations of the institution relative to granting credit for
     previous educational training. (The VA and person must be notified of any
     credit granted and the institution must maintain a written record of credit
     allowed.) P. 11

(8) Curriculum identifying degree requirements to include credit hours required
     for each course and total credit hours for program. P. 14, 15, 16, 17

(9) Tuition and Fees. (Include hourly tuition fee.) P. 11

(See Section 36.75, Chapter 36, Title 38, United States Code; Code of Federal Regulations 14253; and, DOD Circular 20-76-84, Appendix P.)
An Innovative Approach to Quality Education

BACHELOR OF SCIENCE degree program for the mature industry professional.

NSU brings the classroom to the student. Courses are taught in local hotels.

CONVENIENT evening and weekend course schedules. Classes meet one day a week for eight weeks.

FACULTY members are uniquely qualified and actively working in the hospitality industry.

PERSONAL attention given to the student by both the faculty and administration. Class size is kept small to encourage individual participation and creativity.

CHOICE OF THREE MAJORS:
• Hotel/Cruise Management
• Food Industry Management
• Tourism, Events, and Attractions Management

Global Leaders in Hospitality and Tourism Education
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President’s Message

Nova Southeastern University is committed to providing an educational environment that encourages students to be the best they can be. Historically, Nova has provided quality education through a diverse array of delivery systems ranging from the traditional to state-of-the-art electronic technologies. Consistent with our mission statement, we prepare students for leadership roles in the professions and provide support for research and community service while maintaining an environment fostering creativity and innovation. We recognize that, as Will Rogers once noted, "even if you’re on the right track, if you just sit there you’ll get run over."

Given our commitment to providing educational opportunities that prepare tomorrow’s professionals to serve optimally their professions, clients, and society, it is essential that curricula be designed at each level to effectuate this mission. Tomorrow’s professionals must possess not only the traditional attributes—expertise, ethical sensibilities, and commitment to furthering professional and societal values—but also the capacity to utilize contemporary technology, apply and appreciate relevant findings and approaches of other disciplines, and to operate in a culturally diverse milieu.

Nova Southeastern’s goal is to maintain and enhance the array of professional schools and concomitant programs required to fulfill its mission. It must support, enhance, and expand existing professional centers and, where appropriate, reorganize University components to facilitate synergy and enhance the education of professionals. We believe that education is not merely a means to an end, but is itself intrinsically valuable. Accordingly, the time spent at Nova Southeastern by students, faculty, and staff should be informative, exciting, and rewarding.

We welcome you in joining in our common mission of creating the best possible educational setting.

Ovid C. Lewis
Interim President

The University

Nova Southeastern University is an independent, nonsectarian, nonprofit university chartered by the state of Florida in 1964. It is located on a 200-acre main campus west of Fort Lauderdale at 3301 College Avenue in Davie, 10 miles inland from the Atlantic Ocean and easily accessible from major highways, including I-75, I-95, I-595, the Sawgrass Expressway, and Florida’s Turnpike. Additional locations are in downtown Fort Lauderdale, North Miami Beach, Coral Springs, and Port Everglades. Its 13 centers of study offer campus-based undergraduate and graduate programs leading to degrees in education, law, social sciences, business and public administration, osteopathic medicine (physician assistant, occupational therapy, and physical therapy), pharmacy, optometry, and allied health. As an acknowledged leader in field-based degree programs, Nova Southeastern offers courses of study leading to the bachelor’s, master’s, educational specialist, and doctoral degrees in education, in business and public administration, in psychology, in health professions, and in physical, social, and computer sciences.

The Family and School Center is a community resource that provides education and therapeutic services for families and their children. The center comprises three units: the University School, the Ralph J. Baudhuin Oral School, and the Family Center. The University school is a demonstration school serving children from preschool through high school, preparing them in the upper grades for college. The
Baudhuin Oral School provides programs for children with specific learning needs and/or hearing disabilities. The Family Center provides a spectrum of family related programs designed to promote positive interaction between parents and children.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving the problems of immediate concern to mankind.

The University's centers and programs share a common mission—to educate students for leadership roles in a variety of professions, such as law, education, psychology, medicine, optometry, pharmacy, allied health, business and public administration, oceanography, and computer and information science. In the Nova Southeastern University educational continuum, preprofessional training begins as early as the University School, continues through the college level, and culminates in the various centers for professional studies. Through the Nova Southeastern University Educational Plan, students master appropriate skills and disciplines at each academic level, develop a sense of professional ethics and responsibility, and learn to appreciate the role of the professional as a key individual in society.

"The Nova Southeastern Plan" stresses the critical relationship between theory and practice; it reinforces and tests the classroom experience through applied research and community service as integral parts of academic experience. Consistent with its mission, the University extends its resources to provide educational opportunities to working professionals nationwide, with faculty teaching at corporate and other locations across the country. Nova Southeastern also delivers programs through a variety of educational technologies, including telecommunications.

Nova Southeastern University is committed to the idea that education should not be timebound or placebound. Through its educational offerings, research projects, and programs of public service, the University encourages the free exchange of ideas and the search for knowledge that is the cornerstone of the academic tradition.

MISSION STATEMENT

Nova Southeastern University provides educational programs of distinction from prekindergarten through the doctoral level at times and in locations convenient to students, prepares students for leadership roles in business and the professions, encourages research and community service, and fosters an atmosphere of creativity and innovation utilizing technology where appropriate.
Dean’s Message

I am pleased to have this opportunity to introduce you to the Center for Hospitality Management at Nova Southeastern University. Unlike the traditional institutions offering degrees in hospitality and tourism related studies, this program is truly innovative in that the typical student is an accomplished industry professional with significant experience who expects the curriculum to address contemporary issues and deal with real-world problems.

Our students have a choice of three areas in which to specialize: hotel/cruise management, food industry management, and tourism, events, and attractions management. In conjunction with the School of Business and Entrepreneurship, we also offer a master’s degree in hospitality and tourism. Educators and trainers may pursue a doctorate through our Center for the Advancement of Education.

The Center also enrolls a large number of international students in the bachelor’s program who currently represent over 20 countries. These students attend classes in South Florida and, with the American students, make classes interesting, lively, and informative. Our faculty is a unique blend of industry experience and academic preparation, which clearly sets this group apart from any other faculty teaching hospitality and tourism in the United States.

While our bachelor’s classes are currently in Florida, the center maintains a global interest and presence through our Continuing Education programs, which are conducted in Europe, Asia, and South America. Continuing Education is organized into three sections: Cruise Industry Institute (C.I.I.) focuses on training specific to cruise line workers, including onboard revenue, galley management, quality assurance, sanitation, and casino management; Institute for Tourism Studies (I.T.S.) deals with professional maintenance and certification programs for lawyers, teachers, accountants, and institutional food service practitioners; and Management Institute for Lifelong Learning (M.I.L.L.) concentrates on human resource management and development, interactive technology and software training, marketing, and performance management.

I am pleased that you are interested in our Center’s activities, and I look forward to welcoming you to South Florida or to one of our global seminars.

Donal A. Dermody
Dean

CENTER FOR HOSPITALITY MANAGEMENT
MISSION STATEMENT

Nova Southeastern University’s Center for Hospitality Management is dedicated to serving industry professionals, including hotel, cruise line, food, tourism and travel, and attractions and theme parks personnel, by offering uniquely designed degree programs, as well as many continuing education opportunities. The Center for Hospitality Management is committed first and foremost to the student. By offering distinctive, high-quality educational offerings at a time and place convenient to each student, it offers the opportunity for hospitality and tourism professionals to further their education and career goals. From the many industry practitioners employed as adjunct professors, students receive knowledge that is timely, relevant, and practical, as well as the opportunity to expand their network of hospitality contacts. The Center is devoted to employing innovative methods to enhance the student’s educational and industry experience.
The Concept

Nova Southeastern University has developed a reputation for delivering high-quality education in an innovative manner. NSU has pioneered the concept of taking education to the student and has done this with great success.

Classes are taught in hotels in Broward, Dade, and Palm Beach counties. The curriculum and faculty are constantly monitored to ensure that student needs as well as industry concerns and trends are addressed.

For the convenience of the student, textbooks may be purchased in class, and students may register for future terms in the classroom as well.

The Students

The curricula of the Hospitality Management Programs have been specially designed for the professional who is actively working in the hospitality industry.

Our students are employed by hotels, cruise lines, restaurants, government tourism agencies, transportation establishments, or in other tourism service organizations. The vast majority of our students are in management positions.

Many students transfer credits from other colleges or universities. Credit for life experience is also available for qualified candidates.

The Faculty

The finest faculty has been assembled to ensure the quality of the courses. Our faculty are industry professionals who contribute academic as well as hands-on, practical experience to the education of the students.

Our faculty are employed in many facets of the hospitality and tourism industries, including human resources, sales, accounting, catering, food and beverage, marketing, advertising, designing, engineering, law, and economics. Our students truly have a unique opportunity to learn from experienced professionals.

THE CURRICULUM

Three curricula are offered for fulfillment of the bachelor of science in hospitality management. Each requires a total of 126 credit hours, including 36 credit hours of general education requirements.

Hotel/Cruise Management

The hotel/cruise management curriculum is designed for the student who desires advanced skills in management of all areas in the hospitality field, including administration, marketing, human resources, food and beverage, front office, housekeeping, and accounting operations.

Food Industry Management

The food industry management curriculum is designed to train students to excel in management skills with a concentration on the diversity of food industry establishments. It is ideal for individuals who are now or have a desire to be involved in restaurant, cruise, hospital, school, or contract food operations.

Tourism, Events, and Attractions Management

This curriculum concentrates on the full spectrum of the tourism industry, including international special events, government tourism administration, meeting management, travel industry development, and the management of entertainment and attraction facilities.
CURRICULUM FOR BACHELOR OF SCIENCE DEGREE
HOTEL/CRUISE MANAGEMENT

GENERAL EDUCATION REQUIREMENTS

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>LAN 111</td>
<td>Critical Reading and Writing I</td>
<td>3 Hrs</td>
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<tr>
<td>LAN 201</td>
<td>Fundamentals of Public Speaking</td>
<td>3 Hrs</td>
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<tr>
<td>MAT 133</td>
<td>Mathematical Way of Thinking</td>
<td>3 Hrs</td>
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<td>CAP 111</td>
<td>Computer Literacy</td>
<td>3 Hrs</td>
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<td>Social/Behavioral Sciences</td>
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<td>Humanities/Fine Arts</td>
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<td>General Education Electives</td>
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Total General Education Requirements: 36 Hrs

MAJOR REQUIREMENTS

Administration

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<th>Course Code</th>
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<tr>
<td>HMGT 304</td>
<td>Informal Logic/Critical Thinking</td>
<td>3 Hrs</td>
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<td>HMGT 306</td>
<td>Hospitality and Business Law</td>
<td>3 Hrs</td>
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<td>HMGT 402</td>
<td>Ethics in Hospitality Management</td>
<td>3 Hrs</td>
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<tr>
<td>HMGT 406</td>
<td>Legal Aspects of Tourism Events</td>
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Human Resources

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<th>Course Code</th>
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<tr>
<td>HMGT 311</td>
<td>Hospitality Human Resource Management</td>
<td>3 Hrs</td>
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<td>HMGT 313</td>
<td>Hospitality Human Resource Development</td>
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Accounting and Finance

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<th>Course Code</th>
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<tr>
<td>HMGT 326</td>
<td>Hospitality Financial Accounting I</td>
<td>3 Hrs</td>
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<td>HMGT 327</td>
<td>Hospitality Financial Accounting II</td>
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<td>HMGT 426</td>
<td>Hospitality Managerial Accounting</td>
<td>3 Hrs</td>
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<tr>
<td>HMGT 427</td>
<td>Financial Management</td>
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Food and Beverage Management

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<tr>
<td>HMGT 330</td>
<td>Food and Beverage Operations</td>
<td>3 Hrs</td>
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<tr>
<td>HMGT 333</td>
<td>Food Production Management</td>
<td>3 Hrs</td>
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<tr>
<td>HMGT 435</td>
<td>Food and Beverage Purchasing and Control</td>
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Rooms Division Management

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<tr>
<td>HMGT 340</td>
<td>Hotel/Cruise Yield Management and Front Office Operations</td>
<td>3 Hrs</td>
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<tr>
<td>HMGT 341</td>
<td>Managing Housekeeping and Cabin Stewarding</td>
<td>3 Hrs</td>
</tr>
<tr>
<td>HMGT 443</td>
<td>Shipboard and Shoreside Administration</td>
<td>3 Hrs</td>
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Marketing

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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>HMGT 351</td>
<td>Principles of Hospitality Marketing</td>
<td>3 Hrs</td>
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<tr>
<td>HMGT 352</td>
<td>Applied Research and Market Development</td>
<td>3 Hrs</td>
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Hospitality Marketing Electives

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| Total General Education Requirements | 36 Hrs |
| Total Major Requirements             | 66 Hrs |
| Free Electives                       | 24 Hrs |
| TOTAL CREDITS                        | 126 Hrs |
CURRICULUM FOR BACHELOR OF SCIENCE DEGREE
FOOD INDUSTRY MANAGEMENT

GENERAL EDUCATION REQUIREMENTS

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Total General Education Requirements 36 Hrs

MAJOR REQUIREMENTS

Administration
HMGT 304 Informal Logic/Critical Thinking 3 Hrs
HMGT 306 Hospitality and Business Law 3 Hrs
HMGT 402 Ethics in Hospitality Management 3 Hrs
HMGT 406 Legal Aspects of Tourism Events 3 Hrs

Human Resources
HMGT 311 Hospitality Human Resource Management 3 Hrs
HMGT 313 Hospitality Human Resource Development 3 Hrs
Hospitality Human Resource Electives 6 Hrs

Accounting and Finance
HMGT 326 Hospitality Financial Accounting I 3 Hrs
HMGT 327 Hospitality Financial Accounting II 3 Hrs
HMGT 426 Hospitality Managerial Accounting 3 Hrs
HMGT 427 Financial Management 3 Hrs

Food and Beverage Management
HMGT 330 Food and Beverage Operations 3 Hrs
HMGT 331 Nutrition and Sanitation 3 Hrs
HMGT 333 Food Production Management 3 Hrs
HMGT 335 Volume Food Management 3 Hrs
HMGT 435 Food and Beverage Purchasing and Control 3 Hrs
HMGT 437 Food Facilities Design 3 Hrs

Marketing
HMGT 351 Principles of Hospitality Marketing 3 Hrs
HMGT 352 Applied Research and Market Development 3 Hrs
HMGT 450 Catering 3 Hrs
Hospitality Marketing Elective 3 Hrs

Total General Education Requirements 36 Hrs
Total Major Requirements 66 Hrs
Free Electives 24 Hrs
TOTAL CREDITS 126 Hrs
# CURRICULUM FOR BACHELOR OF SCIENCE DEGREE
TOURISM, EVENTS, AND ATTRACTIONS MANAGEMENT

## GENERAL EDUCATION REQUIREMENTS

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Total General Education Requirements: 36 Hrs

## MAJOR REQUIREMENTS

### Administration

- HMGT 304 Informal Logic/Critical Thinking: 3 Hrs
- HMGT 306 Hospitality and Business Law: 3 Hrs
- HMGT 402 Ethics in Hospitality Management: 3 Hrs
- HMGT 406 Legal Aspects of Tourism Events: 3 Hrs

### Human Resources

- HMGT 311 Hospitality Human Resource Management: 3 Hrs
- HMGT 313 Hospitality Human Resource Development: 3 Hrs
- Hospitality Human Resource Electives: 6 Hrs

### Accounting and Finance

- HMGT 326 Hospitality Financial Accounting I: 3 Hrs
- HMGT 327 Hospitality Financial Accounting II: 3 Hrs
- HMGT 426 Hospitality Managerial Accounting: 3 Hrs
- HMGT 427 Financial Management: 3 Hrs

### Marketing

- HMGT 351 Principles of Hospitality Marketing: 3 Hrs
- HMGT 352 Applied Research and Market Development: 3 Hrs
- HMGT 454 Public Relations and the Communication Arts: 3 Hrs
- Hospitality Marketing Electives: 3 Hrs

### Tourism and Travel Operations

- HMGT 382 The Tourism System: 3 Hrs
- HMGT 383 Public Tourism and Cultural Events: 3 Hrs
- HMGT 386 The Cruise Attraction: 3 Hrs
- HMGT 484 Special Interests and Ecotourism: 3 Hrs
- HMGT 485 Theme Parks and Entertainment/Attraction: 3 Hrs
- HMGT 486 Convention/Event Planning Management: 3 Hrs

Total General Education Requirements: 36 Hrs
Total Major Requirements: 66 Hrs
Free Electives: 24 Hrs
TOTAL CREDITS: 126 Hrs
MEMBERSHIP

Nova Southeastern University is a member of the Florida Association of Colleges and Universities, the Independent Colleges and Universities of Florida, the American Council on Education, the College Entrance Examination Board, the Council for Adult and Experiential Learning, the Southeast Florida Educational Consortium, the American Association of Colleges for Teacher Education, and the Association of American Colleges. Programs in undergraduate education are approved by the Florida Department of Education.

ACCREDITATION

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor’s, master’s, educational specialist, and doctoral degrees. Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying handicap, religion or creed, or national or ethnic origin. Courses in education have program approval by the Florida Department of Education.

ADMISSION REQUIREMENTS

All applicants are required to:

- Submit a completed and signed application form.
- Include a nonrefundable $40 application fee.
- Submit official high school or college transcripts. Proof of high school graduation is required.
- Speak with a counselor in person or by telephone.

Applicants must be industry professionals. Students not currently employed in the hospitality industry must agree to serve at least one year at half-time employment status in an approved internship. Exceptions to this policy must be approved by the academic progress committee.

Acceptance

Admission to the Center for Hospitality Management may be obtained at any time during the year, and students may begin taking courses at the beginning of any term. Provisional acceptance may be extended to students upon receipt of the application and application fee, pending receipt of the remainder of the required documentation. Students may register for classes while provisionally accepted. Pending applications from international applicants may not be granted provisional acceptance. Upon receipt of all required documentation, official acceptance will be granted. Students are notified in writing of both provisional and official acceptance, and these letters may be used as proof of admission.
Identification Cards

Once a student is accepted and registered for courses, he or she may obtain an identification card at the registrar’s office located in the Parker Building on the main campus. This card will enable the student to use Nova Southeastern University’s libraries.

International Students

International students who intend to reside in the United States and who are required to obtain an I-20 must be full-time, degree-seeking students and must attend the main campus in Fort Lauderdale, Florida. For further information, contact the international student advisor in the Office of the University Registrar, Nova Southeastern University, 3301 College Avenue, Fort Lauderdale, Florida, 33314, telephone (305) 370-5695 or toll free (800) 541-6682.

International students must obtain an I-20 form to apply for an F-1 visa. The following requirements must be satisfied before an I-20 form can be issued:

1. The student must submit a completed application form along with the U.S. $40 nonrefundable application fee.

2. Proof of high school graduation must be submitted. Official transcripts of all secondary and postsecondary institutions must be received by the Center for Hospitality Management. Transcripts from foreign institutions must also be evaluated on a course-by-course basis by an authorized organization. A copy of all secondary and postsecondary transcripts must be submitted to the organization, along with the appropriate fee. If the transcripts are not in English, they must be accompanied by an official English translation. A copy of the evaluation must be forwarded directly to Nova Southeastern University. Applications for this service are available from the international student advisor. The student is responsible for all related fees.

3. The student must be able to demonstrate adequate English skills to participate in the desired degree program. This requirement may be satisfied by submitting a score of at least 500 on the Test of English as a Foreign Language (TOEFL).

4. The student must provide proof of financial backing to pay for living and tuition expenses while attending Nova Southeastern University. If the student has personal funds, he or she may submit a letter from the financial institution stating how much in U.S. currency is available to pay for living and tuition expenses while at NSU. A notarized letter from a sponsor stating that the sponsor will pay for the student’s living and tuition expenses while attending Nova Southeastern University and a letter from the sponsor’s financial institution stating how much in U.S. currency is available to pay for the student’s living and tuition expenses are also acceptable. Financial letters of support must also include provisions for any dependents who will be residing in the United States.

5. A nonrefundable deposit of $200.00 must be paid to Nova Southeastern University. The deposit will be applied toward the student’s tuition during the first term of enrollment.
Only after the above conditions have been met will an I-20 form be issued. Students are advised not to enter the United States on a visitor (B-2) visa unless "prospective student" is stamped on the passport or I-94 (arrival-departure record). Without this stamp, the U.S. Immigration and Naturalization Service may deny a request for change of visa status.

**Special Students**

A student may enroll in the Center for Hospitality Management without seeking a bachelor of science degree. In this case, the "Special Student" category on the application should be indicated. Students may take as many or as few courses as they choose under this status.

**Noncredit Students**

Students who desire to expand their knowledge in a specific area may register for courses on a noncredit basis. Such courses will not be entered on the student’s transcript and will not be applicable toward a degree, should the student apply as a degree-seeking candidate in the future. Students may take as many or as few courses on a noncredit basis as they choose.

**Undergraduate Degree**

Nova Southeastern University awards two undergraduate degrees, the bachelor of arts and the bachelor of science degree. The diploma indicates that the student has earned a bachelor of arts or a bachelor of science degree; it does not indicate the major. The academic transcript, the official record of work at Nova Southeastern University, indicates degree earned, major field of study, and specialty, if any.

**Second Bachelor’s Degree**

Students who have attained a bachelor’s degree from another regionally accredited institution may earn a second bachelor's degree from Nova Southeastern University by completing all Center for Hospitality Management curriculum requirements. A minimum of 25% of the credits required in a student’s curriculum must be earned at NSU.

**Special Circumstances**

It is the sincere desire of the Center for Hospitality Management to assist a student in any way possible toward a student’s educational goals. If special circumstances exist, including physical or learning disabilities, that require additional or unusual accommodations, it is the student’s responsibility to contact the coordinator of records and registrations at (305) 370-5679 so that provisions can be made.
TRANSFER OF CREDITS

The Center for Hospitality Management welcomes students who have earned college credits at other regionally accredited colleges and universities. Transfer students must provide official transcripts from their previous colleges within 60 days of acceptance. All previous course work will be evaluated on a course-by-course basis to determine transferability.

A maximum of 75 percent of the credits required in a student’s curriculum may be transferred toward the bachelor of science degree, including College Level Examination Program (CLEP) and life experience credits. All remaining credits must be earned at Nova Southeastern University.

Under exceptional circumstances, a student may be permitted to take courses at another college while enrolled at NSU. However, credit will be transferred only if there is prior written approval from the dean of hospitality management and a grade of C or better is earned. A student taking courses at more than one center within Nova Southeastern University must also receive written approval from an academic advisor.

Credits from foreign institutions must be evaluated on a course-by-course basis by an authorized organization. All related fees are the responsibility of the student.

Transferability of Credits

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school.

Credit by Examination

Since our students are professionals actively employed in the hospitality industry, we recognize that many have gained knowledge in a given field that is equivalent to the course content. We do not require, nor do we desire, that such students enroll in a course for which they already possess adequate knowledge.

A student may earn credit by examination for courses that are required in a student’s curriculum by submitting the following:

a. A letter to the dean of hospitality management stating the course(s) for which the student is requesting credit by examination.

b. An expanded resume detailing the employment or learning experience that the student feels qualifies him or her for credit for the course(s).

Based on the information in the resume, if the student appears to be eligible for credit by examination, he or she will be notified in writing of the faculty member to contact for each course for which credit has been requested. The student is responsible for contacting that faculty
member to demonstrate that he or she is qualified to receive credit for the course. The student must pass a comprehensive exam of all the information normally covered in the course.

There is a $50 fee for each course for which the student attempts to receive credit by examination, payable prior to the date the test is administered. However, the student will not be charged the normal tuition for the course.

Credit by examination will be granted for required courses within the student’s curriculum only; no credit is available for elective courses. A student may earn no more than 25 percent of the total credits required for graduation through credit by examination and/or life experience.

**Life Experience Credits**

In some circumstances, students may receive life experience credits by submitting a complete portfolio detailing the specific courses for which they have gained knowledge through prior experience. Instructions for completion of the portfolio will be issued to applicable students by the dean of hospitality management. A student may earn no more than 25 percent of the total credits required for graduation through credit by examination and/or life experience.

**Testing Credits**

Students may earn college credit through CLEP, the Proficiency Examination Program (PEP), Defense Activity for Non-Traditional Education Support (DANTES), and Advanced Placement Examinations (AP).

The following CLEP tests administered at Nova Southeastern University are transferable to the Center for Hospitality Management’s curricula. To receive credit through CLEP exams at NSU, a student must score in at least the 50th percentile. Before applying to take any of the CLEP tests, a student should consult an academic advisor to be sure that the credits granted through the exams are applicable to the individual student’s course of study.

Most CLEP exams take 90 minutes. Most tests with essays require an additional 90 minutes. A student can take no more than three tests on a weekday and no more than two tests on Saturday. General exams are given on Tuesdays, and subject exams are given on Wednesdays. Testing starts promptly at 8:30 A.M. English Composition with Essay is available only as indicated by an asterisk (*) during 1994.
# CLEP Exams

<table>
<thead>
<tr>
<th>GENERAL EXAMINATIONS</th>
<th>NSU’S MINIMUM SCORE</th>
<th>NSU’S COURSE EQUIVALENTS</th>
<th>HOSPITALITY MANAGEMENT EQUIVALENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition with Essay</td>
<td>494</td>
<td>LAN 111</td>
<td></td>
</tr>
<tr>
<td>Humanities Sub. 1 (48) Sub. 2 (45)</td>
<td>452</td>
<td>HUM 218, HUM 381</td>
<td></td>
</tr>
<tr>
<td>Mathematics Sub. 1 (47) Sub. 2 (44)</td>
<td>446</td>
<td>MAT 110, MAT 115</td>
<td>MAT 102/103, MAT 133</td>
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<tr>
<td>Natural Science Sub. 1 (46) Sub. 2 (47)</td>
<td>447</td>
<td>LSC 102, PHY 101</td>
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</tr>
<tr>
<td>Social Science and History Sub. 1 (48) Sub. 2 (44)</td>
<td>453</td>
<td>SOC 251, POL 101</td>
<td></td>
</tr>
</tbody>
</table>

## HUMANITIES

- American Literature 50 HUM 351
- Analysis and Interpretation of Literature 51 HUM 283
- English Literature 49 HUM 352

## FOREIGN LANGUAGE

- College French 50 LAN 283, LAN 284
- College German 55 LAN 285, LAN 286
- College Spanish 55 LAN 121, LAN 122

## SOCIAL SCIENCES

- American Government 50 POL 101
- American History I 49 HIS 103
- American History II - 1865 to Present 49 HIS 104
- Introductory Macroeconomics 50 ECO 201
- Introductory Microeconomics 50 ECO 202
- Western Civilization I - Ancient Near East to 1648 50 HIS 209
- Western Civilization II - 1648 to Present 48 HIS 211

## BEHAVIORAL SCIENCES

- Introductory Psychology 50 PSY 102
- Introductory Sociology 50 SOC 202
- Human Growth and Development 51 PSY 238

## NATURAL SCIENCES

- General Biology 49 LSC 105
- General Chemistry 50 PHY 105
Test and registration dates for 1994 CLEP examinations are as follows:

<table>
<thead>
<tr>
<th>TUESDAY/WEDNESDAY TEST DATES</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 13 and 14, 1994</td>
<td>August 19, 1994</td>
</tr>
</tbody>
</table>
* October 11 and 12, 1994     | September 16, 1994      |
| November 8 and 9, 1994       | October 14, 1994        |

<table>
<thead>
<tr>
<th>SATURDAY TEST DATES</th>
<th>REGISTRATION DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27, 1994</td>
<td>August 5, 1994</td>
</tr>
<tr>
<td>November 12, 1994</td>
<td>October 14, 1994</td>
</tr>
<tr>
<td>December 10, 1994</td>
<td>November 11, 1994</td>
</tr>
</tbody>
</table>

Call Nova Southeastern University's Testing Center at (305) 475-7466 for registration forms, fee information, 1995 testing dates, and further information regarding CLEP exams.

Students may not receive CLEP credits for their native language.

**REGISTRATION**

The Nova Southeastern University Center for Hospitality Management has designed its program so that students may be enrolled full time while attending classes only two evenings a week. Students should consult with their academic advisor prior to matriculation and prior to registering for each semester. Many of our full-time students register for two courses each eight-week term; however, students may register for more than two courses in any given term with the approval of their academic advisor. We suggest that new students begin with no more than two courses their first term and subsequently add additional courses in later terms if they so desire.

Please note that there are two eight-week terms in each semester. There are three semesters in each school year: fall (August-December), winter (January-April), and summer (April-August). A student may register for both eight-week terms on the same registration form for the fall and winter semesters; however, a separate registration form must be submitted for each eight-week summer term.

A student receiving Florida financial aid must register for a minimum of twelve credits per semester in order to remain eligible for this aid. It is necessary for the student to register for all twelve credits prior to the start of the semester. In other words, students should register for both eight-week terms of the semester prior to the start of the first eight-week term during the fall and winter semesters.

The official registration period for an upcoming term ends two weeks prior to the last day of a current term. It is important that all registrations be submitted, along with payment, by this deadline in order to finalize class listings, class coordinators, and last-minute cancellations or
classroom additions, if they should be necessary.

In order to be officially registered by the registrar, the following conditions must be met:

1. The registration form must be completed and signed.
2. Previous balances must be paid in full.
3. Payment for all tuition and fees for the current registration must be included.
4. Students receiving financial aid must have all appropriate documents completed and received by the Office of Student Financial Aid in order for financial aid to be considered as payment for the registration.

Any student not meeting the above criteria during the official registration period will be charged the $30 late fee.

Registration forms and payment should be forwarded to the Center for Hospitality Management. Students may register in person, by mail, or, if the registration is for a future term, by completing the registration form and forwarding it along with the payment to the Hospitality Management Office via the class coordinators.

The coordinator of records and registrations at the Center for Hospitality Management will forward registrations to NSU’s Accounts Receivable Office and the registrar. In order for the registration to be accepted and officially entered on a student’s transcript record, the following payment policy must be followed. Please read it carefully.

**Payment Policy**

Payment may be made by cash, check, or credit card. All prior balances must be paid in order for a registration to be accepted by the registrar. If a student has a balance from a previous term, registration will be rejected and the student will be advised.

The University requires that registrations must be paid in full at the time the registration form is submitted. This includes the registration fee, tuition costs, and late registration fee, if applicable.

The only exception to this procedure occurs when the student is reimbursed by the employer. In this case, the student may elect to attach a postdated check for the reimbursable amount only dated six weeks after the course is to be completed. The date on the check should allow sufficient time for the student to receive reimbursement funds from the employer. Please also note that, in order to do this, *we must have on file* a letter from the student’s employer attesting to the terms of the reimbursement, including the amount to be reimbursed and the approximate date it will be paid. A copy of the employer’s agreement to reimburse will be required for each registration. All other monies owed by the student must be paid in accordance with the policy stated above.
CHANGE OF REGISTRATION

Students must keep in mind that, in order for a transcript to correctly reflect their academic record, any change in course work must be recorded on the proper transaction form.

A student may drop one course and add another course, without financial penalty, by submitting a drop/add form. To add a course after the first class meeting, written permission must be obtained from the instructor or academic advisor. Courses dropped during this time period will appear as a "drop" on the student's transcript.

Withdrawal and Refund Policy

Refunds for dropping a course are given only as follows:

100 percent refund: notice of drop in writing prior to first class meeting.

Refunds will be based on the date the drop form is received by the Center for Hospitality Management, not the last date of attendance. Fees other than tuition are not refundable.

In addition, Florida law provides that students have three working days from the date of signing an enrollment contract or financial agreement with the University to cancel the contract and receive a full refund of any tuition and registration fees paid. Further, a student shall receive a full refund of tuition and registration fees paid by the student prior to the commencement of instruction if the student submits a written request to the institution within three working days of payment.

A student may be administratively withdrawn if the student misses both the first and second class meetings. Students may withdraw from a course prior to the seventh class meeting. A withdrawal form must be received by the Center for Hospitality Management before that deadline. Withdrawal forms received after this deadline will not be accepted. A student considering a withdrawal is encouraged to discuss this with the instructor and/or advisor, but the instructor/advisor’s signature is not required. A student who stops attending class will receive a grade of A through F based on required course work, unless the student has filed a completed withdrawal form or has been administratively withdrawn. A student’s transcript will display a W for courses that have been withdrawn.

Exceptional Circumstances

Refunds or credits to a student’s account for exceptional circumstances after the first class period will be considered only when the following medical terms apply:

A doctor’s explanation should be submitted indicating why the student should not continue in class or why his or her school load should be decreased. Dates of illness are required to determine if this illness occurred during the term. For a hospital stay, receipts (with dates) must be provided.
It is the responsibility of the student to provide the necessary documentation to the dean of the Center for Hospitality Management, who will then approve or disapprove the request and submit it to the registrar.

### 1994-1995 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>TERM</th>
<th>DATES</th>
<th>REGISTRATION PERIOD</th>
<th>LATE REGISTRATION</th>
<th>HOLIDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>94F</td>
<td>10/26/94 - 12/21/94</td>
<td>7/18/94 - 10/12/94</td>
<td>After 10/12/94</td>
<td>11/23-26/94</td>
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<tr>
<td>95W</td>
<td>1/4/95 - 2/28/95</td>
<td>11/16/94 - 12/7/94</td>
<td>After 12/7/94</td>
<td></td>
</tr>
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<td>11/16/94 - 2/14/95</td>
<td>After 2/14/95</td>
<td></td>
</tr>
<tr>
<td>95S</td>
<td>6/27/95 - 8/22/95</td>
<td>3/20/95 - 6/12/95</td>
<td>After 6/12/95</td>
<td>7/4/95</td>
</tr>
<tr>
<td>95F</td>
<td>8/28/95 - 10/23/95</td>
<td>7/17/95 - 8/8/95</td>
<td>After 8/8/95</td>
<td>9/4/95</td>
</tr>
<tr>
<td>95F</td>
<td>10/25/95 - 12/23/95</td>
<td>7/17/95 - 10/9/95</td>
<td>After 10/9/95</td>
<td>11/22-25/95</td>
</tr>
</tbody>
</table>

### TUITION AND FEES SCHEDULE FOR 1994-1995

- Application Fee (nonrefundable) $40
- Registration Fee (nonrefundable; payable once per semester) $25
- Tuition (per credit hour) $185
  (Note: Each course is three credit hours)
- Student Activities Fee (annual) $15
- Noncredit Tuition Fee (per course) $250
- Late Registration Fee (nonrefundable) $30
- Application for Degree Fee $65
- Transcript Fee $5
- Life Experience or Credit by Examination Fee (3 credits) $50

### REQUIREMENTS FOR GRADUATION

All degree-seeking students must complete the minimum credits as designated for the chosen major plus the following requirements:

1. Admission as a degree-seeking candidate in one of the majors
2. Completion of general education, specialty, and elective requirements as specified by the major program
3. Completion of all major requirements as specified
4. Attainment of a 2.00 Cumulative Quality Point Average (CQPA)
5. Attainment of a 2.00 Quality Point Average in the last term (QPA)
6. Completion, at Nova Southeastern University’s Center for Hospitality Management, of at least 33 credits required in the student’s major (not including CLEP, proficiency examination, or life experience credits)

7. Submission of an Application for Degree form and payment of the application for degree fee upon completion of the last term

8. Fulfillment of all financial obligations to the library, the student’s program, and the Office of the Comptroller.

Graduation with Honors

A graduating student with a CQPA of 3.80 or higher who has completed at least 54 credits at Nova Southeastern University is eligible to receive the degree "with distinction." Students who have earned fewer than 54 credits at NSU may petition for graduation with distinction if they have maintained at least a 3.8 CQPA in all course work accepted toward their degree program at NSU. Degree candidates must complete all of the requirements as specified above.

Louis Robbins, 1992 Center for Hospitality Management graduate, delivers the valedictory address to the Class of 1992
Commencement

A ceremony is held once a year in late spring for all Nova Southeastern University undergraduate students who have completed graduation requirements within the academic year. In order to participate, students must submit a participation form with fee for cap and gown rental. This is not an application for degree fee.

Change of Curriculum

A student who enrolls at Nova Southeastern University has the option of graduating by meeting the program requirements in effect at the time of the student’s enrollment or at the time of the student’s graduation. If the student chooses to pursue a curriculum that is different from the curriculum in effect at the time of acceptance, he or she must meet with an academic advisor in order to complete a new Transfer of Credit/Curriculum Form reflecting the new major/specialty. It should be understood that credits originally transferred from colleges and universities to the original curriculum may or may not remain transferrable to the new curriculum.

Interruption of Studies

When there is a major break in attendance (one calendar year or more from the end of the last term enrolled), the student will need to meet with an academic advisor and meet the requirements of the curriculum in effect at the time of his or her return to NSU or graduation. A new Transfer of Credit/Curriculum Form will need to be completed at the time of the student’s return.

Independent Study

Required course work may be taken on an independent study basis with the permission of a faculty member. Independent study allows a qualified student the opportunity to research a question of interest under faculty supervision. Under exceptional circumstances, independent study also allows a qualified student to take a regular course from an instructor on an individual basis rather than in a classroom format. Students who have been approved for an independent study course must meet with an academic advisor to draw up a contract outlining student responsibilities. It must be signed by the student and the instructor. Regular tuition rates apply.
GENERAL EDUCATION COURSES

The following general education requirements are taken through the James M. Farquhar Center for Undergraduate Studies (Nova College):

- LAN 111 Critical Reading and Writing I
- LAN 112 Critical Reading and Writing II
- LAN 201 Fundamentals of Public Speaking
- MAT 133 Mathematical Way of Thinking
- CAP 111 Computer Literacy
- PSY 102 Introduction to Psychology

These courses are offered on campus, and many are also available in Dade and Palm Beach Counties. A general education course schedule is issued to Hospitality Management students prior to each semester.

General Education Course Registration

Hospitality Management students may register for the above courses at the Hospitality Management rate if the registration is submitted on a Hospitality Management registration form. This rate will apply to evening classes only. Students may register for hospitality classes and required general education courses on the same registration form if they are for the same term.

Please be aware that only the courses listed above, along with LAN 100 and MAT 100, may be taken at the Hospitality Management rate. If a student wishes to take additional Farquhar Center courses at night or any course offered during the daytime, prior approval must be granted and the Farquhar Center tuition rate will apply. In this situation, the proper Farquhar Center registration form must be completed and approved by an academic advisor.

Farquhar Center courses often fill up early, particularly on campus. Students should register as early as possible to ensure course availability. Whenever possible, students who wish to register for general education courses should personally walk the registration through the accounts receivable and registrar’s offices. By doing so, students will be advised immediately of courses that are full and may be able to choose an alternate section. Fees must be assessed by Hospitality Management and the academic advisor must sign the registration form prior to presentation of the registration form to the accounts receivable and registrar’s offices.

General Education Term Dates

General education courses are 8, 12, or 16 weeks in length and may meet more than once a week. Farquhar Center term dates are similar to those of Hospitality Management, but they may vary by one or two weeks. Students should be careful to observe the published term dates on the semester schedules. Also, holidays may vary between the two centers. The Farquhar Center follows the same general format of two 8-week terms each semester; 16-week courses cover both 8-week terms.
Location of General Education Courses

Broward County courses are held on the main campus. The building and room number are published in the schedule. Dade County courses are held at the West Miami Community School, 7525 S.W. 24 Street (corner of Coral Way and Palmetto) in Miami. Palm Beach County courses are held at Santaluces Community High School, 6880 Lawrence Road, in Lantana.

Placement Tests

Students who need to take LAN 111 and/or MAT 133 must first take a placement test to determine whether they may go directly into those courses.

Math Placement Test: Depending on placement test score, students may be required to successfully complete MAT 100 before being allowed to enroll in MAT 133. MAT 100 may be taken at the Hospitality Management tuition rate. Credit for MAT 100 may be used as an elective, but it will not be considered as fulfillment of the mathematics General Education requirement.

English Composition Placement Tests: Depending on placement test score, students may be required to complete prerequisite course(s) before enrolling in LAN 111. Native English-speaking students may be required to successfully complete LAN 100 before LAN 111. LAN 100 may be taken at the Hospitality Management tuition rate. Credit for LAN 100 may be used as an elective, but it will not be considered as fulfillment of a English composition requirement.

Non-native English-speaking students may be required to successfully complete ESL 105 and/or ESL 106 before enrolling in LAN 111. Each ESL course is six credits; a maximum of three ESL credits may be applied toward the total degree requirements. ESL courses are offered only during the daytime on the Nova Southeastern main campus; therefore, a student must register on the appropriate Farquhar Center form and pay the Farquhar Center tuition rate. Please see your academic advisor for approval.

Arranging to take placement tests: Prior to taking any placement test, you must obtain a form from the Hospitality Management office and contact the testing center at (305) 475-7466. Placement tests are offered on a regular schedule as well as by appointment.

TEXTBOOKS

Textbooks for Hospitality Management Courses

Textbooks for Hospitality Management classes will be available for purchase in the classroom during the first and second week of each course. If a student has not bought a required textbook by the second class meeting, the student must purchase the book at Nova Books, Inc., located in the Rosenthal Building on the main campus.
Textbooks for General Education Courses

Textbooks for courses taught on the main campus are available at Nova Books, located in the Rosenthal building. Textbooks should be purchased prior to the first night of class; an assignment is usually due the first night. A list of required textbooks and first-class assignments is posted on a bulletin board just south of the Accounts Receivable Office on the third floor of the Parker Building.

Textbooks for off-campus courses should be purchased from Nova Books prior to the start of the course. Students may order textbooks over the phone if they pay by credit card, or arrangements can be made to forward a cashier's check or money order. Prepaid textbooks will be shipped to the student. Students may contact the Nova Books at (305) 476-4750.

**LEARNING RESOURCES**

Library Resources

Nova Southeastern University provides appropriate learning resources at each of its academic centers. In addition, many resources within the broader community are utilized to enrich the learning environment of students.

The Robert A. Beck Hospitality Library contains many resources designed to aid the student's education. Books pertaining to the industry, as well as manuals to guide a student's search for scholarship funds, help with CLAST and CLEP tests, and provide insight to GMAT testing, are available for student use.

The Albert and Birdie Einstein Library, located in the Parker Building, houses the University's major collection of books and journals. Its more than 142,000 volume equivalents can be searched through the library's computer catalog, considerably more sophisticated than the traditional card catalog. Also, more than 35 specialized indexes in CD-ROM format are available, as is dial-up access to the on-line catalog.

The Einstein Library is equipped to perform on-line literature searches using DIALOG information databases, and reference librarians will assist students in structuring searches.

The library is a member of SEFLIN and FLIN, cooperative library networks that speed access to materials from other institutions throughout Florida. The Einstein Library has also been named a cooperating library of the Foundation Center in New York, giving students access to a special collection for grants and foundation research.

Through the Off-Campus Library Services Office (OCLS), students off campus have access to books, journal articles, Educational Resources Information Center (ERIC) documents, interlibrary loans, database searches, and reference librarians specializing in services to remote student locations. Students may request materials 24 hours a day, using mail, phone, FAX, or
home computer. To contact OCLS by phone, call (800) 541-6682 (automated attendant - enter number for "General Student Services") or (305) 475-7388.

The entire microfiche collection of ERIC, more than 300,000 documents, is available to students during the same extended hours that the library is open. The OCLS also houses a microfiche collection of students' practicums and major applied research projects from the Fischler Center for the Advancement of Education of Nova Southeastern University.

The Health Professions Division Library is located in the Student Activities Building. It contains card and computerized catalogs of holdings, over 11,000 book titles, 783 active journals, and over 800 audio and video tapes. The library is also a member of DOCLINE, which is the National Library of Medicine's on-line inter-library loan service coordinating with medical libraries in the United States. Full membership in the Miami Health Sciences Library Consortium permits free exchange of materials among local medical libraries for all patrons. Membership in the Association of Visual Sciences Librarians includes a cooperative lending relationship, so patrons have free access to nearly all vision-related resources. Also, a Learning Resources Laboratory, based in the College of Pharmacy Building, is available for student use evenings and Saturdays.

The William Springer Richardson Library, at the Oceanographic Center at Port Everglades, houses a specialized collection of books and periodicals related to research in physical, biological, and chemical oceanography.

The University School Media Center has an integrated collection of print and nonprint materials designed to provide curriculum enrichment resources for students from preschool through high school.

The Law Library is in the Leo Goodwin, Sr., Hall. The library collection, now more than 261,000 volume equivalents, contains the standard materials required for legal study and research: English, American, and state periodicals, treatises, and looseleaf services. In addition, the library includes extensive materials in the areas of taxation, land use planning, and international law. It is one of the few collections designated as a depository for United Nations documents. It is also designated as a depository for state and federal documents.

Academic Support Center - Main Campus

The Academic Support Center, located in the Academic Modular Building on the main campus, provides students with individual help in English, critical reading, study skills, math, statistics, and accounting. Active students who are writing papers or need help with planning, organization, grammar, or punctuation can work with a tutor. Other services include computer-assisted instruction, diagnostic tests, and personalized programs for skill development. The Academic Support Center offers individualized programs and workshops in the following study skills areas: goal setting and time management, critical reading, text and lecture note taking, and test-taking strategies. Students are encouraged to make an appointment during the Academic Support Center's regular hours. Call the center at (305) 475-7479 for more information.
Academic Support Center - Dade County

The Dade County Academic Support Center is located in room 219 of the West Miami Community School. Through this support center, tutoring for English, mathematics, and CLAST is available to active students. Students are recommended to call for tutoring appointments, which are available from 4:00 P.M. to 8:00 P.M. Monday through Thursday and 9:00 A.M. to 1:00 P.M. Saturday. The center also has computers that are available for student use. Placements tests may also be taken at this support center; students must first contact the Hospitality Management Center prior to arranging to take placement tests. Students may contact the Dade County Academic Support Center at (305) 267-1960.

The MicroLab

The hardware and software resources of the MicroLab provide an exceptional facility for the University to deliver graduate and undergraduate computer courses based on applied and emerging technologies. Non-credit and continuing credit computer workshops are also offered.

The labs are conveniently located on the main campus, the east campus, and in the Leo Goodwin Residence Hall. A Collaboration and Decision Support Lab has been established at the East campus. The MicroLab facilities are available to all currently enrolled NSU students. A seven-day-per-week open lab is maintained with lab monitors available to assist students with hardware and software problems.

The multi-lab design of the MicroLab and the variety of computer systems provides the flexibility to support student and faculty needs in structured class and open lab. Available computer systems include MS-DOS, Windows, OS-2, Macintosh, Sun OS, and Ultrix. Peripherals such as CD-ROMs, scanners, touch screens, and laser disc players are also located in the labs. The extensive software collection provided for students and faculty ranges from educational applications programs to the most sophisticated business applications. Multimedia workstations are also available.

All labs are networked to the University's online computer systems. The online connectivity provides student and faculty access to applications software, electronic mail, the Electronic Classroom, the Campus-Wide Information System, and to the Internet.

Computing Facilities

The University's Computing Facility provides data processing facilities and services for meeting the instructional, research, and administrative needs of the University. The central site is located on the main campus in the Mailman-Hollywood Building.

Access to the facility is through terminals and other computer systems located both on the main campus and at the Port Everglades site. Time-sharing services are available through the local telephone system. This facility is available to qualified students and faculty for research and for the computer-oriented course work.
Center for Media and Technology

Consisting of a TV studio equipped to video record in color, a well-equipped audio studio, and a graphics room, the center provides media production services for students and faculty. The video recording facilities of the studio are used regularly as a means of enriching student learning.

HOUSING

Hospitality Management students may choose to live on the main campus. All undergraduate students are housed in the newest residence hall facility, Leo Goodwin, Sr., Residence Hall. Goodwin Residence Hall offers double accommodations with a private bathroom. A limited number of singles are available on a first-come basis at additional cost. All rooms are furnished with twin beds, desks, dressers, chairs, shelving, and ample closet space. Rooms are cable TV-ready and are wired for computer hookup. Air conditioning, heating, and local phone service are also included with the accommodations. Laundry facilities are located in the building. The University offers a variety of meal plan options that provide students with the convenience of eating on campus in the Rosenthal Dining Hall. Undergraduate Goodwin Hall residents are required to purchase a meal plan.

Nova Southeastern University is close to major shopping centers and within walking distance of supermarkets, restaurants, fast-food chains, and many stores and services. Housing rates are per-semester, per-person. For further information about student housing, contact the Office of Residential Life, (305) 475-7052.

GRADES

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<th>Quality Points</th>
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<td>I</td>
<td>Withdrawn - Administrative</td>
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Quality Point Averages. A student's academic standing for a specific term is the QPA. The QPA is calculated by dividing the total quality points earned by the total quality point credits in a term. The student's overall academic standing is the Cumulative Quality Point Average. The CQPA is calculated by dividing the total quality points earned by the total quality point credits.

Progress/Grade Reports. Students will be provided a progress/grade report at the end of every term. The report will be mailed to the student by the registrar and may not be obtained through any other source. Students are protected by legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons and allow a student to inspect, review, and challenge such information as provided by law.

Incomplete. An Incomplete (I) can be awarded only in cases of actual hardship experienced by the student as judged by the instructor. An Incomplete may be granted only under the following conditions:

1. The student contacted the instructor prior to the class(es) missed or prior to the date an assignment or project was due (rather than after the fact).

2. The student had completed at least 50 percent of the course work.

3. The student and instructor complete and sign the Contract for Incomplete Grade and Its Removal, detailing the work to be completed and the designated completion date. The student and the instructor will each keep a copy, and one copy will be forwarded by the instructor to the Center for Hospitality Management for the student's file.

4. Incompletes must be finished by the date specified by the instructor on the incomplete contract. In severe cases, such as medical emergencies, students may be given up to one year to finish the incomplete.

In the event the student does not complete the class work in an appropriate fashion or does not advise the instructor of extenuating circumstances in a timely manner, a grade reflecting what the student actually earned must be recorded, not Incomplete.

In the event the student does not complete the assigned course work within the period of time designated on the Contract for Incomplete Grade and Its Removal, the Incomplete grade will be changed to a grade of A through F, based on the course work completed by that time.

Withdrawal. A student may be administratively withdrawn if he or she misses both the first and second class meetings. A student may withdraw from a course prior to the seventh class meeting. A completed Withdrawal Form must be received by the Center for Hospitality Management by that date. Such a withdrawal will appear on the transcript but will not be included in the QPA. A student considering withdrawal is encouraged to meet with the instructor and/or academic advisor. A student who stops attending class without following proper withdrawal procedures will receive a grade of A through F based on required course work.
Pass/Fail Grades. A student may take a course on a pass/fail basis without receiving a grade for the course. A pass/fail status must be indicated at the time the student registers for the course. The student must earn the equivalent of a C grade or better in order to pass the course. A P will be recorded on the student's transcript and will not be calculated in the student's QPA or CQPA. Neither general education nor major requirement courses may be taken on a pass/fail basis.

Repeated Courses. A student may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments and both grades will remain on the transcript. One enrollment will have a notation that the course has been repeated. The higher grade will be counted in the student's QPA.

Dean's List

The Dean's List is compiled following each semester. Each full-time student who earns a QPA of 3.50 or above for the preceding semester is qualified for the Dean's List. Students with grades of Incomplete are not eligible.

Alpha Chi National College Honor Scholarship Society

Alpha Chi is a national honor society designed to honor students with outstanding academic records. Membership is by invitation only, and new members are inducted semiannually. To be eligible for invitation, students must be juniors or seniors, rank in the upper ten percent of their class, and have completed at least 24 credits at Nova Southeastern University. Benefits of membership include scholarship and fellowship competitions and recognition of scholastic accomplishment.

Satisfactory Academic Progress

To remain in good academic standing, undergraduate students must maintain at least a 2.0 QPA on all credits attempted each semester. In addition to the minimum Quality Point Average for a baccalaureate degree, students must conform to the degree requirements of their declared major.

Probation and Suspension

Student Responsibility. Students are responsible to adhere to the policies set forth in this catalog. Probation and suspension are effective as soon as grades are submitted by the instructors. Students who fall under either category as a result of these grades may be asked to withdraw from courses already begun in a succeeding term of registration.

Academic Probation. Students who fail to earn the minimum QPA or higher after their first 12 credits of work attempted or to maintain at least the minimum QPA thereafter will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a CQPA above the minimum QPA based on the number of credits earned.
Students are encouraged to seek counseling when their academic progress places them in danger of probation.

After being placed on probation, any student receiving financial aid must remove the probation during the next semester in which they enroll to be eligible for further financial aid.

**Suspension.** To avoid suspension, a student on probation must maintain a minimum QPA as stated above. If a student fails to accomplish this, the student will be placed on suspension for one semester. Following this suspension, the student must request permission to be readmitted. Failure of a student to maintain the minimum quality point requirements in each of the two terms subsequent to being readmitted will result in dismissal.

**Appeal.** Any student placed on probation or suspension must file a petition for review by the Academic Progress Committee if he or she wishes to be reinstated. A student placed on dismissal may, after a two-term absence, request to be readmitted.

**Academic Progress Committee**

The Academic Progress Committee is composed of faculty and student members. The committee regularly reviews matters concerning students' academic standing, including appeals of grades earned, probation, suspension, reinstatement, admissions, deans lists, plagiarism, and other ethical issues. Students who wish a review of academic standing may do so by addressing their concerns in writing to the committee.

**Standards of Progress for VA Students**

VA students are expected to satisfactorily complete the programs within the number of training hours approved by the State Approving Agency for Veterans' Training. They also must meet any academic, skill and/or technical requirements of their particular program. If, at any point, it is determined that a VA student cannot satisfactorily complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who, at the end of any 16-week semester, has not attained and maintained satisfactory progress will be placed on academic probation for the next 16-week period. Should the student not attain and maintain satisfactory progress by the end of the probationary 16-week period, the student's VA education benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one 16-week period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.
STUDENT FINANCIAL AID 1994-1995

The Office of Student Financial Aid administers the University's financial aid programs of grants, loans, scholarships, and student employment. In addition, financial aid advisors can help students plan for the most efficient use of their financial resources for education.

To the extent that financial aid funds are available, it is the purpose of the Office of Student Financial Aid to provide needy, qualified students with financial aid in the form of loans, grants, and employment. In order to make the best use of funds, awards often consist of a "package" of two or more of these types of aid.

Underlying the awarding of financial assistance is the accepted philosophy that students have a responsibility for contributing, from earnings and savings, toward their own costs. Financial aid resources serve to supplement the student's resources.

A student must be a U.S. citizen or be in the United States for other than temporary purposes and must be enrolled at least half-time (six credit hours per semester) in a degree-granting program in order to receive financial aid.

A prospective student who will require financial aid in order to attend the University should apply for financial assistance while a candidate for admission. Students must complete the University's Financial Aid Application and submit the Free Application for Federal Student Aid (FAFSA) to Federal Student Aid Programs (FSAP) for a need analysis.

When to Apply

Normal processing time for a financial aid application is 8 to 10 weeks; however, loan applications may take up to 14 weeks because of additional bank and guarantee agency processing. Students should apply well in advance of the date that funds will be needed.

All students must reapply for aid annually. Applications are generally available each January for the following academic year. The priority deadline for a given academic year is the preceding April 1. All applications received after that date will be considered on a funds-available basis. The last day to apply for any assistance for that given year is May 1 (13 months after the priority deadline). For example, the two deadlines for the 1994-95 academic year are April 1, 1994, and May 1, 1995.

Federal Programs

Federal Pell Grant. The Pell grant program provides federal grant aid to needy undergraduate students. Awards range from $400 to $2,300 per year, and no repayment is required. All undergraduates who apply for need-based assistance are required to apply for a Pell Grant, as it is the basis for awarding all other aid.

Federal Supplemental Educational Opportunity Grant (SEOG). The SEOG program
provides additional grant assistance to needy undergraduate students. Funds are limited, and priority is given to full-time students who meet the April 1 deadline.

**Federal Stafford Guaranteed Student Loan (GSL).** The Stafford Loan Program provides low-interest, need-based loans through participating banks, credit unions, and other financial institutions. Undergraduate students who are enrolled at least half time are eligible to apply. The interest rate is variable. Freshmen may borrow up to $2,625 per year; sophomores may borrow up to $3,500 per year; juniors and seniors may receive up to $5,500 per year. Repayment begins six months after the student is no longer enrolled at least half time.

**Federal Unsubsidized Stafford Loan.** This loan provides long-term, low-interest, unsubsidized educational loans, regardless of need. It is available to those students who do not qualify for all or a portion of the Federal Stafford loan and, beginning July 1, 1994, to those wishing to borrow loan funds in addition to the Federal Stafford Loan. Eligible undergraduate students may borrow up to $10,500 annually from the two programs (combined).

**Federal Perkins Loan (NDSL).** This program offers long-term, 5 percent interest loans to students who are enrolled at least half time. Eligibility is based on financial need. Repayment begins nine months after the student is no longer enrolled at least half time if the student did not have a loan prior to July 1, 1987. Priority is given to students who meet the April 1 deadline.

**Federal Parent Loan for Undergraduate Students (PLUS).** These loans are available to parents of dependent undergraduate students who are enrolled at least half time. PLUS loans are non-need based and subject to credit rating checks. The interest rate is variable and repayment begins within 60 days of loan disbursement. The annual loan limit is the student’s cost of education minus any estimated financial aid received.

**Federal Workstudy (FWS).** Part-time jobs on campus are available for needy students through the FWS program. Generally, students work 15 to 20 hours per week. The rate of pay varies according to the job. To be considered for FWS, students must meet the April 1 deadline and demonstrate financial need.

**State Programs**

**Florida Resident Access Grant (FRAG) (formerly the State Tuition Voucher Fund (STV).** Full-time students may receive up to $1,090 per year to offset the cost of tuition and fees, regardless of financial need. Students must be a Florida resident for at least one year and pursuing their first bachelor degree. A separate application form is required.

**Florida Student Assistance Grant (FSAG).** FSAG provides grants of up to $1,200 to needy undergraduates. Students must be enrolled full time, be residents of Florida at least one year, and meet the April 15 deadline.

**Seminole and Miccosukee Indian Scholarships.** Grants to cover educational expenses are available each year to qualified members of the Seminole or Miccosukee Indian tribes, based on financial need. Applications are available from the higher education committee of either tribe.
Florida College Career Work Experience Program (CCWEP). Part-time jobs off campus are available through this program for needy undergraduate students. Students must be Florida residents for at least one year to qualify, and the positions held must be related to their academic majors.

Nova Southeastern University Scholarships and Grants

NSU annually offers scholarships and grants to both incoming and returning students. Eligibility and academic qualifications vary according to the award. In order to be considered for selection, applicants must have a completed file, including the Free Application for Federal Student Aid, and be officially accepted. Awards will be made on a first-come, first-served basis. These scholarships will be combined with other federal and state financial aid programs to help meet the financial needs of students.

Mary R. McCahill Hospitality Management Scholarship. These scholarships are available to deserving hospitality management students in varying amounts and are based on need. Students who are experiencing financial difficulty may contact the dean of hospitality management.

General Eligibility Requirements

In order to participate in the financial aid programs, a student must:
1. Be a citizen, national, or permanent resident of the United States, or be in the United States for other than a temporary purpose, and provide proof to the Office of Student Financial Aid
2. Be enrolled or accepted for enrollment at Nova Southeastern University
3. Be carrying or planning to carry at least one half the full-time workload for the course of study being pursued
4. Be making satisfactory progress in the course of study
5. Not be in default of, or owe a refund for, any aid received previously
6. Sign a Statement of Educational Purpose and Anti-Drug Certification
7. Be registered with the selective service if required to do so by federal law.

Additional eligibility requirements are noted in the description of the programs.

Other Sources of Assistance

The Office of Student Financial Aid maintains a Scholarship Source Library on the main campus. Students may use this library’s reference books to locate private sources of funding. A file of pamphlets and brochures is also maintained, announcing special awards, fellowships, and grants. All students are invited to use these materials. The University and public libraries, as well as commercial book stores, also provide financial aid reference books listing private scholarships. In addition, many high school guidance counselors and chambers of commerce are familiar with scholarships available for students from their areas.
Hospitality Industry Financial Assistance Sources

The Statler Foundation
Scholarship Department
Statler Foundation, Suite 508
Buffalo, New York 14202
Phone: (716) 852-1104

American Society of Travel Agents
Scholarship Department
1101 King Street
Alexandria, Virginia 22314
Phone: (703) 739-2782

Club Managers Association of America
The Club Foundation Scholarship Coordinator
1733 King Street
Alexandria, Virginia 22314
Phone: (703) 739-9500

International Foodservice Executives Association
Ed Manley
1100 South State Road 7, Suite 103
Margate, Florida 33068
Phone: (305) 977-0767

Education Foundation of the National Restaurant Association
Scholarship Department
250 South Wacker Drive, Suite 1400
Chicago, Illinois 60606-5834
Phone: (800) 765-2122

Business & Professional Women’s Foundation
62012 Massachusetts Avenue, NW
Washington, D.C. 20036
Phone: (202) 293-1200

Travel & Tourism Research Association (TTRA)
Thayne Robson
P.O. Box 58066
Salt Lake City, Utah 84158-0066
Phone: (801) 581-3351

International Association of Hospitality Accountants
Scholarship Department
P.O. Box 27649
Austin, Texas 78755-2649
Phone: (512) 346-5680

Sebastian/Follett HIV/AIDS Awareness Scholarship
Sebastian International, Inc.
6109 DeSoto Avenue
Woodland Hills, CA 91367
Phone: (800) 829-7322

Notification of Awards

Students who have applied before April 1, 1994, and are awarded aid by the University should receive notification by June 1 of that year. Students who have applied for a Pell Grant will receive a Student Aid Report (SAR). Students should submit all copies of the SAR to the Office of Student Financial Aid for processing. Students who have applied for a Florida Student Assistance Grant will be notified by the Florida Department of Education.

The application process normally takes 8 to 10 weeks, and possibly up to 14 weeks. It is extremely important that applicants fill out all forms completely and correctly and that they respond promptly to all inquiries, in order to prevent delays in processing. Awards are made only for the academic year in which you apply. Students requesting aid for the summer must
complete a separate summer application, available in January of that award year.

**Renewal of Awards**

Awards made by the University are not automatically renewed. All students must reapply for aid each academic year. Applications are available in January each year for the upcoming academic year, as well as summer terms.

**Academic Requirements for Financial Aid**

**CLAST.** Undergraduates who receive financial aid from any of the Florida state programs must take and pass the CLAST (CLAST stands for College Level Academic Skills Test). The CLAST must be taken by the time a student earns 60 credits. Students are exempt from this requirement only if they earned an A.A. degree or had earned at least 60 CLAST-applicable credits prior to August 1, 1985. Failure to take the tests will result in loss of Florida funding.

CLAST tests will be administered at Nova Southeastern University on the following dates during the 1994-95 school year:

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<tr>
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<td>February 18, 1995</td>
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Contact the Testing Center at (305) 475-7466 to schedule a testing date or for more information.

**Standards of Academic Progress.** Nova Southeastern University, in compliance with federal regulations, has established standards of academic progress that must be met by students in order to receive financial assistance. Satisfactory progress means making measurable progress toward a specific course of study. Failure to maintain satisfactory progress may result in a decrease or loss of financial assistance in subsequent semesters.

**For More Information**

Contact the Office of Student Financial Aid, 3301 College Avenue, Fort Lauderdale, Florida, 33314 (Parker Building, third floor), phone (305) 475-7411 or (800) 522-3243. Office hours are 8:30 A.M. to 7:00 P.M. Monday through Thursday, 8:30 A.M. to 6:00 P.M. Friday, and 9:00 A.M. to 12:00 NOON on Saturday.

**Veterans’ Benefits**

All programs described in this catalog are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans’ Training, Florida Department of Veterans’ Affairs. Eligible veterans and veterans’ dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida, 33314, telephone (305) 370-5685 or call toll free (800) 541-6682.
STUDENT/FACULTY ADVISORY COMMITTEE

The Student/Faculty Advisory Committee meets regularly to review the policies and practices of both the academic and administrative arms of the Center for Hospitality Management. This committee serves to monitor the quality of education by examining the appropriate balance of courses in the curricula, course content, and admissions procedures. The committee makes recommendations that it feels would enhance the educational commitment to all students.

The Student/Faculty Advisory Committee is open to all faculty members. Student members are selected based on recommendation of a faculty committee member and review by the committee at large.

THE SOCIETY OF NOVA HOSPITALITY PROFESSIONALS

The Society of Nova Hospitality Professionals offers the opportunity for students to continue cultivating industry contacts and alliances while assisting in fund-raising activities designed to assist hospitality students in their educational pursuits. An alumni chapter and a student chapter of the society are active for both graduates and current students. Annual activities include the Mary R. McCahill Scholarship Dinner each fall as well as community fund-raisers. An alumni society dinner honors recent graduates each spring.

Dave Brubeck performs at the 1991 Gold Coast Wine and Jazz Festival

1995-1996 COURSE SCHEDULE

B = Broward County  D = Dade County  P = Palm Beach County

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CENTE R FOR HOSPITALITY MANAGEMENT
COURSE DESCRIPTIONS

Course numbers in parenthesis indicate that the course was previously offered with a different course number. Many hospitality management courses were previously offered with a different prefix, HED. All hospitality management courses currently use the prefix HMGT.

ADMINISTRATION COURSES

HMGT 301 Hospitality Microeconomics. This introduction to economics will cover supply and demand equilibrium, utility theory, cost theory, antitrust and competition, efficiency, elasticity of demand, and other basic theoretical constructs crucial to understanding economics and markets. This basic course lays the groundwork for understanding economic phenomena. No mathematical expertise is required for this course.

HMGT 302 Hospitality Macroeconomics. This course will cover issues, theories, and models of the national economy. Included are concepts such as gross national product, interest rates, inflation, and unemployment. Students will learn about and discuss concepts such as supply side economics and monetary and fiscal policy. Basic understanding of algebra is a help, but not required.

HMGT 303 Hospitality Entrepreneurship and Tourism Administration. In order to accommodate changing trends in today's business environments, the function of tourism management has broadened from administrative bureaucracy to an entrepreneurial venture creation. This course will approach tourism management from a practical view, which integrates contributions from the behavioral sciences, studies in leadership, and management philosophy. The content of the course will provide tourism industry applications of theoretical models.

HMGT 304 Informal Logic/Critical Thinking (previously HMGT 104). This course will introduce the student to logical and fallacious language principles and the methods used for avoiding and correcting them. The relation between language and reasoning, different uses of language, and the problems of meaning are emphasized. Formal principles of deductive and inductive reasoning are studied and applied to workday situations.

HMGT 306 Hospitality and Business Law. This course is designed to introduce the student to the legal aspect of managing a hospitality enterprise. The course will include developing the knowledge of essential legal information necessary to comply with the law, as well as the rights and responsibilities of the operator and the customer.

HMGT 309 Managing the Engineering Function. The engineering function of the typical hospitality lodging establishment spends between 9% and 12% of total revenues excluding capital projects. The management of these expenditures plus the management of the contribution to excellence by the engineering function is critical to every well-run operation. The course teaches hospitality management professionals how to relate effectively to and operate the engineering function.

HMGT 401 The Excellence Challenge. Quality and ethics are inseparable. Excellence combines the principles of quality (consistent conformance) and ethics (doing right things). This course teaches participants to appreciate and internalize the concept and to understand the basics of how to make it happen in the workplace.

HMGT 402 Ethics in Hospitality Management. This course examines the managerial decision-making process within hospitality organizations. The overall focus of the course is on the application of basic philosophy, justice, and moral and social responsibilities to the management of corporations. The ethical issues for review include workers' rights, consumers' rights, managerial responsibilities, community obligations, and social responsibilities. The moral audit process is used as a method of examination of the issues. The content of the course is learned through experiential and case study methods as they are applied to the moral models presented. Prerequisites: HMGT 311 and a law course (HMGT 306 or HMGT 318).

HMGT 405 Franchising. This course will cover the scope of the franchising system in the hospitality industry. Its development and growth in hotels and restaurants, the use of franchising in packaging, and marketing hotels and restaurants will also be discussed. The relationship between franchisor and franchisee, franchising fees and royalties, and the package of services offered to franchisees will also be major topics of discussion.

HMGT 406 Legal Aspects of Tourism Events. This course introduces the student to areas of law specifically relevant to the cruise and tourism industry and the practical application of such laws. The course will provide the student with a working knowledge of where relevant law is to
be found and how it is to be applied, providing guidelines for the recognition of routine legal matters to enable the student to be aware of the more complex issues affecting the cruise, travel, and tourism industry. The course will also provide an understanding of the various legislative requirements affecting the operation of cruise lines, airlines, travel agencies, and tour companies and define the interrelationships between the cruise and travel industry law fields. Prerequisite: HMGT 311.

HMGT 408 Hospitality Tourism Computer Technology. Technology provides opportunities to enhance productivity in the hospitality/tourism industry. This course is designed to provide an overview of computer technology applications for learners who possess appropriate levels of knowledge in respective disciplines (hotel/cruise, food service, or tourism operations). The course will provide exploration of computer and information systems applications. The role of computer technology within current and future organizations will be considered in depth. Prerequisite: CAP 111.

HMGT 409 Security and Risk Management. This course will trace the origin of security concerns and place in perspective today's hotel and food service loss prevention issues. The course will highlight the role of the police department and the parallel role of internal security forces in creating an atmosphere free from fear, harm, and loss.

HUMAN RESOURCE COURSES

HMGT 311 Human Resource Management (previously HMGT 211). This introductory course is designed to provide a basic foundation for all facets of human resource management. Topics will include recruitment, selection and development of employees, compensation administration, employee appraisal, and government regulations involved in equal employment opportunity, affirmative action, the Fair Labor Standards Act, and OSHA oversight. The impact of unions on these activities and the organization as a whole will be briefly explored. Course design will emphasize case analysis.

HMGT 313 Human Resource Development. This course focuses on the development of human resources within the hospitality and tourism organizations. Contemporary theories and practices are considered within the context of practical applications for practitioners of hospitality/tourism management. The thesis of this course rests on the philosophical conviction that people with skills and knowledge comprise human capital. Investment in human capital is essential to improve organizational effectiveness in the hospitality/tourism industry. An examination of organizational development and human resource development strategies will be viewed within the context of improving the effectiveness of corporations in the industry. Prerequisite: HMGT 311.

HMGT 315 Managing Customer Service (previously HMGT 285). This course will cover product service quality, service delivery, customer satisfaction, and retention levels. Ideas will be discussed to develop oneself as an efficient leader in customer service, develop an effective customer service program, and inspire employees to deliver the quality service needed to excel in the hospitality industry. Prerequisite: HMGT 311.

HMGT 318 Employment and the Law. This course is designed to focus on managing within the legal environment of business. The course will explore aspects of government regulations that impact the employment relationship. Students will analyze the employer's duties and responsibilities to determine proactive managerial practices that ensure compliance with the law. A case study approach to learning will be used. Prerequisite: HMGT 311.

HMGT 319 Stress Management. This course examines the physiology, causes, and effects of stress, particularly emphasizing occupational stress sources, their consequences, and methods for controlling stress. Managers will learn how to effectively live with, cope with, and avoid stress themselves, as well as recognize the signs and symptoms in their employees. Prerequisite: HMGT 311.

HMGT 411 Interpersonal Relations. This course examines human relations, covering all types of interactions among people in the hospitality industry: their conflicts, cooperative efforts, and group relationships. Human beliefs, attitudes, and behaviors that cause interpersonal conflict in personal and work-related situations will also be discussed in detail. Prerequisite: HMGT 311, HMGT 313.

HMGT 416 Leadership Effectiveness. This course will explore the difference between leading and managing in the contemporary organization. Emphasis will be placed on the development of personal influence, and students will be exposed to current theory as well as actual practice through case studies and role playing. Contemporary issues in motivation will be addressed. Prerequisite: HMGT 311, HMGT 313.

HMGT 418 Organizational Behavior and Management. This upper-level elective will explore the dynamics at work in today's changing organizations. The course will focus on investigating the impact that individuals, groups, and structure have on the behavior within organizations. Prerequisite: HMGT 311, HMGT 313.
ACCOUNTING AND FINANCE COURSES

HMGT 326 Hospitality Financial Accounting I (previously HMGT 121). An introduction to the basic principles of financial accounting involving transaction analysis, flow of accounting data to financial statements, and careful consideration of accounting for revenues, expenses, assets, liabilities, and owners' rights.

HMGT 327 Hospitality Financial Accounting II (previously HMGT 122). This course will include a discussion of hotel revenue accounting and controls and expense accounting. Also included will be analysis of financial statements, inventory methods, and property/equipment accounting. Prerequisite: HMGT 326.

HMGT 426 Hospitality Managerial Accounting (previously HMGT 221). An introduction to internal accounting tools utilized by hospitality entities. Topics include the statement of charges in financial position, internal controls, food and beverage control, ration and comparative analysis, pricing, operational budgeting, forecasting, cash management, and capital budget decision making. Prerequisites: HMGT 326, HMGT 327.

HMGT 427 Financial Management (previously HMGT 321). An in-depth analysis of corporate financial management including financing options, capital structure decisions, cash management, capital budgeting decisions, risk analysis, and working capital management. Although applicable to all businesses, attention will be placed on issues important to the hospitality industry. Prerequisites: HMGT 326, HMGT 327, HMGT 426.

HMGT 428 Tourism Industry Financial Issues. This is a special finance capstone course, designed to explore issues unique to the tourism industry. In particular, accounting systems and financial matters peculiar to the tourism industry will be reviewed. Prerequisites: HMGT 326, HMGT 327, HMGT 426, HMGT 427.

HMGT 429 Statement Interpretation and Internal Controls (previously HMGT 425). Drawing on the previous finance courses, this course will explore detailed financial statements to include ratio analysis. The course will also document issues involving internal controls and address problems of employee financial impropriety. Prerequisites: HMGT 326, HMGT 327, HMGT 426, HMGT 427.

FOOD AND BEVERAGE MANAGEMENT COURSES

HMGT 330 Food and Beverage Operations (previously HMGT 130). This course addresses the management of food and beverage operations. Students will focus on concerns of both the front and back of the house. Recipe and menu planning, departmental cost controls, safe food handling procedures, and principles of purchasing and inventory control will be covered. Guidelines for staffing and basic accounting principles will also be discussed.

HMGT 331 Nutrition and Sanitation. Students will focus on issues related to health-consciousness and food quality and safety. Retail restaurant food service trends, marketing, recipe development, and menu planning will be examined with today's lifestyle changes in mind. Students will also study effective food handling techniques, methods for prevention of food-borne illness, and causes of food contamination.

HMGT 332 Spa Cuisine. This course is designed to provide students with hands-on experience that integrates principles of nutrition and spa cuisine. Students will utilize their nutrition knowledge to analyze and prepare recipes. This course is unique in that it incorporates the expertise of a nutritionist and spa chef. There will be six field trips to different spa kitchens to cover topics including pasta, breads, garnishing, soups, dressings, sauces, salads, and desserts. The course culminates in a spa cuisine banquet. Prerequisites: HMGT 330, HMGT 331.

HMGT 333 Food Production Management (previously HMGT 231). This course is an introduction to food preparation in the hospitality industry. Topics will include kitchen organization with department responsibilities, recipe development, costing and purchasing specifications, receiving food according to specifications, identification, and storage. Planning and actual production of quantity food will be included. Students will be exposed to an actual restaurant kitchen operation with high production volume. Prerequisite: HMGT 330.

HMGT 334 Food and Beverage Service (previously HMGT 235). This course will focus on the different components of service in restaurants, beverage outlets, and banquet facilities. Topics will include customer satisfaction, marketing service, developing styles of service in relation to different concepts and themes, and service training. Prerequisite: HMGT 330.

HMGT 335 Volume Food Management. This course will cover both the history of and contemporary issues in the volume food industry, the various industries involved in volume feeding, and the types of services offered. Students will become familiar with the many processes, equipments, facilities, trends, opportunities, and challenges associated with this industry. Prerequisite: HMGT 330.
HMGT 336 The Marriage of Wine and Food (previously HMGT 239, HMGT 439). The golden age of wine and food is here! We may choose from the broadest selection of the highest quality of both wines and foods ever available. New ideas in food are paired with old ideas in wine, and vice versa, to best appreciate what works. Grape varieties, regions, style, and vintages are discussed, with emphasis on demystifying and enjoying wine. History, labels, trends, marketing, wine lists, and profitable merchandising of wine are discussed. The course culminates in a gourmet wine dinner.

HMGT 337 History of Gastronomy. This course is designed for students who wish to follow the gastronomical evolution of man. Emphasis is on the culinary tradition in Western Europe from the classical period of Greece and Rome through the Middle Ages to the Italian Renaissance, to France and other regions of Europe from the 18th century to the present. World-famous chefs and dishes will be covered along with the widespread use of wines and sauces.

HMGT 339 Enology: The Advanced Study of Wine. Intended for the progressive restaurateur, food and beverage director, or wine aficionado, this course will take a detailed look at the wine regions of the world that represent the highest quality and/or the major economic forces of the trade. In-class tastings and films will accompany lectures on the specifics of each region, including history, production, techniques, and geophysical and locational characteristics, as well as trends. A "focus" winery or chateau will be used to typify regions. The final class will include a blind tasting and dinner. Prerequisite: HMGT 336. Lab Fee: $50.

HMGT 431 Restaurant Management Seminar. This course will cover the scope of the restaurant industry, including types of restaurants and the consumer view of the restaurant experience. Aspects of menu planning, price, merchandising, marketing, and control will be discussed. Other topics of importance include purchasing, receiving, storage and issuing, safety, and sanitation. Issues including design, layout, and equipment that contribute to guest satisfaction will also be discussed. Prerequisites: HMGT 330 and permission of the instructor.

HMGT 432 Specialized Food Preparation (previously HMGT 232). This elective course gives the student the opportunity to pursue a specific interest in food preparation (e.g., bakery, Garde Mange, Saucier) in a small-class environment. The student works closely with experts in the field to refine skill in this area and does a written project on a chosen field. Prerequisites: HMGT 330, HMGT 333, and permission of the instructor.

HMGT 435 Food and Beverage Purchasing/Control (previously HMGT 325). This course is designed to provide the knowledge necessary to implement an F & B purchasing program and to improve or install appropriate F & B control systems in restaurants and medium-sized hotels. Topics will include flow analysis, food cost, beverage cost, standard recipes, planning for profit, and the use of technology in POS systems, PMS interfaces, automated inventory control systems, and specialized F & B control packages. Prerequisites: HMGT 330, MAT 133.

HMGT 437 Food Facilities Design (previously HMGT 461). This course focuses on how the conceptual plan and budget are transformed into a workable operational plan and how best to work with the design experts in the development of a new or renovated foodservice design project. Students will tour various types of foodservice facilities to obtain specialized knowledge needed to form design criteria and conceptual information needed to design a foodservice facility for a hotel, restaurant, or other foodservice establishment. Prerequisite: HMGT 330.

HMGT 439 Merchandising of Wine and Spirits. This course will explore the various ways wine and spirits are marketed to the consumer. From national advertising to table-top promotions, there are many ways for the restaurateur, retailer, bar manager, wholesaler, and winery worker to build and develop their labels. Wine lists and by-the-glass programs will be of special interest, as will food and wine pairings. Field trips to wholesalers, retailers, and restaurants will focus on profitability, as will discussions on regional sales efforts, price ranges, and marketing assistance.

ROOMS DIVISION MANAGEMENT COURSES

HMGT 340 Hotel/Cruise Yield Management and Front Office Operations (previously HMGT 140). This course offers an introduction to the various front office/purser functions, including the front door, bellstand, reservations, front desk, passenger embarkation and debarkation, and telecommunications departments, as well as an introduction to yield management, sales strategy, and pricing. The student will learn the internal controls necessary to efficiently manage the reception area, while maximizing guest service levels.

HMGT 341 Managing Housekeeping and Cabin Stewarding (previously HMGT 141). This course will cover all aspects of the housekeeping/stewarding function, including the cleaning and inspection of guest accommodations, staffing guidelines, and interaction with other hotel/cruise departments, especially recep-
tion and engineering. The course will cover floor and carpet care as well as the purchase and use of supplies in the housekeeping department. Laundry operation and equipment will be discussed in detail. Employee motivation through the use of "self-managing teams" will be explored.

HMGT 443 Shipboard and Shoreside Administration. The rapidly expanding cruise industry continues to present tremendous profit opportunities for operators and career opportunities for employees. The issues of product delivery, technological innovation and support, travel agent interface, culture, political relations, human resource development, fleet deployment, and new ship building programs will be introduced. The relevance of the Jones Act and industry risks will also be discussed.

MARKETING COURSES

HMGT 351 Principles of Hospitality Marketing (previously HMGT 251). This course will provide students with a comprehensive overview of the practice of hospitality marketing, including the management and use of marketing research, the formulation of program goals, the selection of a marketing strategy, budgeting for marketing, techniques of program execution, and measurement.

HMGT 352 Applied Research and Market Development. This course teaches the effective use of the research methodology in solving market development problems. The student will become familiar with applying basic systematic research disciplines by conducting applied research in an actual industry development project. The course deals with questionnaire design, interview and observation techniques, hypothesis testing, and basic descriptive and inferential statistics. Prerequisite: HMGT 351.

HMGT 353 Strategic Marketing (previously HMGT 252, HMGT 452). This course will introduce students to the concept of effective resource allocation to achieve optimum marketing results. The course will also cover the planning phase of the strategic marketing process and its role in today's organizations. A detailed strategic plan will be discussed, including situation analysis, goal setting, the marketing program, a marketing action plan, and implementation and control. Prerequisites: HMGT 351, 352.

HMGT 450 Catering. This course establishes objectives for food service, overcoming obstacles in negotiating, and an introduction to professionalism and communication skills in the catering-sales process. Students will learn to be more creative with a contemporary approach to catering management. Prospecting, knowing the customer, and linking product knowledge with customer needs will also be included. Prerequisites: HMGT 330, HMGT 351.

HMGT 451 Global Marketing. This course will provide the student with an overview of the world market environment and its characteristics, complexity, and diversity. The formulation of global marketing strategies will be discussed with emphasis on the elements of the marketing mix, product, price, place, and promotion decisions. The overall process of planning, organizing, and controlling a multinational marketing plan applicable to the hospitality industry will be examined and will include the important role culture plays in the marketing process. Prerequisite: HMGT 351, HMGT 352.

HMGT 454 Public Relations and the Communication Arts. This communications-intensive course deals with the application of internal and external public relations communications. Topics include developing effective relations within the workplace and community and long-term positive organization perception through the effective use of media. Students will gain knowledge of effective written communication, press relations, and media placement. Prerequisite: HMGT 351.

TOURISM, EVENTS, AND ATTRACTIONS COURSES

HMGT 382 The Tourism System. This course provides students with a base of general knowledge covering the concentration areas of tourism and entertainment. The interdisciplinary relationships of world tourism traffic flows, attractions, and entertainment events are explored in depth. Career directions and opportunities within the related industries are topics of discussion.

HMGT 383 Public Tourism and Cultural Events. This course examines the art and science of celebration and the impact of special tourism events on the community and culture. Students will develop a thorough understanding of the planning, promotion, and management of cultural events on world-wide and local community bases. International entertainment attractions, cultural and sporting events, single event world attractions, and community-based cultural program development will be the focus of study. Prerequisite: HMGT 382.

HMGT 386 The Cruise Attraction. This course provides the student with a comprehensive foundation in the cruise travel industry. The history of cruise travel and facts about major cruise lines and specialty yacht vacations are explored from the viewpoint of the cruise travel agency and cruise passenger. Prerequisite: HMGT 382.
HMGT 484 Special Interests and Ecotourism. Contemporary issues in the development of sustainable tourism resources are examined. Social, political, and economic factors and their impact on the environment are primary topics of the course. The development of special interest tourism and its effect on the environment is explored in detail. Prerequisite: HMGT 382.

HMGT 485 Theme Parks and Entertainment/Attractions. This course views the origin of theme parks and attractions and distinguishes between them. It reviews the relationship between attractions, hotels, restaurants, and community infrastructure. Particular attention is paid to demographic issues that affect the success of attractions and resorts. Prerequisite: HMGT 382.

HMGT 486 Convention/Event Planning Management. This application-oriented course deals with complete planning and management issues of the largest segment of the group travel industry, conventions and meetings. Meeting planning, exhibit services, theme design, banquet and volume food service, site selection, association organizational structure, transportation, and pre/post-conference packaging are all discussed and applied to a project-oriented experience. Prerequisite: HMGT 382.

OTHER COURSES

HMGT 397 Art, Entertainment, and Design (previously HMGT 338). Forms of entertainment have evolved throughout time. Man's enjoyment of the applied arts, literature, theatre, and music has developed the great aesthetic manifestations that endure to the present. In addition, this course traces the evolution of arts and entertainment as they affect architecture, decor, lighting, and other amenities in terms of their grace, comfort, and functionalism.

HMGT 498 Special Topics in Hospitality/Tourism. Students may register for a directed study designed to provide advanced students with the opportunity to pursue areas of major interest within the hospitality and tourism areas with the permission and under the guidance of a faculty member.

See the James M. Farquhar Center for Undergraduate Studies catalog for General Education course descriptions.
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Commercial Litigator, Jorden Schulte & Burchette
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POLICIES GOVERNING STUDENT RELATIONS

GENERAL

Nova Southeastern University has established specific policies, procedures, and guidelines defining its relationship with its students. The term "student" as used in this catalog defines the student or parents of the student if the student qualifies as a dependent under the provisions of the Internal Revenue Code.

INSTITUTIONAL AND ACADEMIC INFORMATION

NSU and its composite academic units periodically publish bulletins or catalogs describing the University and its academic programs. These bulletins are available to enrolled and prospective students through the various admissions offices associated with the academic units or from the Office of the University Registrar. Each academic unit, group of units, and/or the registrar maintains at least one full-time employee to assist all students in obtaining information.

NONDISCRIMINATION

Nova Southeastern University fully subscribes to and practices a policy of nondiscrimination in admissions and enrollment. No applicant or enrolled student shall be discriminated against because of religion, creed, sex, nondisqualifying handicap, race, color, or national or ethnic origin. The University registrar is designated as the policy coordinator to assure compliance with all federal, state, and local laws and regulations relative to nondiscrimination.
STUDENT RIGHTS AND RESPONSIBILITIES

The Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students as members of the University community. Abiding by the code ensures a climate wherein all members of the University community can exercise their rights of membership.

Nova Southeastern University Statement of Academic Rights and Responsibilities

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

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

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

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

A. Academic Standards

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

1. Original Work. Assignments such as course preparations, exams, tests, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another, 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 credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

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

At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards A (1) or A (2) is considered plagiarism at Nova Southeastern University.

3. **Tendering of Information.** All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

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

Violations of academic responsibility include, but are not limited to:

a. Plagiarism;

b. Any form of cheating;

c. Conspiracy to commit academic dishonesty;

d. Misrepresentation;

e. Bribery in an attempt to gain an academic advantage;

f. Forging or altering documents or credentials; and

g. Knowingly furnishing false information to the institution.

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

B. **Conduct Standards**

1. Students should not interfere with the rights, safety, or health of members of the University community nor interfere with other students' rights to learn. Students are expected to abide by all University, center, and program rules and regulations and all local, state, and federal laws. Violations of conduct standards include, but are not limited to:

a. Theft;

b. Vandalism;

c. Disruptive behavior;

d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items;

e. Possession, transfer, sale, or use of illicit drugs;

f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals;

g. Violations of housing regulations;

h. Any act or conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group;

i. Threats of or actual damage to property or physical harm to others;

j. Nova Southeastern University prohibits any activity that may be construed as hazing. "Hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university; and

k. Failure to pay tuition and fees in a timely manner.
2. Students must have authorization from the University to have access to University documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the code of ethics for computer usage. The University and each center or program may prescribe additional standards for student conduct as would comport with the letter and spirit of this code.

D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic conduct or supplemental standard violations. Any student found guilty of a violation of the academic, conduct, or supplemental standards will be subject to disciplinary action, including expulsion from the University.

Student Code of Computer Ethics

Nova Southeastern University provides computer systems with access to hardware, software, and networks to enhance academic experience. The University's computer systems are vital to the University's programs of instruction, research, and administration. Nova Southeastern University's computer systems refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, computer systems refer to systems ranging from multiuser time-sharing systems to single-user terminals and personal computers, whether free standing or connected to a network.

Ethical conduct by students in the use of this technology is the same as in all other areas of University life and is of equal importance. All students are expected to abide by the Nova Southeastern University Code of Student Conduct and Academic Responsibility. Students, as part of their academic preparation toward specific professional career goals, must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, student technology users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other users' rights to privacy.

The student user must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Student users of Nova Southeastern University's computer systems are subject to all applicable federal, state, and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida State Statutes may be examined on line or in a student's academic program office.

In addition, a student accessing any of Nova Southeastern University's computer systems, whether a multiuser time-sharing system or a single-user terminal or personal computer, must:

- Have proper authorization for use or attempted use of accounts within the Nova Southeastern University computer systems
- Limit the use of Nova Southeastern University computer systems to academic activities as defined by the student's academic program office
- Refrain from attempting to tamper with or obstruct the operation of Nova
Southeastern University’s computer systems

- Be aware that accessing or using another person’s computer account without that person’s permission is illegal and unethical
- Refrain from any attempt to use Nova Southeastern University’s computer systems as a means for the unauthorized access to computer systems outside the University’s systems
- Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software, or data files, is illegal and unethical
- Be aware that using Nova Southeastern University’s computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate University policy, procedures, and agents
- Use only legally obtained or licensed data or software in accordance with its license or purchase agreement
- Be in compliance with federal copyright laws and the Nova Southeastern University copyright code.

As with all matters of law and ethics, ignorance of the rules does not excuse violations. Inappropriate conduct and violations will be dealt with under the guidelines of the Nova Southeastern University Code of Student Conduct and Academic Responsibility as defined and determined by the Office of the Academic Vice-President and the Office of the Dean of a student’s academic program.

Drug-Free Schools and Campuses

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), Nova Southeastern University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs* and the abuse of alcohol are prohibited in and on Nova Southeastern University owned or controlled property and as a part of any of its activities. No Nova Southeastern University employee or student is to report to work or school while under the influence of illicit drugs or alcohol.

There are serious health risks associated with the abuse of drugs and alcohol (see page 60 "Controlled Substances--Uses and Effects"). If you, a fellow student, teacher, or coworker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

On Campus:
 Nova Southeastern University Student Counseling Service
 Mailman Building
 (305) 475-7552
 Nova Southeastern University Community Mental Health Clinics
 Davie...............475-7070
 Lauderhill..........486-3663
 Coral Springs.......753-7020

* The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician’s order. It does not prohibit the use of prescribed medication under the direction of a physician.
When you use or deal in drugs, you also risk incarceration and/or fines. The Federal Sentencing Guidelines (see page 61) 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 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, Fla. Stat.: 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), Fla. Stat.: 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, Fla. Stat.: 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 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, Fla. Stat.: A person is guilty of driving under the influence if such 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/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. 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 $1,000 fine or more than $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/her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

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

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

All Nova Southeastern University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.
## 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>USUAL METHODS OF ADMINISTRATION</th>
<th>POSSIBLE EFFECTS</th>
<th>EFFECTS OF OVERDOSE</th>
<th>WITHDRAWAL SYNDROME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opium</td>
<td>II-III</td>
<td>Dero's Powder, Paraguec Parapacolcin</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>Yes</td>
<td>Oral, smoked</td>
<td>Euphoria, drowsiness, respiratory depression, constipated pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
</tr>
<tr>
<td>Morphine</td>
<td>II-III</td>
<td>Morphine, MS-Conin, Roxanol, Roxanol SR</td>
<td>Analgesic, antitussive</td>
<td>High</td>
<td>Yes</td>
<td>Oral, smoked, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Codeine</td>
<td>II-IV</td>
<td>Tylenol w/Codon, Robitussin AC, Empirin w/Codon, Fiorinal w/Codon</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Yes</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heroin</td>
<td>I</td>
<td>Dicetylmorphine, Horse, Smack</td>
<td>None</td>
<td>High</td>
<td>Yes</td>
<td>Injected, sniffed, smoked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>II</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High</td>
<td>Yes</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meperidine (Pethidine)</td>
<td>II</td>
<td>Demerol, Mepergan</td>
<td>Analgesic</td>
<td>High</td>
<td>Yes</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methadone</td>
<td>II</td>
<td>Dolophine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>Yes</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>III-IV</td>
<td>Numorphan, Percodan, Percocet, Tylox, IVV</td>
<td>Analgesic, antidiarrheal, antitussive</td>
<td>High-Low</td>
<td>Yes</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEPRESSANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chloral Hydrate</td>
<td>IV</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Yes</td>
<td>Oral</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Anxiey, insomnia, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>II-IV</td>
<td>Amytal, Nembutal, Fiorinal, Lutasate, Tualin, Seconal, Butisol, Phenobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent</td>
<td>High-Moderate</td>
<td>Yes</td>
<td>Oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>IV</td>
<td>Alivan, Dalmane, Librium, Restoril, Diazepam, Xanax, Darvocet, Nembutal, Versed, Verstran, Halcion, Paxipam</td>
<td>Antianxiety, anticonvulsant, sedative, hypnotic</td>
<td>Low</td>
<td>Yes</td>
<td>Oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methaqualone</td>
<td>I</td>
<td>Quaalude</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>Yes</td>
<td>Oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glutethimide</td>
<td>III</td>
<td>Dormid</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>Yes</td>
<td>Oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td>III-IV</td>
<td>Equanil, Miltown, Norudar, Flixidyl, Valmid</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>Moderaete</td>
<td>Yes</td>
<td>Oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STIMULANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine</td>
<td>II</td>
<td>Coke, Fizzle, Snow, Crack</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1-2</td>
<td>衲y, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>II</td>
<td>Biphedamine, Delcubicose, Desoxyn, Dextedrine, Dobutrol</td>
<td>Attention deficit disorders, narcolepsy, weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td></td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>II</td>
<td>Phedalin</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methylphenidate</td>
<td>II</td>
<td>Retalin</td>
<td>Attention deficit disorders, narcolepsy</td>
<td>Possible</td>
<td>Moderate</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>III-IV</td>
<td>Addex, Cyferil, Dridex, Ionomam, Mefitil, Novicine, Tenuate, Tegain, Prelut-2</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HALLUCINOGENS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>I</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>8-12</td>
<td>Oral</td>
<td>Illusions and hallucinations, poor perception of time and distance, Longer, more intense &quot;trip&quot; episodes, psychosis, possible death, Withdrawal symptoms not reported</td>
</tr>
<tr>
<td>Mescaline and Peyote</td>
<td>I</td>
<td>Mescal, Buttons, Cactus</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>8-12</td>
<td>Oral</td>
<td></td>
</tr>
<tr>
<td>Amphetamine Variants</td>
<td>I-IV</td>
<td>2.5 DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>8-12</td>
<td>Oral</td>
<td></td>
</tr>
<tr>
<td>Phenocyclidine</td>
<td>II</td>
<td>PCP, Angel Dust, Hog</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td></td>
</tr>
<tr>
<td>Phenocycline Analogue</td>
<td>I</td>
<td>PCE, PCPY, TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td></td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>I</td>
<td>Butoridone, Ibogaine, DMT, DET, Psilocybin, Psilocyn</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Variable</td>
<td>Smoked, oral, injected, snorted</td>
<td></td>
</tr>
<tr>
<td><strong>CANNABIS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>I</td>
<td>Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>I-III</td>
<td>THC, Marihuana</td>
<td>Cancer chemotherapy antinauseant</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
<tr>
<td>Hashish</td>
<td>I</td>
<td>Hash</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>I</td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
</tbody>
</table>

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

## PENALTY

<table>
<thead>
<tr>
<th>CSA</th>
<th>2nd Offense</th>
<th>1st Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Quantity**

- **10-99 gm or 100-999 gm mixture**
- **100 gm or more or 1 kg or more mixture**
- **500-4,999 gm mixture**
- **5 kg or more mixture**
- **10-99 gm mixture**
- **5-49 gm mixture**
- **1-10 gm mixture**
- **40-399 gm mixture**
- **10-99 gm mixture**
- **50 gm or more mixture**
- **100 gm or more or 1 kg or more mixture**
- **10-99 gm mixture**
- **5-49 gm mixture**
- **1-10 gm mixture**
- **40-399 gm mixture**
- **10-99 gm mixture**

**Drug**

- **METHAMPHETAMINE**
- **HEROIN**
- **COCAINE**
- **COCAINE BASE**
- **PCP**
- **LSD**
- **FENTANYL**
- **FENTANYL ANALOGUE**

**Penalties**

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**1st Offense**

- Not less than 10 years.
- Not more than life.
- Not more than 5 years.
- Not more than 40 years.
- Not less than 20 years.
- Not more than life.
- Not more than life.

**2nd Offense**

- Not less than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million not individual.
- Not more than 10 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $10 million not individual.
- Not more than 6 years. If death or serious injury, not less than 20 years, not more than life. Fine $2 million individual, $2 million not individual.
- Not more than 2 years. If death or serious injury, not less than 20 years, not more than life. Fine $2 million individual, $5 million not individual.

---

# Federal Trafficking Penalties – Marijuana

**Quantity**

- **1,000 kg or more; or 1,000 or more plants**
- **100 kg to 1,000 kg; or 100-999 plants**
- **50 to 100 kg**
- **10 to 100 kg**
- **1 to 100 kg**
- **50-99 plants**
- **Less than 50 kg**
- **Less than 10 kg**
- **Less than 1 kg**

**Description**

- **Marijuana**
- **Marijuana**
- **Marijuana**
- **Marijuana**
- **Marijuana**
- **Marijuana**
- **Marijuana**
- **Marijuana**
- **Marijuana**

**Penalties**

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**First Offense**

- Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.
- Not less than 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.
- Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $1 million other than individual.
- Not more than 30 years. 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.

**Second Offense**

- 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.
- 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 $2 million individual, $5 million other than individual.
- Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.
- Not more than 10 years. Fine $500,000 individual, $2 million other than individual.

---

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 Southeastern University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers.

This policy does not apply to living quarters (dormitories) which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

Alcohol and Other Drugs

Nova Southeastern University, as an institution of higher education, is dedicated to the well being of all members of the University community—students, faculty, staff, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the University’s policy to work with members of the University community to provide channels of education and assistance. However, it is the individual’s responsibility to seek help. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and federal laws.

1. While on campus or engaged in any University related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action including the possibility of dismissal.

2. Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee’s performance, assistance is available. However, if an employee’s performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.

3. Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community, who has a substance abuse problem, lead a productive work and/or academic life free of the substance abuse.

4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

SUBSTANCE ABUSE AWARENESS, EDUCATION, AND PREVENTION

Nova Southeastern University’s activities in substance abuse awareness, education, and prevention exist to encourage members of the University community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to avert the need for direct intervention. The specific goals of the program are the following:

- To educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences.
- To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs, and to develop an awareness of potential problems that can result from the use of these substances.
• To support those who choose not to drink alcohol or to use other drugs.
• To teach those who choose to drink alcohol to do so responsibly.
• To help those who abuse alcohol or other drugs.

In order to achieve these goals, the University operates and/or engages in the following programs and activities:

1. **Alcohol and Drug Abuse 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.** There is a group of administrators, faculty, and student leaders who are appointed by the Vice-President for Academic Affairs to serve as advisors and resource persons. The committee is chaired by the Director of the Alcohol and Drug Abuse 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 the participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties which 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 on 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 who do become 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 representa-
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 demonstrates that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.

6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Student disciplinary measures shall range from counseling to expulsion.

7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

Policy on Sexual Harassment

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

(a) Explicit or implicit submission to sexual overtones is made a term or condition of employment.

(b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred.

(c) An individual’s work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.

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

1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.

2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one’s employment status.

3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual’s body or appearance when such comments go beyond mere courtesy;
telling jokes that are clearly unwanted and considered offensive by others; or other
tasteless, sexually-oriented comments or innuendoes or actions that offend others.

4. Engaging in any type of sexually-oriented conduct that would unreasonably interfere
with another's work performance. This includes extending unwanted sexual attention
to someone that reduces personal productivity or time available to work at assigned
tasks.

5. Creating a work environment that is intimidating, hostile, or offensive because of
unwelcome or unwanted sexually-oriented conversations, suggestions, requests,
demands, physical contacts or attentions.

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

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual
harassment.

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

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

1. Submission to such conduct is made to appear to be a term or condition of
enrollment, attendance, or participation in a class;

2. Submission to or rejection of such conduct affects academic decisions; or

3. Such conduct has the purpose or effect of unreasonably interfering with a student’s
academic performance or creating an intimidating, hostile, or offensive academic
environment;

4. Unwelcome patting, pinching, or touching;

5. Offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance under their center's
grievance procedure.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova Southeastern University, romantic and sexual relationships between a faculty member
and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the
faculty member's class (including supervised student activities for which academic credit is
given) may appear to be coercive and are discouraged. Even when no coercion is present, such
relationships create an appearance of impropriety and favoritism which can impair the academic
experience of all students in that class. It is, therefore, improper conduct for a faculty member
to engage in a romantic or sexual relationship with a student then enrolled in the faculty
member's class.
Privacy of Records

Nova Southeastern University maintains a system of records that includes application forms, letters of recommendations, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the registrar's office. However, the registrar will not release transcripts of students' academic records until all their accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: a) student's name; b) dates of attendance; c) degree and awards received. Requests for such information must be submitted in writing to the registrar. The University reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing prior to September 1 of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova Southeastern University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by the University if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

Reservation of Power

Nova Southeastern 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.

Grievances

The purpose of this procedure is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University. Students and faculty are encouraged to resolve disputes informally prior to instituting a formal grievance.

A. Any student who has a grievance concerning administrative action or a member of the faculty or staff shall file such a grievance in writing with the director of student affairs.

The written grievance will contain a short and concise statement of all relevant facts and the relief sought on forms available from the Student Affairs Office.
B. Upon receipt of a written grievance, the director of student affairs shall request proof supporting the grievance and request a reply/response with supporting evidence from the party the complaint is against. An administrative review panel will review the grievance and evidence to determine whether the grievance presents a complaint upon which action should be taken. If the grievance is found to have no basis, to be insubstantial, or wholly a question of academic discretion, the grievance shall be dismissed without further action. The student will be advised in writing as to whether the grievance was dismissed or whether additional action will be taken.

1. If the administrative review panel decides that further inquiry should be made, then the director of student affairs may invoke one of the following procedures:
   a. **Informal Resolution Procedure:** The director of student affairs may meet informally with all parties and try to resolve the issues raised.
   b. **Formal Resolution Procedure:** If the director of student affairs is unable to resolve the issue informally, then a grievance committee will be convened to make a final determination of the issue.

2. The grievance committee shall consist of three members. Two members shall be taken from a center alumni list and will be chosen by rotation sequence and availability from a resource panel of alumni who have consented to serve as impartial arbitrators. The third member will be a faculty member or center administrator of Nova Southeastern University. The third member will have no immediate knowledge of the facts of the dispute.

3. The parties will attend the grievance hearing before the panel, at which time both parties shall submit their evidence and arguments concerning the matter. The parties shall be notified of the time, date, and place of hearing. All hearings shall be conducted on the main campus during normal working hours. There will be no meeting of the committee unless an active appeal has been filed in accordance with this procedure.

The grievance committee hearing shall be subject to the following procedures:
   a. The committee shall have no right to modify, add to, or subtract from this grievance procedure.
   b. A majority vote of the committee shall be determinative.
   c. The committee may not substitute its judgment for the qualitative academic decision of the faculty member rendering the grade or assessing the student's work. The committee may recommend only to uphold or reverse the center's decision. In the event the committee reverses the center's decision, the program director shall fashion a remedy consistent with sound academic principles, which shall be final. The committee may not address sanctions, which are wholly within the program director's discretion.
   d. The committee shall render its decision in writing on forms provided.
   e. The committee shall be obliged to render a decision within fourteen (14) calendar days following the close of the hearing.

4. The decision of the committee shall be final and binding. Any student filing a grievance shall be notified of the committee decision by certified mail to their last official address. Any suit filed to challenge a procedure or determination under these proceedings shall be filed in a court of competent jurisdiction in Broward County, Florida, and the laws of the state of Florida shall apply.
The provisions set forth in this catalog are not to be regarded as an irrevocable contract between the student and Nova Southeastern University. Regulations and requirements, including tuition and fees, are necessarily subject to change at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon discovery of the fraud, and the student is not entitled to any credit for work which he or she may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova Southeastern University will be considered receivable and will be collected.

A transcript of a student’s academic record cannot be released until all of his or her accounts, academic and nonacademic, are paid.

Any Nova Southeastern University student has the right to inspect and review his or her educational record. The policy of the University is not to disclose personally identifiable information contained in a student’s educational record without prior written consent from the student, except to University officials, to officials of another school in which the student seeks enrollment, to authorized representatives of federal or state agencies, to accrediting organizations, to parents of dependent students under judicial order, to parties in a health or safety emergency, or when verifying graduation with a particular degree.

A student also has the right to petition Nova Southeastern University to amend or correct any part of his or her educational record that he or she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students. If the University decides it will not amend or correct a student’s record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of students.

If these rights are violated, a student may file a complaint with the Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Office of the University Registrar, Nova Southeastern University, Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314. A schedule of fees and a listing of types and locations of educational records is contained in this policy.

Nova Southeastern University does not discriminate on the basis of nondisqualifying handicap, sex, age, race, color, religion or creed, or national or ethnic origin in admission, access, or employment for any of its programs and activities. The University registrar and director of human resources have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of applicable laws and regulations relative to nondiscrimination. Nova Southeastern University programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans’ Training, Florida Department of Veterans’ Affairs.

The school is authorized under federal law to enroll nonimmigrant alien students.

The Nova Southeastern University general policies on student relations are on file in the Office of the University Registrar.
NOVA SOUTHEASTERN UNIVERSITY
DEGREE OFFERINGS

DOCTORAL AND PROFESSIONAL DEGREES

Doctor of Business Administration in:
  Accounting (D.B.A./Acc.)
  Business Administration (D.B.A.)
  Finance (D.B.A./Fin.)
  Health Services (D.B.A./H.S.)
  Human Resource Management (D.B.A./H.R.M.)
  International Management (D.B.A./I.M.)
  Marketing (D.B.A./Mkt.)

Doctor of Education (Ed.D.) in:
  Adult Education
  Child and Youth Studies
  Computer and Information Technology
  Computer Education
  Educational Leadership
  Health Care Education
  Higher Education
  Vocational, Technical, Occupational Education

Doctor of International Business Administration (D.I.B.A.) in:
  International Business Administration

Doctor of Optometry (O.D.)

Doctor of Osteopathy (D.O.)

Doctor of Pharmacy (Pharm.D.)

Doctor of Philosophy (Ph.D.) in:
  Clinical Psychology
  Dispute Resolution
  Family Therapy
  Oceanography

Doctor of Psychology (Psy.D.) in:
  Clinical Psychology

Doctor of Public Administration (D.P.A.) in:
  Public Administration

Doctor of Science (Sc.D.) in:
  Computer Science
  Information Science
  Information Systems
  Training and Learning

Juris Doctor (J.D.) in:
  Law
SPECIALIST DEGREES

Clinical Specialist (C.I.S.) in:
  Family Systems Health Care

Educational Specialist (Ed.S.) in:
  Computer Education
  Computer-Based Learning
  Education

MASTER'S DEGREES

Master of Accounting (M.Acc.) in:
  Accounting

Master of Arts (M.A.) in:
  Liberal Studies

Master of Business Administration (M.B.A.) in:
  Business Administration

Master of International Business Administration (M.I.B.A.) in:
  International Business Administration

Master of Public Administration (M.P.A.) in:
  Public Administration
  Public Administration/Coastal Zone Management
  Public Administration/Marine Biology

Master of Science (M.S.) in:
  Child and Youth Care Administration
  Child Care Administration
  Coastal Zone Management
  Computer-Based Learning
  Computer Information Systems
  Computer Science Education
  Dispute Resolution
  Education
  Elder Care Administration
  Family Support Studies
  Family Therapy
  Gerontology
  Health Services Administration
  Human Resource Management
  Human Services
  Information Systems
  Information Technology and Resource Management
  Management of Quality and Technology
  Marine Biology
  Mental Health Counseling
  Occupational Therapy
  Physical Therapy
  School Guidance and Counseling
  Speech-Language Pathology
  Training and Learning

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Master of Medical Science (M.Sc.) in: Medical Education

BACHELOR’S DEGREES

Bachelor of Arts (B.A.) in: Liberal Arts
