1991

Center for Computer and Information Sciences
Doctor of Science in Computer Science 1991-1992

Nova Southeastern University

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CENTER FOR COMPUTER AND INFORMATION SCIENCES

Doctor of Science in Computer Science
1991-1992

NOVA UNIVERSITY
Policies and programs set forth in this catalog are effective through June 30, 1992. Regulations and requirements, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova University administration.

The University recognizes that individual programs require differing time limits for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program. All program/center catalogs, bulletins, and handbooks must carry this information.

State certification, promotion, and pay increases for students enrolled in CCIS programs are local decisions made by agencies not connected with Nova University. Therefore, it is the individual's responsibility to check with the appropriate agencies to ensure that the program selected meets his or her specific needs. No claims are made by the University about certification or licensure.

Failure to read this catalog does not excuse students from the rules and procedures contained in it. Personal factors, illness, and contradictory advice from any source are not acceptable reasons for seeking exemption from the contents of this catalog.
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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 instructional 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.

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 admits students of any race, color, and national or ethnic origin.
DOCTOR OF SCIENCE IN COMPUTER SCIENCE

This graduate program offers a course of study leading to the degree of Doctor of Science (Sc.D.) in Computer Science. It is designed to produce a research-oriented computer scientist with knowledge in the major areas of computer science, as well as one capable of developing creative solutions to substantive real-world problems. Each major area requires work on a research project to bridge the gap between theory and practice. The research activities focus on industry-based problems.

The four-year program offers emphasis in these major areas:

- Theory and principles of programming
- Modeling, simulation, and mathematical programming
- Database management systems and distributed databases
- Compilers, language theory, and automata
- Software engineering
- Network design and data communications
- Artificial intelligence and expert systems
- Operating systems

CURRICULUM
In addition to allowing working professionals to pursue a systematic program of graduate study, the courses, applied research projects, and dissertation are specifically oriented toward direct application in an industrial setting.

The 68-semester-hour program (48 semester hours of which are required courses and applied projects) is designed so that it may be completed in four years, although students have seven years from their start dates to complete the program requirements.

PROGRAM FORMAT
The Doctor of Science in Computer Science Program operates on a six-month term (semester). During the first three years, the student is required to complete six major courses and projects. Each course and project takes six months to complete. For each course and project, the student will attend two seminars, develop a proposal for the project, and implement the project (or write an appropriate research paper).

During the fourth year of the program, in addition to the final two courses, the student will be required to pass a qualifying examination and present a dissertation. The dissertation is the main focus of the final year of study and is the most important requirement for the Sc.D. degree. Each student is expected, with the help and approval of an advisor, to select a topic that is appropriate and of sufficient scope to satisfy this requirement. Students should reach conclusions and offer recommendations that have the potential of contributing to the improvement of professional practice and to the advancement of knowledge in the field of computer science.

Final exams for each course will be given at seminar meetings. Supplemental course-related materials are provided. Students will be responsible for their own lodging and travel expenses at these seminars.
ABOUT THE Sc.D. PROGRAM
Each Sc.D. candidate is required to attend four seminars per year on the Nova University campus in Fort Lauderdale. These are held on Saturdays and Sundays every three months. Out-of-state students typically arrive Friday evening and depart late Sunday afternoon. Some courses may require that Fridays be spent at Nova as well. Students generally stay in nearby hotels.

Sc.D. courses are taught by distinguished full-time faculty and by distinguished industry professionals who generally hold the doctoral degree. The campus seminars are intense and demanding. Between seminars, students study the textbook material, read professional journal articles, prepare project proposals, implement projects, and write research papers. Students communicate regularly with the faculty between seminars.

Each Sc.D. course ends with a written final examination and with the presentation of the project report or research paper.

Students are strongly encouraged to submit their work for publication. It is expected that dissertation results will be sufficiently strong to be accepted for publication in a professional or scholarly journal, although such publication is not a requirement for completing the Sc.D. degree.

FIVE-YEAR COMBINED MASTER'S/DOCTORAL OPTION
In addition, the Center for Computer and Information Sciences offers a five-year combined master of science and doctor of science 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 at least 3.25, 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 14 credits in the doctoral program, the student is awarded the master of science degree. These 14 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 write to the Program Office.

TERMS BEGIN IN MARCH AND SEPTEMBER

MEETING DATES FOR 1991
March 9, 10
June 8, 9
September 6, 7, 8
December 6, 7, 8

MEETING DATES FOR 1992
March 6, 7, 8
June 5, 6, 7
September 4, 5, 6
December 4, 5, 6
### DOCTOR OF SCIENCE IN COMPUTER SCIENCE

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<th>Year*</th>
<th>September</th>
<th>Year*</th>
<th>March</th>
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<td></td>
<td><em>Course:</em> 3 credits</td>
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<tr>
<td>1992</td>
<td>Compilers, Language Theory and Automata</td>
<td>1993</td>
<td>Network Design and Data Communications</td>
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<td></td>
<td><em>Course:</em> 3 credits</td>
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<td></td>
<td>Qualifying Examination(1)</td>
<td></td>
<td>Dissertation Report: 10 credits</td>
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<td></td>
<td>Dissertation Proposal(2): 10 credits</td>
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<td>Dissertation Defense</td>
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(1) The qualifying examination is a written examination administered at the beginning of the student’s seventh semester. It covers the material presented in the first six courses.

(2) The dissertation must represent a significant contribution to knowledge in the field of computer science.

* Note: The student may enter the program at the beginning of any semester.

** Note: Course and project in each area are offered only once every four years.

The program is subject to change without notice at the discretion of Nova University.
ADMISSION
The Doctor of Science in Computer Science Program is designed for students with a graduate degree in computer science, engineering, physics, or mathematics. Applicants for this degree should have a graduate major in one of the above areas or a related area and must meet the following requirements:

• A master's degree from a regionally accredited college or university representing completion of course work that fulfills prerequisites for doctoral work in the area of computer science
• A 3.25 graduate G.P.A.
• A completed application with an application fee and official transcripts of all prior graduate and undergraduate work
• Satisfaction of graduate prerequisites in:
  --Structured programming
  --Data communications
  --Operating systems
  --Compilers
  --Databases
  --Modeling and simulation
  --Theory of computation
  --Design and analysis of algorithms
  --Computer architecture

Students not satisfying the prerequisites will be required to make up the appropriate deficiencies in the master’s program before being admitted to the doctoral program.

READMISSION
Individuals on withdrawal status who wish to be readmitted must complete a readmission form and be approved for readmission by the Admissions Committee for the Center for Computer and Information Sciences. Students academically dismissed from the Center for Computer and Information Sciences may not be readmitted, as stated in the grading policy.

WITHDRAWAL POLICY
Students who wish to withdraw from the program -- either temporarily or permanently -- must inform the admissions office in writing to be eligible for allowable refunds. Students who give written notice of their intent to withdraw prior to a seminar will not be assessed for subsequent courses until they are formally readmitted. Students who withdraw are subject to the prevailing tuition rate.

TUITION
Tuition is $5,600 per year in the Doctor of Science in Computer Science Program. There is a $60 yearly registration fee. Included in the tuition, in addition to the course seminars, are computer online time and study guides. Students must purchase their own textbooks. All tuition and fees are subject to change.
DOCTOR OF SCIENCE IN
COMPUTER SCIENCE

COURSE DESCRIPTIONS

CISD 700 Theory and Principles of Programming (3 credits)
The concepts of imperative, object-oriented, functional, logic, and concurrent programming will be presented. The structures of modern languages will be analyzed in depth including language semantics and static types. Concepts will be illustrated using examples from contemporary languages.

CISD 710 Modeling, Simulation, and Mathematical Programming (3 credits)
An in-depth treatment of modeling and simulation techniques and mathematical programming. Major topics covered are discrete event simulation, model building, validation, output data analysis, simulation languages, linear and nonlinear programming, integer programming, and mathematical optimization.

CISD 720 Compilers, Language Theory, and Automata (3 credits)
Advanced topics in compiler design and language theory are presented. Particular attention is given to the discussion of compiler development tools and their construction, compiler testing and validation techniques, and advances in language definition and representation.

CISD 730 Operating Systems (3 credits)
An in-depth treatment of major areas of operating systems theory, design, and implementation. Major topic areas covered are process concepts, asynchronous concurrent processes, concurrent programming, deadlock, indefinite postponement, real storage, virtual storage organization, virtual storage management, job and processor scheduling, distributed computing, auxiliary storage management, performance, and security.

CISD 740 Network Design and Data Communications (3 credits)
Advanced topics in network design and data communications are presented, and various protocols and protocol engines are described. New routing techniques and error management algorithms are of particular interest.

CISD 750 Database Management Systems and Distributed Databases (3 credits)
The design of relational databases will be presented, analyzing the interface between a database, its applications, and other utility programs, screen formatting, report generation, graphic display, and statistical analysis.

CISD 760 Artificial Intelligence and Expert Systems (3 credits)
The major approaches to artificial intelligence including knowledge representation, heuristics, search, and learning techniques. Also covered are contemporary tools and techniques for analyzing and solving problems in the field.

CISD 770 Software Engineering (3 credits)
A thorough analysis of the process of developing software systems will be presented, including current and advanced techniques for the major phases of the software life-cycle: requirements definition and specification, architectural and detailed design, implementation, testing, and evolution. Software engineering environments, CASE tools, and project management will be analyzed. Functional and object-oriented techniques will be presented in detail.
CISD 800 Theory and Principles of Programming Project (4 credits)
The mathematics of algorithm and program construction are the basis for this project, which illustrates the benefits of applying structured programming, using program documentation, and using program assertion to produce correct programs. Current projects include the use of a modern language (C, Modula, C++, Ada) to demonstrate the benefits of its structures on program development. Each program is designed as a general purpose unit that will become part of an industry or University-sponsored program.

CISD 810 Modeling, Simulation, and Mathematical Programming Project (4 credits)
The mathematics of model representation and systems analysis are at the center of this project. From the design of a model to its analysis, each phase of a simulation model is analyzed. Current projects use the techniques of discrete event simulation, mathematical programming, statistical precision, and systems analysis to study the performance of an industrial system.

CISD 820 Compilers, Language Theory, and Automata Project (4 credits)
Current projects attempt to focus on the implementation of non-block-structured languages (SNOBOL, LISP, SMALLTALK, PROLOG, APL) in an effort to broaden the technical horizons of the implementer. Implementation of such projects employ the latest software development techniques, as well as utilization of various compiler development tools.

CISD 830 Operating Systems Project (4 credits)
The student may elect to do an implementation or write a research paper. Implementation projects may involve constructing a portion of an operating system, simulating the behavior of key components of an operating system, actual performance studies of existing systems, creation of a concurrent programming environment to model parallel hardware and software, or the like. Research papers may investigate current topics of interest, such as UNIX, MACH, OS/2, open systems, multiprocessing, distributed computing, massive parallelism, real-time operating systems, etc.

CISD 840 Network Design and Data Communication Project (4 credits)
Special attention is given to projects that emphasize seamless heterogeneous network designs. Both local and wide area networking projects are encouraged. Other projects deal with network monitoring and reliability analysis.

CISD 850 Database Management Systems and Distributed Databases Project (4 credits)
Relational databases are at the center of this project. From the logical design of databases to their physical implementation, each phase of a database project is analyzed. Current projects analyze the tools available to interface database management systems within different operating system environments.

CISD 860 Artificial Intelligence and Expert Systems Project (4 credits)
Identification and selection of problems in artificial intelligence are the basis for this project. Current projects compare methods and tools available in the field as well as computer implementations of expert systems.

CISD 870 Software Engineering Project (4 credits)
Good engineering practices are the basis for this project. From software specification to software validation, each phase of the software development cycle is analyzed. Current projects compare the tools available in software development to achieve the proper level of program verification, reliability, and testing while keeping the project on target.
Computer Science 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 M. Deitel, Ph.D.
Professor

Jacques C. Levin, Ph.D.
Professor

Edward Lieblein, Ph.D.
Professor

Raisa R. Szabo, Ph.D.
Associate Professor

Freeman L. Rawson III, Ph.D.
Visiting Professor

Clovis L. Tondo, Sc.D.
Visiting Professor
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 DOCTORAL PROGRAMS
Faculty for the CCIS programs assign grades of PASS, INCOMPLETE, NO PASS, and WITHDRAW for courses and projects, and grades of PASS, NO PASS, IN PROGRESS, UNACCEPTABLE, and WITHDRAW for dissertations.

PASS (P) indicates that the student has satisfied all course, project, or dissertation requirements.

INCOMPLETE (I) indicates that the student has not completed the requirements (course, or project) and that the instructor has given additional time to do so. An "I" grade is assigned only when serious exigencies prevent completion of the requirements. It is a prerogative of the instructor to authorize an INCOMPLETE for a student. A student may not, by choice, take an INCOMPLETE merely by failing to complete requirements. Grades normally are based on what has been achieved in the regular time period assigned.

INCOMPLETES may be assigned at the discretion of the instructor at the request of the student. Should the instructor choose to assign an "I" grade, a contract is to be completed and signed by both the instructor and the student and the original kept on record in the Program Office. The contract must specify the following:

1. The requirements to be completed by the student to remove the INCOMPLETE
2. The time period within which the student must satisfy the INCOMPLETE (not to exceed 53 weeks)
3. A grade that the student will receive if the INCOMPLETE is not satisfied by the conclusion of the specified time period.

NO PASS (NP) indicates that a student has not successfully completed all requirements to the satisfaction of the instructor. Any student receiving a NO PASS must repeat the course, project, or dissertation. Students receiving a grade of "NP" will be placed on academic probation until the course, project, or dissertation has been retaken and passed. Students who receive two "NP" grades will be terminated from the program. Readmission following academic dismissal is not possible in this program.

WITHDRAW (W) may be assigned when the student officially requests a withdrawal (in writing) from the course or project one month prior to the end of the term.

IN PROGRESS (IP) is assigned as an interim grade until completion of the dissertation has been reached.

UNACCEPTABLE (U) means the dissertation needs revision. When a dissertation is assigned a "U" grade on the second revision, a NO PASS is recorded and the student must begin a new dissertation on a new topic.
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-1) 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-1 visas only) and contact the international student advisor for further information concerning insurance; (5) demonstrate proficiency in the English language through testing in the Nova University Intensive Language Program, or with a minimum of 550 on the Test of English as a Foreign Language (TOEFL) exam.

AMERICAN CULTURE AND LANGUAGE INSTITUTE
Intensive Language Center
(305) 475-7430 or (800) 541-6682, Ext. 7430

The Intensive Language Program provides students from non-English-language backgrounds with English language proficiency through one of two curricular emphases: college preparatory or career preparatory.

The college preparatory curriculum provides students with the necessary English language skills to enable them to function in American colleges and universities. This curriculum prepares students for successful university study in English, as well as providing TOEFL preparation.

The career preparatory curriculum provides students with the English language skills to enable them to function in career and professional situations requiring English proficiency.

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, State of 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.

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 United States 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

Registrar's Office
   (305) 475-7400 or (800) 541-6682, Ext. 7400

Student Housing
   (305) 475-7052 or (800) 541-6682, Ext. 7052
Nova University
Center for Computer and Information Sciences
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 program 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 toll free (800) 541-6682, Ext. 7563.
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, Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314. A schedule of fees and a listing of the types and locations of educational records is contained in this policy.

Nova University does not discriminate on the basis of handicap, sex, race, religion, 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.

Nova University programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. 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.
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.

I. 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 conform 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 I(A) (1) or I(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.
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.

There are serious health risks associated with the abuse of drugs and alcohol (see attached "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 Clinics
Davie ................. 475-7070
Lauderhill ........... 486-3663
Coral Springs ........ 753-7020

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

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

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

In addition to the federal sanctions, Florida state statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one year imprisonment.
Under §893.13, Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, deliver, or possess with intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

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

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

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

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

Nova University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the 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.

*The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician.
## Controlled Substances – Uses & Effects

<table>
<thead>
<tr>
<th>DRUGS*</th>
<th>CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE</th>
<th>TOLERANCE</th>
<th>DURATION</th>
<th>USUAL METHODS OF ADMINISTRATION</th>
<th>POSSIBLE EFFECTS</th>
<th>EFFECTS OF OVERDOSE</th>
<th>WITHDRAWAL SYNDROME</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
<td></td>
<td></td>
<td>Physical</td>
<td>Psychological</td>
<td>(Hours)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opium</td>
<td>II III IV</td>
<td>Dover's Powder, Paregoric Paracetocolin</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked, injected</td>
<td>Euphoria, drowsiness, respiratory depression, constipated stools, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
</tr>
<tr>
<td>Morphine</td>
<td>II III</td>
<td>Morphine, MS-Contin, Roxanol, Roxanol SR</td>
<td>Analgesic, antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>Oral, injected</td>
<td>Euphoria, disorientation, light-headedness, dizziness, slurred speech, loss of appetite</td>
</tr>
<tr>
<td>Codeine</td>
<td>II III V</td>
<td>Tylenol w/Codin, Robitussin AC, Empirin w/Codin, Fiorinal w/Codin</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>Oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
</tr>
<tr>
<td>Heroin</td>
<td>I</td>
<td>Diacetylmorphine, Horse, Smack</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>Oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
</tr>
<tr>
<td>Dihydromorphine</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>
<td>Oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</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>
<td>Oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
</tr>
<tr>
<td>Methadone</td>
<td>II</td>
<td>Dioxyone, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>Low</td>
<td>Yes</td>
<td>12-24</td>
<td>Oral, injected</td>
<td>Oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>I II III IV</td>
<td>Numorphan, Percocan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Tajinco</td>
<td>Analgesic, antidiarrheal, antitussive</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>Oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
</tr>
<tr>
<td><strong>DEPRESSANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8</td>
<td>Oral, smoked, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td></td>
</tr>
<tr>
<td>Chloral Hydrate</td>
<td>IV</td>
<td>Nocice</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8</td>
<td>Oral, smoked, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td></td>
</tr>
<tr>
<td>Barbiturates</td>
<td>II III IV</td>
<td>Amytal, Nembutal, Forinal, Lottusate, Tuinal, Secoinal, Butisol, Phenobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent</td>
<td>High Med.</td>
<td>High Med.</td>
<td>Yes</td>
<td>1-16</td>
<td>Oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>IV</td>
<td>Triamter, Dalmane, Librium, Renitor, Dazepam, Xanax, Serax, Valium, Trainxane, Versed, Versedal, Halcion, Paxipam</td>
<td>Antianxiety, anticonvulsant, sedative, hypnotic</td>
<td>Low</td>
<td>Low</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td></td>
</tr>
<tr>
<td>Methaqualone</td>
<td>I</td>
<td>Duadale</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td></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, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td>III IV</td>
<td>Equanil, Miltown, Noludar, Placidyl, Velsid</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td></td>
</tr>
<tr>
<td><strong>STIMULANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1-2</td>
<td>Sniffed, smoked, injected</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td></td>
</tr>
<tr>
<td>Caffeine</td>
<td>I</td>
<td>Coke, Crack, Snow, Crack</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1-2</td>
<td>Sniffed, smoked, injected</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td></td>
</tr>
<tr>
<td>Amphetamines</td>
<td>I</td>
<td>Biphedrine, Deloxobase, Desoxyn, Dexedrine, Dextroto</td>
<td>Attention deficit disorders, narcolepsy</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td></td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>I</td>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td></td>
</tr>
<tr>
<td>Methylphenidate</td>
<td>I</td>
<td>Ritalin</td>
<td>Attention deficit disorders, narcolepsy</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td></td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>I II III IV</td>
<td>Adipex, Cyber, Dicet, Jenson, Methafl</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td></td>
</tr>
<tr>
<td><strong>HALLUCINOGENS</strong></td>
<td></td>
<td></td>
<td></td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral, injected</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer, more intense &quot;trip&quot; episodes, psychosis, possible death</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, injected</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer, more intense &quot;trip&quot; episodes, psychosis, possible death</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>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer, more intense &quot;trip&quot; episodes, psychosis, possible death</td>
</tr>
<tr>
<td>Amphetamine Variants</td>
<td>I</td>
<td>2, 5-MA, PMA, MDA, MDMA, TMA, DOM, ODB</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer, more intense &quot;trip&quot; episodes, psychosis, possible death</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>II</td>
<td>PCE, Angel Dust, Hog</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phencyclidine Analouges</td>
<td>I</td>
<td>PCE, PCP, TCP</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>I II III IV</td>
<td>Bufotenine, ibogaine, DMT, DET, Psilocybin, Psilocyn</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Possible</td>
<td>Variable</td>
<td>Smoked, oral, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td></td>
</tr>
<tr>
<td><strong>CANNABIS</strong></td>
<td></td>
<td></td>
<td></td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td>Euphoria, relaxed behavior, increased appetite, distorted perception, possible psychosis</td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>I</td>
<td>Pot, Acapulco Gold, Grass, Reeter, Sinsemilla, Thai Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td>Euphoria, relaxed behavior, increased appetite, distorted perception, possible psychosis</td>
<td></td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>I II</td>
<td>THC, Murnol</td>
<td>Cancer chemotherapy antinauseant</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td>Euphoria, relaxed behavior, increased appetite, distorted perception, possible psychosis</td>
<td></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>
<td>Euphoria, relaxed behavior, increased appetite, distorted perception, possible psychosis</td>
<td></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>
<td>Euphoria, relaxed behavior, increased appetite, distorted perception, possible psychosis</td>
<td></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 2nd Offense</th>
<th>1st Offense</th>
<th>PENALTY 2nd Offense</th>
<th>1st Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Not less than 10 years.</td>
<td>Not less than 5 years.</td>
<td>Not more than 40 years.</td>
<td>Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td>If death or serious injury, not less than life.</td>
<td>If death or serious injury, not less than 20 years.</td>
<td>Not more than life.</td>
<td>Not more than life.</td>
</tr>
<tr>
<td></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, $2 million other than individual.</td>
<td>Fine of not more than $8 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>II</td>
<td>Not less than 100 gm or 100-999 gm mixture</td>
<td>Not less than 100 gm mixture</td>
<td>Not less than 100 gm mixture</td>
<td>Not less than 100 gm mixture</td>
</tr>
<tr>
<td></td>
<td>METHAMPHETAMINE</td>
<td>HEROIN</td>
<td>COCAINE</td>
<td>COCAINE BASE</td>
</tr>
<tr>
<td></td>
<td>10-99 gm or 100-999 gm mixture</td>
<td>100 gm or more or 1 kg(^2) or more mixture</td>
<td>100 gm or more or 1 kg(^2) or more mixture</td>
<td>100 gm or more or 1 kg(^2) or more mixture</td>
</tr>
<tr>
<td></td>
<td>Methamphetamine</td>
<td>Heroin</td>
<td>Cocaïne</td>
<td>Cocaïne Base</td>
</tr>
<tr>
<td>III</td>
<td>If death or serious injury, not less than life.</td>
<td>Not less than 5 years. Fine not more than $250,000 individual, $1 million not individual.</td>
<td>Not more than 3 years. Fine not more than $250,000 individual, $1 million not individual.</td>
<td>Not more than 2 years. Fine not more than $200,000 individual, $500,000 not individual.</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 2 years. Fine not more than $200,000 individual, $500,000 not individual.</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>
</tr>
</tbody>
</table>

\(^1\) Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.  
\(^2\) Does not include marijuana, hashish, or hash oil.

Federal Trafficking Penalties – Marijuana

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>First Offense</th>
<th>Second Offense</th>
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<tbody>
<tr>
<td>1,000 kg or more; or 1,000 or more plants</td>
<td>Marijuana Mixture containing detectable quantity</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
<td>Not less than 20 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>100 kg to 1,000 kg; or 100-999 plants</td>
<td>Marijuana Mixture containing detectable quantity</td>
<td>Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $5 million other than individual.</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>50 to 100 kg</td>
<td>Marijuana</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $1 million individual, $5 million other than individual.</td>
<td>Not more than 30 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>10 to 100 kg</td>
<td>Hashish</td>
<td>Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than $1 million individual, $5 million other than individual.</td>
<td>Not more than 10 years. Fine not more than $500,000 individual, $2 million other than individual.</td>
</tr>
<tr>
<td>1 to 100 kg</td>
<td>Hashish Oil</td>
<td>Not more than 5 years. Fine not more than $250,000, $1 million other than individual.</td>
<td>Not more than 10 years. Fine not more than $1 million individual, $2 million other than individual.</td>
</tr>
<tr>
<td>50-99 plants</td>
<td>Marijuana</td>
<td>Not more than 5 years. Fine not more than $250,000, $1 million other than individual.</td>
<td>Not more than 10 years. Fine not more than $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>Less than 50 kg</td>
<td>Marijuana</td>
<td>Not more than 5 years. Fine not more than $250,000, $1 million other than individual.</td>
<td>Not more than 10 years. Fine not more than $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>Less than 10 kg</td>
<td>Hashish</td>
<td>Not more than 5 years. Fine not more than $250,000, $1 million other than individual.</td>
<td>Not more than 10 years. Fine not more than $1 million individual, $2 million other than individual.</td>
</tr>
<tr>
<td>Less than 1 kg</td>
<td>Hashish Oil</td>
<td>Not more than 5 years. Fine not more than $250,000, $1 million other than individual.</td>
<td>Not more than 10 years. Fine not more than $1 million individual, $2 million other than individual.</td>
</tr>
</tbody>
</table>
Smoking and Nonsmoking

In accordance with the Florida Clean Indoor Air Act, the University has established the following policy.

The areas listed below must be designated as nonsmoking areas:

Classrooms
Restrooms
Water fountain areas
Elevators
Libraries
Public conference and seminar rooms

Each center and department has the discretion of designating the following areas as smoking or nonsmoking areas:

Private offices
Lounges
Private conference and meeting rooms
Open work areas--if all employees who are routinely assigned to work in that area at the same time agree

Centers and departments shall post their smoking policy in a conspicuous location. Individual policies shall contain the nonsmoking areas that have been designated, as well as the discretionary smoking areas.

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-promulated 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
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 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 and Admissions Packet
A cover letter for a job application should include a salutation, a statement about the position being applied for, a brief overview of relevant experience and skills, and a closing statement. Here is an example:

TO THE APPLICANT:
Please complete this form (type or print) and send it with your non-refundable application fee of $30 to:

NOVA UNIVERSITY
CCIS - Parker 345
3301 College Avenue
Fort Lauderdale, Florida 33314

Expected Starting Date ______/_____/____ Location __________________________

Mo. Day Year

Soc. Sec. No. ______/_____/____ Sex: ( ) M ( ) F Date of Birth ______/_____/____

Mo. Day Year

Last Name First Name M.I. Maiden Name

Legal/Permanent Address Street & Number Apartment

City State Zip Home Telephone Business Phone Ext.

Mailing Address While Attending Nova (Local) City State Zip

EMERGENCY Contact:

Name __________________________

Address __________________________

Home Telephone (___) (___) ___

Business Phone (___) (___) ___

ACADEMIC GOAL:

CHECK ONE:

☐ Master's Degree

☐ Doctoral Degree

☐ Computer Science (MSCS) ☐ Computer Science (Sc.D)

☐ Master's Degree

☐ Computer Information Systems (MCIS)
Please list in reverse order (the most recent first) all colleges and universities attended. Official transcripts from all institutions are required. 
Send them to:

NOVA UNIVERSITY
CCIS - Parker 345
3301 College Avenue
Fort Lauderdale, Florida 33314

<table>
<thead>
<tr>
<th>Name of College/University</th>
<th>State</th>
<th>Date Started (Mo/Yr)</th>
<th>Date Ended (Mo/Yr)</th>
<th>Major Field</th>
<th>Degree</th>
<th>G.P.A.</th>
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</tbody>
</table>

Do you intend to transfer any graduate level credits toward your master’s degree? 
[ ] Yes [ ] No 
If yes, list: Course number, title, institution, and dates:

CITIZENSHIP STATUS:
[ ] U.S. Citizen  
[ ] Non-resident Alien  
[ ] Resident Alien

Do you require an I-20? Yes [ ] No [ ]
If you have a visa, indicate Status Code
Country of Citizenship
Native Language

Additional procedures are required for admission of non-resident alien students.

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

Check one of the following:  
[ ] Hispanic Origin  
[ ] White-Not of Hispanic Origin  
[ ] Asian or Pacific Islander  
[ ] Black-Not of Hispanic Origin  
[ ] American Indian or Native Alaskan

APPLICANT STATUS AT TIME OF APPLICATION:

First time attending Nova University? Yes [ ] No [ ]
EMPLOYMENT STATUS:

[ ] Full time  [ ] Unemployed  [ ] Part-time  Job Title ______________________

Employer Name ____________________________________________

Address ____________________________________________ Telephone ______________________

City __________________________ State __________ Zip __________

FINANCIAL AID:

Have you applied for Financial Aid? ______ Yes ______ No

Have you filed a College Scholarship Service Financial Aid Form (F.A.F.)? ______ Yes ______ No

If yes, when was the F.A.F. sent to Princeton, N.J.? ______________________ Date ____________

I declare that the above information, to the best of my knowledge, is complete and accurate. I agree to abide by all rules and regulations of Nova University.

________________________________________  ____________________________
Applicant Signature  Date

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 basis of race, color, age, sex, religion or creed, national or ethnic origin, or handicap.

Family Educational Rights and Privacy Act (FERPA) 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.

________________________________________  ____________________________
Applicant’s signature  Date
Please complete the following Admissions Portfolio to the best of your ability. Provide documentation or examples of any of these items that you feel necessary to support your portfolio. When you have completed these items, sign the portfolio 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 (Micros, 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, committees, etc.)
Applicant's Section

Full Name (Please Print)

Family Educational Rights and Privacy Act (FERPA) 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 __________________________

Title or Position ________________________________

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 use of the Admissions Committee. 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 & 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 ____________

(OVER)
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 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/her role on the project and give an evaluation of his/her performance.
Family Educational Rights and Privacy Act (FERPA) Buckley Amendment

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Applicant's signature ____________ Date ____________

Recommender's Section

Name of Recommender ____________________________ Title or Position ____________________________

University or Company ____________________________ Telephone ____________________________

Address ____________________________ (City, State, Zip)

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3301 College Avenue
Fort Lauderdale, Florida 33314

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Recommender's signature ____________ Date ____________

*(OVER)*
EVALUATION CRITERIA:

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Applicant's Section

Full Name (Please Print)

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Applicant's signature __________________________ Date __________

Recommender’s Section

Name of Recommender __________________________ Title or Position __________________________

University or Company __________________________ Telephone __________________________

Address (City, State, Zip) __________________________

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

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Recommender's signature __________________________ Date __________

(OVER)
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 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/her role on the project and give an evaluation of his/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

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TRANSCRIPT TRANSMITTAL FORM

To: Alma Mater
From: Nova University CCIS Admissions Office

Please return this form with transcript. Thank you.

Social Security Number ______________________ Date ________________

Name ______________________

   Full Name (Last, First, Middle Initial)

City ______________________ State ________________ Zip ________________

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

______________________________
(Please enter academic goal)
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 ___________

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