1991

Center for Computer and Information Sciences
1991-1992 Catalog

Nova Southeastern University

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CENTER FOR COMPUTER AND INFORMATION SCIENCES
1991-1992

NOVA UNIVERSITY
Center for Computer
and
Information Sciences
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 Fort 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 time bound or place bound. 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. We are distinguished by our 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 our 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 EDUCATION IN COMPUTER EDUCATION

The Doctor of Education in Computer Education (CED) is designed for professionals who are employed in a variety of settings and positions where they teach or manage computer uses for education. The emergence of technology for educators to enhance learner outcomes and better manage the learning environment has created an array of theory, practice, and research. The curriculum is designed to provide in-depth knowledge and skills that are requisite for meeting the educational/technological challenge. Courses focus on critical areas in the field of computers and education. The objective is to provide graduates with the necessary tools and strategies for understanding computer technology and its appropriate uses and development.

This advanced degree program combines individual study, computer-based learning, teleconferences, campus seminars and institutes, and regional symposia. Applied research projects enable students to make significant contributions to their organizations.

This Computer Education doctoral program is designed for professionals who hold such positions as the following:

- College Faculty or Administrators
- Private Consultants
- Elementary/Secondary Teachers
- Elementary/Secondary Administrators
- Curriculum Development Specialists

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 the work environment. The 66-semester-hour program is designed so that it may be completed in three years, although students have seven years from their start dates to complete the program requirements.

The courses offered are the following:

- CED 7000 Advanced Structured Programming with Applications in PASCAL and C
- CED 7100 Computer-Based Research and Statistics
- CED 7110 Data Analysis for Educators (Project)
- CED 7200 Strategic Management
- CED 7020 Computer Related Management Applications (Project)
- DSIL 8400 Human Factors in Software and Courseware Design
- CED 8415 Curriculum and Learning Theory (Project)
- CED 8500 Database Management Systems, Text Processing, and Information Retrieval
- CED 8510 Relational Databases in Education (Project)
- CED 8600 Software and Courseware Design
- CED 8700 Systems Analysis, Expert Systems and Artificial Intelligence
- CED 8710 Artificial Intelligence and Expert Systems for Education (Project)
Other requirements include completing two practicums and a dissertation. Practicums enable students to investigate a situation directly related to activities within their own institutions or organizations and translate course theory into practice.

The dissertation is the main focus of the final year of study and is the most important requirement for the Ed.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 education.

Students are 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 Ed.D. degree.

PROGRAM FORMAT

The Doctor of Education in Computer Education program operates on a six-month term (semester). During the first two years, the student will be required to complete four core courses and projects; two practicums; and two specialty courses. Each core course and project takes six months to complete. For each core course and project, the student will attend a one-week institute or two seminars; develop a proposal for the project; and implement the project (or write an appropriate research paper). Specialty courses are offered at Summer Institutes. During the third year of the program, the student will be required to complete one core course and project as well as complete the dissertation.

Final exams for each course may be given online, at institute or seminar sessions. Supplemental course-related materials are provided. Students will be responsible for their own lodging and travel expenses at these sessions.

ABOUT THE Ed.D. PROGRAM

Computer-based doctoral programs offer two options for attendance: institutes and seminars. Both the institutes and seminars 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, round table discussions, workshop sessions, UNIX in-service training, and demonstrations of the latest developments in computer and communications technology. Advisors are available at institutes and seminars for individual consultation concerning practicums, dissertations, and applied research projects.

Students selecting the institute format are required to attend a one-week institute in July prior to the August 1 semester (Summer Institute) and in January prior to the February 1 semester (Winter Institute). Institutes are comprised of sessions that are usually scheduled from Monday through Sunday in Fort Lauderdale, Florida.

Students selecting the seminar format are required to attend four two-day weekend seminars per year on the Nova University campus in Fort Lauderdale, Florida. These are held every three months (August, October, January, and April) for one weekend per month. The meetings are held on Friday from 6:00 p.m. to 10:00 p.m. and Saturday from 8:30 a.m. to 5:00 p.m. Additionally, students are also required to attend a fifth seminar in July so that they may complete the specialty courses. The specialty courses are scheduled for an extended weekend (full day Friday, Saturday, and Sunday) during the Summer Institute.
Seminars and 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 regional symposia held in Phoenix, Arizona; Cincinnati, Ohio; Atlantic City, New Jersey; and Jacksonville, Florida.

Students communicate regularly with faculty between seminars. Written assignments are forwarded electronically and stored in databases.

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 (and earn 24 credits) in the master’s program, with a grade point average of at least 3.25, and attended one Summer 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 the 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 write to the Program Office.
Doctor of Education Program
in
Computer Education

YEAR ONE

February 1992
Practicum Proposal I.............. 3 credits
Human Factors
  Core........................... 3 credits
  Project....................... 3 credits

August 1992
Practicum Report I.............. 3 credits
Research and Statistics....... Core........................... 3 credits
  Project....................... 3 credits
  Specialty Course I........... 3 credits

9 credits

YEAR TWO

February 1993
Practicum Proposal II......... 3 credits
Database Management
  Core........................... 3 credits
  Project....................... 3 credits

August 1993
Practicum Report II......... 3 credits
  Systems Analysis, Expert Systems and AI
    Core........................... 3 credits
    Project....................... 3 credits
    Specialty Course II........ 3 credits

9 credits

YEAR THREE

February 1994
Dissertation Proposal......... 6 credits
Strategic Management
  Core........................... 3 credits
  Project....................... 3 credits

August 1994
Dissertation Report......... 12 credits

12 credits

TOTAL CREDITS FOR DEGREE: 66

Semesters begin in February and August. New students wishing to take only a core course and project may enter the program at a regional site. The program is subject to change without notice at the discretion of Nova University.
ADMISSION
The Doctor of Education in Computer Education program is designed for students with a master's degree in education, computer science, or a related area from a regionally accredited college or university. Applicants for this degree must also meet additional requirements.

The student must submit:
• A completed application with application fee and official transcripts of all prior graduate and undergraduate work.
• A GRE score or completion of a portfolio with appropriate work experience and credentials.
• Three letters of recommendation.

Additionally, students must have:
• Current employment in a related field.
• A minimum of two years' professional experience.

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 $5,300 per year in the Doctor of Education in Computer Education program. There is a $60 yearly registration fee. Included in the tuition are limited computer online time, communications software, and courseware necessary to complete the program. Students must purchase their own textbooks. All tuition and fees are subject to change.
Doctor of Education in Computer Education

COURSE DESCRIPTIONS

CED 7000 Advanced Structured Programming with Applications in PASCAL and C (3 credits). This course examines the foundations and concepts of structured programming techniques and procedures. These competencies are then applied while developing structured programs using the PASCAL and C programming languages.

CED 7100 Computer-Based Research and Statistics (3 credits). An in-depth treatment of the research and evaluation process including design, measurement, and statistical analysis is provided. Techniques for planning, designing, and conducting research and evaluation projects and collecting and analyzing data using various statistical techniques are examined. Special emphasis is placed on the selection of appropriate methodologies for a variety of problem-solving situations. Software programs for performing statistical procedures are reviewed.

CED 7110 Data Analysis for Educators (Project) (3 credits). Reporting is an integral component of the research process. Research reports are accurate and detailed accounts of the conduct of systematic studies undertaken to resolve problems or reveal new knowledge. In this course, the student will strengthen investigative skills by writing a research report that includes the following elements: an account of the research problem and its significance in terms of the work environment; a review of the literature and related studies; a description of the methods and procedures for data collection and analysis; and an explanation and interpretation of the research findings. Data-gathering instruments, statistical methods, and experimental designs should be described in sufficient detail to permit replication.

CED 7200 Strategic Management (3 credits). Major concepts, issues, theories, and methodologies related to strategic management are presented. Topics covered include budgeting and financial controls, marketing, human resources, ethics and legal issues, and strategic planning. Components and strategic importance of a management information system (MIS) are presented. Case studies and readings illustrate the role of computer technology in computer-managed instructional and administrative settings.

CED 7020 Computer-Related Management Applications (Project) (3 credits). In this course, the student will refine strategic planning skills by developing a comprehensive plan for the utilization of existing technology to support organizational strategies, goals, and objectives. Information should be provided on project justification; requirements and specifications; costs and time considerations; benefits; implementation and testing; project management; and evaluation and postimplementation review.

DSTL 8400 Human Factors in Software and Courseware Design (3 credits). An in-depth account delineating the role of human factors in information systems applications is provided. Basic elements, procedures, techniques, and environments contributing to the development of a successful user interface are presented. Design principles and methodologies for building applications are reviewed. Topics examined include the multidisciplinary dynamics of human-computer interaction (HCI); current and projected developments in HCI research; and strategies for implementing effective human-computer dialogues.
CED 8415 Curriculum and Learning Theory (Project) (3 credits). This course focuses on basic theories of learning, the use of these theories in the management of learning, and the application of learning theory and research to computer-based learning (CBL). Various curriculum theories and common instructional design models will be presented. Students will examine the psychology of software design and the relationship of curriculum design to computer-based learning by creating a curriculum project for the work environment. Tools, techniques, and strategies for dealing with design specifications, resources, project planning activities, implementation, training, monitoring, and evaluation should be described.

CED 8500 Database Management Systems, Text Processing, and Information Retrieval (3 credits). This course examines methods and techniques for determining database requirements and the effective management of organizational data resources in an educational environment. Components and architecture of the relational database model are discussed as well as strategies for successfully designing and implementing such a database in an educational setting. Additional topics include data administration, the development of database applications, the user interface, and milestones in DBMS development.

CED 8510 Relational Databases in Education (Project) (3 credits). The student develops expertise in applying DBMS concepts and principles by developing a relational DBMS for the workplace. This project should address the following topics: DBMS planning; design parameters; implementation, testing, conversion, and evaluation procedures; human factors; and quality control and security.

CED 8600 Software and Courseware Design (3 credits) also known as DSTL 8600 Software and Courseware Design for Computer-Based Learning (3 credits). This course looks at basic concepts, principles, and methods of software design including design methodologies, the software product life cycle process from conception through development and operation, levels of design, design presentations, design documentation, and design practices and techniques. The student will develop competencies in analyzing and synthesizing designs for software systems and in using Computer Aided Instruction (CAI) authoring systems such as C-Pilot, Course Writers Workbench, and PROLOG in a UNIX environment.

CED 8700 Systems Analysis, Expert Systems, and Artificial Intelligence (3 credits). Principles underlying basic AI research and their application in practice are explored. This course looks at key AI concepts including knowledge representation, natural language processing, machine learning, and heuristic search techniques. Special emphasis is placed on examining the characteristics, attributes, conceptual design, and structure of the AI subfield known as expert systems. General tools, techniques, methods, and processes for designing, developing, implementing, and maintaining an expert system in the educational environment are examined.

CED 8710 Artificial Intelligence and Expert Systems for Education (Project) (3 credits). The student acquires expertise in the AI arena by designing an expert system application for the workplace. In developing this project, the student should include an account of goals and objectives; describe design considerations and constraints; identify system components and their interaction; and demonstrate the way in which the application satisfies requirements.
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 M. Deitel, Ph.D.
Professor

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

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

Jacques Levin, Ph.D.
Professor

Edward Lieblein, Ph.D.
Professor

Marlyn Kemper Littman, Sc.D.
Associate Professor

Raisa Szabo, Ph.D.
Associate 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 members 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 practicums and dissertations.

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

INCOMPLETE (I) indicates that the student has not completed the requirements (course, project, or practicum) 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 INCOMPLETE, a contract form 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. The time limit is to be specified by the instructor, but must not 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, practicum, or dissertation. Students receiving a grade of NO PASS will be placed on academic probation until the course, project, practicum, or dissertation has been retaken and passed. Students who receive two NO PASS 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 WITHDRAW (in writing) from the course, project, or practicum 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 their program director.

A student may be academically withdrawn if he or she fails to maintain continuous registration without a prior written request and approval from their program director.

A student may be academically withdrawn if her or she receives two No Passes (NP's) within two consecutive terms.

**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 US Mail to the CCIS program office. The following schedule will apply:

- **100% Refund:** a written request for withdrawal must be received within two weeks after term begins.
- **50% Refund:** a written request for withdrawal must be received after two weeks but before the 30th day of the beginning of the term.
- **25% Refund:** 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.

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

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

**UNACCEPTABLE (U)** means the practicum or dissertation needs revision. When a practicum or dissertation is assigned a "U" on the second revision, a NO PASS is recorded and the student must begin a new practicum or dissertation on a new topic.

**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's office will not release transcripts of students' academic records until all their accounts, both academic and non-academic, 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 United States Department of Education.

The Nova University general policies on student relations are on file in the Office of the University Registrar.

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 official English language translation); (3) demonstrate the ability to meet all costs of his/her education without financial aid from Nova University; (4) purchase medical insurance (J-1 visas only), 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 minimum of 550 on the TOEFL (Test of English as a Foreign Language) exam.

AMERICAN CULTURE AND LANGUAGE INSTITUTE
Intensive Language Program
(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. It also provides intensive instruction in other languages.

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, Florida Department of Veterans’ Affairs. Eligible veterans and veterans’ dependents should contact the Office of the University Registrar, 3301 College Avenue, Ft. 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; 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

Registrar’s Office
(305) 475-7400 or (800) 541-6682, ext. 7400

Student Housing
(305) 475-7052 or (800) 541-6682, ext. 7052

STUDENT CONDUCT AND RIGHTS
Students are expected to comply with the legal and ethical standards of Nova University. Academic dishonesty and nonacademic misconduct are subject to disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the University, and forging or altering University documents or academic credentials. The institution reserves the right to require a student to withdraw at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

Students who feel their rights have been denied are entitled to due process. Information on grievance procedures is in the Policy and Procedures Manual and is available from the Center for Computer and Information Sciences.
ORIGINAL WORK AT NOVA UNIVERSITY

At Nova University it is plagiarism to represent another person's work, words, or ideas as one's own without use of a University-recognized method of citation. Assignments such as course preparations, exams, tests, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another, but if this is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual. Violation of the requirement of original work constitutes plagiarism at Nova University and may result in disciplinary action up to and including termination from the institution.

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 expressed 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.

REFERENCING THE WORK OF ANOTHER AUTHOR

All academic work submitted to Nova University for credit or as partial fulfillment of course requirements must adhere to the accepted 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. It is recommended that students acquire a style manual appropriate to their program of study and become familiar with accepted scholarly and editorial practice.

CERTIFICATION

State certification, promotion, and pay increases for students enrolled in CeIS 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 their specific needs. No claims are made by the University about certification or licensure.

RESERVATION OF POWER

Nova shall reserve the right to amend, modify, change, add to or delete from such rules and regulations that may affect its relations with its students, as may be prescribed by law or deemed necessary by the administration. Further, Nova reserves the right to change academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required.
Nova University
Center for Computer and Information Sciences
Degree Offerings

Doctoral and Professional Degrees
Doctor of Education (Ed.D.) in:
  Computer 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 do so by contacting 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.
The provisions set forth in this document are not to be regarded as an irrevocable contract between the student and Nova University. The regulations and requirements herein, 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 the discovery of the fraud, and the student is not entitled to any credit for work which he/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/her accounts, academic and nonacademic, are paid.

Any Nova University student has the right to inspect and review his/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/her educational record believed 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 are 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 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 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 supplemen-tal 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’ CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE</th>
<th>TOLERANCE</th>
<th>DURATION (HOURS)</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></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II III V</td>
<td>Dovner’s Powder, Paregic Parapectolin</td>
<td>Analgesic, antidiarrhoeal</td>
<td>High</td>
<td>High</td>
<td>3-6</td>
<td>Oral, smoked</td>
<td>Euphoria, drowsiness, respiratory depression, constriiction of pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
</tr>
<tr>
<td>II II I</td>
<td>Morphine, MS-Contin, Ropanol, Rohoanal SR</td>
<td>Analgesic, antitussive</td>
<td>High</td>
<td>High</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II III V</td>
<td>Tylenol w/Codon, Rebuttacin AC, Empirin w/Codon, Finialt w/Codon</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Dicetylmorphine, Horse, Smack</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>3-6</td>
<td>Injected, sniffed, smoked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Diuludid</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Remeron, Meropen</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Dolophine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>High-Low</td>
<td>12-24</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I I I I I</td>
<td>Numorphan, Percocan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lumodil, Talwin</td>
<td>Analgesic, antidiarrhoeal, antitussive</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Variable</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEPRESSANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>IV</td>
<td>Nortec</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8</td>
<td>Oral</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
</tr>
<tr>
<td>II III IV</td>
<td>Amytal, Nembutal, Fiorinal, Lotusate, Tuinal, Secoral, Butisol, Phenobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent</td>
<td>High-Med.</td>
<td>High-Med.</td>
<td>Yes</td>
<td>1-15</td>
<td>Oral</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
</tr>
<tr>
<td>IV</td>
<td>Ativan, Dalmane, Librium, Restoril, Diazepam, Xanax, Serax, Valium, Tranxene, Versed, Vertran, 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>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Qualudine</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
</tr>
<tr>
<td>III</td>
<td>Doriden</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Equanil, Miltown, Noludar, Placidyl, Valmid</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>High</td>
<td>Moderate</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
<td></td>
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<tr>
<td><strong>STIMULANTS</strong></td>
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</tr>
<tr>
<td>II</td>
<td>Coke, Flake, Snow, Crack</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>1-2</td>
<td>Sniffed, smoked, injected</td>
<td>Increased alertness, excitation, euphoria, increased pulse rate &amp; blood pressure, coma, loss of appetite</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
</tr>
<tr>
<td>II</td>
<td>Biphamine, Delocose, Desoxyn, Dextroline, Dextrobitol</td>
<td>Attention deficit disorders, narcolepsy, weight control</td>
<td>Possible</td>
<td>High</td>
<td>2-4</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>2-4</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Ritalin</td>
<td>Attention deficit disorders, narcolepsy</td>
<td>Possible</td>
<td>Moderate</td>
<td>2-4</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III I I I I I</td>
<td>Adipex, Cyler, Didiex, Iomnin, Meilfort, Plegine, Sanorex, Tenuate, Tepari, Tepro-V</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>2-4</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HALUCINOGENS</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>I</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>6-12</td>
<td>Oral</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
</tr>
<tr>
<td>I</td>
<td>Mesec, Buttons, Cactus</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>6-12</td>
<td>Oral</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>2.5-DMA, PMA, STP, MDA, MDMA, TMA</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Variable</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>PCP, Angel Dust, Hug</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>PCE, PCPy, TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Bulotenine, Ibogaine, DMT, DET, Psilcybin, Psilocybin</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Possible</td>
<td>Smoked, oral, injected</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
<td>Fatigue, hyperactivity and decreased appetite occasionally reported</td>
</tr>
<tr>
<td><strong>CANNABIS</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>I</td>
<td>Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
</tr>
<tr>
<td>I I</td>
<td>THC, Marinol</td>
<td>Cancer chemotherapy antiemetic</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
</tr>
<tr>
<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></td>
</tr>
<tr>
<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></td>
</tr>
</tbody>
</table>

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

**Drug** | **Quantity** | **First Offense** | **Second Offense**
--- | --- | --- | ---
**METHAMPHETAMINE** | 10-99 gm or 100-999 gm mixture | Not less than 10 years, Not more than 40 years. | Not less than 10 years, Not more than 40 years.
**HEROIN** | 100-999 gm mixture | Not more than 30 years, Not more than 40 years. | Not more than 30 years, Not more than 40 years.
**COCOAINE** | 500-4,999 gm mixture | Not more than 30 years, Not more than 40 years. | Not more than 30 years, Not more than 40 years.
**COCOAINE BASE** | 5-49 gm mixture | Not more than 30 years, Not more than 40 years. | Not more than 30 years, Not more than 40 years.
**PCP** | 100 gm or more or 1 kg or more mixture | Not more than 30 years, Not more than 40 years. | Not more than 30 years, Not more than 40 years.
**LSD** | 1-10 gm mixture | Not more than 30 years, Not more than 40 years. | Not more than 30 years, Not more than 40 years.
**FENTANYL** | 40-399 gm mixture | Not more than 30 years, Not more than 40 years. | Not more than 30 years, Not more than 40 years.
**FENTANYL ANALOGUE** | 10-99 gm mixture | Not more than 30 years, Not more than 40 years. | Not more than 30 years, Not more than 40 years.

### Federal Trafficking Penalties – Marijuana

**Quantity** | **Description** | **First Offense** | **Second Offense**
--- | --- | --- | ---
1,000 kg or more; or 1,000 or more plants | Marijuana Mixture containing detectable quantity | Not less than 10 years, not more than 20 years. | Not less than 10 years, not more than 20 years.
100 kg to 1,000 kg; or 100-999 plants | Marijuana Mixture containing detectable quantity | Not less than 10 years, not more than 20 years. | Not less than 10 years, not more than 20 years.
50 to 100 kg | Marijuana | Not less than 10 years, not more than 20 years. | Not less than 10 years, not more than 20 years.
10 to 100 kg | Hashish | Not less than 10 years, not more than 20 years. | Not less than 10 years, not more than 20 years.
1 to 100 kg | Hashish Oil | Not less than 10 years, not more than 20 years. | Not less than 10 years, not more than 20 years.
50-99 plants | Marijuana | Not less than 10 years, not more than 20 years. | Not less than 10 years, not more than 20 years.
Less than 50 kg | Marijuana | Not less than 10 years, not more than 20 years. | Not less than 10 years, not more than 20 years.
Less than 10 kg | Hashish | Not less than 10 years, not more than 20 years. | Not less than 10 years, not more than 20 years.
Less than 1 kg | Hashish Oil | Not less than 10 years, not more than 20 years. | Not less than 10 years, not more than 20 years.

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

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
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 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
NOVA UNIVERSITY
Center for Computer and Information Sciences
CCIS Administrative Trailer
3301 College Avenue
Ft. Lauderdale, Florida 33314
(800) 541-6682, ext. 7047

ACADEMIC GOALS: Please Check One

____ Doctor of Education in Computer Education
____ Doctor of Science in Information Systems
____ Doctor of Science in Training & Learning
____ Doctor of Science in Information Science

PROGRAM FORMAT: Please Check One

____ Cluster - Fort Lauderdale, FL
   Meets 5 weekends a year
____ Institute - Fort Lauderdale, FL
   Meets twice a year
   (5-7 day seminars)

Type or Print - Use Black Pen Only

Date of Desired Admission

Social Security Number

Date of Birth

Sex: ( ) Male ( ) Female

Full Name (Last, First, Middle Initial)

Legal/Permanent Address: Street & Number

City, State, Zip

Home Phone

Work Phone

Mailing Address While Attending Nova (Local)

EMERGENCY CONTACT:

Name

Address

Home Phone

Work Phone
**EDUCATIONAL INFORMATION**

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

<table>
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<th>Name of Institution</th>
<th>State</th>
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<th>Ended</th>
<th>Major Field</th>
<th>Degree</th>
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**CITIZENSHIP STATUS:**

- [ ] U.S. Citizen
- [ ] Resident Alien
- [ ] Non-resident 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 (F.A.F.)?  [ ] Yes  [ ] No

If yes, when was the F.A.F. sent to Princeton, New Jersey? ____________________________ Date

Are you Eligible for Veteran Assistance (V.A.) 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
- Flyer/Announcement
- Employer
- Educational Directory
- College Professor
- Nova Staff
- Professional Publication
- Advertisement: Please specify
- 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 (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 __________

I DECLARE THAT THE INFORMATION CONTAINED WITHIN THIS APPLICATION, 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.
TRANSCRIPT REQUEST FORM
CBL Doctoral Programs

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

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 _______________.

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FULL NAME

C. My student identification number was: _______________.

Thank you for your assistance.

Sincerely:

Signature _______________ Date _______________

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)
NOVA UNIVERSITY
Center for Computer and Information Sciences
CCIS Administrative Trailer
3301 College Avenue
Ft. Lauderdale, Florida 33314
(800) 541-6682, ext. 7047

RECOMMENDATION FORM
CBL Doctoral Programs

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 __________________________ 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.
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 ___________________________

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Recommender's signature ___________________________ Date ________________

(over)
EVALUATION CRITERIA:

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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.
COMPUTER-RELATED SKILLS ASSESSMENT FORM
CBL Doctoral Programs

SOCIAL SECURITY NUMBER       DATE

FULL NAME (Last, First, Middle Initial)

HOME ADDRESS

CITY                     STATE                     ZIP

PROVINCE                COUNTRY

HOME PHONE               WORK PHONE

Please Indicate Program (check one)

___ Computer Education Specialization
___ Information Systems
___ Training & Learning
___ Information Technology and Resource Management

___ 4 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. Wordprocessing       ____ Yes       ____ No

   Software Used:

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, Midi, or Mini Computer  
   ____ 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 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, temple, committees, etc.)