College of Medical Sciences Student Handbook 2001-2002

Nova Southeastern University

Follow this and additional works at: https://nsuworks.nova.edu/hpd_coursecatalogs

Part of the Medicine and Health Sciences Commons

NSUWorks Citation
https://nsuworks.nova.edu/hpd_coursecatalogs/193

This Student Handbook is brought to you for free and open access by the NSU Course Catalogs and Course Descriptions at NSUWorks. It has been accepted for inclusion in Health Professions Divisions Course Catalogs by an authorized administrator of NSUWorks. For more information, please contact nsuworks@nova.edu.
# TABLE OF CONTENTS

**MESSAGE FROM THE PRESIDENT** ........................................... 4

**OVERVIEW OF NSU**
- Mission Statement ......................................................... 6
- History .............................................................................. 6
- University Administrators ................................................. 7
- Council of Deans .............................................................. 7
- Centers, Colleges, and Schools ........................................... 8
- Professional Accreditations ............................................... 8

**STUDENT RIGHTS AND RESPONSIBILITIES**
- Code of Student Conduct and Academic Responsibility .......... 12
- Code of Student Conduct .................................................. 12
- NSU Statement of Student Rights and Responsibilities ............. 12
- Academic Standards ......................................................... 12
- Conduct Standards ........................................................... 13
- Supplementary Standards ................................................... 14
- Violations ............................................................................ 14
- Sanctions ............................................................................ 15
- Appeal Process .................................................................... 16

**SPECIFIC POLICIES AND PROCEDURES**
- Alcohol Policy ..................................................................... 18
- Guidelines for the Use of Alcohol at University Student Events .. 18
- Acceptable Use of Computing Resources ............................... 19
- Access to NSU Online Systems ............................................ 21
- Acceptance of Professional Fees .......................................... 21
- Arson .................................................................................. 21
- Bomb Threats ....................................................................... 21
- Breaking and Entering ......................................................... 21
- Campus Security Report ....................................................... 21
- Closing Hours ...................................................................... 22
- Communicable Diseases Guidelines ....................................... 22
- Complicity ............................................................................ 22
- Computing Account Security Agreement ............................... 23
- Contracting on Behalf of the University ................................. 23
- Consensual Relations Between Faculty Members and Students .. 24
- Disabilities .......................................................................... 24
- Academic Accommodation Appellate Committee Guidelines ...... 24
- Discriminatory Conduct ....................................................... 25
- Nondiscrimination Statement .............................................. 25
- Drug-Free Schools and Campuses ........................................ 25
- Drug Zero Tolerance Policy .................................................. 27
- Emergency Situations .......................................................... 27
- Failure to Comply .................................................................. 27
- False Information ................................................................... 27
- Falsification of Records ........................................................ 27
- Fire Safety ............................................................................ 27
- Fraud .................................................................................... 27
- Grievance Procedures for Nonacademic Disputes ..................... 27
- Guests .................................................................................. 28
- Harassment Statement .......................................................... 28
- Hurricane Watches and Warnings ......................................... 28
- Hurricane Watch ................................................................... 28
- Hurricane Warning ............................................................... 29
- Closing Preparation ............................................................... 29
- Safety Procedures ................................................................. 29
- Broadcast Information ............................................................ 30
- Reopening Information .......................................................... 30
- Reopening Confirmation ......................................................... 30
- Identification Cards ............................................................... 30
- Immunization Requirements .................................................. 31
- Jurisdiction of University Policies and Procedures .................... 32
- Lake Swimming ..................................................................... 32
- Legal Representation ............................................................ 32
- Littering/Projecting Objects ................................................... 32
- Misuse of Telephones ............................................................. 32
- Noise .................................................................................... 32
- Off-Campus Violations .......................................................... 32
- Parent/Legal Guardian Notification ......................................... 32
- Parking and Traffic Policies ................................................... 33
- Pets ....................................................................................... 33
- Privacy of Records ................................................................. 33
- Publicity and Posting Policy ................................................... 34
- Public Laws .......................................................................... 34
- Reservation of Power ............................................................. 34
- Sexual Assault Policy .............................................................. 35
- Sexual Harassment Policy ....................................................... 36
- Smoking Policy ..................................................................... 37
- Solicitation Policy ................................................................. 37
- Stalking ................................................................................ 37
- Student Publications .............................................................. 37
- Theft or Unauthorized Possession ............................................ 38
- Travel .................................................................................. 38

**UNIVERSITY STUDENT EVENTS** .......................................... 18
Trespass Policy ........................................ 38
Unauthorized Entry .................................. 38
Unauthorized Possession of University Property .......... 38
Use of University Vehicles ............................ 38
Vandalism .................................................. 39
Weapons .................................................... 39
Web Pages – Student Organizations .......................... 39
Web Pages – Use of Material ............................... 39
Worthless Checks .......................................... 40

NOVA SOUTHEASTERN UNIVERSITY RESOURCES
Alumni Association ...................................... 42
Assistantships .......................................... 42
ATM .......................................................... 42
Bookstore ............................................... 42
Campus Shuttle ......................................... 43
Career Services ......................................... 43
Community Service ..................................... 44
Computing Facilities .................................... 44
Food Service ............................................. 44
Health Care Centers – Sanford L. Ziff
   Health Care Center .................................... 46
   Campus Pharmacy ...................................... 46
Homecoming .............................................. 46
Intercollegiate Athletics ................................ 46
International Student and Scholar Services (ISSS) ......... 47
Libraries ................................................... 47
Miami Dolphins Training Facility .......................... 47
Newspapers (The Knight/ The NSU View) .................... 47
Nova Singers ............................................. 48
Public Safety ............................................. 48
Blue Light Telephones .................................. 48
Radio Station – WNSU ................................... 48
Recreation and Wellness .................................. 49
Registrar .................................................... 49
Residential Life and Housing ................................ 49
Student Counseling Services .............................. 50
Student Employment ..................................... 50
Student Financial Assistance ............................ 51
Student Health Insurance ................................ 51
Student Organizations ................................... 51
Student Union and Flight Deck .......................... 55
University Bursar ......................................... 55

Veterans’ Affairs ........................................ 56
Women’s Resource Institute ................................ 56

ACADEMIC CENTER SPECIFIC POLICIES
AND PROCEDURES – HEALTH PROFESSIONS DIVISION .......... 57

COLLEGE OF MEDICAL SCIENCES
Personnel ................................................... 64
Academic Affairs ......................................... 65
Student Affairs .......................................... 68
Dismissal, Suspension, and Readmission Policies .......... 73

APPENDIX
I. Controlled Substances Chart ......................... 78
II. Main Campus Map ................................... 82
Message From the President

Nova Southeastern University is Florida’s largest independent university based on enrollment, and one of the top 20 independent institutions in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that is 37 years young.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 18,000 students enrolled in 16 academic centers, with programs offered in 22 states and many foreign countries. The university boasts more than 68,000 alumni. More than 7,000 students attend classes on our 232-acre main campus.

The university’s sustained growth is due in large part to its exploration of alternative strategies in educating professionals and its commitment to excellence in academics, clinical training, community service, and well-rounded opportunities for all students. The essence of NSU is collaboration at all levels and with diverse partners.

As you pursue your studies at Nova Southeastern University, you are welcomed as a member of the university community. Along with your membership to the university community comes many rights and responsibilities. This Student Handbook outlines these rights and responsibilities, university policies and procedures, and university resources.

We look forward to a lifelong partnership with you, our student. The entire NSU community is dedicated to providing service and academic excellence to you as you continue on the road to graduation and your success in the new millennium.

Ray Ferrero, Jr.
President
Overview of

Nova Southeastern University
NOVA SOUTHEASTERN UNIVERSITY

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

History
Nova Southeastern University (NSU) is a nonprofit, fully accredited, coeducational institution. It was founded in 1964 as Nova University of Advanced Technology. In 1974, the Board of Trustees changed the university’s name to Nova University. In 1994, Nova University merged with Southeastern University of the Health Sciences to form Nova Southeastern University.

NSU is well known for innovation and quality in both traditional and distance education. The university serves large numbers of adult students and a growing population of traditional undergraduates. To date, the institution has produced more than 68,000 alumni.

Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with more than 18,000 students and is among the 20 largest independent institutions nationally. NSU is one of 142 colleges and universities statewide, and one of 63 independent not-for-profit four-year institutions in Florida.

The university awards bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields, including business, counseling, computer and information sciences, education, medicine, dentistry, pharmacy, various health professions, law, marine biology, psychology, and other social sciences. The university offers 19 undergraduate majors through the Farquhar Center for Undergraduate Studies.

Nova Southeastern University has the only college of osteopathic medicine in the southeastern United States, the only college of optometry in Florida, and the only colleges of pharmacy and dentistry in South Florida. The institution also enjoys an excellent reputation for its programs for families offered through the Family Center and University School, including innovative parenting, preschool, primary, and secondary education programs. The University School of Nova Southeastern University, a fully accredited independent college preparatory day school, enrolls students in prekindergarten through 12th grade and operates campuses in Fort Lauderdale and Coral Springs, Florida.

NSU's programs are administered through academic centers that offer courses at campuses in Fort Lauderdale, North Miami Beach, and Dania Beach, as well as at locations throughout Florida, across the nation, and at selected international sites. Despite the geographic diversity of sites where classes are offered, 82 percent of the student body attends classes in Florida. More than two-thirds of all students enrolled attend classes in the tri-county area (i.e., Miami-Dade, Broward, and Palm Beach Counties). With an annual budget of approximately $260 million in 2000-2001, Nova Southeastern University also has a significant economic impact on the surrounding community. A recent NSU study revealed that the university and its students and employees contributed more than $800 million to the Florida economy during fiscal year 1999-2000.
University Administrators

Ray Ferrero, Jr., J.D.
President

Morton Terry, D.O.
Chancellor, Health Professions Division

Joel S. Berman, J.D.
Vice President, Legal Affairs

Douglas G. Buck, D.P.A.
Associate Vice President, Human Resources

Ronald J. Chenail, Ph.D.
Assistant to the President for Academic Affairs

George L. Hanbury II, M.P.A.
Executive Vice President, Administration

David Heron, M.B.A., CPA
Vice President, Finance

Marilyn Johnson, M.S.
Vice President, Institutional Advancement

Frederick Lippman, R.Ph.
Executive Vice Chancellor and Provost, Health Professions Division

John Losak, Ph.D.
Vice President, Research and Planning

Virginia McLain, M.S.
Associate Vice President, Information Technologies and Media Services

Donald E. Riggs, M.L.S., Ed.D.
Vice President, Information Services and University Librarian

John J. Santulli II, M.B.A.
Associate Vice President, Facilities Management

Brad A. Williams, Ed.D.
Dean, Student Affairs

Council of Deans

Jerome Chermak, Ed.D. – University School
Raul Cuadrado, Dr.P.H., Ph.D. – Health Professions Division College of Allied Health
Richard Dodge, Ph.D. – Oceanographic Center
Norma Goonen, Ed.D. – Farquhar Center for Undergraduate Studies
Joseph Harbaugh, LL.M. – Shepard Broad Law Center
William Hardigan, Ph.D. – Health Professions Division College of Pharmacy
Harold Laubach, Ph.D. – Health Professions Division College of Medical Sciences
Ronald Levant, Ed.D. – Center for Psychological Studies
Edward Lieblein, Ph.D. – Graduate School of Computer and Information Sciences
David Loshin, O.D., Ph.D. – Health Professions Division College of Optometry
Wendy Masi, Ph.D. – Family Center
Seymour Oliet, D.D.S. – Health Professions Division College of Dental Medicine
Randolph A. Pohlman, Ph.D. – Wayne Huizenga Graduate School of Business and Entrepreneurship
Anthony Silvagni, D.O., Pharm.D. – Health Professions Division College of Osteopathic Medicine
H. Wells Singleton, Ph.D. – Fischler Graduate School of Education and Human Services
Honggang Yang, Ph.D. – Graduate School of Humanities and Social Sciences
Centers, Colleges, and Schools

- Center for Psychological Studies, (954) 262-5750
- College of Allied Health, (954) 262-1200
- College of Dental Medicine, (954) 262-7319
- College of Medical Sciences, (954) 262-1301
- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- Family Center, (954) 262-6900
- Farquhar Center for Undergraduate Studies, (954) 262-8000
- Fischler Graduate School of Education and Human Services, (954) 262-8500
- Graduate School of Computer and Information Sciences, (954) 262-2000
- Graduate School of Humanities and Social Sciences, (954) 262-3000
- Oceanographic Center, (954) 262-3600
- Shepard Broad Law Center, (954) 262-6100
- University School, (954) 262-4400-Davie; (954) 262-4560-Coral Springs
- Wayne Huizenga Graduate School of Business and Entrepreneurship, (954) 262-5000

Professional Accreditations

- Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University was first accredited by the Southern Association of Colleges and Schools (SACS) as Nova University in 1971.

- The Shepard Broad Law Center is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (750 N. Lake Shore Drive, Chicago, Illinois 60611; telephone number: 800-285-2221). The Law Center is a member of the Association of American Law Schools (AALS).

- The College of Osteopathic Medicine is accredited by the Bureau of Professional Education of the American Osteopathic Association and is a member of the American Association of Colleges of Osteopathic Medicine.

- The Doctor of Pharmacy Program is accredited by the American Council on Pharmaceutical Education, 311 West Superior Street, Suite 512, Chicago, IL 60610 (telephone number: 312-664-3575, 800-533-3606; fax: 312-664-4652). The College of Pharmacy is a member of the American Association of Colleges of Pharmacy.

- The College of Optometry is accredited by the Council on Optometric Education of the American Optometric Association and is a member of the Association of Schools and Colleges of Optometry.

- The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education.

- The College of Dental Medicine programs in dentistry, endodontics, orthodontics and dentofacial orthopedics, periodontics, pediatric dentistry, and prostodontics are accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the United States Department of Education and can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.
• The Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

• The Physician Assistant Program is accredited by the Accreditation Review Commission—Physician Assistant.

• The Master of Public Health Program is pre-accredited by the Council on Education for Public Health.

• The Psy.D. and Ph.D. clinical psychology doctoral programs for the Center for Psychological Studies are accredited by the American Psychological Association (APA). The center also has two predoctoral internship programs. The Community Mental Health Center Internship is accredited by APA, and the Consortium Internship is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). The APA, the Florida Department of Health, and Florida’s Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling have approved the awarding of continuing education by the center.

• The Family Center’s preschool and prekindergarten programs are accredited by the National Association for the Education of Young Children.

• The Graduate School of Humanities and Social Sciences’ M.S. degree program in family therapy is accredited by the Commission on Accreditation for Marriage and Family Therapy Training and Education of the American Association for Marriage and Family Therapy (AAMFT).

• Nova Southeastern University, through its Wayne Huizenga Graduate School of Business and Entrepreneurship, is accredited by the International Assembly for Collegiate Business Education (IACBE).

• The master’s degree program in speech-language pathology, offered through the Fischler Graduate School of Education and Human Services, is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA).

• The University School (grades pre-k–12) is accredited by the Southern Association of Colleges and Schools, the Florida Council of Independent Schools, and the Association of Independent Schools of Florida.
Student Rights and Responsibilities
STUDENT RIGHTS AND RESPONSIBILITIES

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.

Code of Student Conduct

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university or with the rights of other members of the university cannot be tolerated. Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university’s function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the university retains the power to maintain order within the university and to exclude those who are disruptive of the educational process.

In support of this, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student’s academic college, center, or school. Violations of conduct standards, supplementary standards, university policies and/or procedures will be handled by the Office of the Dean of Student Affairs or by the individual academic college, center, or school as appropriate.

Nova Southeastern University Statement of Student 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 ensure 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
• scrupulous respect for the equal rights and dignity of others
• dedication to the scholarly and educational purposes of the university and participation in promoting and ensuring the academic quality and credibility of the institution

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

A. Academic Standards

The university expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:
1. Original Work. Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another author but, if that is the case, those ideas or words must be indicated in a manner consistent with a university-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before 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 the writer give proper acknowledgment 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 (see above) 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:
   - plagiarism
   - any form of cheating
   - conspiracy to commit academic dishonesty
   - misrepresentation
   - bribery in an attempt to gain an academic advantage
   - forging or altering documents or credentials
   - knowingly furnishing false information to the institution

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

B. Conduct Standards

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

a. theft
b. vandalism
c. disruptive behavior
d. possession or use of firearms, fireworks, explosives, or other dangerous substances or items
e. possession, transfer, sale, or use of illicit drugs
f. appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals
g. violations of housing regulations
h. violations of university policies and procedures
i. any act or conspiracy to commit an act that is harassing or abusive or that 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
j. threats of or actual damage to property or physical harm to others
k. any activity that may be construed as hazing ("hazing" is defined as: any action or situation that 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)
l. 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, associate deans, or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, including expulsion from the university. Violations of academic standards will be handled through the student’s academic college, school, or center. Violations of conduct or supplementary standards will be handled by the Office of the Dean of Student Affairs or by the individual academic college, school, or center as determined by the appropriate dean.
Sanctions

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures, one or more of the following sanctions may be imposed:

1. Expulsion:
   Permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus visiting privileges.

2. Suspension:
   Mandatory separation from the university for a period of time specified in an order of suspension. An application for readmission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus visiting privileges unless specific permission is granted by the dean of student affairs or designee.

3. Temporary Suspension:
   Action taken by the dean of student affairs/associate dean of student affairs, which requires a student's temporary separation from the university until a final determination is made of whether or not a student is in violation of the Code of Student Conduct and Academic Responsibility.

4. Final Disciplinary Probation:
   A disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of university standards, under which the following conditions exist:
   a. The sanction is for the remainder of the student's career and may be reviewed by the dean of student affairs no sooner than two regular academic semesters or equivalent after the sanction is imposed.

   After two semesters in attendance, a student may initiate a request in writing for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.
   b. Another violation of the Code of Student Conduct and Academic Responsibility will at a minimum result in suspension.

5. Disciplinary Probation:
   A disciplinary sanction serving notice to a student that her/his behavior is in serious violation of university standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

6. Disciplinary Warning:
   A disciplinary sanction serving notice to a student that her/his behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance after which it is expunged from the student's file.

7. Verbal Warning:
   A verbal warning is a verbal admonition to the student by a university staff member that his/her behavior is inappropriate. A verbal warning will be noted in the student's file for a period of time after which it is expunged from the student's file.

8. Fines:
   Penalty fees payable to the university for violation of certain regulations with the Code of Student Conduct and Academic Responsibility.
9. **Restitution:**
   Payment made for damages or losses to the university, as directed by the adjudicating body.

10. **Restriction or Revocation of Privileges:**
    Temporary or permanent loss of privileges, including but not limited to the use of a particular university facility, visitation privileges, and parking privileges.

11. **Termination or Change of Residence Hall Agreement/Accommodation:**
    A disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the dean of student affairs/associate dean of student affairs/director of residential life or designee.

12. **Counseling Intervention:**
    When extreme behavior indicates that counseling may be beneficial, the student may be referred to counseling.

13. **Other Appropriate Action:**
    Disciplinary action not specifically outlined above, but approved through the dean of student affairs/associate dean of student affairs or designee.

14. **Parent/Legal Guardian Notification:**
    University personnel may at times of extreme concern for a student’s welfare notify parent(s) or legal guardian(s) of a student under 21 years of age in writing or by phone when alcohol or drug violations of university policy occur.

**Appeal Process**

An appeal of disciplinary action taken by the Office of the Dean of Student Affairs or its designee must be made in writing to the dean of student affairs within 72 hours of the receipt of the written disposition of the hearing. In appealing a disciplinary decision, the appeal must fall into one of the following categories:

1. The student has new evidence that was not available prior to the original hearing.
2. The disciplinary process was not adhered to during the student’s hearing.
3. The sanction(s) do not relate appropriately to the violation.

A written decision will be provided by the dean of student affairs within a reasonable amount of time from receipt of the appeal request. The decision of the dean of student affairs will be final. For appeals of disciplinary action taken by individual colleges, centers, or schools, please consult the academic section of this handbook related to this area and/or academic dean or designee.
Specific University Policies and Procedures
SPECIFIC UNIVERSITY POLICIES AND PROCEDURES

Alcohol Policy

The policy governing the use of alcohol by students at Nova Southeastern University is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons not of legal age. The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by persons less than 21 years of age.

1. The university will not authorize the use of student activity fees or other student funds collected and administered by the university to provide alcoholic beverages for any student event. Exceptions to this prohibition may be granted by the president or an appropriate designee.

2. The sale, delivery, possession, and consumption of alcoholic beverages on any property owned and controlled by the university is strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.

3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the Residential Living Guide. All authorized guests of legal age who visit a university housing unit may enjoy the drinking privileges accorded the residents of that housing unit.

4. The president, or an appropriate designee, may approve other exceptions to this prohibition to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.

5. The use of alcoholic beverages off campus by students of legal drinking age is permissible; however, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages. Any violation of these laws may result in probation, suspension, or expulsion.

Guidelines for the Use of Alcohol at University Student Events

1. Nova Southeastern University functions that are student oriented may serve only beer and wine. All requests for such events must be coordinated through NSU’s Office of the Dean of Student Affairs.

2. Entry fees may be charged, but this fee is only for admission to the event.

3. One-quarter hour before the approved ending time listed on the exemption, ticket sales will stop.

4. Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
5. An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the entire event. This food and beverage will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined by the director of the student union.

6. No organization or individual can purchase beer or wine for an event. All beer and wine must be purchased and served by the Office of the Dean of Student Affairs. All proceeds from ticket sales will be deposited with the Office of the Dean of Student Affairs. No other alcohol is permitted.

7. The director of the student union or designee will be present during an event at which beer and wine are served. If he/she is not available, then a university employee will be designated by the Office of the Dean of Student Affairs. The organizational contact of the event must be present during the entire event as a point of contact for the director of the student union or designee.

8. The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies, but rather, these guidelines should be used in conjunction with all other university policies.

9. Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Dean of Student Affairs, screening persons entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the individual screening has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having enough alcohol before or during the event.

10. Under no circumstances should anyone be coerced to drink alcohol. This means no drinking games, contests, or events that encourage excessive drinking.

11. It will be at the discretion of the Office of the Dean of Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.

12. Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Dean of Student Affairs for review. The university can take disciplinary actions as a result of violations to these guidelines.

Acceptable Use of Computing Resources

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Nova Southeastern University. It applies to all users of the university's computing resources including students, faculty, staff, alumni, and guests of the university. Computing resources include all computers, related equipment, software, data, and local area networks for which the university is responsible as well as networks throughout the world to which the university provides computer access.

The computing resources of Nova Southeastern University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. All users must have proper authorization for the use of the university’s computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of acceptable academic and professional ethics and considerate conduct to their use of the university’s computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.
In addition to the policy contained herein, usage must be in accordance with applicable university policies and applicable state and federal laws. Important laws include the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act of 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU copyright policy may be examined in the Office of Academic Affairs.

Policy violations generally fall into five categories that involve the use of computing resources:

1. For purposes other than the university's programs of instruction and research and the legitimate business of the university
2. To harass, threaten, or otherwise cause harm to specific individuals or classes of individuals
3. To impede, interfere with, or otherwise cause harm to the activities of others
4. To download, post, or install to the university computers, or to transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution
5. To recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information

Examples (not a comprehensive list) of policy violations related to the above five categories include:

- sending an individual or group repeated and unwanted (harassing) email messages or using email to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at his/her personal information)
- creating or forwarding or in any way participating in the distribution of electronic chain mail, pyramid schemes, or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a Web site without permission
- posting a university site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- releasing a virus, worm, or other program that damages or otherwise harms a system or network
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the university
- viewing, distributing, downloading, posting, or transporting child or any other pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes
• using university resources for unauthorized purposes (e.g., using personal computers connected to the campus network to set up Web servers for illegal, commercial, or profit-making purposes)

• violating federal copyright laws or the NSU copyright policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Assistant to the President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation with the university. In cases where a user violates any of the terms of this policy, the university may, in addition to the other remedies, temporarily or permanently deny access to any and all NSU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

Access to NSU Online Systems

In order to access the university's computing resources, all Nova Southeastern University students must provide their own Internet access service through a suitable Internet service provider.

Acceptance of Professional Fees

The activities of students in any other profession, position, or vocation are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, public health, law, psychology, counseling, audiology, and/or education. It is a violation of the law and contrary to the policy of this university for any unlicensed person to engage in the professional practice of health care, law, psychology, audiology, and/or education. Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by the law (not appropriate in the College of Osteopathic Medicine—see college specific policies).

Arson

No student shall commit or aid in the intentional commission of an act that results in a fire being ignited, which causes damage, or is intended to cause damage, to the property of the university, or the personal property of any member of the university community.

Bomb Threats

The placement of a bomb threat is an intolerable violation of university policy, which will result in expulsion from the university.

Breaking and Entering

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.

Campus Security Report

Nova Southeastern University, through the Public Safety Department, publishes on an annual basis the Campus Security Report, which includes security policies, procedures, practices, and statistics for offenses. Information is also available on the NSU public safety Web site at www.nova.edu/cuis/pubsafety.
Closing Hours

No student is permitted to enter or remain in any university building or facility, including the swimming pool, or in the academic areas of the university, after normal closing hours, unless written approval to do so has been obtained in advance from authorized university personnel.

Communicable Diseases Guidelines

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the university to protect the rights of those infected with a communicable disease. Students who do become infected with a communicable disease are subject to the guidelines listed below. The university will be flexible in its response to incidents of communicable diseases, evaluating each occurrence in light of this policy and current available medical information.

- The university will make available to the university community information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.
- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.
- An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from his/her treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, school, or center.
- Within reason, the university will make accommodations to the infected person, whenever possible, to ensure continuity in the classroom.
- No infected 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 essential requirements of the position or program, or poses a reasonable threat to the health and safety of those around him/her.

In the event that a 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 Office of the Dean of Student Affairs 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 Office of the Dean of Student Affairs will, after notification of the issues presented to the university president, contact the Center for Disease Control and/or Broward Health Department for recommendations of appropriate action consistent with state law.

Complicity

Students associated with, or present during, the commission of an act(s) by another, which constitutes a violation of university policy, may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.
Computing Account Security Agreement

Nova Southeastern University (NSU) has adopted the following Computing Account Security Agreement, which outlines your responsibilities for securing and using an official NSU computing account. Use of an NSU computing account requires your acceptance of the policy terms and conditions stated below.

1. You must agree to abide by the NSU Policy on Acceptable Use of Computing Resources, which can be found online at www.nova.edu/common-lib/policies.

2. You must not share your account with other individuals for any reason. Your computer account is to be used only by you.

3. The password to your account must be kept secure. Commit your password to memory. You may change your password at any time. Always choose a password that is difficult to guess. Your password must be eight characters in length and contain a combination of both letters and numbers. It must not be any word that can be found in a dictionary. Choose a password that is meaningful to you but not obvious to others. Examples of acceptable passwords are: 29py94ju, as76df98, 98df7gh6.

4. NSU computer systems will monitor your password on a regular basis. If your password is guessed by the system, you will be notified by electronic mail. If you receive such notification, immediately change your password to prevent anyone from tampering with your account.

5. NSU is not responsible for the loss of any files, documents, or electronic mail you may store online. It is your responsibility to make backups of your files.

6. If you do not access your account for a period of six months, it will be deleted from the system.

7. Inappropriate conduct and violations of this agreement will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Assistant to the President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation to the university. In cases where a user violates any of the terms of this agreement, the university may, in addition to other remedies, temporarily or permanently deny access to any and all NSU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

Related policies that also apply to Web pages are as follows:


2. Student-related: Code of Student Conduct and Academic Responsibility

3. Faculty/administrator-related: Faculty Policy Manual

4. Staff-related: Employee Handbook

Contracting on Behalf of the University

Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the university. Students who attempt to, or enter into, a contract on behalf of the university without proper authorization, are subject to disciplinary action that will result in a hold being placed on university records and transcripts until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of the university by a student without proper authorization is void.
Consensual Relations Between Faculty Members and Students

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 (see center specific policies and procedures for any additional information).

Disabilities

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any activity, service, or program of the university solely by reason of his or her disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in Nova Southeastern University's programs shall be provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.

Student requests for accommodation will be considered on an individual basis. Each student with a disability should discuss his or her needs with the disability service representative in his or her academic center, college, or school before the commencement of classes. For the name and contact information of the disability support services representative at your academic center, college, or school, contact the Office of the Dean of Student Affairs at (954) 262-7280.

Requests for accommodation must be made in writing to the disability service representative in the student's academic center, college, or school and be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. If the student disagrees with the accommodation(s) proposed by the disability service representative in consultation with the appropriate program director and/or faculty member, he or she may appeal the decision through that center's, college's, or school's appellate process. If the issue cannot be satisfactorily resolved at the center, college, or school level, the student may appeal in writing no later than 10 days after the final decision to the university's Academic Accommodation Appellate Committee, which consists of the university's ADA coordinator and representatives from at least four different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will also review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Academic Accommodation Appellate Committee is final and binding upon the student without further appeal.

Academic Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the ADA coordinator shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.

2. The student shall have the opportunity to present relevant documents for review by the committee.

3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.

4. Proceedings of the committee shall be kept in strict confidence.
The following are prohibited in all committee meetings:

- any recording of the meeting, except official minutes
- legal counsel
- uninvited guests

In reaching its decision, the committee may consult with recognized experts in the field of disabilities and/or organizations such as the Association of Higher Education and Disability. The student shall be notified in writing of the decision of the committee within a reasonable amount of time of the committee meeting. All decisions of the committee are final and binding on the student without further appeal.

**Discriminatory Conduct**

Discriminatory conduct based on such factors as race, color, religion, national origin, sex, disability, age, or political beliefs is unacceptable in the university. In the event a student feels discriminated against by another student, she/he should contact her/his appropriate academic center representative or the Office of the Dean of Student Affairs at (954) 262-7280. Students may also want to refer to the Grievance Procedures for Nonacademic Disputes.

**Nondiscrimination Statement**

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**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 property owned or controlled by Nova Southeastern University and as a part of any of its activities (see Controlled Substances Chart in Appendix I). 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. No Nova Southeastern University student is to report to work or school while under the influence of illicit drugs or alcohol. Possession of paraphernalia for illegal drug use is also prohibited.

There are serious health risks associated with the abuse of drugs and alcohol. If a student has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

- **NSU Programs**
  Student Counseling Service (Counseling services are available to all but CPS students. CPS students should consult the CPS specific policies and procedures section of the handbook.) For an appointment, contact the Office of Recreation and Wellness at (954) 262-7301.
Community Programs
Department of Children and Families
Substance Abuse Program Office
1317 Winewood Boulevard, Bldg. 6, 3rd Floor
Tallahassee, Florida 32399-0700
(850) 487-2920
Alcoholics Anonymous: (954) 462-0265
Narcotics Anonymous: (954) 476-9297

When a student uses or deals in drugs, he or she also risks incarceration and/or fines. The attached federal sentencing guidelines indicate federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida State Statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending on the amount and type of drugs and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not more 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 Sec. 893.13, Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under Sec. 893.13 (1) (c), Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with the intent to sell, 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 Sec. 316.1936, Florida Statutes: It is unlawful for any person to possess an open container of an alcoholic beverage or consume an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under Sec. 316.193, Florida Statutes: A person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. First conviction on such a DUI charge will result in a fine not less than $250 or more than $500 and imprisonment for not more than six months. A second conviction results in a fine of not less than $500 or more than $1,000 and not more than nine months' imprisonment. A third conviction will result in not less than $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 or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

Any Nova Southeastern University student determined to have violated this policy will 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, and/or other university sanctioning, which may include expulsion.

All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.
Drug Zero Tolerance Policy
Any student found in violation of the drug-free schools and campuses policy with regard to the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs will face serious university disciplinary action, which may include expulsion from the university (see Controlled Substances Chart in Appendix I).

Emergency Situations
To report an on-campus emergency situation from an on-campus phone, contact the police at 9-911 and public safety at extension 8999. If calling from off campus, dial the police at 911 and public safety at (954) 262-8999.

Failure to Comply
All students and guests are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices, and the completion of all disciplinary sanctions by the stated deadline.

False Information
Students should not give false information to a university official or to a local, state, or national agency.

Falsification of Records
Falsification of university records, including but not limited to, admission, registration, financial aid, student disciplinary, academic, health records, parking decals/hang tags, and student employment records is prohibited.

Fire Safety
Unnecessarily setting off a fire alarm; unnecessarily tampering with fire hoses, extinguishers, exit signs, and alarm equipment; or blocking fire exits and other means of impeding traffic may result in immediate university disciplinary action and criminal prosecution. Failure to evacuate any building on campus during a fire alarm is also prohibited.

Fraud
Any act to deceive or misrepresent any agency of the university or any person or business is prohibited.

Grievance Procedures for Nonacademic Disputes
This process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, college, or school. Academic grievances should be referred to the student's academic center. The purpose of these grievance procedures 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. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution.
First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for his or her position based on factual information. The student will receive a reply, in writing, which addresses the complaint.

If the reply is not acceptable, the student is encouraged to submit the complaint in writing to the associate dean of student affairs. The associate dean of student affairs will attempt to resolve the dispute. If the associate dean is unable to resolve the dispute, he or she will notify the student and the dean of student affairs of this in writing. The student may then appeal in writing to the dean of student affairs. The dean will investigate and review the findings, and will notify the student in writing of his or her decision. The dean's decision is final and cannot be appealed.

Guests
Students are welcome to bring guests to the campus, but must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of campus, it is the responsibility of the student host to cooperate with the university official making the request. The university reserves the right to exclude all guests from any area on campus in times of impending or actual crises or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guest(s) from any area of the campus for any reason the university deems appropriate.

Harassment Statement
Harassment is defined as any words or acts, whether intentional or a product of the disregard for the safety, rights, or welfare of others, which cause physical or emotional harm, or which intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person's rights to comfort. This includes loud or aggressive behavior or behavior that disrupts the orderly functioning of the university or disturbs the peace and/or comfort of person(s) on the campus of the university. It also includes any conduct or action in which the university can determine that a threat exists to the educational process or to the health or safety of a member of the Nova Southeastern University community.

Hurricane Watches and Warnings
A hurricane watch is a governmental agency announcement issued for an area when there is a threat of hurricane conditions, generally to strike within 36 hours.

A hurricane warning is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours.

When a hurricane warning is received, all protective preparations should be made, with the expectation that the hurricane will strike.

Nova Southeastern University provides a 24-hour "Hurricane Hotline" for this type of emergency. The hotline number is (954) 262-7300.

Local hurricane shelter information can be obtained through county governmental information telephone numbers. For Broward County shelter information, contact NSU Public Safety at (954) 262-8981.

Hurricane Watch
In the event of a hurricane watch, the university president will confer with members of NSU administrative staff in preparation for hurricane protection activity.
Members of the university community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

**Hurricane Warning**

**University Closing**
If a hurricane warning is issued, the university president will decide if the university will be evacuated.
If the president orders the closing of the university, the appropriate directives will be relayed by the vice presidents to their areas of responsibility.
NSU Office of Public Affairs will contact major news organizations for immediate broadcast notification.

**Closing Preparation**

**Student Housing for On-Campus Residents**
- Pull all furniture away from windows. Expect water damage and flooding. Place loose articles and electronic items away from windows and onto closet shelves and in dresser drawers; lock doors.
- Those students who reside in rooms that are equipped with bathtubs are requested to clean the tub and fill it halfway with water. Fill several small containers with clean, fresh water for drinking purposes.
- All windows must be closed tightly. If window blinds are provided, the blinds should be down and closed.
- Do not tape window glass.
- Each student should provide his or her own flashlight and radio, with extra batteries.
- **Candles are not allowed.** Do not use candles because they are a fire hazard.
- Residents should provide themselves with an adequate supply of nonperishable foods and water to last two or three days.

**Safety Procedures**
- Follow instructions of Public Safety officers and emergency personnel.
- Residence hall students: follow the instructions of Residential Life staff.
- Stay indoors until advised to exit.
- Do not open windows or doors to see what is happening outside.
- Beware of the “eye” of the storm. The “eye” is the center of the hurricane, which may bring a temporary period when the air may be calmed. Do not leave your safety or shelter until advised by Public Safety or the local officials. Residential students will be notified by Residential Life staff.
- When the “all-clear” is given, exit your location with extreme care. Beware of electric wires, broken glass, and falling or fallen objects.
- Do not enter structures, vehicles, or areas that are damaged; many persons are killed after a storm by electrocution.
For NSU opening information, call the NSU Hurricane Hotline at (954) 262-7300.

Enter NSU property only after permitted, and follow safety instructions.

Broadcast Information
A voice mail broadcast message regarding the university closure will be instituted within the NSU phone system. The NSU telephone central switchboard will also be available for direct information.

Reopening Information
University staff members and students should tune into radio and television stations for a status report as to when the university will reopen.

Keep a portable radio and plenty of spare radio batteries.

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Television Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>WNSU - FM 92.9</td>
<td>WFOR - Channel 4</td>
</tr>
<tr>
<td>WIOD - AM 610</td>
<td>WTVJ - Channel 6</td>
</tr>
<tr>
<td>WINZ - AM 940</td>
<td>WSVN - Channel 7</td>
</tr>
<tr>
<td>WFTL - AM 1400</td>
<td>WPLG - Channel 10</td>
</tr>
<tr>
<td>WHYI - FM 100.7</td>
<td>WLTV - Channel 23</td>
</tr>
<tr>
<td>WBGG - FM 105.9</td>
<td>WYHS - Channel 69</td>
</tr>
<tr>
<td>WRMA - FM 106.7</td>
<td></td>
</tr>
</tbody>
</table>

Reopening Confirmation
For reopening information please call the NSU Hurricane Hotline at (954) 262-7300

NOVALERT is part of NSU’s Public Safety Program that includes safety, security, protection, and service. For other nonemergency information, services, or reporting, call the Public Safety Office at (954) 262-8981.

Identification Cards
Students are required to carry university identification cards at all times and to present their identification card when requested by authorized university personnel, who include but are not limited to staff members of the residence halls, food service, recreation and wellness, Nova Books, the library, Office of the Dean of Student Affairs, public safety, financial aid, registrar, business services, and the bursar's office.

University Identification Cards: Only the student whose name appears on the card may use it. Any alteration or illegal use of university identification cards is prohibited.

Other Identification Cards: Possession of a blank, forged, stolen, borrowed, fictitious, counterfeit, or unlawfully issued driver’s license or identification card is prohibited.

Making or having instruments and materials for counterfeiting of university identification cards, driver’s licenses, or any form of identification is prohibited.

HPD students: See Center Specific Policies for identification requirements and fieldwork prerequisites.
Immunization Requirements

HPD students: See Center Specific Policies.

All residence hall students must satisfy the following requirements in order to reside on campus. If you were born after January 1, 1958, proof of two doses of measles (rubeola), and one dose of rubella (German measles) is required.

For measles (rubeola), you must show proof of two of the following:

• immunization with two doses of measles vaccine 0, the first given on or after the first birthday, the second given at least 30 days after the first, and BOTH in 1958 or later
• blood test showing the presence of the measles antibody
• a written, dated statement signed by a physician on his/her stationery stating the date you had the disease

For rubella (German measles), you must show proof of one of the below requirements:

• one dose of rubella vaccine on or after the first birthday, and in 1969 or later
• blood test showing the presence of the rubella antibody

Note: Having had the rubella disease is NOT acceptable proof.

Or, the MMR combined (measles, mumps, rubella). This may be given instead of individual immunizations.

• One dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later

Immunization requirements are based on Florida state health regulations. Valid exemptions from providing immunity:

• Medical exemptions—Must produce a letter from a doctor, signed on his/her stationery, stating the reason for exemption and whether it is a temporary or permanent exemption
• Religious exemptions—On church stationery, signed by a minister, priest, rabbi, or head of church

Acceptable forms of documentation—The following documents are acceptable proof of immunity of measles and rubella. Forms must include specific dates, and the dates must satisfy the requirements stated previously.

• HRS (Department of Health and Rehabilitative Services)
• Childhood immunization records
• School immunization records
• Military service records
• Document indicating blood tests

Interference with University Investigations, Disciplinary Proceedings, or Records

Interference with university investigations, administrative procedures, or disciplinary proceedings such as those conducted by the Department of Public Safety, Office of the Dean of Student Affairs,
Department of Residential Life, or any other university office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in university investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy university investigations or destroy university records or evidence. Interference with university investigations, disciplinary proceedings, or records may result in disciplinary action.

**Jurisdiction of University Policies and Procedures**

Students must adhere to university policies and procedures on the main campus, at any university site, or while participating in any university-sponsored program, event, or activity.

**Lake Swimming**

Swimming in any lake, canal, and/or body of water on the Nova Southeastern University campus is prohibited.

**Legal Representation**

Students utilizing or stating the intent to utilize legal representation during any situation will be immediately referred to university legal counsel.

**Littering/Projecting Objects**

Students may not throw, discard, place, or deposit litter, or project objects from university buildings or on university grounds except in receptacles provided for such purposes.

**Misuse of Telephones**

Students who misuse telephone lines or university accounts will be subject to disciplinary action and restitution.

**Noise**

The university noise policy is based on the belief that all students have a responsibility to respect the rights, health, security, and safety of other university and community members. Excessive noise that disturbs the campus environment, unless approved by the Office of the Dean of Student Affairs or designee for a special event, is not allowed. Students are held responsible for the actions of their guests.

**Off-Campus Violations**

The university reserves the right to take disciplinary action for violations of the Code of Student Conduct and Academic Responsibility, university policies and procedures even when they occur off campus.

**Parent/Legal Guardian Notification**

University personnel may, at times of extreme concern for a student’s welfare, notify parent(s)/legal guardian(s) of a student under 21 years of age in writing and/or by phone when alcohol or drug violations of university policy occur.
Parking and Traffic Policies

- In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered with the university, and a parking permit must be properly displayed.
- All administrators, faculty members, staff members, students, and visitors must register vehicles to be driven or parked on campus.
- All administrators, faculty members, staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved.
- Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.
- The Public Safety Department is authorized to designate any spaces as temporary reserved parking.
- Abandoned vehicles are subject to towing at the owner’s expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The director of public safety will determine whether a disabled vehicle is allowed to remain on campus.
- Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
- Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of public safety.
- The maximum speed on any NSU driveway or roadway excluding those owned and managed by the town of Davie, Broward County, or the state of Florida is 15 miles per hour or less.
- All vehicle operators must obey public safety and police direction and instructions regarding operating and parking motor vehicles.
- Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.

Pets

No pets or animals, other than fish, are permitted on campus, with the exception of seeing-eye dogs.

Privacy of Records

The Family Educational Rights and Privacy Act of 1974 places certain limitations on the disclosure of personally identifiable information maintained by the university with respect to students and limits access to educational records, including the right to access, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures, and the right to place a statement in such educational records explaining any information that he or she believes to be inaccurate or misleading.

The university has adopted a policy with respect to its educational records consistent with the requirements of the Family Educational Rights and Privacy Act and the regulations promulgated under the act.

Nova Southeastern University maintains a system of records that includes application forms, admission test scores, and transcripts of students’ previous academic records and performance while in residence. These records are available for review by current and former students upon written request to the Office of the University Registrar. However, the registrar will not release transcripts of students’ academic records until all 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) address, (c) dates of attendance, and (d) degree and awards received. Requests for such information must be submitted in writing to the university. 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 before 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.

**Publicity and Posting Policy**

All public notices or publicity material posted on campus property must be sponsored by a recognized student organization or university department, or otherwise be approved in advance by the Office of the Dean of Student Affairs and/or specific individual academic centers (see Center Specific Policies and Procedures).

- Posting of flyers on campus, with the exception of the residence halls, is done so by the Office of the Dean of Student Affairs.
- Flyers not to exceed 20 may be dropped off at the Office of the Dean of Student Affairs between 8:30 a.m. and 5:00 p.m., Monday through Friday.
- For flyer distribution in residence halls, call the director of residential life at (954) 262-7052.
- Academic centers, colleges, and schools may have their own specific posting policies that are not governed by the Office of the Dean of Student Affairs. See center, college, or school specific policies and procedures.

For more information on posting materials on campus, contact the Office of the Dean of Student Affairs at (954) 262-7280.

**Public Laws**

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws will establish cause for legal and/or disciplinary action by the university.

**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.

**Sexual Assault Policy**

It is the policy of Nova Southeastern University that no person, including a student or employee, may threaten the health and safety of a member of the university community, or any person on university property or at a university-sponsored or -supervised activity, through the commission of sexual assault, including acquaintance rape.

- **Definition:** The university recognizes the Florida State Statute, and any state statute or regulation as appropriate for the particular location. Additionally, Nova Southeastern University acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

**Consideration and rights to be afforded to all campus community members regarding the type of sexual assault:**

a. The right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity.

b. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.

c. The right to be free from pressure that would suggest that the victim: (i) not report crimes committed against him/her to civil and criminal authorities or to the campus public safety and disciplinary official; or (ii) report crimes as lesser offenses than the victim perceives them to be.

d. The right to be free from suggestions that sexual assault victims not report, or underreport, crimes because: (i) victims are somehow responsible for the commission of crimes against them; (ii) victims were contributorially negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity.

e. The right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident.

f. The right to have access to counseling services established by the university or other victim-service entities.

g. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants.

h. The right to be informed of disciplinary proceedings, as well as the outcome of such proceedings.

i. The same right to assistance, or ability to have others present, that is afforded to the accused during any campus disciplinary proceedings.
Disciplinary Action: In addition to any criminal or civil actions that may be pending or in process, the university reserves the right to pursue separate disciplinary action.

- Persons found responsible for sexual assault may expect disciplinary actions that could include suspension or dismissal from the university.

Education and Information: The university, through the departments of the Office of the Dean of Student Affairs, residential life, recreation and wellness, and public safety, provides educational and informational programs and materials regarding awareness of rape, acquaintance rape, and other sex offenses. This information is provided through scheduled and on-demand programs.

Nova Southeastern University students are encouraged to report to the police (9-911 on campus and 911 off campus), public safety (extension 8999 on campus and (954) 262-8999 off campus), and a university administrator all occurrences of sexual assault, either violent assault or acquaintance (date) rape. Professional staff members in the Office of the Dean of Student Affairs, residential life, student counseling, and public safety are among those who are trained and willing to assist students who are victims of sexual assault.

If the victim then reports the crime to an administrator, the following procedure will prevail.

- Third-Party Reports: When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a student life and/or residential life administrator. If the person reporting that assault is a third party (not the victim), the administrator will do the following:
  
a. Advise the reporter to counsel the victim to seek medical assistance.

b. Advise the reporter to encourage the victim to talk with a counselor from the Rape Center in Broward County, a staff counselor at the University Counseling Center, a student affairs and/or residential life administrator, the director of public safety, or some other university official.

c. Protect the confidentiality of the victim (if name is known).

- Victim Reports: If a student who is a victim of sexual assault reports the matter to a university administrator or any other university employee, the administrator and/or employee will encourage the victim to seek immediate medical attention and assist the victim in appropriate methods and avenues to receive medical care. In reporting a sexual assault, the victim controls the process. The administrator and/or employee will encourage the victim to authorize notification of the university Public Safety Office (PSO) of the occurrence of the crime, and then to cooperate with PSO and student life and/or residential life and housing in reporting the matter to the rape victim advocate in the state attorney's office and to local police. The victim will be assured of university support including reasonable confidentiality, full cooperation with any police investigation, and counseling through the University Counseling Center and the Rape Crisis Center. If the victim authorizes the notification of PSO, the administrator and/or employee will inform the Office of the Dean of Student Affairs, which will assist as liaison with PSO.

Sexual Harassment Policy

It is the intent of Nova Southeastern University to protect all students from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act. Sexual harassment undermines the integrity of the academic environment, debilitates morale, and interferes with the effectiveness of students. At Nova Southeastern University, sexual harassment of students by employees/other students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when
• submission to such conduct appears to be a term or condition of enrollment, attendance, or participation in a class
• submission to or rejection of such conduct affects academic decisions
• 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 and can include
  • unwelcome physical contact including, but not limited to, patting, pinching, or touching
  • 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, or may report the conduct to the dean of the center, any other faculty member, the Office of the Dean of Student Affairs, or the director of human resources.

**Smoking Policy**

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 (residence halls), which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

**Solicitation Policy**

All on-campus sales and solicitations must be operated or sponsored by a university-recognized student organization and must receive the proper authorization. The Office of Residential Life and Housing must approve sales and solicitations in the residence halls. The Office of the Dean of Student Affairs must approve sales and solicitations in all other areas on campus.

**Stalking**

Stalking is prohibited. Stalking means to engage in a course of conduct directed at a specific person(s) that causes substantial emotional distress in such person(s) and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

**Student Publications**

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

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel; indecent, undocumented allegations; attacks on personal integrity; and the techniques of harassment and innuendo.

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

• The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
• Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures.

• All university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body.

Theft or Unauthorized Possession
Students involved in the taking, sale, or possession of property without the consent of its owner or without proper remuneration may be subject to university disciplinary action and a fine, as well as arrest and prosecution by legal authorities.

Travel
Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off of the main campus or any NSU sites.

Trespass Policy
Nova Southeastern University reserves the right to prohibit trespass onto its property. University employees whose duties include building or property supervision or the general safety and protection of persons or property may issue a trespass warning. A trespass warning may be issued to students or nonstudents and may apply to an individual’s vehicle as well. The revocation of a person’s privilege to be on the lands, within the buildings, or on the premises of the university may be restricted to time and place by the agent of the university issuing the trespass warning.

Unauthorized Entry
Any student who enters, attempts to enter, or remains in any room, building, motor vehicle, trailer, or machinery without proper authorization may be subject to university disciplinary action, as well as arrest and prosecution by legal authorities.

Unauthorized Possession of University Property
Students in possession of property owned or controlled by Nova Southeastern University without authorization for such property will be subject to university disciplinary action and/or restitution. In addition, students may be referred to legal authorities for prosecution.

Use of University Vehicles
All student use of university vehicles must be appropriately authorized. Student drivers must have completed the defensive driving course sponsored by public safety and have been approved to drive by university risk management. In addition, students are expected to adhere to the code of conduct, university policies and procedures, and all state and federal laws while operating a university vehicle.
**Vandalism**  
Defacing, littering, or damaging property of the university is prohibited.

**Weapons**  
Weapons are prohibited on campus. A weapon includes  
- any item designed to inflict a wound or cause injury to another person  
- any item used to harass, threaten, intimidate, assault, or commit battery  
- any item the university deems dangerous  

Firearms and ammunition are strictly prohibited from the campus under all circumstances.

**Web Pages – Student Organizations**  
Only recognized student organizations verifiable through the Office of Student Activities and Leadership Development may establish Web pages.

**Web Pages – Use of Material**  
You should assume that materials you find on the Web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your Web pages(s) without the expressed permission of the copyright owner (examples: graphic images from other Web pages, articles, video, audio, photographs, software, or images scanned from published works). You may include short quotations of text provided you identify in an obvious way (e.g., in a footnote) the author and the work from which the quotation is taken. If you want to include something from another Web page in one of your Web pages, then link to it rather than copy it. The occurrence of plagiarism on your Web page is subject to the same sanctions as apply to plagiarism in any other media. Images in the NSU graphics repository may be used on Web pages without permission. Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a Web page without the expressed permission of the people in the picture or video. Every person has the right to privacy, which includes the right to restrict the use of his/her own image. In addition, the picture or video may be protected by copyright.

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: Copyright 1997 by (name of the copyright owner). Used with permission.

Although a copyright notice is not required to assert your rights to your own original material, you may want to include a minimal notice of copyright in a Web page footer when appropriate. When used, the copyright notice should appear as follows:

- Web pages:  
  Copyright 2001 (your name). All rights reserved.

- Organization Web pages (examples):  
  Copyright 2001 Cornell Law Review. All Rights Reserved.  
  Copyright Nova Southeastern University. All Rights Reserved.  
  Copyright 2001 The School of Computer and Information Sciences. All Rights Reserved.
Related policies that also apply to Web pages are as follows:

2. Student-related: Code of Student Conduct and Academic Responsibility
3. Faculty/administrator-related: Faculty Policy Manual
4. Staff-related: Employee Handbook

**Worthless Checks**

1. Students who make and/or deliver checks to Nova Southeastern University or any of its affiliates that are not honored by a bank for proper cause shall be subject to a charge for administrative costs, restitution, and disciplinary action.

2. Students who make and/or deliver worthless checks in payment of tuition and fees shall be subject to cancellation of their registration and denial of admission to classes until full restitution is made.

3. In addition, students who make and/or deliver worthless checks to the university or any of its agents may be subject to criminal prosecution by legal authorities.
NOVA SOUTHEASTERN UNIVERSITY RESOURCES

Alumni Association

More than 68,000 men and women, residing in all 50 states and in 53 foreign countries, are Nova Southeastern University graduates. Increasingly, these individuals are to be found in the top echelons of business, industry, medicine, government, and education. The NSU Alumni Association gives alumni opportunities to build relationships, receive special benefits, and extend a hand to recent NSU graduates. For more information on alumni programs, call (954) 262-2118 or 800-541-6682.

Assistantships

A limited number of graduate assistantships are available within Residential Life and Housing, Career Services, Student Activities and Leadership Development, and the Student Union. Graduate assistantships provide on-campus housing, a monthly stipend ($500), meal plan/declining balance, and tuition waiver (maximum $8,000 per year) in exchange for working within one of the Student Affairs departments. Contact the Office of the Dean of Student Affairs at (954) 262-7280 for more information. (Assistantship preference is given to students enrolled in the Conflict Analysis and Resolution Program with a specialization in College Student Personnel Administration.)

ATM

There are two ATM machines on Nova Southeastern University's main campus. They are located in the Rosenthal Student Center and at the Terry Building of the Health Professions Division.

Rosenthal Student Center
Union Planters Bank Customers:
If you are a Union Planters Bank cardholder, the use of the ATM machine is a free service to you.

Union Planters Bank Noncustomers:
If you are not a Union Planters Bank cardholder, Union Planters Bank, the owner of this ATM, may charge a $1.50 fee for withdrawing cash. This fee is added to the amount of your withdrawal and is in addition to any fees that may be charged by your financial institution.

Health Professions Division
Heartland Cash Network, LLC, charges a terminal usage fee of $1 for a cash withdrawal by a U.S. customer using an access card not issued by the owner of this terminal. This charge, which will be added to the withdrawal amount, is in addition to any fees that may be assessed by your financial institution.

Bookstore

Textbooks should be purchased before the first day of classes and are available at Nova Books, located in the Rosenthal Student Center. Along with textbooks, the bookstore carries school supplies and a wide range of software available with student discounts. The bookstore is open Monday through Friday, 8:30 a.m. to 6:15 p.m., and Saturdays, 10:00 a.m. to 1:30 p.m. (Call for information about extended hours at the beginning of the semester). Students at off-campus locations may order textbooks by phone, fax, email, or via the Web. The course number and site location must be indicated when books are ordered or requested. Books are shipped via UPS, usually within 24 hours.
Returns Policy

- Undergraduate books are returnable during the first two weeks of classes only. Books purchased more than two weeks before classes start are not returnable.
- Graduate books (including law) are returnable during the first week of class only. Books purchased more than two weeks before classes start are not returnable.
- Health Professions Division books are returnable one week from the purchase date only.
- Books purchased after the return deadline for each program are not returnable.
- Only required textbooks are returnable. Optional or supplementary materials, trade reference books, supplies, and other nonbook items are not returnable.
- All items must be returned in original condition.
- All returns must be accompanied by a cash register receipt.

Campus Shuttle

To accommodate NSU students, a fleet of four shuttle buses has been added to service the permanent buildings on our 232-acre main campus. A fixed-route transit circulator system consisting of one two-directional route will be running on the NSU campus weekdays from 7:00 a.m. to 7:00 p.m. Although the buses will have a designated path to follow around the university, there are no set bus stops on campus. Rather, those wishing for a lift are encouraged to wave and ride as the buses make their respective rounds, or greet the buses in front of university buildings.

Career Services

Career Services is available to assist students and alumni in all aspects of career decision making and planning and in the job-search process. The mission is to support Nova Southeastern University undergraduate students, graduate students, and alumni in the implementation of successful career plans. Through counseling and career-related resources, the center strives to educate students and alumni by teaching them how to

- develop a career life plan, from choosing a major to conducting a job search
- explore career and/or graduate/professional school opportunities
- secure employment

Career Services encourages personal responsibility on the part of students and alumni in planning a career and exploring opportunities as they relate to educational and personal development throughout the college years and into the future. For further information, please contact Career Services at (954) 262-7201.
Community Service

NSU offers more than 50 different services to the community. Students are encouraged to get involved in the following services:

- Academy of Dispute Resolution, (954) 262-4237
- Area Health Education Center Program
- Autism Consortium, (954) 262-7155
- Center for Autism and Related Disabilities, (954) 262-7111
- Family Center, (954) 262-6900
- Institute for Learning in Retirement, (954) 262-8471
- Shepard Broad Law Center Legal Clinics, (954) 262-6137/6138
- Family Therapy Associates, (954) 262-3030
- Nova Singers, (954) 262-2107
- NSUCommunity, (954) 262-8697
- University Health Care Centers – Sanford L. Ziff Health Care Center, (954) 262-4100
  - Pharmacy, (954) 262-4450
  - Dental, (954) 262-7500
  - Optometry, (954) 262-4200
- Ralph J. Baudhuin Oral School, (954) 262-7100
- University School, (954) 262-4400–Davie, (954) 262-4560–Coral Springs
- VOICES Family Outreach, (954) 262-3060
- Women’s Resource Institute, (954) 262-8451

Computing Facilities

The MicroLab offers and delivers high-quality and appropriate computer technology support of the university community. The MicroLab comprises 24 academic computing laboratories and electronic classrooms. All laboratories are networked to the university's online computer systems. Online connectivity provides access to the campuswide information system, the Electronic Library, and the World Wide Web. For further information, please contact the MicroLab at (954) 262-4949.

Food Service

Aramark provides a variety of campus dining options for the entire NSU community. It offers convenient, nutritionally balanced meals at a good value. Aramark's goal is to exceed what you expect. The following are the on-campus locations where you will find food service:

- Knights Court Cafe
  This food court is located in the Rosenthal Student Center on the main campus. Featuring national and custom brands, this food court includes Sbarro's Italian Eatery, the Green Pickle Deli, Your Weigh Buffet, Guzzles, Gulps & Sips, Express Yourself, InNOVAtions, and a Dessert Island.
• Jamaican Me Crazy Cafe  
The Parker Building hosts a themed Caribbean food and beverage bar featuring pizza, hot dogs, fresh fruit juices, espresso drinks, snacks, and Jamaican beef patties.

• Supreme Court Cafe  
An open market within the Law Center Atrium Lobby featuring espresso and gourmet coffee, bottled juices, waters, sodas, deli sandwiches, and prepackaged desserts and salads.

• Health Professions Division (HPD)  
Features a large dining area with comfortable seating and an outdoor patio. Entrees, deli sandwiches, grill items, salad bar, soup, beverages, desserts, and frozen yogurt are all available.

• Espresso Cafe  
Located in HPD, a customized coffee cart offering a variety of Starbucks gourmet coffees, espresso, cappuccino, lattes, fresh-baked pastries, fresh fruits, and an assortment of novelty items.

• East Side Cafe  
Located at the east campus, a kiosk providing grab-and-go breakfast and lunch items such as coffee, pastries, sandwiches, and salads.

For further information, please contact Aramark at (954) 262-5300.

Meal Plans

The university offers a choice of four different meal plans that are available to both graduate and undergraduate students. Undergraduate students living in Leo Goodwin Sr. Residence Hall are required to purchase a meal plan. The following are the available options:

• 19-meal plan  
Three meals (breakfast, lunch, and dinner) per day, Monday through Friday, and brunch and dinner on Saturday and Sunday

• 14-meal plan  
Any two meals per day

• 15-meal plan  
Three meals (breakfast, lunch, and dinner) per day, Monday through Friday, and no weekend meals

• 10-meal plan  
Any two meals per day Monday through Friday, no weekend meals

Note: Meal plan options are subject to change each academic year.

Declining Balance

The university offers a declining balance option to students who want the convenience of using their student ID as a debit card in the dining hall. This option is open to all graduate students, commuting undergraduates, or in addition to the meal plan for resident undergraduate students. Students can select to have the following amounts placed on their card. The student’s account will be charged accordingly.

<table>
<thead>
<tr>
<th>Rate</th>
<th>Bonus</th>
<th>Discount</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td>$5</td>
<td>5 percent</td>
<td>$105</td>
</tr>
<tr>
<td>$150</td>
<td>$15</td>
<td>10 percent</td>
<td>$165</td>
</tr>
<tr>
<td>$300</td>
<td>$45</td>
<td>15 percent</td>
<td>$345</td>
</tr>
</tbody>
</table>
Students may sign up for a meal plan or a declining balance account at the Office of Residential Life and Housing in the Leo Goodwin Sr. Residence Hall, (954) 262-7052.

**Health Care Centers**

The Health Professions Division Health Care Centers serve an important function and are an integral part of the HPD training programs. They provide a vital community function by bringing health care service to areas whose medical needs traditionally have gone unmet.

**Sanford L. Ziff Health Care Center:**
A primary care facility with state-of-the-art full-service radiologic-diagnostic capabilities. Contained here are family medicine, pediatrics, x-ray, occupational therapy, pharmacy, physical therapy, physical medicine and rehabilitation, optometric clinic and optical dispensary, cardiology, and other specialty practices (67,000 square feet). Complete dental service is available next door at the clinics operated by the NSU College of Dental Medicine. Ambulatory medical, optometric, and dental care is made available during regular business hours for the university community. When a student or a member of his or her immediate family (spouses and children) needs care, he or she may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. For urgent situations, contact the University Health Service at (954) 262-4100.

Consultation with specialists, when needed, will be arranged by the University Health Service, and such specialty care will be the student's financial responsibility. Direct visits to specialists without referral by the University Health Service are strongly discouraged.

**Campus Pharmacy:**
Located adjacent to the Ziff Health Care Center is the pharmacy where prescriptions, over-the-counter remedies, herbal, and homeopathic remedies are available. The pharmacy Wellness Center addresses diabetes, high blood pressure, and other diseases.

Hours are as follows:
- Monday–Friday, 9:00 a.m.–5:00 p.m.
- Saturday, 9:00 a.m.–1:00 p.m.

For additional information, contact (954) 262-4550

**Homecoming**

Homecoming is a reunion weekend for alumni, students, faculty members, staff members, and friends of NSU. The social activities and athletic events organized by the Office of Student Life, the Alumni Office, and the Department of Athletics provide opportunities for the NSU community to celebrate shared experiences. For further information about homecoming events, please contact (954) 262-7280.

**Intercollegiate Athletics**

Athletic competition, which teaches discipline, cooperation, and persistence, is an important part of an NSU education. The athletics program at NSU has NCAA Division II/NAIA status and consists of the following sports:
- Men: baseball, basketball, golf, and soccer
- Women: basketball, cross-country, golf, soccer, softball, and volleyball

For further information, please contact athletics at (954) 262-8252.
International Student and Scholar Services (ISSS)
The goal of ISSS is to assist international students, visiting professors, researchers, and scholars with the immigration process. In addition, this office provides guidance for maintaining status with U.S. Immigration and Naturalization Services (INS). International student refers to any student who is not a permanent resident or naturalized alien of the United States or in other words, a nonresident alien. For further information, contact ISSS at (954) 262-7241.

Libraries
Projected to open during fall 2001 is a $42.8 million Library, Research, and Information Technology Center, which forge a joint-use partnership with the Broward County Board of Commissioners. This new Library, Research, and Information Technology Center will have five levels upon complete build-out, 325,000 square feet, a 3,800-square-foot atrium lobby, 1,200 user seats (1,000 with Internet access), 100 reference computer workstations, space for 1.4 million volumes (books, journals, and periodicals), 1.2 million microform units, and a centralized circulation area. A multistory parking garage containing approximately 1,525 spaces is also being constructed near the library.

At the current time, the university library system is composed of the East Campus Branch Library, Einstein Library, Health Professions Division Library, Law Library, North Miami Beach Branch Media Union, Oceanographic Library, and four school libraries on the main campus. Also, branch libraries are located in the Bahamas, Jamaica, and Panama. Agreements have been signed with 19 academic libraries throughout the world to provide library support for NSU programs offered in specific geographical areas. The catalogs of all libraries are accessible to local and distance education students and faculty members, wherever they may be located, via computers using the Electronic Library. Overall, the university’s libraries house approximately 360,000 volumes and 1,300,000 microform units. Online and CD-ROM databases complement the paper-based holdings and provide full-text resources. Interlibrary loan arrangements through networked organizations such as the Online Computer Library Center (OCLC), the Southeast Florida Library Information Network (SEFLIN), the Consortium of Southeastern Law Libraries (COSELL), and the National Library of Medicine (NLM) provide broad access to a wide range of materials.

To augment the libraries’ print materials, the Office of Media Services has an extensive collection of more than 1,200 items of nonprint materials (principal audiovisual materials), and a video production studio to support classroom instruction. In addition, the center provides technical assistance for distance learning delivered by teleconferencing. The university’s microcomputer laboratory resources include a growing inventory of instructional software for use by students and faculty members.

For further information on the campus libraries, please visit the library’s Web site at www.nova.edu/library.

Miami Dolphins Training Facility
The Miami Dolphins Training Facility is located on NSU’s main campus. During the summer months, the Miami Dolphins football practice and the Junior Training Camp are open to the public. The Pro Shop at the training facility is open year-round to the public. For further information, please call (954) 452-7000.

Newspapers
Undergraduate Student Newspaper — The Knight
The Knight serves Nova Southeastern University’s Farquhar Center for Undergraduate Studies from its office in the Farquhar Center Annex, located on NSU’s main campus. The Knight is NSU’s established
vehicle for the transmission of student reporting, opinion, and arts. All community members are invited to contribute anything they desire to the Knight. The Knight is readily available at several sites around the main campus and local community, including the east campus, the Oceanographic Center in Dania Beach, and the Davie-Cooper City Chamber of Commerce. For further information, please call (954) 262-8455.

**NSU Newspaper – The NSU View**

The NSU View, a university-wide weekly newspaper, provides a centralized weekly communications medium to effectively distribute information to and about the entire NSU community. The Office of Student Activities and Leadership Development publishes the newspaper. Designed to further a sense of campus community, the NSU View covers news and information, people and their perspectives, and events and updates of the university community. For more information on the NSU View, contact (954) 262-7296.

**Nova Singers of Nova Southeastern University**

More than 125 men and women voluntarily perform unpaid choral engagements throughout the year. These musical ambassadors for the university give their time and talent to bring classical choral music to all of South Florida. For further information, please call (954) 262-2107.

**Public Safety**

The Public Safety Department provides protection and service for all students 24 hours a day. Students can reach the office at (954) 262-8981, Monday through Friday, 8:00 a.m. to 5:00 p.m., and after hours and on weekends at (954) 262-8999 (dial last four digits if on campus). Public safety should be called to report all emergencies, thefts, or suspicious persons or situations. Public safety also provides assistance in jump-starting vehicle batteries, giving vehicle owners access in case of lockouts and, when appropriate, giving NSU community members entry to locked buildings or offices. The NOVALERT emergency number is (954) 262-8999 (extension 8999 from on-campus phones).

**Blue Light Telephones**

Blue light telephones designate a public safety emergency telephone. There are a number of these push-button communications throughout the campus. These blue light phones allow you immediate communication with a public safety officer. If you have a concern or questions, please go to a blue light phone and push the button on the face of the unit. Public safety will respond immediately. Your communication need not be an emergency.

**Radio Station – WNSU**

WNSU was formed in August 1990 to provide an opportunity for Nova Southeastern University students to gain knowledge and experience in radio broadcasting. Under an agreement with the Broward County School Board, WNSU broadcasts on 88.5 FM after 7:00 p.m. NSU Radio X focuses on playing cutting-edge music, as well as featuring specialty shows seven days a week. Radio X is a voice in the community because along with introducing new music to listeners, it also provides local and world news, weather reports, sports updates, and NSU news. For further information, please call (954) 262-8457.
Recreation and Wellness

The Office of Recreation and Wellness provides formal and informal recreation and wellness programming for the students, faculty, and staff of NSU. A comprehensive recreation program provides intramural sports, outdoor adventures, special events, aerobic and fitness programs, recreation instruction, martial arts, and much more. Offerings currently include volleyball, football, basketball, soccer, softball, golf, tennis, horseback riding, scuba diving, kayaking, snorkeling, deep-sea fishing, swimming instruction, golf classes, tennis instruction, martial arts, step aerobic classes, aerobox/kickbox classes, body sculpting, and yoga classes. The wellness programs promote well-balanced healthy lifestyle choices for the NSU community. Programs and services offered include:

- a health information resource center
- student health and dental insurance
- a self-care center that provides free condoms, over-the-counter medications, and basic first-aid supplies
- free and confidential student counseling services
- a free physician-referral network
- campus-wide health promotion programs
- a monthly newsletter

The Recreation and Wellness Department is housed in the university recreational sports complex known as the RecPlex. This facility boasts two tennis courts, three basketball courts, a 2,600-square-foot swimming pool, covered patio area, cardiovascular exercise equipment, and men's and women's locker/shower rooms. The facility is open approximately 100 hours each week and is available to all NSU faculty members, students, and staff members who have a valid NSU ID card. For further information, please contact the Office of Recreation and Wellness at (954) 262-7301.

Registrar

The Office of the University Registrar provides a variety of diverse services to the university community. Working closely with the academic centers, colleges, and schools, this office strives to be customer oriented and responsive to a variety of student and university needs. Services include, but are not limited to, course registration, transcript processing, VA benefits, international student counseling, data entry, photo IDs, and general university information. For further information, please contact 800-541-6682, ext. 7200, or (954) 262-7200 if local.

Residential Life and Housing

NSU offers a residential living program that is designed to meet a wide array of student needs. Students who live on campus have numerous opportunities to participate in a variety of programs and activities that maximize intellectual growth and personal development. The following are the types of facilities and amenities offered:

Goodwin Residence Hall:

At NSU, undergraduate students are housed in a state-of-the-art, four-story residence hall. This 296-bed facility offers double accommodations (two students) with a private bathroom. All rooms are furnished with twin beds, desks, dressers, chairs, shelving, and closets. Rooms are cable-TV ready and are wired for computer hookup. Air conditioning, heating, and local phone service are also included. Goodwin Residence Hall includes a spacious lobby area, a TV lounge, the Office of Residential Life...
and Housing, laundry facilities, the mailroom, a kitchen, two classrooms, a computer lab, and study lounges on every floor.

All undergraduate students with zero to 48 credits are required to live on campus and purchase a meal plan, unless one or both of the following criteria apply:

1. The student is married.
2. The student resides with his or her immediate family within the tri-county area (Broward, Miami-Dade, and Palm Beach). Verification must be provided.

**Founders, Farquhar, and Vettel Halls:**
These three residence halls currently house between 40 and 50 residents each. The oldest of NSU's residence halls with an opening date of 1968, each building has recently undergone major renovations, which include new doors, kitchens, tile, and paint. Founders Hall houses upperclass undergraduate students, while Farquhar and Vettel Halls house graduate students. Each apartment is furnished and features one or two bedrooms, a kitchen with a full refrigerator, a private bathroom, and a living area.

**Cultural Living Center:**
The Cultural Living Center (CLC), built in 1984, houses approximately 130 graduate students. Its unique balcony structure makes it a popular choice for returning students. Each apartment is furnished and features one or two bedrooms, a kitchen with full refrigerator, a private bathroom, and a living room.

For further information, please contact the Office of Residential Life and Housing at (954) 262-7052.

**Student Counseling Services**
Free and confidential student counseling services are available for all Nova Southeastern University students with the exception of Center for Psychological Studies students. Students seek counseling for a variety of reasons including stress, test anxiety, study skills, time management, relationship difficulties, substance abuse, and adjusting to school. Weekly counseling sessions are available. Evening sessions are also available. To schedule an appointment for student counseling call (954) 262-7040.

**Student Employment**
Nova Southeastern University participates in several types of student employment programs: the federally funded Federal Work-Study Program (FWS), the America Reads Program (also funded by FWS), the State of Florida-funded Florida Work Experience Program (FWEP), the institutionally funded Nova Southeastern University Student Employment Program (NSUSE), and the Job Location and Development Program (JLD).

The objectives of the student employment programs are

1. to offer jobs to students who need to earn funds to help pay for their educational expenses
2. to provide work experience that will enhance the student's educational and/or occupational goals
3. to provide services that would otherwise not exist for Nova Southeastern University or for other participating public or private profit and nonprofit organizations

NSU’s student employment programs are administered without regard to race, color, religion, national origin, sex, disability, age, or political beliefs.
Questions concerning the student employment programs should be directed to the manager or assistant manager of student employment. The Student Employment Office is located in the Office of Student Financial Assistance, located in the Horvitz Administration Building. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. The manager or assistant manager of student employment can be reached at (954) 262-7452.

In addition, information regarding the student employment programs, the application process, and a listing of available positions is available online at our Web site:
www.nova.edu/cwis/finaid/stuemployment.html

**Student Financial Assistance**

The Office of Student Financial Assistance assists students in obtaining funds necessary to pursue their educational objectives. Financial assistance includes grants, loans, student employment, and scholarships. In order to be considered for federal and most state aid, students must complete the Free Application for Federal Student Aid (FAFSA) and meet specific eligibility criteria and be admitted into a degree-seeking program. For more information regarding the financial aid process, contacts, and other pertinent information, students should visit the NSU financial aid Web site at www.nova.edu/cwis/finaid. The fastest way to apply for the FAFSA is online either directly at www.fafsa.ed.gov or through the NSU financial aid Web site. An excellent source of free scholarship information is available at www.fastweb.com.

**Office of Student Financial Assistance:**

**Hours of operation:**
Monday-Thursday, 8:30 a.m.-7:00 p.m.
Friday, 8:30 a.m.-6:00 p.m.
Saturday, 9:00 a.m.-12:00 p.m.
Sunday, closed

**Telephone numbers:**
800-806-3680
(954) 262-3380
Fax: (954) 262-3966

The Office of Student Financial Assistance staff is available to assist students in the completion of the FAFSA and answering questions concerning the financial aid process. Eligibility through student employment is also contingent on successful performance within a job.

**Student Health Insurance**

Student health and dental insurance plans are available through the Office of Recreation and Wellness for students and families interested in obtaining coverage. In addition, a physician referral network assists students in making more informed decisions about their health concerns and needs. Call (954) 262-7040 for a student health directory.

**Residence Hall Student Insurance Requirement:** Proof of health insurance is required for all students living on campus.

**HPD students:** See Center Specific Policies for insurance requirements.

**Student Organizations**

NSU students have an excellent opportunity to become involved in extracurricular programs. The Office of the Dean of Student Affairs encourages all students to get involved in the university
community. Involvement is one of the best ways to meet other students, faculty, and staff members, and gain valuable leadership skills. Nova Southeastern University has many student organizations on campus, including academic societies, fraternities, sororities, religious groups, service clubs, and special-interest groups. Current organizations include the following:

**University Councils and Clubs**
- Interorganizational Council (IOC)
- Interfraternity Council (IFC)
- National Panhellenic Conference (NPC)
- Best Buddies (volunteer/community service)
- Computer Club
- Caribbean Student Association (CSA)
- NATURE (NSU's Adventure Toward Understanding and Researching Earth)
- Alternative Break Organization (community service)
- Indian Student Association (ISA)
- PASA (Pan African Student Association)
- SALSA (Spanish and Latin Student Association)
- Hillel (Jewish culture organization)
- Intervarsity Christian Fellowship (IVCF)
- International Muslim Association (IMAN)
- Alpha Phi Omega (service fraternity)
- Phi Alpha Delta (legal fraternity) and NSU Mock Trial Association
- Kappa Delta Pi (education fraternity)
- Philosophy Club
- Premed Society
- Predental Society
- Prepharmacy Society
- Psychology Club
- NSU Accounting Club (NSUAC)
- NSU Theatrical Society (NUTS)
- Students Reappraising AIDS (SRA)
- Student Officials Association
- Alpha Chi (honor society)
- Order of Omega (Greek leadership honorary)

**Registered Organizations**
- Beta Theta Pi Fraternity
- Lambda Theta Phi Latin Fraternity, Inc.
- Sigma Alpha Epsilon Fraternity
- Sigma Alpha Mu Fraternity
- Theta Delta Chi Fraternity
- Alpha Kappa Alpha Sorority, Inc.
- Delta Phi Epsilon Sorority
- Phi Sigma Sigma Sorority
- Zeta Pi Sorority

**Student Organizations – Center for Psychological Studies**
- Center for Psychological Studies Student Government Association
- Gay and Lesbian Student Association
- Multicultural Association of Graduate Students

52
Student Organizations – Farquhar Center for Undergraduate Studies
Circle of Excellence
Resident Student Association (RSA)
Spanish Women Acting Together (SWAT)
Logos International Club

Student Organizations – Health Professions Division
NSUCOM
Student Academy of the American Academy of Physician Assistants (SAAAPA)
Florida Academy of Physician Assistants (FAPA)
Student Council of the Florida Academy of Physician Assistants
Ben Parvin Physician Assistant Student Society
Dental Medicine
Master’s in Biomedical Science Program
College of Optometry
Student Physical Therapy Association
College of Pharmacy
American Pharmaceutical Association
Florida Society of Health Systems Pharmacists, student chapter
National Community Pharmacists Association, student chapter
American Society of Consultant Pharmacists, student chapter
Academy of Managed Care Pharmacy, student chapter
Phi Delta Chi
Kappa Psi
Class of 2002
Class of 2003
Class of 2004
Academy of Students of Pharmacy
Phi Lambda Sigma
Christian Pharmacist Fellowship
Rho Chi
American Optometry Association-Political Action Committee (AOA-PAC)
American Optometric Student Association (AOSA)
Beta Sigma Kappa
College of Optometrists in Vision Development (COVD)
Fellowship of Christian Optometrists (FCO)
Florida Optometric Student Association (FOSA)
Student Volunteer Optometric Service to Humanity (SVOSH)
Student Dermatological Association
DOCARE
Florida Osteopathic Medical Association (FOMA)
Jewish Association of Medical Students (JAMS)
National Osteopathic Women’s Physician Association (NOWPA)
Sigma Sigma Phi National Honorary Osteopathic Service Fraternity
Student Osteopathic Internal Medicine Association (SOIMA)
Class of 2002
Class of 2001
Student Osteopathic Medical Association (SOMA)
American Medical Student Association (AMSA)
American College of Osteopathic Family Physicians (ACOFP)
Obstetrics and Gynecology Club
Student Osteopathic Surgical Association
Student Occupational Therapy Association
Occupational Therapy Student Government
Phi Theta Epsilon
Public Health Student Association (PHSA)
Christian Medical and Dental Society (CMDS)
American College of Osteopathic Pediatricians (ACOP), student chapter
Undergraduate American Academy of Osteopathy (UAAO)
Association of Military Osteopathic Physicians and Surgeons (AMOPS)
Lambda Omicron Gamma (LOG)
Emergency Medicine Society
Journal Club
Student National Medical Association (SNMA)
Student Auxiliary Association (SAA)

Student Organizations – Wayne Huizenga Graduate School of Business and Entrepreneurship
Graduate Business Student Association

Student Organizations – Oceanographic Center
Oceanographic Student Association

Student Organizations – Graduate School of Humanities and Social Sciences
SHSS Student Association

Student Organizations – Shepard Broad Law Center
Student Bar Association
Association of Trial Lawyers of America (ATLA)
Black Law Students Association (BLSA)
Broadly Speaking
Criminal Law Society
Florida Association for Women Lawyers (FAWL)
Hispanic Law Students Association (HLSA)
International Law Students Association (ILSA)
ILSA Journal of Comparative and International Law
Jewish Law Students Association (JLSA)
Lambda Law Society
Nova Law Review
Moot Court
National Association for Public Interest Law (NAPIL)
NSU Cyberlaw Society
Phi Alpha Delta
Phi Delta Phi

Each student organization is assigned a faculty or staff member to serve as an adviser and supporter. For further information, please contact the Office of Student Activities and Leadership Development at (954) 262-7290.
Student Union and Flight Deck

The Student Union provides facilities, programs, and services that enhance the quality of campus life, and serves as a bridge bringing the NSU community together. This multiuse facility is intended to provide a relaxing environment for events and services benefiting the NSU community.

The Student Union is home to numerous programs, several departments, and meeting areas for students, faculty, and staff members. Departments housed in the Student Union include Aramark Dining Services, Nova Books, the Office of Student Life, the WNSU Radio Station, the Flight Deck, and the Undergraduate Student Government Association. Meeting space includes three meeting rooms and a 53-seat movie theater. Operating hours are from 10:00 a.m. until midnight, seven days a week.

The Flight Deck also provides eight televisions, two pool tables, a Ping-Pong table, and various magazines and board games for students to use free of charge. Additionally, the Flight Deck provides a common area for student programs, eating a meal, or meeting new friends. The Flight Deck can also be reserved on Saturday nights for private parties.

Sporting events are also provided through the Student Union. Featured sports include bowling, darts, pool, Ping-Pong, dominoes, card games, and the annual “Sports Quiz Bowl.” During football season, the Student Union takes 20 students to every home football game of the Miami Dolphins, where transportation, prizes, and a free tailgate are provided.

To reserve a meeting room, please contact the Office of Student Life at (954) 262-7280. If you wish to have an event or private party in the Flight Deck, please contact the director of the student union at (954) 262-7284. Requests for meeting rooms and programming space should be made three weeks in advance of your meeting or event.

University Bursar

The Office of the University Bursar is responsible for collecting tuition and fees, residence hall charges, and meal plans charged to students’ accounts. Refunds resulting from student loans, scholarships, and grants are handled by Loan Disbursing once there is a credit balance on the student account. Refunds are not issued until loan proceeds are received by Nova Southeastern University (NSU). It is the policy of NSU that payment is due within 30 days from the start of the term. If payment is not made within 30 days, the student’s account will be assessed a $50 late payment fee and a hold will be placed on the account preventing any additional registrations. Payment may be made by cash, check, and credit card. The term “check” includes money orders, traveler's checks, cashier's checks, loan checks, personal checks, international checks (in U.S. funds only), and certified checks. NSU accepts Discover, MasterCard, VISA, and American Express. Please contact the Bursar’s Office at (954) 262-5212 for other payment arrangements, such as wiring funds from abroad.

Direct deposit is the fastest way to receive refunds. In order to be eligible for this service, students must complete the Direct Deposit Authorization Form. The authorization form appears on the student’s monthly statement or may be printed from the NSU Bursar’s Web site at www.nova.edu/cwis/bursar under Loan Disbursing and mailed or faxed to the Bursar’s Office with a voided check (required). The student's direct deposit authorization will remain in effect until canceled in writing and received by the Bursar’s Office. Students should notify the Bursar’s Office if they move or change banks.

For further information, contact the Bursar’s Office in the Horvitz Administration Building on the main campus. Office hours are as follows:

55
Monday-Thursday, 8:00 a.m.-7:00 p.m.
Friday, 8:00 a.m.-6:00 p.m.
Saturday, 9:00 a.m.-12:00 p.m.

General Bursar Information: 800-541-6682, ext. 5200
Student Accounts, Loan Disbursing Phone: (954) 262-5200
Collections and Perkins Phone: (954) 262-5260
Fax Number: (954) 262-5203
Direct Deposit Fax Number: (954) 262-4131

Veterans’ Affairs
The Office of the University Registrar oversees the processing of veterans’ benefits. Eligible veterans and veterans’ dependents should contact the Office of the University Registrar, Nova Southeastern University, 3301 College Avenue, Fort Lauderdale, Florida, 33314-7796. For further information, please call (954) 262-7236 or (954) 262-7220. If you have any questions concerning eligibility, you may contact the Department of Veterans’ Affairs at www.va.gov.

Women’s Resource Institute (WRI)
The Women’s Resource Institute is a program for all persons. The WRI provides information and referral services for problems that may be interfering with employee/student well-being, including domestic violence, substance abuse, career changes, financial crisis, or other issues. The WRI is located in House 4 on the northwest corner of SW 75th Avenue and SW 36th Street on the main campus. The WRI can be reached at (954) 262-8451.
Academic Center Specific Policies and Procedures
Health Professions Division
Health Professions Division

Building Hours
The executive and administrative offices of the Health Professions Division are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The library maintains its own hours (see below.)

Library
The Health Professions Division Library is located on the first floor of the Health Professions Division Laboratory/Library Building, 3200 South University Drive. It contains card and computerized catalogs of holdings; more than 50,000 book titles; more than 1,500 active journals; more than 1,500 audiotapes, videocassettes, slide sets, and CD-ROMs; as well as a current file of pamphlets and news clippings. Twenty-four group study rooms are equipped with videotape players and monitors, and slide projectors are available for viewing slides. Seven coin- and card-operated duplicating machines are available for library patrons. The library maintains an Internet Web site, which allows access to several health-related and other electronic databases, many of them full-text, including MEDLINE and MDConsult. Membership in the National Library of Medicine and various consortia provides for cooperative lending relationships, which affords HPD students and faculty members access to international library holdings. Students have checkout privileges at the other NSU libraries. Professional reference assistance is available during most operating hours. The hours of service are:

- Monday–Thursday, 7:30 a.m.–midnight
- Friday, 7:30 a.m.–11:00 p.m.
- Saturday–Sunday, 10:00 a.m.–10:00 p.m.

For further assistance, please call (954) 262-3106.
*Holiday, vacation, and extended hours during examination times will be posted.*

Lost and Found
The NOVALERT security personnel located on the second floor of the Central Services Building administer lost and found services. The phone number is (954) 262-8999.

Mailbox and Message Center
Mailboxes for intra-campus memos and notices can be found in the student lounge area. Students are responsible for checking their mailboxes daily. Official communications delivered to the student mailbox are assumed to be seen within 24 hours. Postgraduate Pharm.D., Ph.D. physical therapy, Ph.D. occupational therapy, O.T.D. occupational therapy, and master of medical science students do not have mailboxes.

Microcomputer Laboratory
The Health Professions Division Microcomputer Laboratory (MicroLab) entrance is located in the HPD Library to the right of the front desk. It contains two networked laser printers, a color scanner, and 40 desktop computers equipped with Windows 95, Microsoft Office (Word, Power Point, Excel, and Access), and WordPerfect. Other software programs for use in specific courses are also installed on the systems. Online connectivity from all desktop systems provides access to the Campus Wide Information System (CWIS), the Electronic Library, the Internet, and the World Wide Web (WWW) via Netscape. Computer-assisted instruction programs are also available. The HPD laboratory operates under the auspices of the University Office of Information Technology User Services.
Microcomputer Laboratory Hours:

Monday–Thursday, 8:00 a.m.–midnight.
Friday, 8:00 a.m.–11:00 p.m.
Saturday–Sunday, 10:00 a.m.–10:00 p.m.

**Student Lounge**

Students who wish to relax may use the student lounge on the second floor of the Library/Laboratory Building during their free hours. Vending machines, pay telephones, and video games are provided for student use.

Students have always shown responsibility for general cleanliness and preventing damage to the area. The administration expects this precedent to continue in the future.

**Financial Affairs**

**Fees and Expenses**

- Student Activities Fee (all students) .............. $100 yearly
- Lab Fee (only for Osteopathic Medical, Dental, and Medical Sciences students) ..................... $100
- Technology Fee ........................................**
- Graduation Fee (Seniors only) ...................... $225
- Graduation Fee (B.S./Vision Science) ............. $40
- Late Payment Fee ................................. $50
- I.D. Replacement ...................................... $7
- Diploma Replacement .............................. $35
- Official Transcripts ................................. $5

* University fee to be announced; not to exceed $100.

**Late Payment Fee**

Students with any balance unpaid by the 30th day of the semester will be assessed a $50 late payment fee and a "hold" will be placed on their account. In addition, no further registrations will be accepted until the balance is paid in full.

**Office of Student Financial Assistance**

The Office of Student Financial Assistance located in the Terry Building is an important source of information on all financial aspects of the student's education, including budget and debt management as well as financial aid. Counselors are available in Room 1130 of the Terry Building from 8:30 a.m. to 5:00 p.m., Monday through Friday. Appointments are accepted, but not necessary.
Policies and Procedures

Acceptance of Professional Fees

The activities of students are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, or public health. It is a violation of the law and contrary to the policy of this university for any unlicensed person to attempt to engage in the professional practice of health care.

Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by law.

Food in the Lecture Halls

Food, beverages, and tobacco are not permitted in the lecture halls, laboratories, or university clinics. No smoking is permitted inside any division building.

Identification Badges

Students must wear identification badges at all times while on campus. I.D. badges are not transferable. I.D. badges are issued at the Division Badge Room. These badges are given to the student at no charge except for replacement.

Identification Requirements and Fieldwork Prerequisites

An affiliated clinical/fieldwork teaching facility may also require a student to pass a State of Florida Department of Health screening before rotation. Other requirements, which may be held by the affiliated facility include, but are not limited to, fingerprinting, criminal background check, urinalysis for drugs and alcohol, and proof of immunization. If a student does not meet all requirements held by the affiliated facility before the first day of the scheduled placement, the student's placement will be canceled, or if the placement has begun, the student will be asked to leave.

Immunization Requirements

The following immunization procedures are required of all students at the Health Professions Division:

Basic Immunizations: Every student is required to have had an immunization for the following diseases before matriculating at Nova Southeastern University: diphtheria-pertussis-tetanus (or diphtheria-tetanus), varicella (chicken pox), and measles-mumps-rubella. A written memorandum of the immunization given and the date, signed by a physician, must be filed with the Office of Admissions on the day of registration at the latest. These basic immunizations are the financial responsibility of the student.

Hepatitis B Vaccine: Since every student at the Health Professions Division potentially can be exposed to this deadly virus, and since many rotation sites require it of personnel, we will administer and require Hepatitis B vaccination for every entering student during the first year. The cost of this vaccination will be supported through the student activities fee.

Tuberculosis: Because of the resurgence of tuberculosis and the possible exposure of students, the Health Professions Division will require and provide a yearly tuberculosis test for every student. The student activities fee, too, will support this.
**Arrangements:** The University Health Service will schedule appointments for students for tuberculosis testing and for Hepatitis B vaccination. Because both of these require preparation, any student who does not keep a scheduled vaccination appointment will be required to pay for the immunization personally.

**Notices, Messages, Posters**

After approval from Student Affairs, students may post notices on the bulletin boards located in the student lounge and other locations. Other boards are provided for university or division business only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No notices, announcements, posters, or any other papers may be posted anywhere, including doors, windows, and elevators, except on bulletin boards provided for that purpose.

**Photographs and Recordings**

No one may take photographs in classrooms or laboratories without prior permission of the instructor. Absolutely no photographs may be taken in the anatomy laboratories. Students wishing to tape-record lectures must obtain permission from the instructor.

**Social Events and Extracurricular Activities**

All extracurricular activities by division-recognized organizations, on campus and off campus, must be approved in advance by the Division Office of Student Affairs. A student or group of students may not officially represent the division or the university, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the Division Office of Student Affairs and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus should be made on forms provided by the Division Office of Student Affairs at least two weeks in advance. The Division Office of Student Affairs must approve activities before the coordinator of educational support can assign a room, and no meeting announcements may be made until approval is made. A specific room will be assigned for the function. No announcements can be posted unless the Division Office of Student Affairs gives authorization. Forms and additional information are obtainable from the Division Office of Student Affairs.

**Student Employment**

Due to the intensity of all academic programs, outside employment during regular school terms is strongly discouraged.

**Student Health Examinations**

A complete physical examination, comprehensive dental examination, and a comprehensive eye examination, consistent with the standard university form, are required of every student.

Students may have these done by their personal physician, their personal eye doctor (optometrist or ophthalmologist), or their personal dentist before matriculation. Forms will be distributed by the Division Office of Admissions and Student Affairs to each matriculant as part of the admissions package.

Students may request that the University Health Service do these examinations after matriculation. The University Health Service will make appointments in as timely a manner as possible, and the appointments, once made, become an obligation of the student, and must be kept.
Reports of the three examinations (whether done privately or by the university) will be filed in the student’s file.

**Student Insurance Requirement**

It is required that each Health Professions Division student carry adequate personal medical and hospital insurance. It is strongly suggested that students and their families avail themselves of the insurance plan obtainable through the university. Students who choose another policy will be required to show proof of adequate continuing medical coverage for the mandatory insurance. Those with lapsed or inadequate insurance will be held financially responsible for obligations incurred before graduation.

**Student Mail Boxes**

The Division Office of Student Affairs will assign mailboxes at the beginning of each academic year. Students are requested to receive their personal mail at home. Student mailboxes are provided only for campus correspondence. They are located in the student lounge in the Library/Laboratory Building.

*Please note that all university correspondence will be deposited in these mailboxes. They should be checked every day.*

**Telephone Calls**

A student will not be called from class for a telephone call except in cases of extreme emergency. Other urgent messages may be left with the telephone operator. Outgoing calls made by students should be made from pay phones located outside the library or at various other locations throughout the campus. Use of the division office phones is not permitted under any circumstances.

**Visits to Other Institutions**

Students in the Health Professions Division may not visit, in an official or presumably official capacity as a professional school student, any health-related institution (hospital, pharmacy, practitioner’s office, clinic, etc.) or any health school without express permission of the dean. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all hospital rules are observed to the Florida economy during fiscal year 1999–2000.
College of Medical Sciences
COLLEGE OF MEDICAL SCIENCES PERSONNEL

Dean
Harold E. Laubach, Ph.D.
Dean, College of Medical Sciences
Room 1303/Ext. 1303

Chairpersons
Gerald R. Conover, Ph.D.
Professor and Chair, Anatomy Department
Room 1345/Ext. 1345

Ronald Block, Ph.D.
Professor and Chair, Biochemistry Department
Room 1319/Ext. 1319

Howard S. Hada, Ph.D.
Assistant Dean for Academic Affairs
Professor and Chair, Microbiology Department
Room 1333/Ext. 1392

Maung Aung-Khin, M.D.
Professor and Chair, Pathology Department
Room 1357/Ext. 1357

Charles Reigel, Ph.D.
Associate Professor and Chair, Pharmacology Department
Room 1355/Ext. 1355

P. Stephen Taraskevich, Ph.D.
Professor and Chair, Physiology Department
Room 1349/Ext. 1349

64
Grading Policies and Procedures

At the completion of each course, the course coordinator shall have the responsibility for completing and signing the computer grade roster sheet provided by the Office of the Registrar, listing all students in the course and their grades.

Within 10 working days following completion of the course, the course grade roster sheet will be forwarded directly under confidential cover to the Office of the Dean.

After signature by the dean or his designee, course grade roster sheets will be forwarded, under confidential cover, to the Office of the Registrar for official recording on the student's transcript within five working days of receipt from the course coordinator.

The dean shall notify students through written communication of any unsatisfactory grade and the procedures for recourse if appropriate.

A copy of the student communication will be sent, under confidential cover, to the dean, registrar, and chair of the Student Progress Committee for retention in the student's individual files, and any other action if appropriate.

First and Second Year

Graduation for first- and second-year medical science students will be based on the following: 70 percent or above is passing; below 70 is failing.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>I</td>
<td>Below 70</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

A student who earns a course grade lower than 70 percent, or an F, may be given the opportunity to repeat each such course.

Grade Disputes

Grade disputes should be directed to the course instructor. If unresolved, the dispute is forwarded to the course director for review. If necessary, a review will be conducted by the department chair, and finally, the dean.

Incomplete Course Work

When a student fails to complete all the requirements of a course, the student shall receive a grade of I (incomplete). The Student Progress Committee will consider recommending academic probation for a student who receives a grade of incomplete.

An I will be changed to an earned grade upon a student's satisfactory completion of the course requirements. A change from an incomplete to an earned grade must occur before the beginning of the next academic year, or it will automatically convert to an F. An I grade given for thesis credit will be changed to a letter grade upon satisfactory completion of the thesis.
Withdrawal from a Course
Students in their first or second years may withdraw from a course and receive the notation of WP (withdraw passing) or WF (withdraw failing) on their transcript. They must request this in writing to the dean before the course is 50 percent completed. A course will be considered 50 percent completed when half of all the lectures have been delivered. Once the course is more than 50 percent completed, no withdrawals will be allowed and the student will receive his or her earned grade.

Academic Advisers
Before the start of classes, every new student is assigned to a faculty adviser for academic counseling. Incoming students meet with their advisers during orientation. They also are encouraged to meet periodically with their advisers to review class work in order to avoid academic problems.

Academic Standing
Each student’s academic achievement is reviewed each semester, and a transcript is compiled by the registrar. A copy of this transcript is sent to the student, dean’s office, Student Progress Committee, and financial aid office, where applicable.

The transcript includes:
- Grades earned
- Deficiencies
  (incompletes, failures, probation, etc.)
- Semester GPA and Cumulative GPA
- Honors
  (Chancellor’s List, Dean’s List, etc.)
- Withdrawals

Academic Promotion
Promotion is defined as progression from one academic semester to the next. To be making satisfactory academic progress, students must have satisfactorily completed all courses required in the preceding academic semester in order to move to the next academic semester.

A student’s professionalism, maturity of thought, and/or academic performance will be considered in academic promotion.

This review will be forwarded to the Student Progress Committee or, if it is felt that more immediate action is necessary, forwarded to the dean. The dean will either take action he deems appropriate or refer the matter to the Student Progress Committee.

Academic Curriculum Committee
The Academic Curriculum Committee:
1. Reviews and evaluates all curricular schedules and other related materials presented by the dean
2. Makes recommendations for any curricular modifications after seeking appropriate input from the individual faculty members, student evaluation reports, and any other pertinent resources
3. Forwards final recommendations for curricular scheduling and content to the dean for approval
Student Progress Committee

The Student Progress Committee has the responsibility for evaluating the academic progress of each student and making recommendations to the dean regarding student promotion. The committee meets regularly to review and evaluate the records and performance of students with academic difficulties and develop recommendations to assist them in the remediation of academic deficiencies. When appropriate, the committee may meet with students to gain more in-depth understanding of the basis for academic difficulties and work with them to provide academic counseling or other types of assistance that may be of value.

Course and Instructor Evaluations

Each student has a responsibility in his or her professional development to provide constructive evaluation for each course and instructor in the curriculum. This responsibility will be met by participation in course evaluations that are routinely administered by the college. The college would hope that each student would sincerely accept this responsibility and obligation in a constructive manner so that optimal feedback can be provided. This input can facilitate student welfare by promoting changes that will improve the educational effectiveness of the curriculum as well as assist faculty members by providing them with constructive input that may aid them in making improvements in their teaching strategies. The course/instructor evaluation system is designed to be a process by which students, through their individual class curriculum committees, will assist not only in providing input, but also in working with faculty members and administration in the implementation and coordination of the evaluation system.

Thesis/Research

Opportunities for research are available in both the first and second years of study. Students may select and start their research projects during the first semester. Student research can consist of a comprehensive literature review of a specific area and/or laboratory research. Students must conduct an original investigation under the supervision of the adviser and prepare a thesis reporting the results of the research before graduation. The significance of the data should be analyzed in relation to existing scientific knowledge. Students will prepare and present a seminar lasting approximately one hour from their thesis to the graduate faculty during the last semester of the course of study.

Graduation Requirements

Degrees are awarded when the faculty believes the students have attained sufficient maturity of thought and proficiency. In other words, degrees are not awarded only upon the completion of any prescribed number of courses, or upon passing a prescribed number of examinations.

To receive a degree, every student must fulfill the following requirements:

1. Be of good moral character
2. Satisfactorily pass all required examinations
3. Complete a minimum of 40 semester hours of course work
4. Satisfactorily complete the program requirements for the degree including all assignments, with a minimum GPA of 80 percent and with no more than 7 credit hours below 80 percent
5. Successfully present a seminar based on the thesis
6. Successfully complete the combined final comprehensive examination and oral defense of the thesis
7. Have satisfactorily met all financial and library obligations
8. Attend in person the rehearsal and commencement program at which time the degree is awarded

STUDENT AFFAIRS

Classroom Behavior
Talking during a lecture to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone from class who is involved in disruptive behavior.

Dress Code
Students must maintain a neat and clean appearance befitting students attending graduate school. Therefore, attire should convey a professional appearance whenever the student is on the main campus, or at any off-campus educational site.

The dress code is to be maintained at all times in the Administration Building, classrooms, laboratories, and all areas involved in providing patient care. Additionally, it is in force Monday through Friday from 8:00 a.m. until 5:00 p.m. in the library and in other areas not mentioned above. Those failing to comply may be dismissed from the classroom and/or the campus.

The following constitutes acceptable and professional attire:

1. For male students:
   a. Slacks or pants
   b. Dress shirt
   c. Shoes and socks
   d. Necktie
   e. Matching scrub suits in lieu of “a” and “b” (when appropriate, e.g., anatomy laboratory)
   f. White clinic jacket

2. For female students:
   a. Slacks, pants, or skirt with blouse
   b. Dress
   c. Shoes
   d. Matching scrub suits in lieu of “a” or “b” (when appropriate, e.g., anatomy laboratory)
   e. White clinic jacket

Students may not wear the following:
1. Shorts or cutoffs
2. Mini skirts (higher than mid-thigh)
3. Jeans
4. See-through clothing or halter tops
5. Sandals or flip-flops
6. T-shirts (as the outer shirt)
7. Jogging or exercise clothing
8. Inappropriately mismatched garments
9. Hats or caps, unless of a religious nature

**Attendance**

The overall attendance policy of the Health Professions Division of Nova Southeastern University relates to all medical science students. Each course director, however, has the responsibility for determining how attendance is monitored (how roll is taken) and for communicating to students, early in the course, individual policies regarding attendance within that course, including his or her policy and penalties for unexcused absences. If laboratories, assignments, or examinations missed are to be made up, they will be done at the direction and discretion of the course director.

The dean will make the determination as to whether an absence is excused or unexcused.

**Leave of Absence**

A student desiring a voluntary leave of absence must submit a written request to the dean of the college or his designee, who will then determine whether or not the leave of absence is to be granted, and the date and conditions under which the student may return to school. In making such a request, the student understands that he or she cannot return to school before the next academic year. Voluntary leave of absence is granted only to students in good standing.

**Code of Behavioral Standards**

The dean of Nova Southeastern University College of Medical Sciences presents the following Code of Behavioral Standards (the "code"), which shall apply to all students enrolled in the college.

Students enrolled at Nova Southeastern University College of Medical Sciences are expected to adhere to high standards of behavior. Compliance with institutional rules and regulations as well as city, state, and federal laws is expected.

Students shall act honorably and ethically and shall not tolerate dishonest, unethical actions, or inappropriate conduct. It is not possible to enumerate all forms of inappropriate behavior that would raise serious questions concerning a student's status as a graduate student. The following, however, are the general rules and policies that shall apply to students:

1. Every student shall dress in a manner appropriate for graduate school:
   a. Students must maintain a neat and clean appearance befitting students attending graduate school. Therefore, attire should convey a professional appearance whenever the student is on university grounds, or in classes or laboratories.
   b. Identification badges must be worn at all times when the student is on campus.
   c. Short white clinic jackets must be worn at all times on campus.

2. No student shall use, possess, or distribute illegal or controlled drugs or substances, unless prescribed by a licensed physician.
3. No student shall consume or possess alcoholic beverages in any form on HPD-controlled property.

4. No student shall use, display, possess, or distribute a firearm or other weapon, or any implement that may be considered a weapon, on university-controlled property, including housing, or at any university-sponsored event.

5. No student shall commit disorderly conduct, including public intoxication or lewd, indecent, or obscene conduct or expression on the campus premises or at any college-sponsored or supervised function or event.

6. No student shall intentionally or recklessly endanger or threaten the mental or physical health or well-being of any member of the college community or any visitor to the campus premises.

7. No student shall commit a dishonest act of any nature, and shall comply with all university, HPD, and college policies.

Every member of the college community has the duty to file a complaint with the Committee on Behavioral Standards (the "committee") whenever it is felt a substantial violation of the code has occurred. Failure to report a violation of the code is itself a violation.

Committee on Behavioral Standards

The Committee on Behavioral Standards shall be composed of three students elected during the first week of September, and two faculty members selected by the dean. One student shall be elected as chair by majority vote of the committee members. Three members and the chair shall constitute a quorum.

The committee shall have the nonexclusive authority to determine all charges of student misconduct, whether didactic, moral, professional, or ethical, for students in their didactic studies.

Proceedings to determine whether a student has violated a rule of conduct shall conform to the following procedure:

1. Nothing shall limit the right of Nova Southeastern University College of Medical Sciences, or any of its representatives, to remove immediately a student who has been accused of a violent act or any act that constitutes a violation of a state, local, or federal criminal law, subject to further proceedings consistent with these rules. A student who has been removed from campus premises shall not reenter until the student has been given written permission to do so by the dean or the dean's designee.

2. Nothing shall prevent the dean from taking action deemed necessary, including removing a matter from the committee's consideration whenever, in the dean's judgment, such action may prevent harm to the health, safety, and welfare of any individual or school property, or the integrity of the educational process.

3. Nothing shall limit the right of the college, or any of its representatives or students, to file a report with any civil or law enforcement agencies when such reporting is appropriate.

4. Any member of the college community may file a written complaint with the dean, setting forth specific charges that a student has violated the code.

5. The status of a student charged with violation of the code shall not change until final disposition of the charges, except as provided in paragraphs 1 and 2 above.
6. The dean shall notify the student charged and have the Committee on Behavioral Standards conduct a preliminary investigation to determine probable cause within five school days after receiving the complaint.

7. At the conclusion of the investigation, the dean shall deliver a copy of the written charges and findings of the investigation to the student by witnessed personal delivery or certified mail, return receipt requested, in the event of a determination that probable cause exists to believe the student has violated the code.

8. Meetings of the Committee on Behavioral Standards shall be held within 10 school days of the determination of probable cause.

9. The committee shall deliver written notice of the time, place, and subject of the hearing to all interested parties at least five days before the hearing, unless the committee waives that period of time for good cause.

10. If no probable cause is determined, the student shall be notified and the matter terminated.

**Hearing Procedure**

1. The student charged shall be entitled to be present during every stage of the disciplinary proceedings. The student charged shall have the right to have a faculty adviser present. The adviser may not speak to or question any member of the committee or witnesses. The adviser may only counsel the student charged.

2. The student charged shall be entitled to hear and question adverse witnesses.

3. The committee shall consider only evidence presented at the disciplinary hearing in determining whether the student charged has violated the code.

4. Proceedings before the committee shall exclude everyone except the person who has filed the written charge of violation of the code, the student charged, the student's adviser, if any, and members of the committee. Any witness who may be called shall remain in the hearing only during that witness's presentation of information.

5. At the conclusion of the hearing, the members of the committee who were present at the proceeding and who heard all of the evidence shall meet privately to consider the evidence presented.

6. The committee shall determine by a majority vote whether the student charged has violated the code.

7. The chairperson shall set forth in writing the committee's decision as to whether the student charged has violated the code, together with the facts found by the committee to support its determination.

8. After the committee has made a determination of violation, the committee shall make a separate determination of the appropriate penalty, conduct further proceedings, and take additional evidence or testimony as the committee deems necessary and appropriate. Prior discipline shall be considered an aggravating circumstance.

9. The committee shall cause its determination of an appropriate penalty to be set forth in writing, delivered to the student charged, by witnessed hand delivery or certified mail, return receipt requested, within five school days after the conclusion of the disciplinary proceedings.

**Discipline**

The committee shall have the right to impose the following penalties:

*Warning* — Oral notification to the student that continuation or repetition of wrongful conduct may be cause for more severe disciplinary penalties.
Censure — Written reprimand for violation of specific rules with the warning that any other violation of the code, within a stated period of time, may be cause for more severe disciplinary penalties.

Restitution — Payment of a specific sum of money to an injured party and/or performance of specified rehabilitative services within a stated period of time.

Loss of Privileges — A period of time continuing during the current academic term and extending to the next full academic term during which the student is prohibited from: (1) participating in student activities; (2) holding an office; or (3) being elected to any honorary organization—and during which the student is required to refrain from any further violation of the code, and to perform such community services, or comply with any other requirements intended to rehabilitate the student.

The Committee on Behavioral Standards may recommend to the dean:

Suspension — Removal from the academic enrollment and revocation of all other privileges or activities and from the privilege of entering the campus premises for a period of time not to exceed two years.

Expulsion — Permanent termination of student status and academic enrollment. (This shall be imposed only upon further recommendation of the dean, and approval of the chancellor of the Health Professions Division of Nova Southeastern University. An order of expulsion shall set forth in writing the conditions that will permit readmission, if any.) Such recommendations are not binding on the dean, who has the discretion to accept, reject, or modify such recommendations.

Student Records

The determination of the Committee on Behavioral Standards including allegations shall be maintained in the files of the dean for not less than five years.

The record of suspension or expulsion and the date of each determination shall be placed in the student's permanent records.

Appeal Procedures

1. Except for a student charged with violent conduct, any penalty assessed for violation of the code shall be suspended during pendency of any appeal procedure.

2. Any student found to have violated the code may request review of that determination, or review of the penalty imposed or recommended by the committee, by delivering a written request to the dean not later than five school days after the committee has served a copy of its final determination upon the student.

3. Upon the receipt of the request for review, the dean shall obtain a copy of the summary of the disciplinary proceedings, the determination of violation, and the determination of penalty, if any, from the committee.

4. The dean may invite the student and any other necessary person to appear for a review session and to answer questions. The student may be permitted to state his or her objections to the determination of the committee. The review shall take place within a reasonable period of time.
5. The dean shall make one of the following determinations in regard to the review:
   a. Affirm the decision of the committee
   b. Modify the decision of the committee
   c. Reject the decision of the committee

6. The dean shall deliver a decision in writing to the student and the committee within a reasonable period of time after the review.

7. A student may request a rehearing on any actions of the dean by submitting written notice within five working days of receipt of notification. The dean may interview the student and will render a decision in a timely fashion. For any decision of the dean, after rehearing, the student may appeal that decision to the executive vice chancellor and provost by submitting a letter to the executive vice chancellor and provost within five working days of receipt of the notification of the dean's decision. The student may be interviewed and will be notified of the executive vice chancellor's decision in a timely fashion. A student may request a rehearing on any actions of the executive vice chancellor by submitting a letter to the chancellor within five working days of receipt of notification. The student may be interviewed and will be notified of the chancellor's decision in a timely fashion.

If no appeal is undertaken, the penalty imposed by the committee shall take effect immediately upon the expiration of the time to deliver a request for review to the dean. If an appeal is taken, the penalty, if any, imposed at the last step of the appeals process, shall become effective upon notification to the student.

**DISMISSAL, SUSPENSION, AND READMISSION POLICIES**

**Dismissal**

Students may be dismissed from the College of Medical Sciences if:

1. They earn less than an 80 percent grade in more than 7 hours of classroom courses in any semester
2. They do not achieve an overall average of 80 percent during any semester
3. They fail a course during any semester
4. They fail a course they are repeating
5. They exceed a six-year limit for completing all graduation requirements, exclusive of any approved leave of absence or withdrawal in good standing
6. In the opinion of the dean, circumstances of a legal, moral, behavioral, ethical, or academic nature warrant such action, or if, in the dean's opinion, there are factors that would interfere with or prevent them from meeting appropriate professional standards

**Readmission Following Dismissal**

If a student is dismissed from the College of Medical Sciences, he or she may reapply to the dean for admission and will be considered, provided that he or she can present adequate evidence that the conditions and/or factors that caused the prior poor academic performance have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if permitted to resume his or her studies.
Readmission will be solely at the discretion of the dean. The student's prior academic record will remain part of his or her overall academic record and will be recorded on the permanent transcript, but none of the prior grades will be calculated in the new grade point average.

**Suspension**

A student may be suspended (removed from academic enrollment and/or revocation of all other privileges or activities, and from the privilege to enter the campus for a specified period of time) if, in the opinion of the dean, the student has not attained the academic level and/or has deviated significantly from the standards of behavior established by the College of Medical Sciences.

**Readmission Following Suspension**

If a student is suspended from the College of Medical Sciences, he or she may return to the college when, in the opinion of the dean, he or she can present adequate evidence that the conditions and/or factors that caused the suspension have changed significantly so that there is a reasonable expectation that the student can perform satisfactorily if permitted to resume his or her studies. The student's prior academic record will remain part of his or her overall academic record and will be recorded on the permanent transcript, but none of the prior grades for courses being retaken will be calculated in the new GPA.

**Academic Probation**

The Student Progress Committee will make a recommendation for academic probation to the dean when a student has failures or is otherwise not making satisfactory progress toward meeting degree requirements. When a student is placed on academic probation, the student will be notified and notice will be placed in the student's file.

While on academic probation, students who fail any course may be dismissed from the college.

While on academic probation, a student may not hold any office in a student-, college-, HPD-, or university-sponsored organization. Other restrictions may be applied by the dean.

When the student has corrected all deficiencies, the Student Progress Committee will recommend that the dean remove the student from academic probation. If, while on probation, the student violates the terms of his or her probation, actions may be taken, up to and including dismissal from the College of Medical Sciences.

**Disciplinary Probation**

When it is believed that a student has failed to achieve sufficient maturity of thought or professionalism, disciplinary probation may be recommended to the dean. If the dean places a student on disciplinary probation, the student may not hold any office within any college-, HPD-, or university-recognized organization, and the dean may institute other probationary terms, including but not limited to counseling, supervision of professional appearance, attendance, and general demeanor.

If, while on disciplinary probation, the student violates the terms of his or her probation, actions may be taken, up to and including dismissal from the College of Medical Sciences.

Disciplinary probation will be removed when it is believed that the student has attained sufficient maturity of thought and professionalism.
Transfer of Credits

Transfer credit of no more than six semester hours and waiver policies will be granted at the discretion of the dean, but shall be in accordance with the educational mission and objectives of the College of Medical Sciences.

1. Transfers from one graduate college to another graduate college shall require that the last year of instruction be completed within a graduate college.

2. Transfer credits shall be given only if the student is eligible for readmission to the previously attended graduate college.

Appeal Policy

Academic Matters

Academic matters shall include all concerns related to specific grades received or processes by which grades are determined.

A student seeking to appeal a decision that has been established regarding any academic matter should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

1. course instructor
2. course coordinator or director
3. department chairperson
4. Student Progress Committee
5. dean
6. executive vice chancellor
7. chancellor

The student seeking to resolve a problem or complaint through the administrative channels above must initiate such action in writing within five school days from the occurrence of the matter in question. Review of a student problem and complaint at each of the applicable administrative steps will be carried out as expeditiously as possible. In general, every effort should be made to see that an appeal, at any given administrative level, is completed within no more than five school days.

If either party is not satisfied with the decision given, he or she may appeal to the next administrative level. If he or she chooses to continue the appeal, he or she must do so in writing within three school days of the decision given. Following a decision from the dean, if a satisfactory solution is not reached, the student may appeal to the executive vice chancellor and provost, and then the chancellor of the Health Professions Division.

Nonacademic Matters

In all other nonacademic matters not addressed in this handbook, initial appeals will be made directly to the dean by submitting a written request for a hearing within five school days of the incident's occurrence. The dean will then interview the student and render a decision in a timely fashion. If the decision is not satisfactory to the student, he or she may then appeal the action to the dean within five school days of the receipt of the notification. Again, the student will be interviewed and notified of the dean's action in a timely fashion. If the decision is not satisfactory to the student, a final appeal
is available to the executive vice chancellor and provost, and then the chancellor of the Health Professions Division. This should be done in writing within five school days of the previous decision. The decision of the chancellor shall be final.

**Student Activity Groups**

All extracurricular activities by HPD-recognized organizations, on campus and off campus, must be approved in advance by the Health Professions Division Office of Student Affairs, and must be listed in order to avoid conflicting functions. Requests for permission for speakers, student meetings, and other activities on campus should be made on forms provided by the Office of Student Affairs at least two weeks in advance. Activities must be approved by the Office of Student Affairs before a room can be assigned by the coordinator of educational support, and no meeting announcements may be made until approval is granted.

**Health Professions Division Student Government**

The Health Professions Division Student Government is recognized by the administration as the official student voice on all student issues. The student members of the organization are the president and vice president of each college's Student Council.

**Medical Sciences Student Council**

The Medical Sciences Student Council is the official voice of all students in the college. The organization is open to all students and welcomes participation from the student body. Its responsibilities include expressing student opinions and dispensing funds for student activities.

**Student Responsibility to Obtain Information**

Each student enrolled in the College of Medical Sciences is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies, as contained in the college handbook, college catalog, and other official documents or announcements of the college.

Students are responsible, for example, for being aware of their grades, the procedures for remediation, and the times and locations of all examinations—regardless of whether or not they have received written or formal communication.

As the chief academic officer of the College of Medical Sciences, the dean reserves the right to revise or modify any of these policies at any time, if he feels it is in the best interest of a student or the college to do so.
Appendix
## Appendix I

### Controlled Substances – Uses and Effects

<table>
<thead>
<tr>
<th>Drugs/CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychologic Dependence</th>
<th>Tolerance</th>
<th>Duration (Hours)</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</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>
<td></td>
<td></td>
</tr>
<tr>
<td>Opium/II, III, V</td>
<td>Dover’s Powder, Paregoric, Parepectolin</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3–6</td>
<td>Oral, smoked</td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating</td>
</tr>
<tr>
<td>Morphine/II, III, V</td>
<td>Morphine, MS-Contin, Roxanol, Roxanol-SR</td>
<td>Analgesic, antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3–6</td>
<td>Oral, smoked, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Codeine/II, III, V</td>
<td>Tylenol with codeine, Empirin with codeine, Robitussinan A-C, Florinal with codeine</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3–6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Heroine/L</td>
<td>Diacetylmorphine, Horse, Smack</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3–6</td>
<td>Injected, sniffed, smoked</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Hydromorphone /II</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3–6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Meperidine (Pethidine)/II</td>
<td>Demerol, Mepergan</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3–6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Methadone/II</td>
<td>Dolophine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>High-Low</td>
<td>Yes</td>
<td>12–24</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Narcotics/ I, II, III, IV, V</td>
<td>Numorphine, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin*</td>
<td>Analgesic, antidiarrheal antitussive</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Drugs/CSA Schedules</td>
<td>Trade or Other Names</td>
<td>Medical Uses</td>
<td>Physical Dependence</td>
<td>Psychological Dependence</td>
<td>Tolerance</td>
<td>Duration (Hours)</td>
<td>Usual Methods of Administration</td>
<td>Possible Effects</td>
<td>Effects of Overdose Syndrome</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------</td>
<td>--------------</td>
<td>---------------------</td>
<td>-------------------------</td>
<td>-----------</td>
<td>----------------</td>
<td>-------------------------------</td>
<td>----------------</td>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>DEPRESSANTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chloral Hydrate/IV</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5–8</td>
<td>Oral</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td></td>
</tr>
<tr>
<td>Barbiturates/II, III, IV</td>
<td>Anytal, Butisol, Florinal, Lotusate, Nembutal, Secomil, Tuinal, Phenobarbital</td>
<td>Anesthetic, anticonvulstant, sedative, hypnotic, veterinary euthanasia agent</td>
<td>High-Mod.</td>
<td>High-Mod.</td>
<td>Yes</td>
<td>1–16</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines /IV</td>
<td>Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Vlum, Tranxene, Vertran, Versed, Halcien, Paxipam, Restoril</td>
<td>Antianxiety, anticonvulstant, sedative, hypnotic</td>
<td>Low</td>
<td>Low</td>
<td>Yes</td>
<td>4–8</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Methaqualone/I</td>
<td>Quaalude</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4–8</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Glutethimide/III</td>
<td>Doriden</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>Moderate</td>
<td>Yes</td>
<td>4–8</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Other Depressants/III</td>
<td>Equanil, Mitown, Noludar, Placidyl, Valmid</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4–8</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Drugs/CSA Schedules</td>
<td>Trade or Other Names</td>
<td>Medical Uses</td>
<td>Physical Dependence</td>
<td>Psychological Dependence</td>
<td>Tolerance</td>
<td>Duration (Hours)</td>
<td>Usual Methods of Administration</td>
<td>Possible Effects</td>
<td>Effects of Overdose Syndrome</td>
<td></td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
<td>--------------</td>
<td>---------------------</td>
<td>-------------------------</td>
<td>-----------</td>
<td>-----------------</td>
<td>----------------------------------</td>
<td>----------------</td>
<td>-----------------------------</td>
<td></td>
</tr>
<tr>
<td>STIMULANTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine/I**, II**</td>
<td>Coke, Flak, Snow, Crack</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1–2</td>
<td>Sniffed, smoked, injected</td>
<td>Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Amphetamines/I, II</td>
<td>Biphetamine, Delcose, Desoxyn, Dexedrine, Obetrol</td>
<td>Attention deficit disorders, narcolepsy, weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Phenmetrazine/I, II</td>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Methylphenidate/I, II</td>
<td>Ritalin</td>
<td>Attention deficit disorders, narcolepsy</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Other Stimulants/III, IV</td>
<td>Adipex, Cylert, Didrex, Ionamin, Meftal, Plegine, Sanorex, Tenurex, Pepanil, Prelu-2</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Drugs/CSA Schedules</td>
<td>Trade or Other Names</td>
<td>Medical Uses</td>
<td>Physical Dependence</td>
<td>Psychological Dependence</td>
<td>Tolerance</td>
<td>Duration (Hours)</td>
<td>Usual Methods of Administration</td>
<td>Possible Effects</td>
<td>Effects of Overdose</td>
<td>Withdrawal Syndrome</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
<td>--------------</td>
<td>---------------------</td>
<td>-------------------------</td>
<td>-----------</td>
<td>-----------------</td>
<td>---------------------------------</td>
<td>----------------</td>
<td>------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>HALLUCINOGENS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSD/I</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8–12</td>
<td>Oral</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer and more intense &quot;trip&quot; episodes, psychosis, possible death</td>
<td>Withdrawal syndrome not reported</td>
</tr>
<tr>
<td>Mescaline and Peyote/I</td>
<td>Mesc, Buttons, Cactus</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8–12</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Amphetamine Variants/I</td>
<td>2,5-DMA, PMA, STP, MDA, MDMA, DMA, DOM, DOB</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Phencyclidine/I</td>
<td>PCP, Angel Dust, Hog</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Phencyclidine Analogues/I</td>
<td>PCE, PCPy, TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Hallucinogens/I</td>
<td>Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Possible</td>
<td>Variable</td>
<td>Smoked, oral, injected, sniffed</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drugs/CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Duration (Hours)</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANNABIS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana/I</td>
<td>Pot, Acapulco Gold, Grass, Reafet, Sinsemilla, Thai Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2–4</td>
<td>Smoked, oral</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
<td>Fatigue, paranoia, possible psychosis</td>
<td>Insomnia, hyperactivity, and decreased appetite occasionally reported</td>
</tr>
<tr>
<td>Tetrahydrocannabinol/I,II</td>
<td>THC, Marinol</td>
<td>Cancer chemotherapy, antinauseant</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2–4</td>
<td>Smoked, oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Hashish/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>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Hashish Oil/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>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
</tbody>
</table>

* Not designated a narcotic under the CSA.
** Designated a narcotic under the CSA.