College of Osteopathic Medicine Student Handbook

Nova Southeastern University
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# College of Osteopathic Medicine

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PREFACE

This handbook is designed to act as a basic guide for the Health Professions Division student. It will serve as an introduction to the Division policies and standards, and to the community, and will be a source of reference supplemental to the Division catalog.

This handbook is divided into three parts. The first section is University information for all students. The second section (pages 11-41) consists of information relating to the entire Health Professions Division and is applicable to all students. The third section, starting on page 43, contains material that is applicable only to the students of a specific college. Such material may differ from college to college.

The objective of the Division is to offer the finest professional health care science training and education to its students with the purpose of developing competent osteopathic physicians, pharmacists, optometric physicians, physician assistants, occupational therapists, physical therapists, dentists, and public health professionals. Toward that end, this handbook will offer a description of Division facilities, financial affairs, academic affairs, procedures and policies, student services, student activities and on-campus Division services.

REVISIONS TO THIS HANDBOOK

Changes in the content of this Student Handbook may be made, at any time, by the University, Division or College Administration. Adequate notice of anticipated changes will be given to student, whenever possible. This Student Handbook supersedes all previous handbooks, documents, and directives where they may be in conflict.
MISSION STATEMENT

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

POLICY OF NON-DISCRIMINATION

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

STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to society. As an institution, its 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.

• 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 national, state, and local governments and agencies. All members of the community should inform the appropriate official of any violation of conduct regulations.

ACCREDITATION

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1886 Southern Lane, Decatur, Georgia 30033-4097, Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.
GENERAL INFORMATION

ADDRESS CHANGES/NAME CHANGES

It is very important for the University to have your current local address, telephone number, name, etc. on file so that we can contact you. If, after enrolling, any information of this type changes, complete a DATA CHANGE FORM and return it to the Office of the University Registrar, First Floor, Horvitz Administration Building. A copy of this form must also be returned to the appropriate Dean's office.

BOOKSTORE

Textbooks should be purchased before the first day of classes. Books and diagnostic equipment (stethoscopes, blood pressure cuffs, ophthalmoscopes, otoscopes, etc.) may be purchased at:

Nova Books, Rosenthal Student Center. 1st Floor
Phone: (954) 262-4750 or 800-509-BOOK
Fax: (954) 262-4759
E-mail: novabook@nsu.acast.nova.edu
Hours: Monday - Friday 8:30 a.m. - 6:15 p.m.
Saturday 10 a.m. - 1:30 p.m.

Call for information about extended hours at the beginning of the semester. Students at off-campus locations may order textbooks by phone, fax, or e-mail. Course number and site location must be indicated when ordering or requesting books. Books are shipped via UPS, usually within 24 hours. Textbook titles are posted on the Student Services Bulletin Board on the third floor of the Parker Building.

CAMPU$ PUBLIC SAFETY

The Public Safety Department is an independent unit that provides protection and service for all students 24 HOURS A DAY. Students can reach the office at 262-8981, Monday-Friday 8 a.m. to 5 p.m., and after hours and on weekends at 262-8999. Public Safety should be called in all emergencies, to report a theft, or to report a suspicious person or situation. Public Safety also provides services such as vehicle battery jump starts, auto lockouts and entry into buildings or offices when locked out. The “NOVALERT” emergency number is 262-8999 (8999 on campus phones).

COMPUTER SERVICES

In order to access the University's computing resources, all students must obtain Internet access through a suitable Internet Service Provider (ISP). This requirement will become effective no later than the beginning of the Fall Term, 1999.

The administration, faculty and staff of the Health Professions Division are committed to the effective use of emerging technologies across all academic and professional disciplines. Any student can receive instruction on the use of the University's E-mail system and Campus Wide Information System (CWIS). Each student enrolled in the Health Professions Division must apply for and obtain an online account on the University's computing facility. Students can utilize their online accounts for intra-campus communication and for submission of class assignments as required by faculty. All use of the University’s computing facilities must be in accordance with all applicable policies and/or guidelines as promulgated by the University administration.

Students will be provided a personal account on the University's UNIX-based Sun Sparc server, called “HPD,” upon request. With this account, students may communicate via E-mail with faculty and other students, both at the University and at other locations around the world. Full Internet access is provided via a user-friendly, Lynx-based, online menu system. If you wish to sign up for a class, please call 262-1500 to schedule a class and to receive an application form and instructions.
Acceptable Use Of Computer Resources

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

The computing resources of Nova Southeastern University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the University. All users must have proper authorization for the use of the University's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable University Policies and applicable State and Federal laws. Among the more important laws are the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU Copyright Policy may be examined in the University Office of Academic Affairs.

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

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

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

- using computer resources for personal reasons
- sending E-mail on matters not concerning the legitimate business of the University
- sending an individual or group repeated and unwanted (harassing) E-mail or using E-mail to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at their personal information)
- propagating electronic chain mail, pyramid schemes or sending forged or falsified E-mail
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a Web site without permission
- posting a University site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- releasing a virus, worm or other program that damages
or otherwise harms a system or network

- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the University
- distributing, downloading, posting, or transporting child pornography via the web
- using University resources for unauthorized purposes (e.g., using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
- violating Federal copyright laws or the NSU copyright policy

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

EMERGENCY EVACUATION PROCEDURES

1. All employees and students must calmly exit the building, using the stairway exits.

2. Do not use elevators; they should be inoperable once a pull station has been alarmed. In the event of a real fire, people using the elevator could become trapped.

3. Pay close attention to disabled individuals. In an actual emergency, put disabled individuals in a closed stairwell and alert the fire department of their whereabouts. Be sure this is done!

4. Once out of the building, do not go back in. The fire chief is the only one who can authorize re-entry.

5. Keep out of the lobby and clear of emergency vehicle routes. You must remain a safe distance from the building (50 feet minimum).

HOUSING

Nova Southeastern University campus housing is available to full-time Nova Southeastern University students. The residential facilities are Leo Goodwin Sr. Residence Hall, Founders Hall, Farquhar Hall, Vettel Hall and the Cultural Living Center. The University offers various types of accommodations. Limited housing for married couples is also available. For information, contact the Office of Residential Life at 262-7052 or 800-541-6682, Ext. 7052.

HURRICANE POLICY

Hurricane Watch

In the event of a hurricane watch, the University President will confer with administrative staff in preparation for hurricane protection activity. Members of the University community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

Hurricane Warning-University Closing

If a hurricane warning is issued, the University President will decide if the University is to be evacuated. If the President orders the closing of the University, the appropriate directives will be relayed by the vice presidents to their areas of responsibility. NSU's Office of Public Affairs will contact major news organizations for immediate broadcast notification. The University's staff should tune into the radio and television stations listed below for a status report.
Radio Stations
WFTL-AM (1440)
WIOD-AM (610)
BIG 106-FM (105.9)
WJQY-FM (106.7)
WHYI-FM (100.7)

Television Stations
WFOR-CHANNEL 4
WTVJ-CHANNEL 6
WSVN-CHANNEL 7
WPLG-CHANNEL 10

Libraries

There are four libraries available for use:

The Einstein Library, on the first floor of the Parker Building, contains a collection of books and periodicals to support the educational and research needs of Nova Southeastern University students. The library's collection of books and journals may be searched on its integrated online catalog. The latest in CD-ROM technology is available for student use at the Einstein Library. Students are assisted in the use of this new technology with specialized library instruction. Through computer terminals, the Einstein Library has access to several nationwide networks, such as the DIALOG Information Services and OCLC network. VCR workstations are available for educational viewing in the library. The hours of service are as follows:

Monday - Thursday 8:30 a.m. - 11:00 p.m.
Friday 8:30 a.m. - 9:00 p.m.
Saturday 8:30 a.m. - 7:00 p.m.
Sunday Noon - 9:00 p.m.

For further assistance, please call (954) 262-4601.

The Law Library is located on the second floor of the Shepard Broad Law Center. The hours of operation are:

Monday - Thursday 8:00 a.m. - Midnight
Friday 8:00 a.m. - 10:00 p.m.
Saturday 9:00 a.m. - 9:00 p.m.
Sunday 10:00 a.m. - Midnight

For further assistance, please call (954) 262-6200.

Examination periods may change any and all listed hours of operation. It is suggested that you call prior to planning your use of any Nova Southeastern University library.

Meal Plan

Students may choose from a variety of meal plans. Commuting students may also select a meal plan option. Food service is provided by Aramark, whose office is located in the Rosenthal Student Center.

The Rosenthal Student Center has a dining hall which is open from 7:00 a.m. - 7:15 p.m., Monday through Friday, and from 10:30 a.m. - 1:30 p.m. and 5:00 p.m. - 7:15 p.m. on Saturday and Sunday.

The Health Professions Division Cafeteria is located in the Terry Administration Building. Hours are Monday - Friday, 7:00 a.m. - 3:30 p.m.

The Law School Supreme Court Cafe is located in the Shepard Broad Law Center. Service includes sandwiches and beverages. Hours are Monday - Thursday, 8:00 a.m. - 7:00 p.m. and Friday from 8:00 a.m. - 3 p.m.

The Jamaican Me Crazy Cafe is located in the Parker Building. Service includes sandwiches, pizza and beverages. Hours are Monday - Thursday, 8:00 a.m. - 8:00 p.m. and Friday from 8:00 a.m. - 2 p.m.
The East Side Cafe is located in the School of Business and Entrepreneurship. Hours are Monday-Friday, 8:00 a.m.-8:00 p.m., and 8:00 a.m.-4:00 p.m. on Saturdays.

Flight Deck
The Flight Deck, located on the second floor of the Rosenthal Student Center, is the University's newest gathering spot. Students can watch television or play pool, ping pong, or darts. Hours are 10 a.m.-12 midnight seven days a week. To reserve facilities, please contact Frank Majnerich, Flight Deck Operations Manager, at (954) 262-4640.

Summer semester hours for all locations are on a reduced schedule. For information, contact Aramark at 262-5300.

MICROCOMPUTER LABORATORY
MicroLab computer facilities are located in the Parker Building (1st, 2nd, and 3rd floors), Goodwin Residence Hall, the Sonken Building, in a modular unit located in front of the Parker Building, in the Health Professions Division Library, and the University Park Plaza. MicroLabs are also located at the East Campus. All are networked to the University's online computer systems. The online connectivity provides access to the Campus-Wide Information System, the Electronic Library, and the Internet. Computer platforms and systems provided in most laboratories include MS-DOS, Windows and Macintosh. Text and graphic scanners are available for student use. All systems are networked to laser printers and are equipped with CD-ROM drives. An extensive collection of software is housed in the laboratories for student use.

A current student I.D. is required for access to the laboratories. The facilities, except those at the Health Professions Division Library, are available seven days a week, from 8:00 a.m. to 11:00 p.m., Monday to Thursday; 8:00 a.m. to 9:00 p.m. on Friday; 8:00 a.m. to 7:00 p.m. on Saturday; and from noon to 9:00 p.m. on Sunday.

For the Microcomputer Laboratory located in the Health Professions Division Library, see page 19.

PARKING ON CAMPUS
All students must obtain a permit in order to park on campus. A Parking Program Manual will be issued to students at orientation. This manual will specify how to obtain a parking permit as well as explain the University's parking policy. Please contact the Public Safety Department at 262-8981 for further information.

PUBLICATIONS
The University produces many official publications, including catalogs, brochures, manuals and handbooks. Official publications produced by the University include:

- NSU Catalogs
- Update
- At A Glance
- NSU Overview
- Health Professions Division Catalog
- Health Professions Division Student Handbooks
- Health Professions Division Clinical Manuals

Student Publications are:
- The Nova Knight (University)

RECREATION AND ATHLETICS

Recreation Complex (RECPLEX)
The Recplex sports-recreation complex consists of a pool, tennis courts, basketball courts and a fitness center. Locker rooms are provided. Reservations for use are not necessary; facilities are available on a first-come, first-served basis. Students must show their student I.D. in order to use these facilities. All fees for use by HPD students have been paid for by the administration of the Health Professions Division for the 1999-2000 academic year.
Hours of operation are:
Monday - Thursday  8:00 a.m. - midnight (until 11 p.m. in summer months)
Friday            8:00 a.m. - 10:00 p.m.
Saturday          10:00 a.m. - 8:00 p.m.
Sunday            10:00 a.m. - 10:00 p.m.

For more information or to reserve facilities, please call Tom Vitucci at (954) 262-7304.

Campus Sports and Recreation Program
Graduate and undergraduate students currently enrolled and in good academic standing with a valid student I.D. are eligible to participate in the Campus Sports and Recreation Program at NSU. The Campus Sports and Recreation Program offers students, faculty and staff members opportunities to participate and compete in a variety of sports and leisure pursuits. Based on a philosophy of sportsmanship and involvement, the program seeks to serve the diverse and ever-changing recreational needs and wants of the NSU community.

The Campus Sports and Recreation Program is divided into the following areas:

Intramural Sports  Outdoor Recreation
Special Events     Informal Sports
Instructional Clinics and Classes

While enthusiasts may choose to participate in all areas, Intramural Sports will provide a gateway to initial activity.

Campus Sports and Recreation will offer the following intramural sports for the coming school year:

Flag Football  Golf  Volleyball
Coed Bowling   Darts  Basketball
Chess          Coed Softball  Singles Tennis
Volleyball      Doubles Tennis  Billiards
Soccer         Softball

If not specifically noted, all sports offer men's, women's and coed divisions. Campus champions are recognized and awards are given for each sport. Check bulletin boards, the Student Activity Calendar and other postings for the deadlines for submitting entries. For more information, call (954) 262-7301.

Intercollegiate Athletics
Undergraduate students who meet the academic requirements—a minimum GPA of 2.5 in core courses and a minimum score of 860 on the SAT test—may be eligible to participate in the Athletic Program. The Athletic Program at NSU consists of:

<table>
<thead>
<tr>
<th>Men</th>
<th>Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Basketball</td>
<td>Volleyball</td>
</tr>
<tr>
<td>Soccer</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Golf</td>
<td>Softball</td>
</tr>
<tr>
<td>Coed Softball</td>
<td>Soccer</td>
</tr>
<tr>
<td>Doubles Tennis</td>
<td>Billiards</td>
</tr>
</tbody>
</table>

NSU's Athletic Program runs from the fall semester through spring. Students interested in competing on a team can get more information by calling Shannon Cain at 262-8266.

Facility Use
If a college-recognized student organization wishes to use the sports fields for an activity, please contact Mike Goodrich at (954) 262-8270. If a college-recognized student organization wishes to use a section of the Recplex, please contact Tom Vitucci at (954) 262-7304. Student organizations wishing to borrow sports equipment for an activity should contact Tom Vitucci at (954) 262-7304. Students requesting any recreational field outside of the Recplex must contact Mike Goodrich in Athletics at 262-8270.

STUDENT CENTER

The Rosenthal Student Center serves as the center of student life on campus. The Student Center houses the Office of
Student Life, which is open 8:30 a.m. - 7:00 p.m. Monday-Thursday, and 8:30 a.m. - 5:00 p.m. Friday (Summer hours are 8:30 a.m. - 5:00 p.m. Monday-Friday); Aramark Food Service; and the Flight Deck, which houses recreational facilities, including a billiards area, snack bar, quiet areas, and conference and reception rooms. To reserve a conference or reception room, call 262-7280.

STUDENT I.D. CARDS

The Office of the University Registrar issues each student an identification card the first time he or she registers. I.D. cards are needed for the computer labs, library, residence halls, and campus events. If you do not have your I.D. card by the time you read this, get one as soon as possible. You should carry your I.D. card with you at all times. An NSU I.D. card is required for all meal plan options. Students living on campus should have their I.D. card to gain access to the residence halls. Students living in the Goodwin Residence Hall should have their I.D. cards to gain entrance into the building from 9:00 p.m. to 7:00 a.m. If you lose your I.D. card, or if it is destroyed, please request a new one by contacting the H.P.D. Badge Room at 262-1134. There is a $7.00 fee to replace a lost I.D. card.

WHERE TO GO

ACADEMIC SUPPORT SERVICE
262-8350

ATHLETICS
Department of Athletics, (262-8250)

BOOKS (and supplies)
Nova Books, Inc., Rosenthal Student Center
First Floor (262-4750)

CAREER RESOURCE CENTER
262-7201

CHANGE OF VITAL INFORMATION
(Name, Address, Telephone, etc.)
Office of the University Registrar,
Horvitz Administration Building, First Floor (262-7255)

HEALTH SERVICES
Sanford L. Ziff Health Care Center
262-4100

I.D. CARDS (Student)
H.P.D. Badge Room, Terry Administration Building,
First Floor, Room 1134 (262-1134)

LIBRARIES
Einstein Library - Parker Building,
First Floor - (262-4601)
Health Professions Division Library -
Library/Laboratory Building, First Floor -
(262-3106)
Oceanographic Center Library - Forman Building,
Dania, FL. - (920-1909)
The Law Library - Shepard Broad Law Center -
Second Floor - (262-6200)

PSYCHOLOGICAL COUNSELING
262-5730

RADIO STATION - WNSU 92.9 cable FM
NSU Radio, Rosenthal Student Center,
First Floor (262-8457)

SECURITY - NOV ALERT 262-8999 (24 Hours)

STUDENT EMPLOYMENT
Student Financial Aid, Horvitz Administration
Building, First Floor (262-8990)

STUDENT FINANCIAL AID
Director of Student Financial Aid, Horvitz
Administration Building, First Floor
(262-3380) or 800-522-3243
Bursar’s Office, Horvitz Administration Building
First Floor (262-5200)
Student Financial Aid Counselor, Terry Administration
Building, First Floor (262-1130)

TRANSCRIPTS (Official and Student Copies)
Office of the University Registrar, Horvitz
Administration Building, First Floor (262-7255)

WELLNESS CENTER
262-7040

WORK STUDY EMPLOYMENT OPPORTUNITIES
Student Work Study, Horvitz Administration
Building, First Floor (262-8990)
Health Professions Division

PART II

1999-2000
ON-CAMPUS DIVISION PERSONNEL

Morton Terry, D.O.
Chancellor
Room 1507/Ext. 1501
The Chancellor is chief executive officer of the Health Professions Division. He is responsible for the entire operation of the Division and is available for final appeals or decisions.

Fred Lippman, B.Sc., R.Ph.
Executive Vice Chancellor and Provost
Room 1508/Ext. 1501
The Executive Vice Chancellor and Provost is the chief academic and administrative officer of the Health Professions Division.

Morton J. Morris, D.O., J.D.
Vice Chancellor and Deputy Provost
Room 1504/Ext. 1501
The Vice Chancellor and Deputy Provost supervises all continuing academic education programs in the Division as well as all distance learning programs and technology. He assists the Executive Vice Chancellor and Provost in his duties.

Stanley Cohen, Ed.D.
Vice Provost
Room 1522/Ext. 1523
The Vice Provost assists the Provost in the educational administration and supervision of the Division. He is responsible for the testing center, educational support services, counseling services, library, and supervising educational development. He provides faculty development for the Division.

Marla Frohlinger, M.H.S.A.
Assistant Vice Chancellor for Student Services and Professional Coordination
Room 1107/Ext. 1107
This office oversees the operation of Admissions and Student Affairs including recruitment, supervises professional placement and is the official advisor to HPD student government. She coordinates the Division's dual admission programs and assists in the development of cooperative programs for interdisciplinary instruction between and among colleges.

Irving Rosenbaum, D.B.A.
Assistant Vice Chancellor for Professional Affairs
Room 1510/Ext. 1510
The Assistant Vice Chancellor for Professional Affairs is responsible for coordinating external affairs for the Division, assisting in preparation and monitoring of departmental budgets, progress reports and financial data; serving as liaison between the Provost's Office and the Deans of the Division; and ensuring compliance with University policies and procedures.

Sara Schoninger, B.S.
Assistant Vice Chancellor
for Marketing and Communications
Room 1512/Ext. 1512
This office is responsible for all printing and publishing activities of the Division and all public relations, as well as planning and executing marketing plans.

Mr. Donald Simmons
Assistant Vice Chancellor for Administration
Room 1513/Ext. 1513
This office is responsible for employment and management of personnel and supervises operation of our physical facilities.
Steven Weinstein, C.P.A., M.B.A.
Comptroller
Room 1514/Ext. 1514
This office supervises Division accounting and manages the Division's financial affairs.

Jay Tischenkel, B.Sc., R.Ph.
Director of Institutional Advancement
Room 1502/Ext. 1501
The Director of Institutional Advancement is in charge of all major corporate fund-raising activities for the Health Professions Division.

HEALTH PROFESSIONS
DIVISION COLLEGES

The Dean is the chief academic officer of each College. Any matters not readily handled by the Associate Deans or their departments should be referred to:

**COLLEGE OF ALLIED HEALTH**
Raúl R. Cuadrado, Dr.P.H.
Dean
Room 1203/Ext. 1203

**COLLEGE OF DENTAL MEDICINE**
Seymour Oliet, D.D.S.
Dean
Room 7312/Ext. 7311

**COLLEGE OF MEDICAL SCIENCES**
Harold E. Laubach, Ph.D.
Dean
Room 1303/Ext. 1303

**COLLEGE OF OPTOMETRY**
David S. Loshin, O.D., Ph.D.
Dean
Room 1404/Ext. 1404

**COLLEGE OF OSTEOPATHIC MEDICINE**
Dean
Room 1407/Ext. 1407

**COLLEGE OF PHARMACY**
William Hardigan, Ph.D.
Dean
Room 1300/Ext. 1300

Janice Gottlieb, M.A., M.L.S.
Library Director
Library/Laboratory Building, Ext. 3106
The Library Director is responsible for the operation of the Division Library. Students wishing assistance for selections of materials and/or books should contact the Library Director.
Welcome To Our Campus

The Health Professions Division Facilities

1. TERRY ADMINISTRATION BUILDING
   First Floor
   Student Affairs
   Admissions
   Financial Aid
   HPD Cafeteria

   Second Floor
   College of Allied Health
   Occupational Therapy Program
   Physical Therapy Program
   Physician Assistant Program
   Public Health Program

   Third Floor
   College of Medical Sciences
   College of Pharmacy

   Fourth Floor
   College of Osteopathic Medicine
   College of Optometry

   Fifth Floor
   HPD Administration

2. ASSEMBLY BUILDING
   Finkelstein Auditorium- 125 seat
   Jonas Auditorium- 125 seat
   Melnick Auditorium- 125 seat
   Terry Auditorium- 125 seat
   Auditoria A,B,C, and D- 125 seats each
   Central Auditorium- 500 seats
   Hull Auditorium- 250 seats
   Seminar Rooms

3. LIBRARY/LABORATORY BUILDING
   First Floor
   Drug Information Center
   HARVEY Cardiac Simulation Room
   HPD Library
   Student Computer Laboratory
   Patient Simulation Center

   Second Floor
   Occupational Therapy Laboratories
   Optometry Laboratories
   Physical Therapy Laboratory
   Student Lounge
   Osteopathic Manipulative Medicine Laboratory

   Third Floor
   Basic Science Laboratories
   Gross Anatomy Laboratories
   Microscopy Laboratory
   Research Laboratories
   Moran Pharmacy Practice Laboratory
   Pharmacokinetics Laboratory
   Pharmacuetics Laboratory

4. CAMPUS PHARMACY

5. SANFORD L. ZIFF HEALTH CARE CENTER
   First Floor
   Family Medicine
   Occupational Therapy
   Pediatrics
   Physical Therapy
   Radiology

   Second Floor
   Optometry Clinics
   Optometry Dispensary

   Third Floor
   Business Offices
   Specialty Clinics (Cardiology, Internal Medicine, Osteopathic Manipulative Medicine, Pulmonary Medicine)
   Emergency Medicine Training Center

6. DENTAL MEDICINE BUILDING
   First Floor
   Oral Medicine and Radiology Clinic
   Oral Surgery Clinic
   Student Dental Clinic

   Second Floor
   Faculty Practice
   Postgraduate Endodontic Clinic
   Postgraduate Orthodontic Clinic
   Postgraduate Pediatric Dentistry Clinic
   Postgraduate Periodontic Clinic

   Third Floor
   Auditorium
   Central Sterilization Area
   Faculty Offices
   Student Dental Supply Depot

7. PARKING GARAGE
STUDENTS WITH DISABILITIES

Any student who has a disability will be provided with reasonable accommodations as required by the Americans with Disabilities Act, if, with the accommodations, the student will be able to perform the essential functions of the academic program. Each program has developed Core Performance Standards, published on the following pages. These describe those essential functions of each program which every student must be able to meet, with or without reasonable accommodations. Questions must be directed to Morton T. Smith, D.O., in Room 1489 of the Terry Administration Building. Any student having a disability must contact Dr. Smith.

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESS

The Nova Southeastern University Health Professions Division is pledged to the admission and matriculation of qualified students and wishes to acknowledge awareness of laws which prohibit discrimination against anyone on the basis of race, color, national origin, religion, sex or disability.

Regarding disabled individuals, the University will not discriminate against such individuals who are otherwise qualified, but will expect applicants and students to meet certain minimal technical standards (core performance standards) as set forth herein with or without reasonable accommodation. In adopting these standards, the University believes it must keep in mind the ultimate safety of the patients whom its graduates will eventually care for. The standards reflect what the University believes are reasonable expectations required of health professions students and personnel in performing common functions.

The holders of health professions degrees must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for Health Professions Division degrees must be able to integrate consistently, quickly, and accurately all information received, and they must have the ability to learn, integrate, analyze, and synthesize data.

Candidates for degrees offered by the Health Professions Division must have, with or without reasonable accommodation, multiple abilities and skills including: intellectual, conceptual, integrative, and quantitative abilities; interpersonal communication; mobility and strength; motor skills; hearing, visual, tactile, behavioral and social attributes. Candidates for admission and progression must be able to perform these abilities and skills in a reasonably independent manner.

Intellectual, Conceptual, Integrative, and Qualitative Abilities

These abilities include measurement, calculation, reasoning, analysis and synthesis. Problem solving, a critical skill, requires all of these intellectual abilities. Candidates and students must have critical thinking ability sufficient for good clinical judgment. This is necessary to identify cause-effect relationships in clinical situations and to develop plans of care. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

Interpersonal

Candidates and students should be able to interact with and to observe patients in order to elicit information, examine patients, describe changes in mood, activity and posture, and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech but also reading and writing. They must also be able to communicate effectively and efficiently in all written forms with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
Motor Skills
Candiates and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of some health care professionals are cardiopulmonary resuscitation (CPR), administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the ability to calibrate and use various pieces of equipment. Such actions require coordination of both gross and fine muscular movements, equilibrium and functional use of the senses of touch and vision. Physical therapy and occupational therapy students must be able to position patients for treatment as well as the teaching of functions involving gross and fine movements. Pharmacy candidates and students must have sufficient motorskills to weigh chemical ingredients for the preparation of pharmaceutical dosage forms, including intravenous solutions. They must be capable of performing procedures associated with preparing sterile and nuclear products.

Strength and Mobility
Candidates and students must have sufficient mobility to attend to emergency codes and to perform such maneuvers as CPR when required. They must have the physical ability sufficient to move from room to room and to maneuver in small places. Osteopathic medical students must have the ability to position patients for the administration and delivery of osteopathic manipulative treatment. Pharmacy students must be able to move about within a pharmacy setting and a patient's room. Physical therapy and occupational therapy students must be able to administer treatment in a variety of settings and to position and move patients when required.

Hearing
Candidates and students should have sufficient auditory ability to monitor and assess health needs. They must be able to hear information given by the patient in answer to inquiries, to hear cries for help, to hear features in an examination, such as the auscultatory sounds, and to be able to monitor equipment.

Visual
Candidates and students must have visual ability sufficient for observation and assessment necessary in patient care. It must be consistent in many cases with being able to assess asymmetry, range of motion and tissue texture changes. Osteopathic Medical, Optometric and Physician Assistant students must have visual ability sufficient to use ophthalmologic instruments. It is necessary to have adequate visual capabilities for proper evaluation and treatment integration. Candidates and students must be able to observe the patient and the patient's responses including body language and features of the examination and treatment. Pharmacy students must be able to interpret prescriptions and medical orders as well as to inspect medicines for deterioration or expiration.

Tactile
Candidates and students must have sufficient tactile ability for physical assessment. They must be able to perform palpation, functions of physical examination and/or those related to therapeutic intervention. Pharmacy students must be able to measure and compound, sometimes transferring from container to container and to carry out sterile procedures. Dental students must be able to deliver appropriate treatment using high technology equipment such as dental drills and surgical instruments.

Behavioral and Social Attributes
Candidates and students must possess the emotional health required for full utilization of their intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive and effective relationships with patients. Candidates and students must be able to tolerate physically taxing workloads and to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that
will be assessed during the admissions and education processes.

BUILDING HOURS

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

LIBRARY

The Health Professions Division Library is located on the first floor of the Health Professions Division Laboratory/Library Building, 3200 South University Drive. It contains card and computerized catalogs of holdings, more than 20,000 book titles, over 1,300 active journals, more than 1,500 audio tapes, videocassettes, slide sets, CD-ROMs, as well as a current file of pamphlets and newspaper clippings. Twenty-four group study rooms are equipped with videotape players and monitors, and slide projectors are available for viewing slides. Seven coin- and card-operated duplicating machines are available for library patrons. The library maintains an Internet website, which allows access to several health-related and other electronic databases, many of them full-text, including MEDLINE and MDConsult. Membership in the National Library of Medicine and various consortia provides for cooperative lending relationships, which affords HPD students and faculty access to international library holdings. Students have checkout privileges at the other NSU libraries. Professional reference assistance is available during most operating hours. The hours of service are:

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

For further assistance, please call (954) 262-3106.

examination times will be posted.

Library Rules and Regulations

1. For library access, students and staff must show NSU identification. Guests must show picture identification, such as a driver's license or other university identification.

2. Smoking is prohibited.

3. No food or beverages are permitted in the library.

4. The library telephone is not to be used for personal calls; public phones are available.

5. Silence must be maintained for the benefit of others.

6. Library furnishings must not be removed, moved about or mishandled.

7. The University or library staff is not responsible for the loss of personal items or books.

Circulation Policy

1. Students and faculty who wish to borrow library materials must show NSU identification.

2. Students and faculty are entitled to online access with an academic computer account.

3. Students and faculty in good standing may borrow circulating books and library materials for specified periods of time.

4. Circulating books must be returned in person to a member of the library staff.

5. Library materials will not be renewed by
telephone.

6. Reserve books, audio and video tapes, and class notes must be requested and checked out at the circulation desk for in-library use.

7. The time period for reserve materials is three hours unless otherwise designated by the librarian.

8. Reserve materials may be renewed hourly as long as there is no request for them by another person.

9. No periodicals, reserve or reference material will leave the library at any time unless authorized by the librarian or designee.

10. Library materials are expected to be returned on or before the time due.

11. Repeated overdues may cause revocation of library privileges.

12. Cost of replacing lost library materials will be charged to the patron.

MICROCOMPUTER LABORATORY

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

Microcomputer Laboratory Hours

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. to midnight</td>
<td>Monday through Thursday</td>
</tr>
<tr>
<td>8:00 a.m. to 11:00 p.m.</td>
<td>Friday</td>
</tr>
<tr>
<td>10:00 a.m. to 10:00 p.m.</td>
<td>Saturday and Sunday</td>
</tr>
</tbody>
</table>

Rules and Regulations

1. NSU identification is required for admittance to and use of the facility.

2. All HPD MicroLab users are required to provide and use a data disk.

3. Virus-scan programs will be run on all disks; scanning is necessary to preserve the integrity of student data files and to protect the Division MicroLab equipment from viruses.

4. Computer usage is for the purpose of
   a) completion of classroom and computer assignments
   b) use of computer-assisted instruction
   c) on-line research

5. Files created by students may not be stored on the computer hard drives. The computers will be periodically checked and unauthorized files found on the hard drives will be erased without notice.

6. The WWW is a "paperless society." Pages are not to be printed unless required to meet course requirements as defined in course syllabi or by written request from a professor.

7. Downloading files and executable software from the Internet to the Division MicroLab hard drives is prohibited.
8. Classes scheduled in the Microlab have priority for use. Professors must sign up to reserve the Division MicroLab at least one week in advance. Request-for-use forms are available in the Division MicroLab.

9. The use of unauthorized or "bootleg" software, as defined by Federal Copyright laws, is not permitted.

10. Smoking, food, and beverages are not permitted in the Division MicroLab.

11. All software installations are to be made by Division MicroLab staff only.

12. Users must comply with the University Policy on Acceptable Use of Computer Resources (see page 4).

13. Division MicroLab staff is not responsible for personal items, books, or disks. All lost and found items will be turned over to NSU Public Safety.

14. The printer network will be turned off 15 minutes prior to closing.

15. All questions regarding use of the facilities are to be referred to the Division MicroLab staff member on duty.

STUDENT LOUNGE

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

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

MAILBOX AND MESSAGE CENTER

Mailboxes for intra-campus memos and notices can be found in the student lounge area. Students are responsible for checking their mailboxes daily. Official communications delivered to the student mailbox are assumed to be seen within 24 hours. Postgraduate Pharm.D. students do not have mailboxes.

FINANCIAL AFFAIRS

Fees and Expenses

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activities Fee (all students)</td>
<td>$100.00 yearly</td>
</tr>
<tr>
<td>Lab Fee (only for Osteopathic Medical, Dental, and Medical Sciences students)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>*</td>
</tr>
<tr>
<td>Graduation Fee (Seniors only)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Graduation Fee (B.S./Visian Science)</td>
<td>$25.00</td>
</tr>
<tr>
<td>I.D. Replacement</td>
<td>$7.00</td>
</tr>
<tr>
<td>Diploma Replacement</td>
<td>$25.00</td>
</tr>
<tr>
<td>Official Transcripts</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

* University fee to be announced; not to exceed $100.00

Late Registration

Students who have completed one full year at the University and who cannot meet their financial obligations by the first day of class are considered late registrants. Students who register after the late registration date established by their college will be charged a late fee or penalty established by the University or the Division.

The following will apply:

1. Recipients of Armed Forces scholarships shall be allowed up to two months of grace without penalty.

2. When confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months.
Students are required to pay at the time of registration unless financial aid or scholarships have been awarded. Students may pay for tuition using credit cards: MasterCard, Visa, American Express, College Card, or Discover. Students' financial obligations must be satisfied before the registration process can continue.

Students wishing to withdraw should meet with their respective advisor and the Dean. Withdrawal procedures should be followed including completion of the withdrawal forms. Students withdrawing from the University may lose the privilege of re-entering at a certain time, since the numbers admitted to classes are limited. Tuition refunds will follow the procedures previously outlined. Failure to withdraw officially will result in failure in all courses for that semester and automatic dismissal from the University.

**Tuition Refund Policy - Voluntary Withdrawals**

Students who wish to withdraw must submit a written request for voluntary withdrawal to the Dean, who will evaluate the student's request. After completing the required withdrawal form(s) and obtaining the Dean's approval, an eligible student may receive partial refund of the tuition, according to the following formula:

| First three (3) class days       | 70% |
| Fourth or fifth class day        | 60% |
| Sixth or seventh class day       | 40% |
| Eighth, ninth or tenth class day | 20% |
| After the tenth class day        | 0%  |

*No refunds will be made thereafter. (Students with questions should consult the Bursar's office.)*

Students will not be given refunds for portions of tuition paid by financial aid funds. Instead, the respective financial aid programs will be credited in accordance with Federal regulations, which establish the following requirements for recipients of Title IV student assistance funds (Guaranteed Student Loans and Auxiliary Loan Program).

The regulation requires that if the student has received a financial aid overage to assist with related, but indirect educational costs, i.e., living expenses, books, supplies, transportation and/or personal expenses, this must be prorated for the period the student attended the institution. The student must then refund the difference (between the actual overage and prorated amount) to the institution for restoration to the appropriate Title IV account.

Failure to comply with these requirements could jeopardize future receipt of Title IV student assistance funds at any institution of higher education the student may attend.

A refund due the student will be mailed to the student's permanent home address or deposited directly into his or her checking account as soon as the withdrawal has been approved by the Dean of the respective College. The tuition refund policy is subject to change at the discretion of the University's Board of Trustees.

**Florida Residency**

Eligible students must request in-state tuition on application. For tuition purposes, students' Florida residency status (in-state or out-of-state) will be determined based upon initial matriculation and will remain the same throughout the entire enrollment of the student at NSU. The determination as to eligibility for in-state tuition at NSU shall be made exclusively by NSU.

**Student Financial Aid**

A student's eligibility for financial aid depends on how much the student and the student's family can pay toward the educational costs. Determining how much a student and family should pay is a process called *need analysis*. The need analysis is performed for everyone who applies for aid.

The Division utilizes a federally approved service to perform need analysis; all aid applicants must submit a need analysis form to the service for analysis. The servicing agency utilizes a standardized methodology to generate a report based on
the information the student provides. A Financial Aid Counselor reviews the report and determines the student's ability to contribute toward the costs of education.

The Division attempts to obtain assistance for students who do not have sufficient resources to pay for the costs of a health professions education. However, the student and the student's family have the primary responsibility for education and living expenses. All aid should be viewed as supplementary to the efforts of the student and the family.

The Student Financial Aid office located in the Horvitz Administration Building is an important source of information on all financial aspects of the student's education, including budget and debt management as well as financial aid. Counselors are available Monday through Thursday, 8:30 a.m. to 7:00 p.m., 8:30 a.m. to 6:00 p.m. on Friday, and 9:00 a.m. to noon on Saturday. A counselor is also available in Room 1130 of the Terry Building from 8:30 a.m. to 5:00 p.m. Monday through Friday. Appointments are accepted, but not necessary.

Short-Term Emergency Loans

The Division has limited small loans available on a short term basis to help meet unexpected financial emergencies. When approved, disbursement is made by check within one week of receipt of the student's application. Applications can be secured from the Office of Student Financial Aid in the Horvitz Administration Building.

All financial obligations must be met prior to or at the time of registration.

ATTENDANCE, DRESS CODE AND CONDUCT

ATTENDANCE

At Nova Southeastern University Health Professions Division, attendance at all scheduled instructional periods is mandatory. Failure to fulfill this requirement is considered in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Students shall report to the office of the individual college's Dean or his designee, in writing, the reasons for all absences, within 24 hours of each occurrence.

Students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, request for an excused absence must be made to the respective college's Office of Student Affairs.

1. Excused Absences

a. Illness - For absences due to illness, the appropriate Dean or his designee must be notified as soon as possible. These absences will be evaluated on an individual basis by the Dean.

b. Religious Holidays - Absences for major religious and ethnic holidays may be excused at the discretion of the Health Professions Division Office of Student Affairs. Students are required to obtain approval for their absences one week prior to the holiday.

c. Special Circumstances - Unusual circumstances resulting in absences, e.g., death in the immediate family, must be cleared with the appropriate Dean or his designee on an individual basis, preferably before the student is absent from class.

2. Unexcused Absences

Absences not falling into the first category are unexcused absences. The Administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.
Unexcused absence or absences may result in a written reprimand from the Dean with a copy in the student's permanent file, plus a loss of 10 percentage points in the course or failure in the course.

Each laboratory, assignment or examination missed must be made up at the discretion and convenience of the instructor.

If, in the judgment of the Dean, a pattern of absences appears to surface, action may be taken, up to and including failure in the courses involved or dismissal from school.

3. Clinical Rotations

Attendance while on clinical rotations follows different procedures and they are noted in the Clinical Rotation Handbook or Clerkship/Externship Manual distributed prior to clinical rotations by the involved College.

4. Tardiness

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class and is thus markedly inconsiderate and rude.

Health Professions Division class hours are from 8:10 a.m. to 10:00 p.m. daily, Monday through Friday. Class schedules are issued from time to time as an aid to faculty and students, but the administration reserves the right to make changes, assign Saturday hours or deviate from published schedules without notice.

Classes begin at 10 minutes after the hour. Any student not seated in his or her assigned seat by the time class begins will be marked absent. Classes finish on the hour. If the student arrives within 20 minutes after the start of class, the absence will be reduced to half-absence. Two incidents of tardiness are equivalent to one full absence.

Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized individual.

5. Leave of Absence

A student desiring a voluntary leave of absence must submit a written request to the Dean. The Dean will then determine whether or not the leave of absence is to be granted. If approved, the student must re-enter the program no later than the following year at the beginning of the same semester in which he or she left.

DRESS CODE

Students in the Health Professions Division must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on the Division campus and in classes or laboratory or on an experiential rotation or program. The following constitute acceptable attire:

1. Shirt, tie, slacks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes.

2. Matching scrub sets and shoes.

In addition to the above attire, students must wear their white clinical jacket.

3. Identification badges will be issued at the Division Badge Room and must be worn at all times when the student is on campus or clinical rotation.

4. Students may not wear the following:
   a) shorts
   b) cut-offs
   c) mini-skirts (higher than mid-thigh)
d.) jeans

e.) see-through clothing or halter-tops

f.) sandals, thongs, flip-flops or sneakers

g.) t-shirts (as the outer shirt)

h.) jogging or exercise clothing

i.) hats or caps, unless of a religious nature

These guidelines apply on campus from 8:00 a.m. - 5:00 p.m., Monday through Friday, and while on duty on rotations.

Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance, an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the Dean, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action.

When a class requires special dress (such as the wearing of scrub suits in anatomy laboratory) it will be the only exception to the dress code allowed during that time.

The dress code is to be observed at all times including midterms and examination periods.

CONDUCT

Students are expected to conduct themselves in a responsible manner which will reflect credit upon themselves, the Division and the University, in terms of morality, honor, truth and good citizenship, and to abide by the regulations of the Division and the University.

Furthermore, students are expected to conduct themselves in a professionally ethical fashion and to maintain and observe high standards of conduct so that the integrity of the University may be preserved. A student should avoid impropriety and should avoid even the appearance of impropriety in all activities.

ACADEMIC HONOR

Because complete confidence in the honor and integrity of health care practitioners is essential, students are held to the high standards of intellectual integrity befitting the learned profession they are entering. While students have an obligation to assist fellow students in meeting common goals of their education, dishonest acts will subject the student to immediate disciplinary actions up to, and including, expulsion from the College. Such acts include any attempt to pass examinations by improper means, to present work not performed by the student or to aid or abet any dishonest act.

Academic dishonesty is considered a serious academic offense by the faculty and administration of this University. Cheating, plagiarism or deceptions of any manner and material will not be tolerated. Examples include copying answers from another student's test paper, using notes or answers during a test without approval of the instructor, sending another student to take your examination, and submitting a paper without proper citations for another's ideas or quotations. These are only several examples of academic dishonesty, and students are required to acquaint themselves with the specific course requirements and regulations of the Division and the University.

Instructors have the authority to give a failing grade for the test and/or course to students who demonstrate academic dishonesty. Administration, department heads, associate and assistant deans, and the Dean may enforce additional penalties ranging up to expulsion from the program.

STUDENT RECORDS

Transcripts

Transcripts of a student's academic record may be requested by the student through the Office of the University Registrar. A student's academic record can only be released upon authorization of the student. Students requesting transcripts
may do so in person or by writing to the Office of the University Registrar. Include in the request the full name, social security number, and date of birth, and indicate the name and address to whom the transcript is to be sent. If the grades for the current term are needed, clearly indicate that the transcript request is to be held for grades. There is a $5.00 charge for each transcript sent.

Definitions:
For the purposes of this policy, Nova Southeastern University has used the following definitions of terms.

Student - Any person who attends or has attended the University.

Education Records - Any record (in handwriting, print, tapes, film, or other medium) maintained by the University or an agent of the University which is directly related to a student, except:

1. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker’s temporary substitute.

2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.

3. Records maintained by the Health Center if the records are used only for treatment of a student and made available only to those persons providing the treatment.

4. Alumni records which contain information about a student after he or she is no longer in attendance at the University and the records do not relate to the person as a student.

Annual Notification
Students will be notified of their Federal Educational Rights and Protection Act (hereinafter FERPA) rights annually by publication in the Student Handbook.

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

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

The University adheres to all provisions, as prescribed by the Americans with Disabilities Act.

Procedure to Inspect Education Records
Students may inspect and review their Education Records upon request to the appropriate record custodian.

Students should submit to the record custodian or an appropriate University staff person a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.
When a record contains information about more than one student, the student may inspect and review only the record which relates to him or herself.

**Right of University to Refuse Access**
The University or Division reserves the right to refuse to permit a student to inspect the following records:

1. The financial records of the student's parents, or any information contained therein.

2. Letters and statements of recommendation respecting admission or employment for which the student has waived his or her right of access.

3. Records connected with an application to attend the University or a component unit of the University if that application was denied.

4. Those records which are excluded from the FERPA definition of Education Records.

**Refusal to Provide Copies**
The University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

1. The student has an unpaid financial obligation to the University.

2. There is an unresolved disciplinary action against the student.

**Fees for Copies of Records**
The fee for copies will be $5.00 per record.

**Types, Locations, and Custodians of Education Records**

<table>
<thead>
<tr>
<th>Type</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Records</td>
<td>Admissions Office</td>
<td>Ms. Marla Frohlinger, Assistant Vice Chancellor for Professional Services and Student Coordination</td>
</tr>
<tr>
<td>Health Records</td>
<td>Respective Dean's or Program Director's Office</td>
<td>Mr. Stanley Cross, University Registrar</td>
</tr>
<tr>
<td>Student Financial Records</td>
<td>Horvitz Building, Finance Office</td>
<td>Ms. Tamela Orefice, University Bursar</td>
</tr>
<tr>
<td>Cumulative Records</td>
<td>Respective Dean's Office</td>
<td>Mr. Stanley Cross, University Registrar</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>Horvitz Building/Student Financial Aid Office</td>
<td>Ms. Gerri Castora, Director of Student Financial Aid</td>
</tr>
</tbody>
</table>

**Disclosure of Education Records**
The University will disclose information from Education Records only with written consent of the student.

*No consent is needed for the following:*

1. To school officials who have a legitimate educational interest in the record.

A school official is:

A person employed by the University in an administrative,
supervisory, academic, research or support staff position,

A person elected to the Board of Trustees. or

A person employed by or under contract to the University
to perform a special task, such as the attorney or auditor.

A school official has a legitimate
educational interest if the official is:

Performing a task that is specified in his or her position
description or by a contract agreement.

Performing a task related to a student's education.

Performing a task related to the discipline of a student.

Providing a service or benefit relating to the student or
student's family, such as health care, counseling, job
placement or financial aid.

2. To officials of another school, upon request, in which a
student seeks or intends to enroll.

3. To certain Officials of the U.S. Department of Education,
the Comptroller General, and state and local educational
authorities, in connection with certain state and federally
supported education programs.

4. In connection with a student's request for or receipt of
financial aid, as necessary to determine the eligibility,
amount or conditions of the financial aid, or to enforce the
terms and conditions of the aid.

5. If required by a state law requiring disclosure that was
adopted before November 19, 1974.

6. To organizations conducting certain studies for or on
behalf of the University.

7. To accrediting organizations to carry out their functions.

8. To parents of an eligible student who claim the student as
a dependent for income tax purposes.

9. To comply with a judicial order or a lawfully issued
subpoena.

10. To appropriate parties in a health or safety emergency.

Record of Requests for Disclosure
The University will maintain a record of all requests for and/
or disclosure of information from a student's Education
Records. The record will indicate the name of the party
making the request, any additional party to whom it may be
redisclosed, and the legitimate interest the party had in
requesting or obtaining the information.

Directory Information
The University designates the following items as Directory
Information: Student name, address, telephone number, date
and place of birth, major field of study, participation in
officially recognized activities and sports, members of athletic
teams, dates of attendance, degrees and awards received,
most recent previous school attended and photograph. The
University may disclose any of those items without prior
written consent, unless notified in writing to the contrary.

Correction of Education Records
Students have the right to ask to have corrected any records
that they believe are inaccurate, misleading, or in violation
of their privacy rights. Following are the procedures for the
correction of records:

1. Students must ask appropriate officials of the University
to amend a record. In so doing, the students should
identify the part of the record they want changed and
specify why they believe it is inaccurate, misleading or in
violation of their privacy or other rights.
2. The University may comply with the request or it may decide not to comply. If it decides not to comply, the University will notify the student of the decision and will advise him or her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.

3. Upon request, the University will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by one or more individuals, including an attorney.

5. The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

6. If the University decides that the challenged information is inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

VISITS TO OTHER INSTITUTIONS

Students in the Health Professions Division may not visit, in an official or presumed official capacity as a professional school student, any health-related institution (hospital, pharmacy, practitioner’s office, clinic, etc.) or any health school without express permission of the Dean. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all hospital rules are observed.

MOTOR VEHICLE AND PARKING REGULATIONS

All students must obtain a permit in order to park on campus. A Parking Program Manual will be issued to students at orientation. This manual will specify how to obtain a parking permit as well as explain the University’s parking policy. Please contact the Public Safety Department at 262-8991 for further information.

The Division does not guarantee parking spaces for students, but provides a limited number of parking spaces on a first-come, first-served basis. Students may park in any unassigned parking space in the University parking lots.

All vehicles are parked at owner’s risk. The University or Division assumes no risk for articles left in vehicles, or for any loss by theft or damage which may be caused to any vehicle on University property. Bicycles are to be placed only in the bicycle racks located along the covered entrance between the Parking Garage and the Assembly Building.

SEXUAL HARASSMENT POLICY

It is the policy of the Health Professions Division, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees is unacceptable conduct and will not be tolerated. As such, the Division supports University Policy *32, revised January, 1998, which addresses sexual harassment. Sexual harassment may involve the behavior of a person or either sex against a person of the opposite or same sex, when that behavior falls within the definition outlined below:

Definition:

Sexual harassment of employees and students at Nova Southeastern University is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or
physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.

2. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Rules Governing the Conduct of University Employees and Students:

PART I

Sexual favors as basis for actions affecting an individual’s welfare as a student or employee:

No University employee or student shall behave toward another institutional employee or student in any of the following ways: make or threaten to make submission to or rejection of request for sexual favors a basis for decisions affecting an individual’s welfare as an employee or student.

PART II

Flagrant or repeated sexual advances or requests for sexual favors and physical contacts harmful to another’s work or study performance or to the work or study environment.

No University employee or student shall behave toward another institutional employee or student in any of the following ways:

1. In a work- or learning-related setting, make sexual advances, requests for sexual favors, or physical contacts commonly understood to be of a sexual nature, if:

   a. the conduct is unwanted by the person(s) to whom it is directed, and

   b. the person knew that the conduct was unwanted, and because of its flagrant or repetitious nature, the conduct either:

      1) seriously interfered with work or learning performance of the person(s) to whom the conduct was directed, or

      2) makes the institution’s work or learning environment intimidating, hostile, or demeaning.

PART III

Repeated demeaning verbal and other expressive behavior in non-instructional settings that is harmful to another’s work or study performance, or the work or study environment:

No Division employee or student shall, in a non-instructional but work- or learning-related setting:

1. Repeatedly address or direct sexual gestures, or sexually explicit comments concerning a specific person(s) to an institutional employee(s) or student(s) if the gestures or comments are commonly considered by people of a specific sex or sexual preference to be demeaning to that sex or sexual preference.

2. Display visual materials, alter visual materials displayed by others, or make statements, if:

   a. the intent of the person is to interfere with the work or study performance of an employee or student, or to make the work or study environment hostile, intimidating, or demeaning to persons of a particular sex or sexual preference and

   b. the person making the display, alteration, or statement has previously been asked not to engage in such conduct.
PART IV

Demeaning verbal and other expressive behavior in instructional settings.

Discipline of faculty members because of expressive behavior in an instructional setting shall be governed by the following definition and rules:

Definitions for Purposes of Part IV:

1. An “instructional setting” is a situation in which a member of the faculty is communicating with a student(s) concerning matters the faculty member is responsible for teaching the student(s). These situations include, but are not limited to, such communication in a classroom, in a laboratory, during a field trip, or in a faculty member’s office for advising and counseling.

2. Expressive behavior related to subject matter.
   “Expressive behavior” is conducted in an instructional setting through which a faculty member seeks to communicate with students. It includes, but is not limited to, the use of visual materials, oral or written statements, and assignments of visual or written materials.

3. Protected Expressive Behavior
   a. A faculty member’s selection of instructional materials shall not be a basis for discipline unless an authorized hearing body finds that the faculty member’s claim that the materials are germane to the subject of the course is clearly unreasonable.

   b. The person engaging in such conduct has previously been asked not to engage in such conduct or conduct of substantially the same kind, and in addition, a faculty member is subject to discipline if, in addressing a student(s) in an instructional setting, he or she repeatedly uses sexual gestures, sexually explicit comments, or gender-related epithets to refer to a student(s) in the course.

PART V

Demeaning verbal and other expressive behavior of students versus students

Demeaning verbal and other expressive behavior of students versus students is also subject to disciplinary action.

PART VI

Retaliation

Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is equally prohibited. Such retaliation shall be considered a serious violation of this policy, and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates the policy.

Consensual Relationships

Consenting intimate relationships between faculty and student or between supervisor and employee, while not expressly forbidden, are generally deemed very unwise. Codes of ethics for most professional associations forbid professional-client intimate relationships. The professor-student relationship is one of professional and client. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., greatly diminish the student’s actual freedom of choice should favors of an intimate nature be included among the professor’s other legitimate demands. Therefore, faculty are warned against the possible costs of even an apparently consenting relationship in regard to the academic efforts of both faculty member and student. A faculty member who enters into an
intimate relationship with a student (or a supervisor with an employee) where a professional power differential exists, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

Since a once-consenting relationship turned sour may result in a later allegation of sexual harassment, it is important that immunity due to previous consent will not be allowed.

The Health Professions Division’s Student Sexual Harassment Committee

The Committee has been charged by the administration of Nova Southeastern University’s Health Professions Division to provide an avenue by which students can address violations of the University’s policy on sexual harassment.

The Committee will consist of individuals appointed by the Executive Vice Chancellor and Provost. Their function will be to investigate all allegations of sexual harassment that involve students: report those findings to the Executive Vice Chancellor and Provost for disposition of the case; and act as advocates and conduits for the resolution of the case.

All other allegations are to be reported to the NSU Office of Human Resources at (954) 262-7870.

Reporting Allegations of Sexual Harassment by HPD Students

Instances of sexual harassment between HPD students only are to be reported at the earliest possible time to one of the members of the Committee for the purpose of the follow-up investigation and disposition:

Daniel E. Shaw, Ph.D., Chair
Room 1465, Terry Administration Building
Edye Groseclose, Ph.D.
Room 1325, Terry Administration Building
Terrence N. Ingraham, O.D.

Lisa-Deziel Evans, Pharm.D.
Room 1387, Terry Administration Building
Christine Keena, M.B.A.
Room 1516, Terry Administration Building

1. The individual or individuals reporting the alleged incident must identify themselves and be willing to identify the alleged perpetrator. Anonymous reports will not be cause for administrative action.

2. A log of contacts shall be maintained by the investigator (Committee member) for the purpose of documenting contacts with the principals involved in the case. In addition to the log of contacts, a contact sheet will be maintained which documents the content of the meeting, to include individuals present and disposition of the meeting.

3. The investigator (Committee member) will attempt to determine within a reasonable time frame the validity of the complaint, and ascertain the parties who are involved in this incident. The investigator is charged with providing the full Committee with adequate information to make a judgment on whether to continue to proceed with this case internally or to forward the case to an outside body, i.e., local police, etc.

4. If the charges are found to be valid and a harassment has occurred, all parties are to be put on notice that an administrative resolution will be enforced.

5. Administration (the Executive Vice Chancellor and Provost’s Office and the Office of Human Resources) will be informed of the harassment, the extent, individuals involved, and will be provided with adequate information so that administrative action can take place in a timely fashion to the satisfaction of all parties.
Guidelines for Investigating Allegations of Sexual Harassment

Formal and informal complaints related to allegations of sexual harassment should be followed up within 24 to 48 hours.

1. Interview of Complaint
This interview should focus on gaining factual information, which will assist in determining whether or not an investigation should be instituted. At this point the complainant may decide to file a formal complaint or request assistance for resolution with an informal complaint. When possible, two Committee members should be involved in the initial interview of parties, as well as any witnesses of the incident.

2. Documentation/Confidentiality
All interviews, telephone calls, or any other administrative activities should be carefully documented in the case of a formal proceeding. The confidentiality of the reporting party will be observed provided it does not interfere with the institution’s ability to investigate or take corrective action.

3. Record Keeping
All records of investigations related to sexual harassment shall remain in the locked possession of the investigating Committee member, until a disposition has been reached. Once a case has been resolved the records then become the confidential files of the Executive Vice Chancellor and Provost or his designee.

4. Reporting of Findings
The Committee will report findings of any investigation (formal or informal) to the Executive Vice Chancellor and Provost or his designee. The findings may take two forms:

a. no violation of institutional sexual harassment policies
b. suspected or “probable cause” violation of institutional policy.

5. Formal Complaints
Formal complaints must be made in writing to the Committee for the purpose of stopping the harassment, and when the complainant wishes to pursue disciplinary action.

6. Informal Complaints
Informal complaints are for the purpose of stopping the harassment in the most expedient fashion possible. The University cannot pursue disciplinary action without a formal complaint.

All parties involved are to be notified of the disposition of the case; if the complainant is dissatisfied with the decision he or she is to be informed of additional internal or external appeal routes.

Suggestions for Sanctions or Disciplinary Actions

Violations of policies on sexual harassment may lead to a variety of sanctions. Included in the list of possible disciplinary actions are written or oral reprimands, suspension, termination, or referral to the criminal justice system for possible sexual assault violation.

HEALTH AFFAIRS

Health Insurance
Because the Health Professions Division is concerned for the health and welfare of its students, a program of Student Health Insurance is required. The student has exclusive responsibility for his or her own medical bills. The University or Division assumes no responsibility to seek reductions or waivers.

The Division’s Office of Student Affairs will provide information regarding health insurance policies.

Prior to receipt of diploma, students must be free from any outstanding medical financial responsibilities with any of our affiliated hospitals.
Healtheare
Ambulatory medical, optometric and dental care is made available during regular business hours for the University family. When a student or a member of his or her immediate family (spouses and children) needs care, he or she may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. These hours may be changed from time to time and changes will be posted. For urgent situations, contact the University Health Service at 262-4100.

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

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

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

b. Students may request that these examinations be done by the University Health Service after matriculation. The University Health Service will make appointments in as timely a manner as possible, and the appointments, once made, become an obligation of the student, and must be kept!

2. Reports of the three examinations (whether done privately or by the University) will be filed in the student’s medical files.

3. Any follow-up recommended in the examinations will be the financial responsibility of the student. The University Health Service will press for the completion of any recommendations and correction of any problems.

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

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

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

Tuberculosis
Because of the resurgence of tuberculosis and the possible exposure of students, the Health Professions Division will require and provide a yearly tuberculosis test for every student. This, too, will be supported by the Student Activities Fee.

Arrangements
The University Health Service will schedule appointments for students for tuberculosis testing and for Hepatitis B vaccination. Because both of these require preparation, any
student who does not keep a scheduled vaccination appointment will be required to pay for the immunization personally.

AIDS Policy
The University has adopted the following AIDS policy: Nova Southeastern University Health Professions Division recognizes its responsibilities for the health and welfare of its students, faculty and staff, as well as its responsibility to patients suffering from AIDS or harboring the Human Immunodeficiency Virus (HIV). While the Division does not subscribe to compulsory HIV testing either as a screening device or in individual cases, some rotation sites require this test and students must comply. As an institution of medical learning, the Division provides each student/faculty/staff person knowledge to understand the AIDS problem including AIDS testing, treatment and counseling by community services. The Division provides an annual seminar to all students, faculty and staff. The Division recommends universal precautions in all laboratory and clinical settings. The Division reserves the right to alter this policy as new information on AIDS becomes available.

The following guideline should be used:

Students should consult their physician for HIV testing or treatment immediately following exposure.

Counseling and Psychological Services
The University Center for Psychological Studies is cooperating with the Health Professions Division for providing psychological counseling. Students who need assistance should feel free to call the Center, located in the Maltz Psychology Building. The Program Coordinator for the Health Professions Division is Ms. Lori Kiesel, who can be reached at 262-5730. The Center’s hours are:
8:30 a.m. - 9:00 p.m., Monday - Thursday
8:30 a.m. - 5:00 p.m., Friday
9:00 a.m. - 1:00 p.m., Saturday
Crisis counseling is available 24 hours a day.

MEDICAL BENEFITS
Since insurance is required, it must be submitted for health care. If any of these services are covered by individual insurance plans, or the Nova Southeastern University Health Professions Division insurance plans, reimbursements must be assigned to the University.

DRUG FREE WORKPLACE: POLICY STATEMENT
Nova Southeastern University Health Professions Division is deeply concerned about the issue of substance abuse and its effect on faculty, students, and staff. In addition, the University, as a recipient of Federal funding, is required, under the Drug-Free Workplace Act of 1988, to establish policies and procedures to discourage the illegal use of drugs, including alcohol, and encourage a healthy, drug-free educational and work environment.

The Division believes that prevention is the key to reaching these goals. As a result, the University has developed a prevention program that encompasses exploration of attitudes and education concerning substance abuse prevention and wellness issues. The Division also provides specific protocols to assist in identification, intervention and assistance for all people associated with the Division who have drug-related problems. In addition, as a training center for health care professionals, the institution accepts its responsibility to educate and assist the community, through our faculty and students, in the battle against drug abuse and addiction.

Although the Division wants to help its students, faculty, and staff, this assistance cannot be provided unless the impaired person is identified. Therefore, this first step rests with the individual or his or her classmates, teachers, associates, co-workers, family and friends.

If questions arise, they can be answered, confidentially, by contacting Daniel Shaw, Ph.D., Chair of the Department of
Behavioral Medicine and Director of the Student Impairment Program, at his office in Room 1465, Terry Administration Building, (954) 262-1465.

**Legal Consequence of Drug Use**

The unlawful manufacture, distribution, dispensation, sale, possession, or use of any illegal drug are all subject to varying degrees of legal sanctions under various federal, state and/or local statutes. This may also be true of the inappropriate use of legal prescription drugs. A comprehensive listing of ALL federal penalties is available in *DRUGS OF ABUSE, 1989 Edition*, published by the U.S. Department of Justice, Drug Enforcement Administration.

**Florida DUI (Driving Under the Influence) Law**

Between 1991 and the present a number of changes have been made in the "DUI" Laws. The two major changes involve the ability of a police officer to take the intoxicated driver's license "on the spot". In addition, as of January 1, 1994, "the legal limit" for blood alcohol level has been reduced from 0.10% to 0.08%.

The definition of "under the influence" applies to alcohol, any and all controlled substances, and other psychoactive drugs that may impair driving. A police officer can stop any person who appears to be driving under the influence. Intoxication can be determined in the following manner:

1. Testing of urine and/or blood, when carried out in an appropriate manner.
2. Breath-o-izer test for blood alcohol concentration.
3. Use of roadside sobriety test, with or without videotaping.
4. Any significant loss of psychomotor function or cognitive ability.

In Florida, permission for testing is considered to be implied when a person obtains a driver's license. Specimens of urine or blood are used for evaluation. If the driver is unable to provide a urine specimen, a blood sample may be used.

Blood samples may be obtained by an approved, licensed physician, registered nurse, or laboratory technologist or technician. If death or severe injury has occurred as a result of an accident, "the law enforcement officer may use reasonable force to obtain blood." In addition, any driver that, in the opinion of the arresting officer, appears to have an impaired ability to drive, may be arrested.

In the case of alcohol, breath tests may be used instead of urine or blood tests. A blood alcohol level of less than 0.05% shall be considered NOT under the influence of alcohol; however, a level of 0.10% is not considered as being diagnostic although impairment may occur. The above testing can be carried out either at the request of the police officer or the driver.

Based upon the new 1994 standards, a 180-pound man would be considered legally intoxicated after having 4 drinks (12 oz. beer, 5 oz. wine or 1 oz. proof liquor) within a period of one hour. A 120-pound woman requires only a little over 2 drinks to reach this blood alcohol level.

The second major change allows a law enforcement officer to suspend the driving privileges of a person who has been arrested by taking his or her driver's license at the time of arrest. The officer will issue a seven-day temporary permit if that driver is otherwise eligible for driving.

**Penalties for Conviction**

All drivers convicted of driving while intoxicated will be required to attend and complete a court-appointed substance abuse course (DUI School). The Court may also require the driver to obtain an evaluation for drug dependency and/or treatment at a Court-approved treatment facility. The driver will be responsible for payment for the above.

Drivers with blood alcohol level of 0.08% or higher or impairment due to other scheduled or illicit substances will be subjected to the following penalties:
B.A.L. between 0.08% and 0.2%

1st Offense
Fine $250-$500
Prison up to 6 months

2nd Offense
Fine $500-$1000
Prison up to 9 months

3rd Offense
Fine $1000-$2500
Prison up to 12 months

B.A.L. of 0.2% and above

1st Offense
Fine $500-$1000
Prison up to 9 months

2nd Offense
Fine $1000-$2000
Prison up to 12 months

3rd Offense
Fine $2000-$5000
Prison up to 12 months

Damage to property or another person
First offense..............Misdemeanor of first degree
Fourth offense ...........third degree felony
Serious injury ............third degree felony
Death .....................DUI manslaughter -
second degree felony

The possession of an open alcohol container in a
motor vehicle is prohibited.

Any opened container must be locked in a non-passenger
(trunk, glove box, etc.) space. Although not a criminal
charge, carrying an open container is considered a moving
traffic violation. Individual counties or cities may provide
more stringent rules and punishments.

Drug Free Workplace Awareness Program

Since prevention and education are the keys to the battle
against drug abuse, the Division has established the
following drug-free awareness program. The Division will
make a good faith effort to continue to maintain a drug-free
workplace through the implementation of this program.

The program is designed to inform all students of:
1. the dangers of drug abuse in the workplace
2. the Division’s policy concerning maintenance
   of a drug-free workplace
3. the penalties that may be imposed for deviation
   from the policies, especially concerning the sale
   of illicit drugs, either on or off campus
4. the availability of the Division’s intervention
   and assistance program

ALL STUDENTS, AS A CONDITION OF
ENROLLMENT IN THE UNIVERSITY, MUST
AGREE TO ABIDE BY ITS DRUG FREE
WORKPLACE POLICY

Drug Use Prohibition

The University's Health Professions Division prohibits the
unlawful manufacture, distribution, dispensation, sale,
possession, or use of any illegal drug or inappropriate use
of prescription or over-the-counter drugs or alcohol by its
students, either on or off campus. In addition, the
consumption of alcoholic beverages on campus, or the use
of alcohol by persons under twenty-one, at any time, is
strictly prohibited, except under direct supervision at
approved social functions at the RECPLEX.

Any student who violates this prohibition will be subject to
action by the University. Students identified as being drug
dependent or addicted will be **REQUIRED** to participate and successfully complete a treatment program administered by the Division's impairment program. Those licensed under the various Professional Practice Acts that appear to be suffering from addictive disease (including alcoholism) or from other forms of impairment will be **confidentially** referred to the appropriate division of the Physicians Recovery Network (PRN). Other action will be determined on an individual basis but may include, though not limited to, reprimand, suspension, or dismissal.

**Illegal Activity**

Illegal drug related activity, within or beyond the University grounds, will not be tolerated. Any drug related criminal act that comes to the attention of the University, whether on or off campus, will be thoroughly investigated. If confirmed, the offender will be subject to disciplinary action up to and including dismissal. In addition, the University is legally obligated to report the activity to the appropriate federal, state or local authorities including the various licensing boards and agencies if indicated. Conviction of a drug-related activity that violates federal, state or local law must be reported within five days. Students should report such incidents to Dr. Daniel Shaw, Chairman of the Impaired Students Committee. Room 1465 in the Terry Administration Building.

**Impaired Students**

**Intervention Protocol**

1. The Impaired Student Program (ISP) of the Health Professions Division is designed to provide students with assistance in dealing with one of the most severe disabling diseases known to medical science. The Program is designed to identify and treat students suffering from substance (including alcohol) abuse or addiction in a compassionate, non-punitive manner in keeping with the spirit of the tenets of the healing arts. In addition, the Program is available to evaluate students having other problems resulting in academic, professional, interpersonal or intrapsychic impairment.

2. All students in all classes will be informed of the availability of the Impaired Student Program.

   a. A description of the Program is listed below. The Program Director can be reached at the Terry Administration Building Room 1465, Ext. 1465.

   b. The ISP will be discussed during Freshman Orientation.

   c. Presentations by the Program Director and/or other appropriate speakers will be made each year to all classes when possible.

   d. Faculty, staff, administration, and clinical supervisors will be informed of the existence of the Program.

3. Goals of Intervention include:

   a. Offering help, not punishment, to the impaired student.

   b. Identification of students who:

      (1) Exhibit unusual or inappropriate behavior

          (a) Erratic behavior

          (b) Changes in personality

          (c) Embarrassing behavior

      (2) Demonstrate changes in academic performance.

      (3) Have excessive absences from lectures, laboratory sessions, or clinical assignments.

      (4) Appear late repeatedly for any of the above assignments.

      (5) Are observed to appear to be intoxicated.

      (6) Present themselves for counseling.

      (7) Display repeated, unexplained illnesses or accidents.

      (8) Have major, unexplained relationship/family problems.

      (9) Have legal problems, including D.U.I.'s.
Are of potential danger to themselves or others.

Appears to have significant inability to cope with stress.

a. Assisting the student in knowing he or she is not alone.

b. Providing a supportive atmosphere in which the problem can be discussed clearly and rationally.

4. Initial information may come from:

a. The student (self-reported)
b. Faculty/clinical supervisors
c. Spouse or "Significant Other"
d. Peers
e. Administration

5. All cases reported to the Program Director will be investigated to obtain corroborating documentation.

a. Intervention will be carried out only after initial reports are confirmed.
b. Anonymity will be maintained for both the student and the reporting source.
c. Intervention will be carried out if "probable cause" can be confirmed. This will protect the suspected abusing student from harassment and the reporting person from abuse.

6. Intervention Technique

a. Self-disclosure will be strongly encouraged.

b. In order to provide maximum protection to the student, initial intervention will be carried out by the ISP Director, Dr. Daniel Shaw, and/or his designee.

(1) Dr. Shaw will be provided with an up-to-date list of addresses and phone numbers of all students, thus avoiding the need to contact school staff to obtain specific contact numbers.

(2) The student will be contacted personally by the ISP Director, indicating that he believes that a potential problem may exist.

(3) An appointment will be made and must be kept by the student within 24 hours of this initial contact. If necessary, the student may be instructed to miss a scheduled class.

(4) Urine and/or blood samples may be required at the ISP Director’s discretion.

(5) Failure to comply with this protocol will result in confrontation by the entire ISC.

c. If all other attempts fail, the suspected dysfunctional student will be reported to administration which, if the student is confirmed as impaired, will have the option to take whatever action it deems necessary. The ability of ISC to intercede will be greatly reduced under these conditions.

Treatment Protocol

1. The goal of treatment is to assist the student who is disabled due to drug or alcohol abuse or dependency to return to full function physically, psychologically and academically.

   a. The Committee will take appropriate action rapidly.
(1) Confidentiality will be maintained.

(2) An individualized treatment plan will be developed by the Committee.

(a) Actual treatment will be initiated as soon as possible.

(b) Consideration will be given to the use of all treatment modalities on both an inpatient and outpatient basis.

(3) Every attempt will be made to set up a treatment plan that will allow the student to stay in school without interruption.

(4) If inpatient treatment is necessary, the student will be assured that he or she will have every opportunity to continue his or her education without prejudice.

(a) Administration will be briefed on a "need to know" basis.

(b) The ISC will act as the student's advocate. studies as soon as possible.

(5) If inpatient treatment becomes lengthy, it is understood that the student's ability to continue with his or her class may not be possible.

(6) The student will be allowed to continue his or her education at the earliest possible date.

b. Student involvement in the various self-help activities related to his or her treatment.

(1) Outpatient therapy

(2) Urine/blood tests

(3) Inpatient therapy

c. Drug testing may be carried out at any time during treatment. Testing will be carried out on a random basis.

2. Resources

a. All forms of treatment available to physicians, physician assistants, pharmacists, optometrists, occupational therapists, physical therapists and dentists licensed in the State of Florida through the respective professional or governmental organizations will be open to our enrolled students.

Physicians: Through the FMA/FOMA Impairment Program

Pharmacists: FPA Impairment Program

Optometrists: the Florida Department of Business and Professional Regulation Impairment Program

Physician Assistants: Physicians Recovery Network

Occupational Therapists: Program for Impaired Practitioners: 1-800-888-8776

Physical Therapists: Program for Impaired Practitioners: 1-800-888-8776

b. Student involvement in the various self-help programs will be used as an integral part of treatment.

(1) Alcoholics Anonymous: (954) 462-0265

(2) Narcotics Anonymous: (954) 476-9297

Since, as with other chronic diseases, continued treatment does not guarantee continued remission, students suffering exacerbations while in treatment will not be subject to punitive action, and the student will receive full benefit of the Program.
a. Failure to follow the prescribed course of treatment will result in a report to the administration.

b. Drug-dealing will not be tolerated.

c. The ISC will no longer be able to protect the student.

d. The possibility of punitive action at this point, including expulsion, is up to the administration.

5. Successful treatment will be judged by:

a. Abstinence.

b. Successful return to all aspects of life.

MISCELLANEOUS INFORMATION

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

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

Alcohol on Campus
The Health Professions Division maintains a dry campus. No alcoholic beverages are allowed.

Firearms
The possession, storage, or use of firearms or other weapons, ammunition, fireworks, explosives, air pistols, rifles or knives is strictly prohibited on University property. Such action can be considered cause for disciplinary action. Infraction of these regulations will result in immediate suspension or expulsion of the violators.

Food in the Lecture Halls
FOOD, BEVERAGES AND TOBACCO ARE NOT PERMITTED IN THE LECTURE HALLS, LABORATORIES OR UNIVERSITY CLINICS. NO SMOKING IS PERMITTED INSIDE ANY DIVISION BUILDING.

Identification Badges
Identification badges must be worn by students at all times while on campus. I.D. badges are not transferable.

I.D. badges are issued at the Division Badge Room. These badges are given to the student at no charge except for replacement.

Lost and Found
Lost and Found services are administered by the NOVALERT Security Personnel located on the first floor of the Horvitz Administration Building. The phone number is: 262-8999.

Notices, Messages, Posters
After approval from Student Affairs, students may post notices on the bulletin boards located in the student lounge and other locations.

Other boards are provided for University or Division business only. Students are prohibited from posting, altering or removing notices or messages from these boards.

No notices, announcements, posters or any other papers may be posted anywhere, including doors, windows and elevators, except on bulletin boards provided for that purpose.

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

**Responsibility for School Property**
Students will be held responsible for damage to University property caused by their negligence or willful act, and may be subject to disciplinary action, dismissal and/or prosecution by law. Students must pay for damages within 15 days after receipt of invoice. The University is not responsible for personal possessions under any circumstances.

**Social Events and Extra-curricular Activities**
All extra-curricular activities by Division-recognized organizations, on campus and off campus, must be approved in advance by the Division Office of Student Affairs and must be listed in order to avoid conflicting functions. A student or group of students may not officially represent the Division or the University, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the Division Office of Student Affairs and faculty advisors affiliated with the group. Requests for permission for speakers, student meetings and other activities on campus should be made on forms provided by the Division Office of Student Affairs at least two weeks in advance. Activities must be approved by the Division Office of Student Affairs before a room can be assigned by the Coordinator of Educational Support, and no meeting announcements may be made until approval is made. A specific room will be assigned for the function. No announcements can be posted unless authorization is given by the Division Office of Student Affairs. Forms and additional information are obtainable from the Division Office of Student Affairs.

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

The University does have a work-study program for students who qualify. For more information, contact the Student Financial Aid Office, 262-3380, or the Coordinator of Student Employment, 262-8990.

**Student Mail Boxes**
Students are requested to receive their personal mail at home. Student mail boxes are provided only for campus correspondence. They are located in the student lounge in the Library/Laboratory Building.

Please note that all University correspondence will be deposited in these mailboxes. They should be checked EVERY DAY.

Mailboxes will be assigned at the beginning of each academic year by the Division Office of Student Affairs.

**Telephone Calls**
A student will not be called from class for a telephone call except in cases of extreme emergency. Other urgent messages may be left with the telephone operator. Outgoing calls made by students should be made from pay phones located outside the library or at various other locations throughout the campus. Use of the Division office phones is not permitted under any circumstances.
NSU College of Osteopathic Medicine
Academic Calendar
1999-2000

July 6, 1999 ................................. 2nd Year Classes Begin
August 3-8, 1999 ........................... 1st Year Fall Orientation and Registration
August 8, 1999 .............................. Main Orientation
August 9-12, 1999 ........................... Orientation Week
August 21, 1999 ............................ White Coat Ceremony
September 6, 1999 ........................ Labor Day, No Classes
September 20, 1999 ........................ Yom Kippur, No Classes
October 8, 1999 ............................ Track Day
November 24, 1999 ........................ Thanksgiving Recess Begins at 5 p.m.
December 17, 1999 ........................ Winter Recess Begins 5:00 p.m.
December 23, 1999 ........................ Christmas Holiday, Closed ½ day
December 24, 1999 ........................ Christmas Holiday
December 30, 1999 ........................ New Year's Holidays, Closed ½ day
December 31, 1999 ........................ New Year's Holiday
January 3, 2000 ........................... 1st and 2nd Year Classes Resume
January 17, 2000 ........................... Martin Luther King Jr. Day, No Classes
April 2000 .................................... Hospital Day
April 14, 2000 .............................. Spring Recess Begins 5:00 p.m.
April 21, 2000 .............................. Good Friday, University Holiday
April 24, 2000 .............................. 1st and 2nd Year Classes Resume
April 28, 2000 .............................. Classes End for 2nd Year Students
April 2000 .................................... Hospital Day
April 14, 2000 .............................. Spring Recess Begins 5:00 p.m.
April 21, 2000 .............................. Good Friday, University Holiday
April 24, 2000 .............................. 1st and 2nd Year Classes Resume
April 28, 2000 .............................. Classes End for 2nd Year Students
May 22-26, 2000 ............................ Seminar
May 25, 2000 ............................... Senior Day / Graduation Rehearsal
May 27, 2000 ................................ Senior Award Dinner
May 28, 2000 ............................... Graduation
May 29, 2000 ............................... Memorial Day, University Closed
June 19-23, 2000 ........................... 1st and 2nd Year Re-examinations
COLLEGE OF OSTEOPATHIC MEDICINE PERSONNEL

Dean
Room 1407/Ext. 1407
The Dean is the chief academic officer of the College of Osteopathic Medicine.

Lawrence E. Jacobson, D.O.
Associate Dean for Medical Education
Room 1405/Ext. 1405
The Associate Dean is responsible for the implementation and academic supervision of the pre-clinical, clinical and postgraduate phases of the curriculum.

Howard Neer, D.O.
Associate Dean for Alumni Affairs
Room, 1485/Ext. 1489
This Associate Dean is responsible for all communications with alumni and for organizing alumni events.

Leonard Levy, D.P.M., M.P.H.
Associate Dean for Education, Planning and Research
Room 1469/Ext. 1469
The Associate Dean is responsible for coordinating educational planning and facilitating the research activities of the College.

Steven Zucker, D.M.D., M.Ed.
Associate Dean for Community Affairs
Room 1483/Ext. 1419
The Associate Dean maintains liaison with community health centers and other universities and colleges. He also serves as Director of the Area Health Education Center (AHEC) Program.

Robert M. Klein, D.O.
Assistant Dean for Medical Education
Room 1498/Ext. 1498
The Assistant Dean is responsible for assisting the supervision and coordination of the academic program with primary emphasis on the preclinical years.

Lawrence Newbree, M.S.
Director for Osteopathic Student Services
Room 1495/Ext. 1495
The Director is responsible for all non-academic student affairs, including working with student activity groups.

Margaret Wilkinson, Ph.D.
Director of Clinical Curriculum and Graduate Medical Education
Room 1499/Ext. 1499
The Director is responsible for the supervision of the clinical training years as well as assisting in the coordination of the Graduate Medical Education Program.
MISSION STATEMENT

Nova Southeastern University College of Osteopathic Medicine is dedicated to training students in all aspects of medicine, especially primary care, to meet the health needs of the citizens of Florida, with a commitment to family medicine and a focus on rural and underserved populations. Our undergraduate and postgraduate medical education emphasizes excellence, compassion, ethics and osteopathic manipulative skills. The College encourages leadership in the community through service, continuing medical education, research and scholarly activity.

ACADEMIC SERVICES

Academic Advising
The goal of the academic advisor is to provide students with assistance to enable them to work toward getting the most from their educational experiences.

The role of the academic advisor is to:

1. Provide students with guidance, direction and encouragement
2. Monitor the overall progress of the student
3. Direct the student to appropriate College or University resources.

The assignment of academic advisors is directed by the Associate Dean for Medical Education and the Director of Student Services.

During orientation, students will receive an overview of the curriculum, review the Student Handbook and meet their academic advisors.

Students wishing to switch academic advisors at any time during the academic year may contact the Director of Student Services.

Non-academic Advising
Students seeking non-academic advice may contact the Director of Student Services, who will assist them or direct them to the appropriate resources.

Faculty Office Hours
Faculty members will be available by posted office hours, email and/or appointment.

Student Career Counseling
Part of the College’s mission is to educate primary care physicians for underserved areas in Florida. The College also strives to expose students to make informed decisions about their own professional lives. Towards this end, the College’s Offices of Student Services and of Alumni Affairs provide counseling and a wide range of materials on:

- Medical fellowships
- Research opportunities
- Careers in federal, state, and local government

The Office of Medical Education offers individualized career counseling and information on careers in medicine, such as hospital, clinic, and private practice, group and solo practice, public health units, and managed health care organizations.

First and second year students are introduced to careers in medicine through the Interdisciplinary Generalist Curriculum (IGC) program. Second and third year students are invited to a Hospital Day event on campus to meet with representatives from hospitals throughout the nation to prepare them for selecting postgraduate training sites.

A file on current job opportunities, which is available for review by all students and alumni, is also maintained by the Office of Alumni Affairs.
ACADEMIC POLICIES AND PROCEDURES

Student Identification Numbers
In order to fully comply with the Family Educational Rights and Privacy Act of 1974, all exam, assignment and course grades posted for osteopathic medical students will be designated by a personal identification number (PIN) known only to the student and the Assistant Dean for Medical Education (ADME).

Use of these PINs will be limited to the posting of grades and online course and instructor evaluations. They will not be used to communicate with individual students, e.g., to call a student out of a room. Students must write and “bubble in” their actual social security number on scanned examination answer forms and not their PIN. In fact, use of the PIN makes it crucial that they enter their social security number accurately on every examination. Students who forget their PIN must come to the ADME in person and show photo ID to be given it again. Students who feel that the confidentiality of their PIN has been breached must present, in writing, a valid reason for this concern to the ADME before being assigned a new PIN.

Course and Instructor Evaluations
Each student has a responsibility in his or her professional development to provide constructive evaluation for each course and the instructor in the curriculum. This responsibility will be met by participation in course evaluations that are routinely administered by the College. The College expects each student to sincerely accept this responsibility and obligation in a constructive manner so that optimal feedback can be provided. This input can facilitate student welfare by promoting changes that will improve the educational effectiveness of the curriculum, as well as assist faculty by providing them with constructive input to help them improve their teaching strategies.

Health Insurance
All students are required to obtain and maintain their own health insurance. Documentation of current health insurance must be provided at the time of admission. It is not sufficient to merely have an insurance card or letter stating that you are covered. The Office of Student Services must have notification from the insurance company of the starting and expiration date of the student’s health insurance. A student may be prevented from continuing his or her studies for lack of health insurance.

Library Skills Policy
Every matriculating student must be able to conduct scientific research using the latest electronic resources through the University’s libraries.

1. Students must be acquainted with the major printed resources and electronic databases available to the health professions.

2. Students must be able to identify and locate materials in the library, as needed or required by instructors.

3. Students must be familiar with the leading medical journals and be able to research specific medical topics using standard bibliographies and indexes.

4. Students must be able to demonstrate competency in using the electronic library to find information.

5. Students must be able to demonstrate competency in navigating online electronic searches in MEDLINE, Cinahl, HealthStar, and other databases as appropriate.

The College offers a course in Medical Informatics and a Library Skills Workshop for all first-year students. The HPD library staff is available to students on an ongoing basis to direct and support their library needs.
Academic Standing
Each student's academic achievement is reviewed each semester, and the Office of the Registrar compiles a transcript. A copy of this transcript is available to the student, the Dean's Office, the Student Progress Committee, the Office of Financial Aid and to other individuals or facilities when authorized by the student or the Dean.

The transcript includes:
- Grades earned (including remediated failure)
- Deficiencies (incompletes, failures, etc.)
- Semester GPA and Cumulative GPA
- Honors (Chancellor’s List and Dean’s List)
- Withdrawals and/or Leaves of Absence

Academic Promotion
Promotion is defined as progression from one academic year to the next. A student must satisfactorily complete all courses required in the preceding academic year in order to progress to the next academic year and be considered making satisfactory academic progress.

Freshmen courses are considered prerequisites for sophomore courses. This means that no sophomore courses may be taken until all freshmen courses are satisfactorily completed. Similarly, classroom courses are considered to be prerequisites for clinical rotations. As such, no student with an incomplete, withdrawal or failing grade in any classroom course will be permitted to proceed with clinical rotations.

Warning
A warning is an oral or written notification to the student that continuation of repetitive wrongful conduct may result in more severe disciplinary penalties. Whether the warning is oral or written, it is recommended that the student sign a document in which the warning is explained and a copy of the document be given to the student as well as placed in the student’s file.

Academic Probation
Probation is defined as a trial period in which a student is permitted to redeem failing grades or misconduct. A student is placed on probation for an established period of time. During probation for academic reasons, the student cannot incur any additional failures and is permitted to remediate prior failing grades. During probation for disciplinary reasons, the student must especially show appropriate behavioral, professional and personal good conduct as defined in the conditions of his or her probation.

While on probation, the student is prohibited from (1) participating in extracurricular or other student activities, (2) holding office in any NSU organization, and (3) being elected to any honorary or other school organizations.

Additionally, the student is required to refrain from any further violation of the code and may be required to perform community service or comply with any other requirements intended to rehabilitate the student. Probation can be for the remainder of a current term or may be for the remainder of the time the student is enrolled at NSU-COM.

The Student Progress Committee will make a recommendation for academic probation to the Dean:
- when a student has any unremediated failures or is otherwise not making satisfactory progress towards meeting degree requirements, or
- when it is believed that a student has failed to achieve sufficient maturity of thought or professionalism, or when a student is responsible for an infraction of the laws, rules or ethical codes which govern the Osteopathic Medical profession and its members or NSU.

When a student is placed on academic probation, the Dean or his designee will notify the student and notice will be placed in the student’s file.
When the student has corrected all deficiencies, the Student Progress Committee may recommend to the Dean to remove the student from academic probation. If, while on probation, the student violates the terms of his or her probation, actions may be taken, up to and including dismissal from the College of Osteopathic Medicine.

**Suspension**
Suspension is a punishment that bars a student for a defined period of time from attending school.

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

In the pre-clinical years, the suspension cannot be less than the remainder of the academic year if the interruption to classes and laboratories will result in the failure of current courses. In the clinical years, suspension can be imposed for the remainder of the current rotation and/or future additional rotations. Suspension is considered more severe than probation yet less severe than dismissal.

**Dismissal**
Dismissal is the permanent termination of a student’s academic enrollment. As with all disciplinary actions, the Dean is responsible for imposing this recommendation. A student appealing a dismissal must do so within ten (10) school days of the date of dismissal. While appealing a dismissal a student may continue to attend classes and take all examinations in the usual manner.

A student may be dismissed from the College of Osteopathic Medicine if:

1. The student fails four or more courses of two or more credit hours, or three or more courses of three or more credits each, during any one academic year. Remediation of a course failed during one academic year does not remove it from the failures allowed per year. Failing a re-examination does not count as a second course failure. In cases of a second course failure, re-examination will not be allowed;

2. The student fails a repeated course,

3. The student fails two or more months of clinical rotation, or fails a clinical rotation that they are repeating,

4. The student exceeds a six-year limit for completing all graduation requirements, exclusive of any approved leave of absence in good standing;

5. Circumstances of a legal, moral, behavioral, ethical or academic nature warrant such action; or

6. The Dean determines there are factors that would interfere with or prevent the student from practicing the highest quality of osteopathic medicine.

**Re-admission Following Dismissal**
If a student is dismissed from the College of Osteopathic Medicine, he or she may re-apply for admission to the Dean. To be considered, this re-application must present adequate evidence that the conditions and/or factors which caused the dismissal have been met so that there is reasonable expectation that the student can perform satisfactorily if permitted to resume his or her studies. The student’s prior academic record will remain part of his or her overall academic record and will be recorded on the permanent transcript. None of the prior grades, however, for courses being retaken will be calculated in the new grade point average.

**Administrative Leave of Absence**
An administrative leave of absence is a mandatory leave of absence imposed by the Dean for the remainder of the
semester or longer, but not to exceed one year. During the leave, the Dean is to provide the student with the opportunity to rectify, or seek rehabilitation or treatment for, the problem which precipitated the necessity for the leave. To be accepted back into the program after the required absence, the student must be able to demonstrate to the Dean’s satisfaction that the pre-established requirements have been met and that a reasonable likelihood exists that previous problems will not recur.

Voluntary Leave of Absence
A voluntary leave of absence is a request by a student to temporarily withdraw from classes for personal, financial or medical reasons. This leave of absence cannot exceed one (1) year either cumulatively or within a single leave. A request for a voluntary leave of absence must be submitted, in writing, to the Director of Student Services who will review the request and submit a recommendation to the Dean. The Dean will then determine whether or not the leave of absence is to be granted. If approved, and if the student is in good academic standing, the student may re-enter the program at the end of the leave without any need for re-application. However, the student must still meet any requirement that may be imposed during the leave of absence.

If a leave of absence is approved by the Dean and the student is currently not in good standing, or is currently under review for a disciplinary action, or currently has a disciplinary action imposed upon him or her, then the student may not be re-admitted to the College without a review by the Student Progress Committee. Upon completion of its review, the Student Progress Committee shall make a recommendation to the Dean on whether or not to re-admit the student. If the student is denied re-admission, his or her status will be changed to either a withdrawal or a dismissal. If appropriate, the student may be re-admitted with a disciplinary action imposed upon him or her at the beginning of their re-admission for a stated period of time.

Students granted a leave of absence for a medical reason must have a licensed physician, selected by the Dean, certify in writing that their physical and/or mental health is sufficient to permit them to continue in their medical education, before they will be allowed to return to the College.

Students granted a financial leave of absence must, before their return to the University, prove to the financial departments of the University that they have the financial capability to advance in their education.

Withdrawal from a Course
Students in good academic standing may withdraw from a course and receive the notation of “W” on their transcript. A request must be made in writing to the Associate Dean for Medical Education prior to 50% completion of the course. A course will be considered 50% completed when half of all the lectures have been delivered. In the case of a withdrawal, the student must repeat the course in its entirety the following year, and will receive his or her earned grade. Until the course is repeated, the student may not progress to the next academic year. Once the course is more than 50% completed, no withdrawals will be allowed and the student will receive his or her earned grade at the end of the course.

Student Responsibility to Obtain Information
Each student enrolled in the College of Osteopathic Medicine is individually responsible for knowledge of the current academic regulations, the general and specific requirements and the operational policies, as contained in the College Handbook, Division Catalog and other official documents or announcements of the College.

Students are responsible, for example, for being aware of their grades, the procedures for remediation, and the times and locations of all examinations - regardless of whether or not they have received written or formal communication. It is expected that all students will access their email regularly for any communications that have been forwarded to their University email address.
Grievances and Appeals (Non Grading Related)

Students have the right to seek redress of a grievance with immunity from disciplinary action and without discrimination as to sex, race, disability, color, creed or ethnic origin as included in the regulations of Title VI, Title IX and section 504-34CFR of the Americans with Disabilities Act. Students must utilize the following procedure:

1. The student will present the grievance to the student's assigned faculty advisor. If the faculty advisor cannot effect a resolution to the problem, the student may then consult with the Director of Student Services.

2. The Director of Student Services will hear the grievance. If a satisfactory solution cannot be achieved, the student will be advised to prepare a written, signed request, setting forth the grievance and requesting a hearing with the Student Progress Committee (SPC). Copies of appropriate and relevant documentation must be appended to this request, which will include a statement as to the redress the student requests. The student will submit the request to the Director of Student Services, who will present it to the chairperson of the SPC.

3. The Chairperson of the SPC shall convene the Committee after receipt of a written request, notifying the student in advance of the date, time and place of the meeting. The meeting shall be internal, private, and closed to non-university persons. Non-university personnel are not available for consultation during these meetings.

4. At the meeting of the SPC, the student will be afforded a full and fair opportunity to present the grievance and to respond to relevant questions posed by members of the Committee. The Committee will, after deliberation, make a recommendation to the Dean.

5. Following receipt of the Committee's recommendation, the Dean or his designee will advise the student, in writing, of the action taken to resolve the grievance.

6. If the student is still not satisfied, and desires an additional review, he or she must deliver a written request to the Dean within ten (10) days after the date of the letter advising him or her of the grievance resolution. The request must specify additional relevant facts which were not presented to the SPC, and must state the specific redress desired.

7. The Dean will then refer the request to the College's Board to conduct a review.

8. Following the review by the Appeals Board, the student will be advised, in writing, of the Appeals Board's decision. The decision shall be final with no further recourse.

Appeals Policy for Grading Disputes

Matters regarding grading disputes shall include all concerns related to specific grades received or the processes by which grades are determined.

Students seeking to appeal a decision regarding an academic matter should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

1. Course Instructor
2. Course Director
3. Department Chair
4. Assistant Dean for Medical Education
5. Dean

Students seeking to resolve a problem or complaint through the administrative channels above must initiate such action in writing within five (5) school days from the time of occurrence. Review of a student problem and complaint at each administrative level will be carried out as expeditiously as
possible. If the student is not satisfied with the decision, he or she may appeal to the next administrative level. If the student chooses to continue the appeal, this must be done in writing within ten (10) school days of the date the decision was rendered.

The decision of the Dean is final, except in dismissals or disciplinary matters. In those instances the student may appeal to the NSU-COM Appeals Board.

Students who have difficulty in negotiating the appeals process may seek guidance from the College’s Director for Student Services.

**Graduation Requirements**

A student who has fulfilled all the academic requirements may be granted the degree Doctor of Osteopathic Medicine provided the student:

1. Has satisfactorily completed four years of curriculum and rotations at an AOA-accredited college of osteopathic medicine, the last two years of which have been at NSU-COM with all academic requirements being completed in no more than six (6) years, excluding leaves of absence;

2. Has complied with all the curricular, legal and financial requirements of the University;

3. Has attended the compulsory portions of Senior Week as well as the ceremony at which time the degree is conferred and the Osteopathic Oath is administered;

4. Has passed Level 1 and Level 2 of the examination administered by the National Board of Osteopathic Medical Examiners; (this requirement goes into effect with the students in the 1999 entering class)

5. Has reached at least 21 years of age;

6. Has demonstrated the ethical, personal and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine, and

7. Has demonstrated suitability for the practice of medicine as evidenced by professional behavior and the assumption of responsibility for patient care and integrity in the conduct of clinical activities.

Degrees are not awarded solely upon the completion of any prescribed number of courses, or upon passing a prescribed number of examinations, but, in addition, when the faculty believes the student has attained sufficient maturity of thought and proficiency.

**BEHAVIORAL STANDARDS AND REQUIREMENTS**

The Behavioral Standards and Requirements addressed below shall not replace or take precedence over University or HPD policies addressing these matters.

**Code of Behavioral Standards**

The Dean of Nova Southeastern University College of Osteopathic Medicine has established the following Code of Behavioral Standards (the “Code”), which shall apply to all students enrolled in the College.

Students enrolled at Nova Southeastern University College of Osteopathic Medicine are expected to adhere to behavior consistent with the high standards of the medical profession. Compliance with institutional regulations as well as city, state and federal laws is expected.

Osteopathic Medical students shall act honorably and ethically. Dishonesty, unethical or other designated inappropriate conduct shall not be tolerated. It is not possible to enumerate all forms of inappropriate behavior, some of which could raise serious questions concerning a
student's ability to continue in the academic program or to practice after graduation. Below, however, are the general rules and policies, which shall apply to all students.

Every member of the College community has the duty to file a complaint with the Student Progress Committee whenever it is felt a substantial violation of the Code has occurred. Failure to report a violation of the Code is itself a violation.

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

Hats, caps, or head coverings, other than religious cover, are not to be worn indoors. Food and drinks are not permitted in auditoriums, laboratories or in the library.

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

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

For all students a white clinic jacket must be worn at all times in addition to the acceptable professional attire noted below.

1. For male students:
   A. Slacks or Pants
   B. Dress shirt
   C. Shoes and socks
   D. Necktie
   E. Scrubs

2. For female students
   A. Slacks, pants, dress or skirt with blouse
   B. Shoes
   C. Scrubs

Students may not wear the following:

1. Shorts or cut-offs
2. Mini skirts (higher than mid-thigh)
3. Jeans
4. See-through clothing or halter tops
5. Sandals or flip-flops
6. Tee-shirts (as the outer shirt)
7. Jogging or exercise clothing
8. Inappropriately matched garments
9. Any offensive, obscene or unprofessional statements or gestures

Attendance
1. Attendance will be taken a minimum of once a day on a random basis, for all lecture courses, by the Office of Student Services to provide an estimate of overall lecture attendance for each semester. Individual lecture course instructors have the option of independently taking attendance for their course and reporting this to the Office of Student Services, who will incorporate this data with their attendance figures. Multiple absences on the same day will be counted as a single absence.

2. All students will be required to have no less than 80% attendance each semester regardless of the reason for the absence.

3. Any student having below 80% attendance at any time during the semester will:
   A. Have this designated in the Dean’s letter, and
B. Immediately be placed on probation for the current and following semester with a letter placed in the student's file.

4. Any student with attendance that falls below 75% for the semester or below 80% for 2 consecutive semesters will be considered in violation of their probationary status and will be required to appear before the Student Progress Committee at which time other penalties can be recommended to the Dean.

5. The attendance policy for a pass/fail course, laboratory, small group meetings and other non-lecture encounters will be specified in the course syllabus along with the remediation requirements and/or penalties.

Firearms, Drugs, Alcohol And Fire Equipment
In compliance with the Drug Free Workplace Act and the Drug Free Schools and Campuses Act, the possession, storage or use of non-personal prescription medication, narcotics, drugs, chemicals, alcoholic beverages, as well as firearms or other weapons, ammunition, fireworks, explosives, air pistols or air rifles is strictly prohibited on University property. The manufacture, distribution, dispensing, possession, or use of an illegal drug is also prohibited. Tampering with fire alarms or fire prevention equipment is forbidden. Any infractions of these regulations may result in the immediate suspension or dismissal of the violator(s).

Illegal, Inappropriate and Unprofessional Behavior
1. No student shall display disorderly conduct, public intoxication, or lewd, indecent or obscene behavior on the campus or at any College-sponsored or supervised function or event.

2. No student shall intentionally or recklessly endanger or threaten the mental or physical health or well being of any other member of the College community or any visitor to the campus.

3. No student shall violate the policies established by the University, Health Professions Division or the College as well as by Federal and State Law regarding sexual harassment, discrimination and the protection afforded under the Americans With Disabilities Act (ADA).

4. No student shall commit a dishonest act of any nature, and shall comply with all University, Division and College policies.

Food and Beverage in the Lecture Hall
1. First incident - Student will receive a verbal reprimand.
2. Second incident - Student will receive a written reprimand with a copy of the letter placed in the student's file.
3. Third incident - Student will be referred to the Student Progress Committee.

Academic Dishonesty
The University holds its students to the highest standards of intellectual integrity. Therefore, the attempt of any student to pass any examination by improper means, present work which the student has not performed, aid and abet any other student in any dishonest academic act, or conceal direct knowledge of such, may subject the offending student to immediate dismissal.

Students shall be afforded the opportunity for an internal and private (no non-university participants) hearing with the Student Progress Committee in matters relevant to academic dishonesty.

Penalty for Practicing Medicine
Each student, upon admission, must sign an agreement not to engage in any activities (from the time of admission to the university until graduation or other termination of student status) which might be construed as the practice of medicine, or any phase thereof. This policy shall remain in effect regardless of whether such activities are engaged in for compensation, done as a volunteer, or otherwise, or whether
the student be a licensed practitioner of such activity, such as a medical doctor, dentist, podiatrist, chiropractor or other health care professional, unless the student is under the direct supervision of a licensed physician or the clinical faculty of the university.

The determination of whether a student's activity violates this policy shall be that of the University alone. Students will be afforded an opportunity for an internal private hearing in connection with charges such prohibited activity. Violation of this policy will result in the immediate dismissal of the student, without refund of tuition or other fees, and without being relieved of any financial obligations to the University at the time of dismissal.

Anyone wishing to be employed in the health related field must contact the Director for Student Services and forward a request to the Dean. All decisions of approval or disapproval will come from the Dean in the form of a letter.

COLLEGE COMMITTEES

Student Progress Committee (SPC)
The Committee shall have the non-exclusive responsibility and authority to deal with matters of an academic or a behavioral nature.

I. Academic Matters

A. The Student Progress Committee will review all students with academic deficiencies. Students who have satisfactorily remediated deficiencies will be recommended for promotion. Students still having remaining deficiencies following unsatisfactory remediation will not be promoted. The Committee will then recommend to the Dean the remediation requirements that must be satisfied during each upcoming academic year.

B. In cases of failures, the Assistant Dean for Medical Education shall notify students of their grades through written communication. The student may also be requested in writing to appear before the Student Progress Committee regarding academic or behavioral matters.

C. When appropriate, the Committee may meet with students to gain more in-depth understanding of the basis for academic difficulties and work with them to provide academic counseling or other types of assistance that may be of value.

D. No student with an academic deficiency will be registered for the next academic year until the Registrar has received written communication about the student's status from the Office of the Dean.

E. The Committee shall annually recommend to the Dean all students who are eligible for promotion into the next academic year as well as those qualified for graduations.

2. Behavioral Matters

A. The Committee shall have non-exclusive authority to evaluate all charges of misconduct, whether academic, moral, professional or ethical, for all students.

B. Proceedings to determine whether a student has violated a regulation, policy or behavior expectation of the College, shall conform to the following procedure:

1) Nothing shall limit the right of Nova Southeastern University College of Osteopathic Medicine or any of its representatives to immediately remove a student from campus who has been accused of a violent act or threat, or any act which constitutes a violation of state, local or federal criminal law subject to further proceedings consistent with these rules. A student who has been removed from campus shall not return until given permission to do so by the Dean.
2) Nothing shall prevent the Dean from taking action deemed necessary, including removing a matter from the Committee’s consideration, whenever, in the Dean’s judgment, such action may prevent harm to the health, safety and welfare of any individual, to school property, or to the integrity of the educational process.

3) Nothing shall limit the right of the College or any of its representatives or students to file a report with any civil or law enforcement agency.

4) Any member of the College community may file a written complaint with the Chair of the Student Progress Committee setting forth specific charges.

5) The status of a student shall not change until final disposition of the charges, except as provided in paragraphs 1 and 2 above.

6) When informed of the problem, the Chair of the Student Progress Committee shall notify the student charged and will conduct a preliminary investigation after receiving the complaint.

7) A meeting with the Committee shall be scheduled. The Committee shall deliver written notice of the time, place and subject of the hearing to the necessary parties prior to the hearing.

8) The Committee shall make a recommendation to the Dean. The Student then shall be notified by the Dean of his decision and any administrative action.

9) At the conclusion of the investigation, the Dean shall notify the Student by certified mail return receipt requested or personal delivery, of the Dean’s decision.

During the period of time of any disciplinary action, except dismissal, the student may be directed to comply with the specific requirements intended to rehabilitate or monitor the student. These requirements may include counseling, auditing one or more courses, medical treatment, preparing scheduled reports or any other requirement intended to rehabilitate the student and/or to ensure that the student is able to continue with his or her education without further monitoring.

The various actions that may be recommended by the Student Progress Committee are Warning, Probation, Suspension, Dismissal and Administrative Leave of Absence.

The determination of the SPC including allegations shall be maintained in the files of the Dean for not less than five years. This is not part of the student’s permanent records or student transcripts. Records of dismissal, suspension or leave of absence and the date of each determination shall be placed in the student’s permanent records.

**Curriculum Committee**

The role of the Curriculum Committee is to:

1. Develop and maintain an instructional program that best fulfills the mission and academic goals of the College
2. Meet regularly and review all aspects of the curriculum and curricular-related matters, and whenever major changes are proposed, shall communicate its recommendations to the Faculty and then to the Dean of the College for approval
3. Evaluate program resources and make recommendations regarding the appropriateness of program support
4. Evaluate individual programs and courses regarding mechanisms for quality control, as well as participate in and make recommendations for improvements
5. Review and formulate policies and procedures governing student evaluation and grading practices throughout the College. Any recommendations for change will be reviewed with the Faculty and then forwarded to the Dean of the College.
6. Employ selected strategies in conducting committee business, to include but not limited to the following:
   a) Meet with appropriate course coordinators and faculty
   b) Review course syllabi on a regular basis
   c) Receive course evaluation forms
   d) Meet with student representatives to receive input relative to course presentations
   e) Review student performance on National Boards and other appropriate examinations to assess curricular effectiveness
   f) Appoint Ad Hoc Committees as necessary to assist in conducting committee business
   g) Utilize consultative services, faculty committee input, and any other strategies that may be effective in maximizing the quality of the College curriculum.

There is student representation on the Curriculum Committee.

A. Syllabus Review Committee
   This is a sub-committee of the Curriculum Committee whose role is to:
   1. Review all course syllabi to confirm appropriateness of course content, scheduling or grading policies
   2. Make recommendations to the course director relative to any necessary changes in course syllabi that are needed to meet College curriculum requirements
   3. Make recommendations to the Curriculum Committee for approval of course syllabi that have met designated standards

There is student representation on the Syllabus Review Committee.

B. Academic Evaluation Committee
   This is a sub-committee of the Curriculum Committee whose role is to:
   1. Develop effective methods and instruments for course and instructor evaluations
   2. Establish and monitor procedures for rectifying course and instructional deficiencies identified by evaluation instruments
   3. Share evaluation information with the Curriculum Committee
   4. Make recommendations for instructional revisions to the Curriculum Committee on the basis of evaluation findings

There is student representation on the Academic Evaluation Committee.

Research Committee
   The objectives of the Research Committee are:
   1. To encourage student and faculty participation in clinical research
   2. To establish a network of resources, both internal and community-wide, for student and faculty participation in clinical research
   3. To review clinical research proposals to ensure that they are in line with the mission of the College
   4. To make recommendations concerning improvements in clinical research proposals
   5. To recommend to the Dean the acceptance or rejection of clinical research proposals.

There is student representation on the Research Committee.
EDUCATION PROGRAMS

D.O./M.P.H. PROGRAM

A Doctor of Osteopathic Medicine/Master of Public Health dual degree is available to students. The MPH degree is administered by the College of Allied Health. Students may contact the Public Health Program Director for details on this program. Participation in this program is at the discretion of the Dean of the College of Osteopathic Medicine.

OSTEOPATHIC MEDICAL EDUCATION
(Years 1 and 2)

Student Grades
Grading for first and second year medical students is based on a scale of 0 to 100 (70 or above is passing; below 70 is failing) some courses are graded Pass with Honors, Pass, or Fail; equivalent as shown below:

- Pass with Honors PH 90 or above
- Pass P 70 - 89
- Fail F below 70
- Incomplete I
- Withdrawal W

A student who earns a course grade lower than 70, or an “F,” may be given the opportunity to be re-examined or to repeat each failed course during the next academic year. Any student failing to receive at least 70 in a re-examination will have to repeat the entire course before being promoted to the next academic year.

Incomplete Course Work
When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of “I” (incomplete).
An “I” will be changed to a pass grade upon the student’s satisfactory completion of the course requirements.

A change from an incomplete to a pass grade must occur prior to the first day of the next academic year, or it will be converted to an “F.” No exceptions are allowed without specific approval from the Dean.

Re-Examination and Remediation
A student who fails four or more courses of two credit hours each or three or more courses of three credit hours each during any one academic year will not be given an opportunity to take a re-examination, and will be dismissed. All re-examinations for first and second year students will be scheduled during the summer vacation period before the start of classes for the next academic year.

Transcript Notations
Failing grades will be included in calculating the grade point average for that semester and the cumulative grade point average to that point. If a course is failed and subsequently passed on re-examination, a grade of 70 (the highest possible grade on re-examination) will be recorded with notation on the transcript that the course was passed by re-examination. The re-examination grade of 70 will be used to calculate all grade point averages. If courses are repeated and passed, F will not be on the transcript.

In the event a course and the re-examination are failed or the re-examination is not taken, the original course grade shall be recorded on the transcript. If the course is subsequently repeated and passed, it will be noted on the transcript that the course was repeated and a grade of 70 will be recorded. Once passed, a course may not be repeated, unless the student is repeating the entire year.

OSTEOPATHIC MEDICAL EDUCATION
(Years 3 and 4: Clinical Rotations)

To be eligible for clinical rotations, students must have successfully completed and passed all freshmen and sophomore courses, including certification in Basic Life Support and in Advanced Cardiac Life Support, and instruction in OSHA Requirements for Blood Borne Disease Precautions, Infectious Waste Disposal, and Universal
Precautions. Furthermore, students must have health insurance and all required immunizations and related testing. Documentation of this information must be on file with the College’s Office of Student Services prior to participating in any patient contact.

Responsibilities and Duties
The student on a rotational service will be responsible, at all times, to the personnel in charge of the unit involved. In addition, all students will be expected to comply with the general rules and behavioral standards established by the hospital or clinic where they are being trained. A professional demeanor is essential at all times. All problems or difficulties should be communicated immediately to the College’s Office of Clinical Rotations.

Students must attend all required clinical site conferences, meetings and lectures related to their rotation service as long as these do not interfere with their required duties. If there is a conflict the student must contact the DME or responsible personnel immediately to resolve the conflict before it occurs.

Students should attempt to attend any other medical conference or educational program provided at the institution. The Director of Medical Education or supervising preceptor will distribute a schedule of the clinical site’s educational programs.

Length of Rotations 3rd & 4th Years
Clinical rotations begin the first day of each month, and end the last day of the month. It is the student’s responsibility to contact each clinical site, in ample time prior to arrival, to obtain instructions regarding the orientation session and the service. If a clinical site uses a different starting or ending date for its rotations, the College will honor these dates as long as they do not conflict with the student’s current scheduled rotation.

Late Arrival
In the event a student expects to be unavoidably late, he or she must seek advance approval from the Director of Medical Education and/or the preceptor at the rotation site, as well as the College’s Director of Clinical Education.

Departure
Students are not permitted to leave their designated rotation prior to the departure date. Students needing additional time to travel to a new rotation site in a different location must receive permission from the Director of Medical Education and/or the supervising preceptor.

Absence from Rotation
An absence from the assigned rotation without approval will be regarded as an unexcused absence. In the event of an unexcused absence, the student must send a written explanation to the Director of Clinical Rotations at the College, with a copy to the Director of Medical Education at the rotation site and the preceptor. Time missed must be made up. If the excuse is denied, the rotation may be graded as an “F” and the student’s behavior will be reviewed by the Student Progress Committee for consideration of disciplinary action. If a student misses a total of four or more days of any rotation for any reason, even if the four days were considered approved absences, the entire rotation must be repeated. The grade for the unfinished rotation may be an incomplete or a failure.

Time spent away from the rotation site during regular duty hours for lectures, conferences and other programs conducted at outside hospitals or universities must be approved, in advance by the supervising physician of the rotation site and the Director of Medical Education if a hospital rotation. If attendance at these programs will affect assigned duties, any absence needs to be approved by the Director of Clinical Education. (Students are permitted time off to take National Board Examinations.)
Student Grading and Evaluation Policy
The College’s Director of Clinical Education will send a grade for each student on rotation to the Office of the Registrar. Each grade recorded will cover an entire rotation regardless of the length of the rotation. Grades shall be as follows:

- Pass with Honors: PH
- Pass: P
- Fail: F
- Incomplete: I
- Withdrawal: W

Grades will be determined on the basis of the items evaluated on the Clinical Rotation Evaluation Form, passing any oral, written or other examinations (as determined by the College), and submitting all required rotation log and evaluation forms.

Although copies of student evaluations are not distributed, students are free to make an appointment to review their file, as well as request their transcript from the Registrar. Inquiries from hospitals and clinics and/or residencies, and/or internships for student’s evaluations and grades, while the student is still out on rotations, are responded to by a Dean’s letter summarizing the accumulated information on file.

Re-Evaluation, Remediation and Dismissal
In the event of a failure in, or dismissal from any rotation, the Dean of the College, in consultation with the Chair of the appropriate Department and the Student Progress Committee, will review the matter and make the necessary arrangements, if appropriate, for the student to remediate the deficiency by repeating the failed or incomplete rotation. Students are sometimes permitted to use their vacation month to repeat a failed rotation, but could also have to take additional time that could result in delaying their date of graduation.

Only one opportunity will be allowed to remediate a failed rotation. A student who fails two or more months of clinical rotations or who fails a clinical rotation that he or she is repeating is subject to dismissal.

Student Evaluation of Rotations
Students must submit Clinical Rotation Evaluation Forms to the College’s Office of Clinical Education for every rotation. There are no exceptions.

The Clinical Rotation Evaluation Form reflects students’ attitudes and observations regarding the quality of training received on each rotation. This evaluation must be sent to the College’s Office of Clinical Education within 30 days after completion of the service. If these forms are not received within that period of time, the student may not be permitted to start the next rotation and the Office of Clinical Education will record an incomplete for the involved rotation.

The College’s Office of Clinical Education must have the student’s evaluation of a rotation on file before the student can review his or her preceptor’s evaluation of their performance.

Requirements for the Completion of Clinical Training
Fifteen of the 22 months of clinical training are composed of required core rotations. Six months are designed for electives, and one month for vacation, which sometimes can be utilized to make up a missed or failed rotation. A passing grade must be received for each required rotation in order to fulfill the requirements for graduation. In addition, students must submit all required case logs and evaluation forms.

Further procedures and protocols for clinical rotations are found in the Clinical Training Manual, which students will receive towards the end of the second year, prior to starting clinical rotations.

STUDENT HONORS AND AWARDS

Academic Honors

Chancellor’s List - Students with a GPA of 95% or above are placed on the Chancellor’s List for the semester. A letter of commendation is sent from the Chancellor to the student and the honor is recorded on the student’s official transcript.
Dean's List - Students with a GPA of 90% or above are placed on the Dean’s List for that semester. A letter of commendation is sent from the Dean to the student and the honor is recorded on the student’s official transcript.

Graduation with Honors - Students with a GPA in the upper 3% of their class will receive a diploma inscribed with “Highest Honors.” Students in the next 7% of their class will receive a diploma inscribed with “Honors.”

Senior Awards

Chancellor's Award - Presented to the student who best exemplifies the characteristics of a fine osteopathic physician: a combination of scholarship, leadership, integrity, humanity, and loyalty to the profession.

Dean’s Award - Presented for academic excellence to the student graduating with the highest scholastic average.

Morton and Geraldine Terry Internal Medicine Award - Presented to the student with the highest achievement in the study of Internal Medicine, both academic and clinical.

Matthew A. Terry, D.O., Memorial Award - Presented to the student chosen by his or her peers as the exemplary osteopathic medical student.

Morton and Mary Smith Achievement Award - Presented to the student exhibiting the highest qualities of service and leadership, combined with scholarship, integrity and personal worth.

Albert L. Weiner, D.O., Memorial Psychiatry Award - Presented in memory of Dr. Weiner to the student achieving the greatest proficiency in Psychiatry.

Clinical Service Award - Presented to the student judged to be outstanding in clinical service.

Florida Chapter of the American Academy of Osteopathy Award in Osteopathic Manipulative Medicine - Presented to the student who, in the opinion of the Department of Osteopathic Manipulative Medicine, has achieved the highest proficiency in osteopathic therapeutics.

Rose Community Service Award - Presented to the student who best demonstrates a sincere interest in community service or community projects.

Dean’s Community Award - Awarded to that member of the graduating class who, by personal and professional conduct, and by contributions to the student affairs and to the general program of NSU-COM, has been deemed worthy of special citation as a recipient of the Dean’s Community Award.

Alumni Association Award - Presented to the student who, by his/her leadership, has done the most to maintain the cohesiveness, unity and esprit de corps within their class for all four years of their osteopathic medical education.

Novartis International Humanitarian Award
The Novartis International Humanitarian Award is presented to the student who has proven his or her commitment to the Principle of Osteopathic Medicine by demonstrating compassion, caring, and sacrifice through participation in national and international medical programs during the four years of Osteopathic medical education.

Novartis National Humanitarian Award
The Novartis National Humanitarian Award is presented to the student who has proven his or her commitment to the principles of Osteopathic Medicine by demonstrating compassion, caring and sacrifice through participation in local, regional, and/or national medical programs during the first two years of Osteopathic medical education.

STUDENT ORGANIZATIONS

Student Activity Groups
All extracurricular activities and recognized on-campus and
off-campus organizations must be approved in advance by
the Director of Student Services. All activities and events
must be appropriately scheduled to avoid conflicts. Requests
for permission for speakers, student meetings, and other
activities on campus should be made on forms provided by
the Office of Student Services at least two weeks in advance.
Activities must be approved by the Office of Student Services
before a room can be assigned by the Coordinator of
Educational Support, and no meeting announcements may
be made until such approval is received.

A variety of organizations in which students may participate
are listed below.

Health Professions Division Student Government
The Health Professions Division Student Government is
recognized by the Administration as the official student
voice on all student issues. The student members of the
organization are the President and Vice President of each of
the Colleges’ Student Councils.

College of Osteopathic Medicine
Student Council
The Student Council is the official voice for all osteopathic
medical students. The meetings are open to all students in
the College, and the Student Council welcomes proposals
and participation from the entire student body. Responsibilities of the Student Council include: collecting
and expressing student opinion; dispensing funds for student
activities; acting as a liaison for the student body; promoting
osteopathic medicine; supporting club and class activities;
and working to improve the quality of life for all students at
NSU-COM.

The Student Council President and Vice President are elected
before the end of the Spring semester from the second-year
class. The Student Council Secretary and Treasurer are
elected early in the Fall semester from either the first-year or
second-year class. During class elections, each class elects
four representatives to serve on the Student Council. These
representatives serve with the elected Class Officers to make
up the Student Council.

The Student Council President is NSU-COM’s representative
on the Council of Student Council Presidents (CSCP) of the
American Association of Colleges of Osteopathic Medicine
(AACOM). CSCP is an organization composed of the
student government presidents from each of the osteopathic
medical schools. CSCP is the official student voice for the
American Osteopathic Association (AOA), the American
Osteopathic Healthcare Association (AOHA, formerly the
American Osteopathic Hospital Association), and AACOM.
Additionally, CSCP maintains close communication with
local, state and national legislators to lobby for student
issues.

American Medical Student Association
The American Medical Student Association (AMSA),
established in 1950, is the largest and oldest independent
medical student organization in the country, representing
more than 30,000 physicians-in-training. AMSA is run by
and for medical students.

AMSA supplements medical education with local chapter,
regional, and national activities. An extensive network of
alumni physicians gives medical students the opportunity
for networking and career development. Membership in
AMSA brings many benefits including free subscriptions to
The New Physician and the Clinical Symposia, health and
auto insurance programs, preceptorship program, and much
more. Locally, AMSA is involved in the University, hospital,
and community through various health-related projects.

Association of Military Osteopathic Physicians and
Surgeons (AMOPS)
The student chapter of this national organization is open to
all College of Osteopathic Medicine students in the military
or public health service. They have monthly luncheon
meetings as well as meetings with speakers and various
social events throughout the year. The chapter serves as liaison between on-campus military students and those on rotations or military alumni.

Atlas Fraternity
The Atlas Fraternity has been in existence since 1898 and is nationally recognized throughout the osteopathic profession. Through the years, it has functioned as a social and service organization for both community and osteopathic medicine. NSU-COM's branch is the Vomer Chapter of Atlas.

Christian Medical Society
The Christian Medical Society is a national organization established in 1931. NSU-COM's chapter is composed of osteopathic medical students who are committed to living out their faith through their profession. Benefits of the club include seminars, journals and newsletters.

Dermatology Club
The Dermatology club fosters students' interest in dermatology. The club sponsors meetings with speakers and discussions as well as social events.

DOCARE
DOCARE is a national organization founded by concerned osteopathic physicians and dedicated to providing medical care to underserved people in any geographical area of the world. Student participation is welcomed and the NSU-COM chapter offers an exciting and unique opportunity to student physicians to participate in these medical missions.

Emergency Medicine Club
The Emergency Medicine Club is devoted to developing students' interests in Emergency Medicine. Since emergencies present themselves to the physician at any and all times, this club seeks to instill those precepts necessary for handling an emergency properly and appropriately. Lecturers are invited to speak to this group.

Hispanic Osteopathic Medical Association
The Hispanic Osteopathic Medical Association was created to increase the awareness of Osteopathic Medicine in the Hispanic Community, to promote Osteopathic Medical health care in the Spanish-speaking population, to promote improved understanding by osteopathic students of Hispanic populations, and to provide opportunities for growth for student osteopathic physicians. Membership in HOMA is open to all students and physicians interested in presenting and expanding osteopathic medical concepts and views to the Hispanic community.

Lambda Omicron Gamma (L.O.G.)
L.O.G. is a professional organization which sponsors educational and social activities.

National Osteopathic Women Physicians Association (NOWPA)
NOWPA is a professional organization composed of female students. The purpose and objective of the organization is to further the study of Osteopathic Medicine as a philosophy, a science and an art.

Neurology Club
The Neurology Club invites students with an interest in neurology to participate. Lectures and meetings are held periodically as well as social and fund raising events.

Obstetrics and Gynecology Club
The Obstetrics and Gynecology Club fosters an enhanced interest among students in Obstetrics and Gynecology through on-campus and off-campus lectures, social events, and fundraising events.

Pediatrics Club
The Pediatrics Club fosters students' interest in Pediatrics. The club is not only for those desiring to specialize in Pediatrics, but also for those interested in Family Medicine and other fields in which pediatric patients will be encountered. Lectures and meetings are held periodically, as well as social and fund-raising events.
Psi Sigma Alpha
Psi Sigma Alpha is the national osteopathic medical student honor society established to uphold standards of professionalism, scholarship and community service. The NSU-COM chapter is active in various service projects and social activities.

Sigma Sigma Phi
Sigma Sigma Phi is a national honorary osteopathic service fraternity that through its student affiliates fosters student fellowship, scholarship, service to the College and the profession, and a commitment to the principles of Osteopathic Medicine.

Sports Medicine Club
The object of this organization is to promote and advance the discipline of Sports Medicine and to instruct students who are interested in Sports Medicine and structural relationships to health and disease.

Student Associate Auxiliary (SAA)
The College of Osteopathic Medicine Chapter of SAA was specifically organized for the spouses of the students at NSU-COM and is chartered by the Auxiliary to the American Osteopathic Association (AAOA). The primary objective of the SAA is to further the goals of the College and the osteopathic profession and to promote fellowship, goodwill and unity within the school. To accomplish these goals, SAA plans social, cultural, and charitable activities on a regular basis for the benefit of the students, their spouses, the College and the community.

Student National Medical Association
The Student National Medical Association (SNMA) was created to produce sensitive, qualified physicians to serve minority and indigent communities. SNMA focuses on: (1) providing its members with avenues which help foster an obligation to practice medicine within minority communities; (2) instituting programs for the dissemination of health care information and the empowerment of minority communities; and; (3) serving the fraternal needs of minority medical students.

Student Osteopathic Medical Association
The Student Osteopathic Medical Association (SOMA) is one of the largest student groups on campus, representing over 90% of NSU-COM’s student body. SOMA’s national affiliations with similar groups at other schools provide the largest network for information exchange and interaction available today.

Membership in SOMA brings many benefits including free subscriptions to Student Doctor and Medical Student, discount prices on diagnostic equipment, the Preceptorship Program, SOMA Scholarships, life insurance programs and more. Locally, SOMA is involved in the school, hospital and citizen communities through various service projects and social activities.

Surgery Club
Those osteopathic medical students interested in surgery or its sub-specialties are welcomed. This club sponsors guest lecturers and discussions among its members. A number of social events are planned throughout the year.

The Undergraduate American Academy of Osteopathy
The Undergraduate American Academy of Osteopathy (UAAO) is a professional organization dedicated to serving osteopathic medical students. It is NSU-COM’s extension of the American Academy of Osteopathy, a national association established in 1937. The Academy maintains the goal of developing the science and art of total health care, with an emphasis on palpatory diagnosis and the use of osteopathic manipulative medicine.

The UAAO involves students in many activities and offers numerous benefits. Members receive a 30% discount on certain textbooks, and may buy treatment tables at reduced rates. They also sponsor well-known speakers from all over the country. Membership in UAAO also allows students to
receive the AAO publications and to attend the Annual Convocation, both at reduced prices.

Undergraduate Chapter of American College of Osteopathic Family Physicians (ACOFP)
The Undergraduate Chapter of the ACOFP has been organized for all students in the College. Its objective is to advance the study of Family Practice in the field of Osteopathic Medicine and Surgery. The organization works toward the preservation of the concept of Family Practice and the continued existence of the role of the Family Practitioner in the context of osteopathic medical services in the community. The chapter recognizes the fact that the Family Practitioner is the backbone of modern medical practice.

The Florida Society of the ACOFP is the state division of the national organization and maintains a direct liaison with the NSU-COM chapter. While the overall objectives are similar, this group addresses and responds to those issues and problems unique to the osteopathic family physician in Florida.

Membership in this organization entitles students to benefits such as seminars, educational programs and financial support to various Family Practice conferences.

Undergraduate Florida Osteopathic Medical Association
The undergraduate Florida Osteopathic Medical Association (FOMA) is the student division of the state osteopathic association. It is open to all osteopathic students and deals with those medical and political issues unique to the State of Florida. Benefits include invitations to a variety of conferences and educational programs as well as financial support to these programs and several scholarships.

As the Chief Academic Officer of the College of Osteopathic Medicine, the Dean reserves the right to revise or modify any of these policies, procedures, requirements or standards at any time, if he feels it is in the best interest of the students or the College to do so. This Handbook will also supersede any previous Handbook for all enrolled students.
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