1992

Master of Science in Computer-Based Learning
1992-1993 Catalog

Nova Southeastern University

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Nova University Mission

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

Center Mission

Nova University's Center for Computer and Information Sciences (CCIS) is committed to the education of practicing professionals. The mission of the Center is to provide quality education, utilizing both traditional and nontraditional instructional delivery systems at the undergraduate and graduate levels in the computer and information sciences.
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The University

Nova University is an independent, nonsectarian, nonprofit university chartered by the State of Florida in 1964. It is located on a 200-acre main campus west of Fort Lauderdale at 3301 College Avenue in Davie, with additional locations in downtown Fort Lauderdale, Coral Springs, and Port Everglades. Its nine centers of study offer campus-based undergraduate and graduate programs leading to degrees in education, law, psychology, oceanography, computer and information sciences, social sciences, and business and public administration. As an acknowledged leader in field-based degree programs, Nova offers courses of study leading to the bachelor's, master's, educational specialist, and doctoral degrees in education, in business and public administration, in psychology, and in physical, social, and computer and information sciences. From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving the problems of immediate concern to humankind. Nova University's centers and programs share a common mission—to educate students for leadership roles in a variety of professions. Students develop a sense of professional ethics and responsibility and learn to appreciate the role of the professional as a key individual in society.

Nova programs stress the critical relationship between theory and practice; they reinforce and test classroom experience through applied research and industrial experience as integral parts of academic experience. Nova University extends its resources to provide educational opportunities to working professionals nationwide, with its faculty teaching at corporate and other locations across the country. Nova also delivers programs through a variety of educational technologies, including telecommunications. Nova University is committed to the idea that education should not be timebound or placebound. Through its educational offerings, research projects, and programs of public service, the University encourages the free exchange of ideas and the search for knowledge that is the cornerstone of the academic tradition.

Center for Computer and Information Sciences

Nova University has become a major force in educational innovation. It is distinguished by its commitment to provide quality education to practicing professionals utilizing both traditional and nontraditional delivery systems. Innovation is reflected in the undergraduate and graduate programs offered by the Center for Computer and Information Sciences (CCIS).

Consistent with Nova's philosophy and mission, programs of the Center are designed to provide breadth and depth of knowledge as the basis for a quality education that keeps pace with rapidly changing professional and academic needs. Research activities stress a blend of theory and practice in an applied setting. Today, CCIS faculty and staff serve the educational needs of undergraduate and graduate students throughout the United States.
MASTER OF SCIENCE IN COMPUTER-BASED LEARNING

CURRICULUM
The core courses are completed through a computer-based learning delivery system available to the students in their locale. Online interactive learning methods and teleconferencing are used throughout the instructional sequence.

Regardless of the specialization selected, students will be scheduled to take a common core of eight courses. The common core courses and specialization courses are listed (three credit hours per course).

COMMON CORE COURSES
- Online Information Systems
- Statistics, Measurement, and Quality Control
- The Theory of Human Factors
- Database Management Systems
- Systems Analysis and Design
- Strategic Management, Leadership, and Finance
- Case Analysis
- Special Topics in Computer-Based Learning

In addition, each student will complete two specialty courses and the practicum. The practicum enables students to investigate a situation directly related to activities within their own institutions or organizations and translate course theory into practice.

COMMON CORE COURSE DESCRIPTIONS

MSTL 5502  Online Information Systems
This course examines different information handling and retrieval systems and technologies. Special emphasis is placed on investigating the dimensions of CD-ROM and related optical disc technology for delivery of large textual databases and facilitating imaginative manipulations of electronically stored words and pictures. Strategies and approaches for online information retrieval to access source databases and for assessing the role of database vendors and producers are also explored in depth.

MSTL 5503  Statistics, Measurement, and Quality Control
Total Quality Management (TQM) has become persuasive to the decisionmaking process in industry and education. This course is organized to serve as an introduction to the world of statistical analysis. Attention will be given to how descriptive and inferential statistical analysis serves as an important tool in the overall decision-making matrix of a TQM environment. Analyses are facilitated through the use of software available to the Novavax community. The issues of data integrity, reliability, and validity are emphasized. There is also a major emphasis on research design.

MSTL 5505  Database Management Systems
The Ingres relational DBMS is used to assist students in the development of databases for use in professional settings. Topics include database concepts, data dictionaries, data directories, query languages, database administration, management of data, menu design, and database planning.
MSTL 5507  The Theory of Human Factors
This course focuses on the dynamics of human-computer interaction. The student is given a broad overview of the human factors field and specific background relating to the role of human factors information systems, education, and training applications. Areas to be tied to the course include, but are not limited to human factors design goals, the merging of computer and communication technologies, anticipated developments in human factors products, the study of person-computer software tools, the office of the future, and trends in human factors and ergonomics research.

MSTL 5508  Systems Analysis and Design
An introduction to basic system analysis and design concepts, techniques and types of information modeling, data modeling, fourth-generation languages, and integrated computer-aided software emerging (I-CASE) techniques. The course involves a comprehensive study of the information systems—strategic planning (Enterprise Model), analysis, systems design, and implementation. It also covers the details of process modeling, and data modeling techniques to integrate the new techniques in the system development environments with emphasis on information architectural design and implementations.

MSTL 5511  Strategic Management, Leadership, and Finance
The methods of strategic management are used in this course to provide opportunities for students to demonstrate skills in the management of work organizations: strategic planning, portfolio analysis, strategy formulation, leadership, and strategies for changing structure are presented.

MSTL 5512  Case Analysis
Cases from the Harvard Business School Case Service are used by students to develop creative approaches to training program design. Emphasis is placed on designing alternative systems through use of the following methodologies: brainwriting, cross-impact analysis, critiques of science fiction stories, and scenario writing. Computer conferences are used to promote discussion. An online (searchable) database of a case prepared by students serves as a learning resource in this course.

MSTL 5515  Special Topics in Computer-Based Learning
This seminar will focus on the professor's current research interests. Prerequisite: consent of instructor.
INSTITUTES
Master's students are required to attend two institutes in Fort Lauderdale, Florida, prior to graduation. The summer institute is held in July or August and the winter institute in January. Both comprise sessions that are usually scheduled from Monday through Sunday. Institutes feature scheduled courses taught by distinguished full-time faculty and by experts in the field who generally hold the doctoral degree. Additionally, institutes include keynote presentations by recognized authorities, roundtable discussions, workshop sessions, UNIX in-service training, and demonstrations of the latest developments in computer and communications technology. Students participate in a variety of activities, such as informal course work and completion of exams. Advisors are available at institutes for individual consultation concerning practicums and applied research projects.

Institutes are complemented by computer-based delivery systems and regional symposia. Online interactive learning methods and teleconferencing are used throughout the instructional sequence. Students can participate in electronic classroom sessions, computer conferences, online real-time computer discussions, and electronic mail conversations with colleagues and faculty. Supplemental information is offered at symposia held in the spring and fall in the northeastern, southeastern, midwestern and western regions of the United States. Students communicate regularly with faculty between institutes. Written assignments are forwarded electronically and stored in central databases.

INSTITUTE DESCRIPTION
Institute attendance is reflected on all official transcripts and no credit is awarded. Registration for institutes takes place on site during both winter and summer institutes. There are no additional fees charged for this registration.

MISN 5001 Institute I  First institute attendance
MISN 5002 Institute II  Second institute attendance
INFORMATION SYSTEMS (IS) SPECIALIZATION

The information systems specialization is designed for individuals who work or would like to work in the capacity of integrating organizational functions with computer technology. The curriculum introduces information systems concepts and processes within the framework of organizational functions, management knowledge, and technical information systems knowledge. Students choosing this specialty gain the ability to develop and implement an information systems structure for an organization based on the understanding that the information systems function in an organization is essential.

IS SPECIALTY COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSIS 5509</td>
<td>Practicum Proposal in Information Systems</td>
</tr>
<tr>
<td>MSIS 5510</td>
<td>Practicum Report in Information Systems</td>
</tr>
<tr>
<td>MSIS 5540</td>
<td>Planning and Policy Formulation in Management Information Systems</td>
</tr>
<tr>
<td>MSIS 5541</td>
<td>Emerging Technologies in Information Systems</td>
</tr>
</tbody>
</table>

IS SPECIALTY COURSE DESCRIPTIONS

**MSIS 5509  Practicum Proposal in Information Systems (Part I)**
Students are required to produce a proposal of publishable quality on a project in information systems. Upon approval of their proposal, students will be able to produce the final practicum report.

**MSIS 5510  Practicum Report in Information Systems (Part II)**
Students are required to produce a final report of publishable quality on a project in information systems. This report will become part of the online student practicum database.

**MSIS 5540  Planning and Policy Formulation in Management Information Systems**
This course is specifically designed to provide a thorough background on information systems planning. Topics include the overall information needs of organizations and the role of information systems in providing them; the relationship between administrative and management issues and the administration of the information systems functions; and the relationship between the information systems project and the external environment.

**MSIS 5541  Emerging Technologies in Information Systems**
An introduction to computer architecture, computer operating systems, and their interrelations are presented in this course. Topics include structured programming concepts, data organization, and file processing; hardware and software requirements in relation to information systems; and fourth-generation languages and their applications to information systems.
INFORMATION TECHNOLOGY AND RESOURCE MANAGEMENT SPECIALIZATION (MIRM)

The information technology and resource management specialization is designed for individuals working or planning to work as information professionals in business, industry, government, or the military. This concentration emphasizes major theories of information science with management and online storage and information retrieval techniques.

MIRM SPECIALTY COURSES

- MIRM 5509 Practicum Proposal in Information Technology and Resource Management (Part I)
  Students are required to produce a proposal of publishable quality for a project on a project. Upon approval of their proposal, students will be able to produce the final practicum report.

- MIRM 5510 Practicum Report in Information Technology and Resource Management (Part II)
  Students are required to produce a final report of publishable quality for a project on a CBL design project. This report will become part of the online student practicum database.

- MIRM 5540 Telecommunications in Information Technology and Resource Management
  Topics include computer-based information telecommunications networks, electronic mail, packet switching, GTE Telenet and Tymnet, multiplexing modems, handshaking, satellite communications, file protection, and data encryption (security).

- MIRM 5541 Emerging Technology in Information Technology and Resource Management
  The implications of emerging computer architectures and work stations for information technology and resource management is the subject of this course. Topics include computer-based information; telecommunications networks (OCLC, BRS, DIALOG); CD-ROM and optical disk technologies; and satellite communications, teleconferencing, data security, and encryption schemes.
TRAINING AND LEARNING (MSTL) SPECIALIZATION

The training and learning specialization is designed for individuals who want to enhance their training skills through utilizing computer-based training (CBT) and computer-assisted instruction (CAI) applications in the training setting. The new demands on specialists in the field of training require them to collect the appropriate information and package it in a form that leads to cost-effective and efficient training programs. Students in this specialty area learn new techniques in the design and application of CBT and CAI software for training purposes.

MSTL SPECIALIZATION COURSES

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>MSTL 5509</td>
<td>Practicum Proposal in Training and Learning</td>
</tr>
<tr>
<td>MSTL 5510</td>
<td>Practicum Report in Training and Learning</td>
</tr>
<tr>
<td>MSTL 5540</td>
<td>Courseware and Software Design Systems</td>
</tr>
<tr>
<td>MSTL 5541</td>
<td>Emerging Technologies in Computer-Based Training</td>
</tr>
</tbody>
</table>

MSTL SPECIALTY COURSE DESCRIPTIONS

MSTL 5509  Practicum Proposal in Training (Part I)
Students are required to produce a proposal of publishable quality for a project on a CBL design project. Upon approval of their proposal, students will be able to produce the final practicum report.

MSTL 5510  Practicum Report in Training (Part II)
Students are required to produce a final report of publishable quality for a project on a CBL design project. This report will become part of the online student practicum database.

MSTL 5540  Courseware and Software Design
The design, development, and evaluation of software and courseware along with documentation, packaging, and marketing are presented in this course. Authoring systems are examined, and methods of computer-based training (CBT) design, documentation, and security are also included. UNIX is used as a host for several CAI authoring systems. Several different authoring systems are presented (LEARN and the Instructional Workbench in the UNIX system, PLATO, TICCIT, PILOT, etc.). Guided design techniques are used in the application of UNIX systems to training programs.

MSTL 5541  Emerging Technologies in Computer-Based Training
The implications of emerging computer architectures and workstations to the field of training is the subject of this course. Topics include authoring languages, training systems, and their applications; CD-ROM and optical disk technologies; and telecommunications and data communications.
COMPUTER EDUCATION (CED) SPECIALIZATION

The computer education specialization is offered for people employed or seeking employment in an educational setting. Educators with experience in the use of computers and individuals seeking to enter the education field have the opportunity to enhance their knowledge, skills, and efficiency in telecommunications, courseware design, structured programming, and database management. In addition, computer education emphasizes the applications of research and theory in education.

CED SPECIALTY COURSES

CED 5509  Practicum Proposal in Computer Education
CED 5510  Practicum Report in Computer Education
CED 5572  Introduction to Structured Programming in Pascal
CED 5573  Advanced Programming in Pascal

CED SPECIALTY COURSE DESCRIPTIONS

MSCE 5509  Practicum Proposal in Computer Education (Part I)
Students are required to produce a proposal of publishable quality for a project in computer education. Upon approval of their proposal, students will be able to produce the final practicum report.

MSCE 5510  Practicum Report in Computer Education (Part II)
Students are required to produce a final report of publishable quality for a project in computer education. This report will become part of the online student practicum database.

MSCE 5572  Introduction to Structured Programming in Pascal
Students will develop a systematic approach to problem solving that will result in a plan that can be coded in the Pascal programming language.

MSCE 5573  Advanced Computer Programming in Pascal
Building on a foundation in structured programming, students will select an appropriate area for the educational application of computer. They will then create a usable Pascal problem that incorporates advanced techniques to meet an identifiable need.
COMPUTER COMMUNICATIONS AND UNIX TRAINING WORKSHOPS
Students are required to demonstrate UNIX competency prior to registration. A one-day introductory session on computer communications and UNIX is offered in a workshop format. New students are urged to attend the workshops either during the winter or summer institutes or at regional symposia prior to beginning the program. This workshop is included in the regular tuition; however, students must pay their own travel and living expenses. Students needing additional training can register for a noncredit seminar that will be taught using a computer-based delivery format.

UNIX SEMINAR DESCRIPTION
This seminar provides the computer-based student with the basic knowledge and skills needed to begin successfully working in the UNIX environment. In addition, the seminar will cover three general areas: communications between the student’s personal computer and Nova University’s host computer, working within the UNIX environment, and submitting course assignments and communicating with the course instructors.

FOUR-YEAR COMBINED MASTER’S/DOCTORAL OPTION
In addition, the Center for Computer and Information Sciences offers a four-year combined master’s and doctoral option.

Students interested in this option must first be accepted into the master’s program. Once students have completed eight courses (24 credits) in the master’s program, with a grade point average of 3.25, and attended one institute, they may be accepted into the doctoral program. (Students must also fulfill all other doctoral admission requirements.)

Upon acceptance into the doctoral program and after completion of 12 credits in the doctoral program, the student is awarded the master of science degree. These 12 credits also count toward the doctoral degree, thereby reducing the total time needed to acquire both degrees if they had been taken separately. Once admitted into the doctoral program, students follow the format that pertains to doctoral students. For more information about this option, interested individuals should contact the assistant director of the master’s program.

COMPUTER-BASED PROGRAMS
Two master of science degrees are offered via computer telecommunications: the Master of Science in Computer-Based Learning and Master of Science in Computer Information Systems. Four-year combined master’s/doctoral programs are offered in information systems, information science, training and learning, and computer education.

CAMPUS-BASED PROGRAMS
Undergraduate and graduate programs offer convenient course schedules (day, evening and weekend courses) and access to well-equipped computer laboratories with exposure to computer hardware and software, library materials, and resident faculty. Five-year combined master’s/doctoral programs are offered in computer information systems and computer science.

ADMISSION
Once formal application has been made to the Center for Computer and Information Sciences, the Admission Committee will review and make final decisions concerning admissions.
The entire program for the master of science degree can be completed in 18 to 24 months. Each applicant must satisfy the following requirements in order to be fully accepted into the program:

- Official transcripts of all prior graduate and undergraduate work
- A bachelor's degree from a regionally accredited college or university
- A GRE score or completion of a portfolio with appropriate work experience and credentials
- Three letters of recommendation
- A completed application with a $40 application fee
- A 2.5 undergraduate GPA.

TUITION
Tuition is $260 per hour. There is a $60 yearly registration fee. Included in the tuition are study guides and instructional materials. Students must purchase their own textbooks. All tuition and fees are subject to change.

TIME LIMITATIONS
Total credit for the entire program is 36 hours. All requirements must be completed within seven years of the student's official start date. This time limit is a matter within the discretion of each academic program.

ON-LINE ACCESS
Students will receive 10 hours of on-line time per course included in the tuition. If additional time is needed, it can be purchased at the rate of $15 per hour. This cost includes both the time on the Nova host computer and the cost of Tymnet. There is no extra charge for students who can dial Tymnet as a local number. Otherwise, students will be required to pay their own toll access charges to the nearest Tymnet location. If access to Tymnet node is not a local call, additional toll charges may run $5 to $15 per hour. Access is available worldwide, however, charges are significantly higher from outside the United States. Students who go over the connect hours will be billed for additional time at the rate of $15 per computer-connect hour. The charge per computer-connect hour on Nova's host in excess of the total hours purchased is billed whether a student accesses the University computer over Tymnet or accesses it by direct dialing (local direct dial, long distance dial, from an on-campus terminal in a lab or other facility).

TUITION PAYMENT POLICY
Tuition is due in full at the time of registration. Any outstanding balance against previous tuition may delay registration. A late fee of $50 is assessed on late tuition payments. There is a readmission fee of $40 for those who withdraw and then are permitted to reenter the program.

Students are required to pay the University directly at the time of registration. Tuition and fees may be satisfied with payment by cash, check, money order, credit card, or financial aid as authorized on an individual's official award letter.

Students receiving tuition reimbursement from employers are requested to pay the University directly and request reimbursement from their companies as they complete their courses. However, there are some instances in which students can attach a letter from their employers to the registration form requesting that billing be made directly to the student's company.
REFUNDS
Students notifying the Center of their intention to withdraw from the program prior to the
beginning of a new term will be entitled to a full refund of all monies paid, with the
exception of the $40 nonrefundable application fee and any or all unused online time. In
regard to refund of online fees, the adjustment will depend on the hours used. If an
applicant is rejected all monies will be refunded except the nonrefundable $40 application
fee.

Withdrawal Period with a Refund:
Students who wish to receive a refund of tuition upon withdrawal from a term must submit a
written request through U.S. mail to the CCIS program office. The following schedule will apply:

<table>
<thead>
<tr>
<th>Refund Percentage</th>
<th>Deadline Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 percent</td>
<td>a written request for withdrawal must be received within two weeks after the term begins</td>
</tr>
<tr>
<td>50 percent</td>
<td>a written request for withdrawal must be received after two weeks, but before the 30th day of the beginning of the term</td>
</tr>
<tr>
<td>25 percent</td>
<td>a written request for withdrawal must be received after the 30th day of the beginning of a term, but before the 60th day after the term begins</td>
</tr>
</tbody>
</table>

NOTE: The registration fee is nonrefundable; therefore, the adjustments above are for
tuition charges only.

OTHER EXPENSES
Instructional costs for the institutes are included as part of the student's tuition. However,
lodging, travel expenses for the institutes, and textbooks are the student's responsibility.

In addition, students must purchase their own computer equipment and modem if
they do not currently own these. Students should plan to use an IBM-compatible personal
computer system. It is the student's responsibility to determine that the clone is fully
compatible. This will ensure that the student can make use of the CCIS-developed
instructional software and other applications. Future plans for courseware development in
the CCIS are based on MS DOS 4.0 or higher. DOS 2.0 and higher may be used for
online work, but local work using Nova-generated diskettes may not always run on these
earlier versions of MS DOS. This operating environment and applications, such as
Windows, may require the use of memory beyond the 640K limit found in earlier MS/PC-
DOS. Support for Apple II e/c/GS series computer system is very limited, and our
experience has shown that these systems have had severe shortcomings with the terminal
emulation needed on the UNIX system. MacIntosh computer systems are currently being
used on campus, but limited support is anticipated for online use of these systems.

STUDENTS ARE ADVISED TO CONTACT THE CENTRAL CCIS OFFICE IF THEY
ANTICIPATE PURCHASING A NEW SYSTEM PRIOR TO JOINING THE
PROGRAM.
Academic Information

APPLICATION DEADLINE
Individuals can apply anytime during the academic year. However, it is strongly recommended that applicants complete their file for review by the Admissions Committee at least two months prior to the desired start date. It is also recommended that applicants check with the Program Office that all transcripts and other admission documents have been received. Once the applicant's file is complete, the Admissions Committee will review the applicant's file and respond by letter within two to three weeks after the review.

ADVISING
The primary purpose of academic advising is to ensure that students receive the individual counseling and advising needed to maximize potential for academic success. Students are encouraged to maintain contact throughout their program with faculty and staff. Academic difficulties in a course should always be discussed first with the instructor teaching the course. Problems that cannot be resolved through interaction with the instructor or academic issues that are more broadly based should be discussed with the program director.

CURRICULUM OUTLINE
Specific information about courses and course prerequisites is outlined in the Curriculum Outline that is provided to all students entering into the program. In addition to this a complete schedule of course offerings is provided with the curriculum outline. The curriculum outline is provided as a planning guide for all students and as such can be revised as often as necessary. Contact your program director if you have questions regarding your curriculum outline.

REGISTRATION POLICY
Occasionally, a student is faced with a temporary personal or professional situation and cannot keep up. Students who must withdraw may petition in writing to reenter the program, picking up the course work following the last completed course. This may be done only once. Students who do not have current "registered" status with the University cannot receive online services. A continuing service registration is used for students wishing to make up a grade of Incomplete.

CONTINUING SERVICES REGISTRATION
A continuing service registration is used for students wishing to make up incomplete course work. It is a 12-week registration, with fees equaling a three-credit-hour course. This type of registration allows students full access to all faculty, staff, and University resources. In addition, the continuing services registration maintains student eligibility for financial aid purposes.

CAMPUS RESIDENCY
Students are required to attend two institutes on the Nova main campus. The institutes are scheduled in January and July. Networking with colleagues and professionals in the field also takes place at the institutes and is an important element of the program. Students participate in a variety of activities, such as presentations, informal interactions, lectures, discussions, institute activities related to their course work, and completion of exams. This event brings together students from all geographic locations served by the program. Instructional costs for the institutes are included as part of the students' tuition. Students are required to provide their own lodging and travel expenses for the institutes.
EXAMINATIONS
Examinations are scheduled online and during institutes.

COURSE LOAD
The master's courses are presented in a well-defined sequence. During the first year, students are advised to register for two courses per term in order to make steady progress toward completion of the master of science degree in 18 months. Each course is designed as a single integrated experience.

COURSE SEQUENCE
While it is preferred that students follow the course sequence, occasionally a student may fall behind due to extra work or personal reasons and can then request a lighter course load. The master of science program has been designed to accommodate such circumstances.

TRANSFER OF CREDIT
Up to six semester hours of prior graduate work may be transferred to the program if the content was directly related to the work required in the program and was offered at the same or a higher academic level. The credits must be from an accredited institution. The student must have received a grade of B or better in all credits considered for transfer, and credits must have been earned within the past five to eight years. Transfer credits will not be taken into account when computing the student’s grade point average.

EQUIVALENT EXPERIENCE
Up to three hours of credit may be granted for skills acquired in nonacademic settings if the student can show these skills at the level required in the program. At least 27 credits in the degree program must be completed through Nova University. In order for the student to receive equivalent experience credit, he or she must submit the following items: a written request for an evaluation accompanied by a $50 evaluation fee; a detailed description of the experience gained; and a letter from a supervisor confirming the student's experience and competence in the study area. To gain equivalent experience credit, the student must also take the final exam in the applicable course and receive a passing grade (B or better) on the final exam. Equivalent experience credits will not be taken into account when computing the student's grade point average.

APA FORM AND STYLE REQUIREMENTS
The Center for Computer and Information Sciences has adopted the APA form and style manual as published by the American Psychological Association. Students should adhere to the guidelines set forth in this publication for all assignments, examinations, projects, papers, and practicums. Careful attention to appropriate citations and referencing with regard to plagiarism is advised. Refer to the section, "Student Rights and Responsibilities," for a definition of plagiarism.
General Information

COLLEGE BOOKSTORE
All required textbooks for your course work can be obtained through Nova Books, Inc. (usercode: novabook), located on the main campus. The phone number is (305) 476-4750 or, toll free, (800) 541-6682, Ext. 4750.

INFORMATION RETRIEVAL SERVICE (IRS)
The IRS does computer searches and is available to all students. The IRS has computer access to ERIC and more than 350 other databases, including many social and behavioral science databases, such as PsycInfo, Sociological Abstracts, and Books in Print. This is a valuable resource for assignments, projects, practicums, and dissertations and is offered free of charge to all enrolled students. Students may contact the IRS online to request a literature search. The usercode is irs. For the online format the IRS requires for a search, look in the icbl menu online under the category Information Retrieval Service.

STUDENT I.D. CARDS
When you register at Nova, you will be issued a student I.D. card. You will need it in order to check out books from the Einstein Library. Further, a number of businesses in the community will give students discounted rates on a variety of services ranging from movies to dinner if an I.D. card is shown. If you lose your I.D. card or if it is destroyed, please request a new one through the registrar's office. There is an additional fee to replace a lost card.

STUDENT ORGANIZATIONS
The Center for Computer and Information Sciences encourages participation in professional organizations. CCIS students have an excellent opportunity to become involved in several computer student chapters, including:

- Association of Computing Machinery (ACM)
- Institute of Electrical and Electronic Engineering (IEEE)
- IEEE Computer Society

Each student organization has a faculty or staff member serving as an advisor and supporter. All students are encouraged to become involved as members of the various organizations or by running for office in these organizations. For additional information, contact the Marketing Department at (800) 541-6682, Ext. 7352 or (305) 475-7352.

ALUMNI ASSOCIATION
Nova University has an active alumni association that is a division of the Office of University Relations and Development. The association is organized on three levels--local, state, and national--that work in concert to provide special programs and other services that promote the professional and intellectual growth of graduates and that maintain communications between graduates and the University. The Office of University Relations and Development also offers a credentials file service. Additional information can be obtained by calling (305) 475-7406 or, toll-free, (800) 541-6682, Ext. 7406.
TRAVEL INFORMATION
Nova University has its own full service travel agency in the Rosenthal Student Center. It can make reservations and issue airline tickets and rental cars. In addition, travel agents can also help make all arrangements for trips and vacations. Nova's travel service accepts money orders and major credit cards. The travel staff can be reached at (305) 475-7522 or, toll free, (800) 541-6682, Ext. 7522.
Administration

PROGRESS RECORDS
The Center for Computer and Information Sciences maintains up-to-date progress records on each student. After each term, the University furnishes students with grade reports showing current status and all work completed and/or attempted.

GRADING SYSTEM FOR THE MASTER'S IN COMPUTER-BASED LEARNING
Faculty for CCIS master's programs assign grades to course work according to the following system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Achievement Rating</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Satisfactory</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Marginal Pass</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>Pass (used for practicums)</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>PR</td>
<td>In Progress (practicums only)</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdraw</td>
<td></td>
</tr>
</tbody>
</table>

INCOMPLETE (I)
Indicates that the student has not completed the course requirements and that the instructor has given additional time to do so. An I grade is assigned only when there are mitigating circumstances to prevent completion of course requirements.

Incompletes may be assigned at the discretion of the instructor at the request of the student. Should the instructor choose to assign an Incomplete, an Incomplete contract is to be completed and signed by both the instructor and the student, with the original kept on record in the Program Office. If not, it becomes an F (fail). Students who receive two F grades will be dismissed from the program and may not be readmitted.

WITHDRAW (W)
A grade of W may be assigned when the student officially requests a withdrawal (in writing) from the course, project, or practicum no later than one month prior to the end of the term. A student may be administratively withdrawn if he or she fails to maintain continuous registration without a prior written request and approval from the program director. A student may be academically withdrawn if he or she receives two NO PASSES within two consecutive terms.

ACADEMIC STANDING
The grading policy for the master of science degree requires the student to maintain a minimum cumulative grade point average of 3.0. In addition, there are other minimum requirements. Failure to meet them will result either in academic probation or dismissal as detailed below.
PROBATION
Academic probation is automatic when any of the following conditions exist:

1. A grade of F is assigned. Additionally, a student receiving a grade of F in any course must repeat the course the next semester.

2. Students with a grade point average of 2.5 or lower for the first four completed courses will be dismissed from the program. Students with a grade point average greater than 2.5 but less than 3.0 for the first four completed courses will be placed on academic probation. Such students are counseled as to the number of courses they may take in order to facilitate the raising of their averages. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.

3. Should a student's grade point average fall below 3.0 after the initial completion of four courses, he or she is placed on probation. The student is allowed one academic year to bring the grade point average up to the 3.0 minimum. Failure to achieve the minimum at that time will result in dismissal from the program.

DISMISSAL
Dismissal is automatic from the master's program in the CCIS when academic probation extends beyond one year, when a student is assigned three or more grades of C, and/or when a student is assigned two or more grades of F and/or NO PASS. Individuals who fall under these specified conditions will be dismissed from the program and will not be eligible for readmission.

GRADUATION REQUIREMENTS
To be eligible for graduation, a student must fulfill the following requirements:

1. Successful completion of 10 three-semester-hour courses (four common core courses, two advanced core courses, and four specialization courses)
2. Successful completion of a three-semester-hour practicum proposal (Part I) and successful completion of a three-semester-hour practicum final report (Part II)
3. Attendance at two institutes on Nova University's main campus in Fort Lauderdale, Florida
4. Attainment of a grade point average of 3.0 or higher
5. Payment of all tuition and fees
6. Completion of a graduation form at the time of registration for the student's final term of course work

GRIEVANCES
When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. An appeals policy is available upon request from the assistant director of the master's programs.
INTERNATIONAL STUDENTS
International Student Advising Service
(305) 370-5695 or (800) 541-6682, Ext. 5695

An international student applying to Nova University must (1) obtain a student (F) visa or an exchange visitor (J-L) visa (students are not permitted to study in the United States on a visitor (B-2) visa); (2) submit all secondary school and/or college-level transcripts (transcripts must be an official English language translation); (3) demonstrate the ability to meet all costs of his or her education without financial aid from Nova University; (4) purchase medical insurance (J-L visas only); contact the international student advisor for further information concerning insurance; (5) demonstrate proficiency in the English language with a minimum of 550 on the Test of English as a Foreign Language (TOEFL) exam.

VETERANS' SERVICES AND BENEFITS
(305) 370-5685 or (800) 541-6682, Ext. 5685

Nova University's academic programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans' dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida, 33314, or telephone (305) 370-5685 or (800) 541-6682, ext. 5685.

FINANCIAL AID INFORMATION
(305) 475-7411 or (800) 541-6682, Ext. 7411

Nova University offers several programs of student financial aid in order to assist the greatest number of its students possible in meeting educational expenses. In order to qualify and remain eligible for financial aid, students must be accepted for admission into a University program; be eligible for continued enrollment; be a United States citizen or in the U.S. for other than a temporary purpose; and be making satisfactory academic progress toward a stated educational objective in accordance with the University's policy on satisfactory progress for financial aid recipients.

OTHER INFORMATIONAL PHONE NUMBERS

Nova College Admissions
(Undergraduate)
Professional Studies (day school)
(305) 475-7360 or (800) 541-6682, Ext. 7360

Career Division (night school)
(305) 475-7034 or (800) 541-6682, Ext. 7034

Office of the University Registrar
(305) 475-7400 or (800) 541-6682, Ext. 7400

Residential Life (Student Housing)
(305) 475-7052 or (800) 541-6682, Ext. 7052
CCIS Degree Offerings

Doctoral and Professional Degrees
Doctor of Education (Ed.D.) in:  
   Computer Education
Doctor of Philosophy (Ph.D.) in  
   Science Education
Doctor of Science (Sc.D.) in:  
   Computer Science  
   Information Science  
   Information Systems  
   Training and Learning

Master’s Degrees
Master of Science (M.S.) in:  
   Computer-Based Learning  
   Computer Science  
   Computer Information Systems

Bachelor’s Degree
Bachelor of Science (B.S.) in:  
   Computer Engineering  
   Computer Information Systems  
   Computer Science  
   Computer Systems

FURTHER INFORMATION
Those who are interested in receiving further information on the programs described in this catalog may contact the Center for Computer and Information Sciences, Nova University, 3301 College Avenue, Fort Lauderdale, Florida 33314, (305) 475-7563 or (800) 541-6682, Ext. 7563.
COMPUTER AND INFORMATION SCIENCES (CCIS)
FACULTY

Edward R. Simco, Ph.D.
Dean, Center for Computer and Information Sciences

Phillip M. Adams, Sc.D., Ph.D.
Professor

Raymond Barrett, Ph.D.
Assistant Professor

Harvey Deitel, Ph.D.
Professor

Laurie P. Dringus, Sc.D.
Director, Undergraduate and Master's Programs

George Fornshell, Sc.D.
Assistant Professor
Director, Training and Learning Program

John Kingsbury, Ph.D.
Assistant Professor
Director, Computer Education Program

Jacques Levin, Ph.D.
Professor

Edward Lieblein, Ph.D.
Professor

Marilyn Kemper Littman, Sc.D.
Associate Professor

Freeman Rawson, Ph.D.
Visiting Professor

Raul Salazar, Ed.D.
Assistant Professor

Junping Sun, Ph.D.
Assistant Professor

Raisa Szabo, Ph.D.
Associate Professor

Steven R. Terrell, Ed.D.
Assistant Professor

Clovis L. Tondo, Sc.D.
Visiting Professor

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The provisions set forth in this document are not to be regarded as an irrevocable contract between the student and Nova University. Regulations and requirements, including tuition and fees, are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon discovery of the fraud, and the student is not entitled to any credit for work that he or she may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova University will be considered receivable and will be collected.

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

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

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

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

Nova University does not discriminate on the basis of sex, age, race, color, religion or creed, nondisqualifying handicap, or national or ethnic origin in admission, access, or employment for any of its programs and activities. The University registrar and director of human resources have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of the applicable laws and regulations relative to nondiscrimination.

The school is authorized under federal law to enroll nonimmigrant alien students. The Nova University general policies on student relations are on file in the Office of the University Registrar.
STUDENT RIGHTS AND RESPONSIBILITIES

The Code of Student Conduct and Academic Responsibility

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

Nova University Statement of Academic Rights and Responsibilities

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

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

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

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

A. Academic Standards

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

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

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

At Nova University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards A (1) or A (2) is considered plagiarism at Nova University.
3. **Tendering of Information.** All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

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

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

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

**B. Conduct Standards**

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

   a. Theft;
   b. Vandalism;
   c. Disruptive behavior;
   d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items;
   e. Possession, transfer, sale, or use of illicit drugs;
   f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals;
   g. Violations of housing regulations;
   h. Any act or conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group;
   i. Threats of or actual damage to property or physical harm to others; and
   j. Failure to pay tuition and fees in a timely manner.

2. Students must have authorization from the University to have access to University documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

**C. Supplementary Standards**

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

**D. Violations**

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

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

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

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

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

• Have proper authorization for use or attempted use of accounts within the Nova University computer systems
• Limit the use of Nova University computer systems to academic activities as defined by the student's academic program office
• Refrain from attempting to tamper with or obstruct the operation of Nova University's computer systems
• Be aware that accessing or using another person's computer account without that person's permission is illegal and unethical
• Refrain from any attempt to use Nova University's computer systems as a means for the unauthorized access to computer systems outside the University's systems
• Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software, or data files, is illegal and unethical
• Be aware that using Nova University's computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate University policy, procedures, and agents
• Use only legally obtained or licensed data or software in accordance with its license or purchase agreement
• Be in compliance with federal copyright laws and the Nova University copyright code.

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

Drug-Free Schools and Campuses

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

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

*The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order.
There are serious health risks associated with the abuse of drugs and alcohol (see following "Controlled Substances—Uses and Effects"). If you, a fellow student, teacher, or co-worker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

**On Campus:**
Nova University Student Counseling Service  
Mailman Building  
(305) 475-7552

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

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

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

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

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

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

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

Under §316.193, Florida Statutes, it is unlawful for any person to possess an open container of alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver’s license suspension.

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

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

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

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

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

<table>
<thead>
<tr>
<th>DRUGS' CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE</th>
<th>TOLERANCE</th>
<th>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>Physical</td>
<td>Psychological</td>
<td>(Hours)</td>
<td>Oral, smoked</td>
<td>Euphoria, drowsiness, respiratory depression, convulsions, coma, possible death</td>
<td>Slow and shallow breathing, clammy skin, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Opium</td>
<td>II III IV</td>
<td>Dover’s Powder, Parnicotic, Paracetalin</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked</td>
</tr>
<tr>
<td>Morphine</td>
<td>II III</td>
<td>Morphin, MS-Contin, Roxanoxol, 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>
</tr>
<tr>
<td>Codeine</td>
<td>II III IV</td>
<td>Tylenol w/Codin, Robitussin AC, Empirin w/Codin, Fornil w/Codin</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
</tr>
<tr>
<td>Heroin</td>
<td></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>
</tr>
<tr>
<td>Hydromorphone</td>
<td>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>
</tr>
<tr>
<td>Meperidine (Pethidine)</td>
<td>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>
</tr>
<tr>
<td>Methadone</td>
<td>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>
</tr>
<tr>
<td>Other Narcotics</td>
<td>I II III IV</td>
<td>Numorphin, Percodan, Percocet, Tylox, Tylox, Tussionex, Fenanyl, 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>
</tr>
<tr>
<td><strong>DEPRESSANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chloral Hydrate</td>
<td>IV</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8</td>
<td>Oral</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>III IV</td>
<td>Amytal, Nembutal, Finoral, Lotusate, Tinal, Seconal, Butisol, Phenobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent</td>
<td>High Mod.</td>
<td>High Mod.</td>
<td>Yes</td>
<td>1-12</td>
<td>Oral</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>IV</td>
<td>Alivan, Dalmane, Librium, Restoril, Dazepam, Xanax, Serax, Valium, Tranxene, Versed, Verstran, Halcion, Paxipam</td>
<td>Antianxiety, anticonvulsant, sedative, hypnotic</td>
<td>Low</td>
<td>Low</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>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>
</tr>
<tr>
<td>Glutethimide</td>
<td>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>
</tr>
<tr>
<td>Other Depressants</td>
<td>III IV</td>
<td>Equanil, Miltown, 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>
</tr>
<tr>
<td><strong>STIMULANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine</td>
<td>II</td>
<td>Coke, Flake, 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>
</tr>
<tr>
<td>Amphetamines</td>
<td>II</td>
<td>Bphetamine, Delcrobe, Desoxyn, Dexedrine, Dextro, 850, Ethanol</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>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>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>
</tr>
<tr>
<td>Methylphenidate</td>
<td>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>
</tr>
<tr>
<td>Other Stimulants</td>
<td>III IV</td>
<td>Adipex, Cyferil, Didrex, Ialomin, Maltiat, Plegilin, Plegel, Sinarex, Tenatale, Prelu-2</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
</tr>
<tr>
<td><strong>HALLUCINOGENS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>I</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
</tr>
<tr>
<td>Mescaline and Peyote</td>
<td>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, injected</td>
</tr>
<tr>
<td>Amphetamine Variants</td>
<td>I II III IV</td>
<td>2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DDB</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Variable</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
</tr>
<tr>
<td>Phenylcyclidine</td>
<td>II</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>
</tr>
<tr>
<td>Phenylcyclohexylamines</td>
<td>I II III IV</td>
<td>PCE, PCP, TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>I II III IV</td>
<td>Befotamine, Ibogaine, DMT, DET, Phencyclidin, Phencyclidin</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Possible</td>
<td>Variable</td>
<td>Smoked, oral, injected, sniffed</td>
</tr>
<tr>
<td><strong>CANNABIS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>I</td>
<td>Pot, Acapuaco Gold, Grass, Reefer, Sinsemilla, Thai Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>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>
</tr>
<tr>
<td>Hashish</td>
<td>I</td>
<td>Hash</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>I</td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CSA</th>
<th>PENALTY</th>
<th>Quantity</th>
<th>DRUG</th>
<th>Quantity</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2nd Offense</td>
<td>1st Offense</td>
<td>1st Offense</td>
<td>2nd Offense</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 5 years. Not more than 40 years.</td>
<td>Not less than 10 years. Not more than life.</td>
<td>Not less than 10 years. Not more than life.</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>If death or serious injury, not less than life, and</td>
<td>Fine of not more than $4 million individual, $10 million other than individual.</td>
<td>Fine of not more than $2 million individual, $5 million other than individual.</td>
<td>Fine of not more than $4 million individual, $8 million other than individual.</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>All</td>
<td>Any</td>
<td>Not more than 5 years. Fine not more than $250,000 individual, $1 million not individual.</td>
<td>Not more than 10 years. Fine not more than $500,000 individual, $2 million not individual.</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>All</td>
<td>Any</td>
<td>Not more than 3 years. Fine not more than $250,000 individual, $1 million not individual.</td>
<td>Not more than 6 years. Fine not more than $500,000 individual, $2 million not individual.</td>
<td></td>
</tr>
<tr>
<td>V</td>
<td>All</td>
<td>Any</td>
<td>Not more than 1 year. Fine not more than $100,000 individual, $250,000 not individual.</td>
<td>Not more than 2 years. Fine not more than $200,000 individual, $500,000 not individual.</td>
<td></td>
</tr>
</tbody>
</table>

1 Penalties are calculated based on the presence of a detectable quantity of the drug.

### Federal Trafficking Penalties - Marijuana

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 kg or more; or 1,000 or more plants</td>
<td>Marijuana</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>100 kg to 1,000 kg; or 100-999 plants</td>
<td>Marijuana</td>
<td>Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual.</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>50 to 100 kg</td>
<td>Marijuana</td>
<td>Not less than 10 years.</td>
<td>Not less than 10 years.</td>
</tr>
<tr>
<td>10 to 100 kg</td>
<td>Hashish</td>
<td>Not less than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $2 million individual, $10 million other than individual.</td>
<td>Not less than 10 years. If death or serious injury, not less than 20 years, not more than life. Fine $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>1 to 100 kg</td>
<td>Hashish Oil</td>
<td>Not less than 10 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.</td>
<td>Not less than 10 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.</td>
</tr>
<tr>
<td>50-99 plants</td>
<td>Marijuana</td>
<td>Not less than 5 years.</td>
<td>Not less than 5 years.</td>
</tr>
<tr>
<td>Less than 50 kg</td>
<td>Marijuana</td>
<td>Not less than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.</td>
<td>Not less than 10 years. If death or serious injury, not less than 20 years, not more than life. Fine $1 million individual, $5 million other than individual.</td>
</tr>
<tr>
<td>Less than 10 kg</td>
<td>Hashish</td>
<td>Not less than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $2 million individual, $10 million other than individual.</td>
<td>Not less than 10 years. If death or serious injury, not less than 20 years, not more than life. Fine $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>Less than 1 kg</td>
<td>Hashish Oil</td>
<td>Not less than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine $2 million individual, $10 million other than individual.</td>
<td>Not less than 10 years. If death or serious injury, not less than 20 years, not more than life. Fine $2 million individual, $10 million other than individual.</td>
</tr>
</tbody>
</table>

1 Penalties are calculated based on the presence of a detectable quantity of the drug.

2 Does not include marijuana, hashish, or hash oil.
Smoking and Nonsmoking

Smoking is prohibited in any Nova University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers.

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

Alcohol and Other Drugs

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

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

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

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

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

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

Substance Abuse Awareness, Education, and Prevention

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

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

1. **Alcohol and Drug Resource Center.** The Resource Center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.

2. **Advisory Committee.** This is a group of administrators, faculty, and student leaders who are appointed by the vice-president for academic affairs to serve as advisers and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center. The group meets monthly to discuss and develop program plans and activities.

3. **Alcohol and Drug Awareness Activities.** Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.

4. **Student Organizations.** The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).

5. **Alcohol and Drug Workshops.** Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties that involve drinking.

6. **Academic Courses.** Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend students to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Abuse Resource Center to ensure the substance abuse content of courses is consistent with University policies.

7. **Orientation.** Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a general orientation to the problems of substance abuse and includes a statement of the University's policy on drugs and alcohol. The information is presented in a positive manner. The Resource Center works with the academic centers to prepare the materials presented.

**Communicable Diseases Policy Guidelines**

It is the intent of the University to protect students and employees from exposure to communicable diseases that pose reasonable risk of harm to members of the University community. It is also the intent of the University to protect the rights of those infected with a communicable disease pursuant to the Sick Leave Policy of the University. Employees and students of the University who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the Sick Leave Policy and shall be afforded confidentiality for all related issues.

The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.
Guidelines

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full time or part time, including adjuncts and off-site coordinators, but shall not include the following persons:
   a. Members of the Board of Trustees
   b. Guest lecturers
   c. Vendors

   The term "student" shall include all persons enrolled at the University, either part time or full time, from preschool through graduate studies.

   The term "infected person" shall include students and employees who have been medically diagnosed as infected with a communicable disease.

   In the event that any employee, administrator, or student has a concern about the potential for the spread of a communicable disease within the University community, those concerns should be brought to the assistant director of human resources for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the University community by an infected person, the assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward County Health Department for recommendations of appropriate action consistent with state law.

   The University will make available to its employees and students information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

2. An infected person can continue to work and study so long as he or she is able to continue to perform regular responsibilities satisfactorily and so long as the best available medical evidence indicates that his or her continued status does not present a health or safety threat to self or others. Infected employees with diseases that threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.

3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating current medical status. An employee shall submit the physician’s statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.

4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.

5. No infected person (employee or student) may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted and an examination of facts demonstrate that the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Unwelcome patting, pinching, or touching;

5. Offensive or demeaning sexual remarks, jokes, or gestures.
Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.
Any employee who violates any portion of this policy shall be subject to disciplinary action.

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

Privacy of Records

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

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

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

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 University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.
Parents or eligible students will be provided a hearing by the University if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

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

Reservation of Power

Nova 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.
APPLICATION FORMS
Dear Applicant:

We are happy that you have decided to apply to the Center for Computer and Information Sciences. Admission forms have been perforated for easy separation. Please use the following checklist to assure that you have submitted or requested the required documents.

1. **An Application form with a $40 nonrefundable fee** made payable to Nova University. Please be sure to complete all information and sign the last page. The application should be mailed directly to the address listed on the application form.

2. **Transcript request forms** should be sent to all schools where you received a degree. All transcripts must be official and sent directly to Nova University from your institution.

3. **Recommendation forms** should be distributed to three persons who can comment on your academic and professional ability to be successful in graduate study (former professors, colleagues, supervisors, etc.).

4. **The computer skills assessment form** should be completed and returned with your application.

5. **Portfolio form or GRE score.** GRE scores must be original and no more than five years old. If electing the portfolio, please address all areas and include supporting documentation reflective of your professional experience.

If you have any questions regarding your application, please contact the CCIS Program Office at (800) 541-6682, Ext. 7352, or (305) 475-7352. We look forward to speaking with you soon!

Sincerely,

CCIS
NOVA UNIVERSITY
Center for Computer and Information Sciences
3301 College Avenue
Fort Lauderdale, Florida 33314
(800) 541-6682, Ext. 7352

Type or Print - Use Black Pen Only

Directions to Applicant: This application must be accompanied by a nonrefundable fee of $40. At least three letters of recommendation from professors or supervisors most familiar with your work, official transcripts of all accredited college or university work, and GRE scores or your portfolio should be sent directly to the above address.

Social Security Number _____ - _____ - _____

Sex: ( ) Male ( ) Female

Expected Start Date: __________________________

Date of Birth: ____/____/____

Full Name (Last, First, Middle Initial)

Legal/Permanent Address: Street and Number

City, State, Zip

Home Phone

Work Phone

Mailing Address While Attending Nova (Local)

EMERGENCY CONTACT:

Name

Address

Home Phone

Work Phone

ACADEMIC GOAL:
Institute Format Programs:

Doctor of Education in Computer Education

Doctor of Science in Information Systems

Doctor of Science in Training and Learning

Doctor of Science in Information Systems

Master of Science in Computer Information Systems

Master of Science in Computer-Based Learning (MSCBL)

Specializations for MSCBL:

Computer Education

Training and Learning

Information Systems

Information Technology and Resource Management

Four-year combined master's/doctoral program

Seminar Format Programs:

Doctor of Science in Computer Science

Doctor of Science in Computer Information Systems

Campus-Based Programs:

Master of Science in Computer Science

Master of Science in Computer Information Systems
EDUCATIONAL INFORMATION

Please list all educational institutions attended. Official transcripts from all institutions are required.

Name of Institution | State | Started | Ended | Major Field | Degree | GPA

CITIZENSHIP STATUS:

☐ U.S. citizen
☐ Resident alien
☐ Nonresident alien

Additional procedures are required for admission of non-resident alien status

Do you require an I-20? ☐ Yes ☐ No

If you have a visa, indicate status code:

Country of citizenship:

Language spoken at home:

ETHNIC ORIGIN DATA (this information is requested for reporting purposes only)

Check one of the following:

☐ White (not of Hispanic origin) ☐ Hispanic origin
☐ Black (not of Hispanic Origin) ☐ Asian or Pacific Islander
☐ American Indian or native Alaskan

APPLICANT STATUS AT TIME OF APPLICATION:

First time attending Nova University? ☐ Yes ☐ No
Returning to Nova after absence? ☐ Yes ☐ No

FINANCIAL AID:

Have you applied for financial aid? ☐ Yes ☐ No
Have you filed a College Scholarship Service Financial Aid Form (FAF)? ☐ Yes ☐ No
If yes, when was the FAF sent to Princeton, New Jersey? ___________ Date

Are you eligible for veterans' assistance (VA) benefits? Yes No

CENTER SPECIFIC DATA:

Employer: ____________________________________________
Job Title: ____________________________________________

GO TO NEXT PAGE
HOW DID YOU FIRST HEAR ABOUT THIS PROGRAM?

- [ ] Colleague/Friend
- [ ] Conference
- [ ] Direct Mail
- [ ] Nova Student/Graduate
- [ ] Ft. Lauderdale News and Sun-Sentinel
- [ ] Nova Staff
- [ ] Employer
- [ ] Educational Directory
- [ ] College Professor
- [ ] Miami Herald
- [ ] New York Times
- [ ] Chicago Tribune
- [ ] American Libraries
- [ ] Training Magazine
- [ ] Other
  Specify ________

ESSAY:

Please describe your reasons for pursuing this degree. Why did you decide to apply to Nova University? Include the nature of work that you are involved in and your long-term goals. Please continue on another page if necessary.
Family Educational Rights and Privacy Act (Buckley Amendment)

Pursuant to the Buckley Amendment enacted on December 31, 1974, **I DO**  **I DO NOT**
give permission for my name, address and/or phone number to be used for promotional purposes.
Please circle the appropriate phrase and sign your name.

<table>
<thead>
<tr>
<th>Applicant's signature</th>
<th>Date</th>
</tr>
</thead>
</table>

I DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION, TO THE BEST OF MY KNOWLEDGE, IS COMPLETE AND ACCURATE. I AGREE TO ABIDE BY ALL RULES AND REGULATIONS OF NOVA UNIVERSITY.

<table>
<thead>
<tr>
<th>Applicant's Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

*Nova University is accredited by the commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University practices a policy of nondiscrimination in employment and admission. Nova University does not discriminate on the basis of race, color, age, sex, religion or creed, national or ethnic origin, or nondisqualifying handicap.*
COMPUTER-RELATED SKILLS ASSESSMENT FORM
Computer-Based Programs

Social Security Number

Date

Full Name (Last, First, Middle Initial)

Home Address

City

State

Zip

Province

Country

Please Indicate Program (check one)

— Computer Education Specialization
— Information Systems
— Training and Learning
— Information Technology and Resource Management

— Four-Year Combined Master’s/Doctoral Option: ____________ indicate which specialty

Please complete the following by either circling the appropriate response or filling in the blank.

How would you rate your overall computer ability? Please circle 1 2 3 4 5

0 = I have no experience with computers.
3 = I am able to use standard software (i.e., WordPerfect, Lotus 1-2-3, Appleworks).
5 = I am a very experienced computer user and I can do almost anything with a computer.

Do you have computer experience in:

1. Word processing

   Software used: ____________ ____________ ____________

   _____ Yes _____ No

GO TO NEXT PAGE
2. Spreadsheet Analysis
   Software used: ____________________________
   ____ Yes  ____ No

3. Database Management
   Software used: ____________________________
   ____ Yes  ____ No

What type of computer do you have at home?
1. IBM or IBM-compatible  ____ Yes  ____ No
2. Apple II series  ____ Yes  ____ No
3. Apple MAC series  ____ Yes  ____ No
4. Other(s): ____________________________

What type of computer are you able to use at work?
1. IBM or IBM-compatible  ____ Yes  ____ No
2. Apple II series  ____ Yes  ____ No
3. Apple MAC series  ____ Yes  ____ No
4. Mainframe or Minicomputer  ____ Yes  ____ No
5. Dedicated Workstation  ____ Yes  ____ No
6. Other(s): ____________________________

How many years have you been using a computer?  ____________ years

Are you able to use a modem and a computer to upload and download files?  ____ Yes  ____ No

Are you able to use a modem and a computer to gain access to an electronic bulletin board?  ____ Yes  ____ No
Please complete the following admissions portfolio to the best of your ability. Provide documentation or examples of any of those items that you feel necessary to support your portfolio. When you have completed the admissions portfolio, sign the form and return it with your portfolio.

*Please type or use black pen.*

1. Employment history (specific job descriptions and dates)

2. Experience with automated systems or computers (micro, mini, or mainframe)—describe the nature and length of the experience

3. What computer equipment do you have available for use in this program (terminals, mainframes, micro computers, etc.)? Also, indicate the types of operating systems you have used on these machines.

4. Graduate courses for credit

5. Workshops, seminars, conferences, and special meetings (list topics)

6. Publications, proposals, and reports you have authored

7. Major improvement projects or innovations you have instituted in your organization or institution

8. Awards, achievements, or special recognition you have received

9. Offices held in professional organizations

10. Community involvement (clubs, churches, temples, committees, etc.)
Applicant's Section

Full Name (please print)

Program applied to (include degree and major)

Family Educational Rights and Privacy Act (Buckley Amendment)

Under the provisions of this act, you have the right, if you enroll at Nova University, to review your educational records. The act further provides that you may waive your right to see recommendations for admission. Please indicate below by circling the appropriate phrase and signing your name whether or not you wish to waive that right. **I WAIVE**  **DO NOT WAIVE** any right of access that I have to this recommendation.

Applicant's signature ___________________________ Date ________

Recommender's Section

Name of Recommender ___________________________ Title or Position ___________________________

University or Company ___________________________ Telephone ___________________________

Address (City, State, Zip) ___________________________

The programs offered by the Center for Computer and Information Sciences are designed to prepare outstanding students each year. The Admissions Committee would appreciate your assessment of this applicant's potential. Your evaluation will be regarded as confidential information, exclusively for the committee's use. Please complete both sides of this form. If more space is needed, please continue on additional sheets (label each with a page number and the applicant's name). Please return the completed form to:

NOVA UNIVERSITY
Graduate Admissions Committee
Center for Computer and Information Sciences
3301 College Avenue
Fort Lauderdale, Florida 33314

Thank you for taking the time to respond. The Admissions Committee feels that recommendations are among the most valuable data in the selection process. We sincerely appreciate your help.

Recommender's signature ___________________________ Date ________
EVALUATION CRITERIA:

The Admission Committee's assessment of this student is based strongly on your recommendation. How long have you known this applicant and in what capacity? Does this applicant have the maturity and stability to be able to work both independently and with others? Please describe the particular strengths/weakness of this applicant. Also describe any special talents or experience that the applicant can bring to the program of study. If you have worked with the applicant on any special projects, please describe his or her role on the project and give an evaluation of his or her performance.
RECOMMENDATION FORM
CCIS Programs

Applicant's Section

Full Name (please print)

Program applied to (include degree and major)

Family Educational Rights and Privacy Act (Buckley Amendment)

Under the provisions of this act, you have the right, if you enroll at Nova University, to review your educational records. The act further provides that you may waive your right to see recommendations for admission. Please indicate below by circling the appropriate phrase and signing your name whether or not you wish to waive that right. WAIVE, DO NOT WAIVE. You have the right of access that I have to this recommendation.

Applicant's signature Date

Recommender's Section

Name of Recommender Title or Position

University or Company Telephone

Address (City, State, Zip)

The programs offered by the Center for Computer and Information Sciences are designed to prepare outstanding students each year. The Admissions Committee would appreciate your assessment of this applicant's potential. Your evaluation will be regarded as confidential information, exclusively for the committee's use. Please complete both sides of this form. If more space is needed, please continue on additional sheets (label each with a page number and the applicant's name). Please return the completed form to:

NOVA UNIVERSITY Graduate Admissions Committee
Center for Computer and Information Sciences
3301 College Avenue
Fort Lauderdale, Florida 33314

Thank you for taking the time to respond. The Admissions Committee feels that recommendations are among the most valuable data in the selection process. We sincerely appreciate your help.

Recommender's signature Date
EVALUATION CRITERIA:

The Admission Committee's assessment of this student is based strongly on your recommendation. How long have you known this applicant and in what capacity? Does this applicant have the maturity and stability to be able to work both independently and with others? Please describe the particular strengths/weakness of this applicant. Also describe any special talents or experience that the applicant can bring to the program of study. If you have worked with the applicant on any special projects, please describe his or her role on the project and give an evaluation of his or her performance.
Applicant's Section

Full Name (please print)

Program applied to (include degree and major)

Family Educational Rights and Privacy Act (Buckley Amendment)
Under the provisions of this act, you have the right, if you enroll at Nova University, to review your educational records. The act further provides that you may waive your right to see recommendations for admission. Please indicate below by circling the appropriate phrase and signing your name whether or not you wish to waive that right. I WAIVE. DO NOT WAIVE any right of access that I have to this recommendation.

Applicant's signature ___________________________ Date __________

Recommender's Section

Name of Recommender ___________________________
Title or Position ________________________________

University or Company ___________________________
Telephone _________________________________

Address (City, State, Zip) _______________________

The programs offered by the Center for Computer and Information Sciences are designed to prepare outstanding students each year. The Admissions Committee would appreciate your assessment of this applicant's potential. Your evaluation will be regarded as confidential information, exclusively for the committee's use. Please complete both sides of this form. If more space is needed, please continue on additional sheets (label each with a page number and the applicant's name). Please return the completed form to:

NOVA UNIVERSITY
Graduate Admissions Committee
Center for Computer and Information Sciences
3301 College Avenue
Fort Lauderdale, Florida 33314

Thank you for taking the time to respond. The Admissions Committee feels that recommendations are among the most valuable data in the selection process. We sincerely appreciate your help.

Recommender's signature ___________________________ Date __________
EVALUATION CRITERIA:

The Admission Committee's assessment of this student is based strongly on your recommendation. How long have you known this applicant and in what capacity? Does this applicant have the maturity and stability to be able to work both independently and with others? Please describe the particular strengths/weakness of this applicant. Also describe any special talents or experience that the applicant can bring to the program of study. If you have worked with the applicant on any special projects, please describe his or her role on the project and give an evaluation of his or her performance.
To request a transcript from your previous school to Nova University, fill in the blanks on BOTH parts.

Dear Alma Mater:

Please send to Nova University an official transcript of my academic work while attending your institution. Return the form below to Nova University with my transcript.

A. I attended your school from _______ to _______.

B. While in attendance, my name on your records was:

Full Name

C. My student identification number was: ______________

Thank you for your assistance.

Sincerely:

Signature ___________________________ Date __________

TRANSCRIPT TRANSMITTAL FORM

(Please complete all sections)

To: Alma Mater
From: Nova University CCIS Admissions Office

Please return this form with my transcript. Thank you.

Social Security Number ___________________________ Date __________

Name ___________________________ Full Name (Last, First, Middle Initial)

Address ___________________________

Please send _____ copies to Nova University, CCIS Admissions Office, 3301 College Avenue, Fort Lauderdale, Florida 33314.

(please enter program and degree applied for)