2001

College of Osteopathic Medicine Student Handbook 2001

Nova Southeastern University

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

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

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

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

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

Ray Ferrero, Jr.
President
Overview of
Nova Southeastern University
NOVA SOUTHEASTERN UNIVERSITY

Mission Statement

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

History

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

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

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

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

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

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

Ray Ferrero, Jr., J.D.  
President

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

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

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

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

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

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

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

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

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

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

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

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

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

Council of Deans

Jerome Chermak, Ed.D. – University School
Raul Cuadrado, Dr.P.H., Ph.D. – Health Professions Division College of Allied Health
Richard Dodge, Ph.D. – Oceanographic Center
Norma Goonen, Ed.D. – Farquhar Center for Undergraduate Studies
Joseph Harbaugh, LL.M. – Shepard Broad Law Center
William Hardigan, Ph.D. – Health Professions Division College of Pharmacy
Harold Laubach, Ph.D. – Health Professions Division College of Medical Sciences
Ronald Levant, Ed.D. – Center for Psychological Studies
Edward Lieblein, Ph.D. – Graduate School of Computer and Information Sciences
David Loshin, O.D., Ph.D. – Health Professions Division College of Optometry
Wendy Masi, Ph.D. – Family Center
Seymour Oliet, D.D.S. – Health Professions Division College of Dental Medicine
Randolph A. Pohlman, Ph.D. – Wayne Huizenga Graduate School of Business and Entrepreneurship
Anthony Silvagni, D.O., Pharm.D. – Health Professions Division College of Osteopathic Medicine
H. Wells Singleton, Ph.D. – Fischler Graduate School of Education and Human Services
Honggang Yang, Ph.D. – Graduate School of Humanities and Social Sciences
Centers, Colleges, and Schools
- Center for Psychological Studies, (954) 262-5750
- College of Allied Health, (954) 262-1200
- College of Dental Medicine, (954) 262-7319
- College of Medical Sciences, (954) 262-1301
- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- Family Center, (954) 262-6900
- Farquhar Center for Undergraduate Studies, (954) 262-8000
- Fischler Graduate School of Education and Human Services, (954) 262-8500
- Graduate School of Computer and Information Sciences, (954) 262-2000
- Graduate School of Humanities and Social Sciences, (954) 262-3000
- Oceanographic Center, (954) 262-3600
- Shepard Broad Law Center, (954) 262-6100
- University School, (954) 262-4400-Davie; (954) 262-4560-Coral Springs
- Wayne Huizenga Graduate School of Business and Entrepreneurship, (954) 262-5000

Professional Accreditations
- Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097: Telephone number 404-679-4501) to award bachelor’s, master’s, educational specialist, and doctoral degrees. Nova Southeastern University was first accredited by the Southern Association of Colleges and Schools (SACS) as Nova University in 1971.
- The Shepard Broad Law Center is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (750 N. Lake Shore Drive, Chicago, Illinois 60611; telephone number: 800-285-2221). The Law Center is a member of the Association of American Law Schools (AALS).
- The College of Osteopathic Medicine is accredited by the Bureau of Professional Education of the American Osteopathic Association and is a member of the American Association of Colleges of Osteopathic Medicine.
- The Doctor of Pharmacy Program is accredited by the American Council on Pharmaceutical Education, 311 West Superior Street, Suite 512, Chicago, IL 60610 (telephone number: 312-664-3575, 800-533-3606; fax: 312-664-4652). The College of Pharmacy is a member of the American Association of Colleges of Pharmacy.
- The College of Optometry is accredited by the Council on Optometric Education of the American Optometric Association and is a member of the Association of Schools and Colleges of Optometry.
- The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education.
- The College of Dental Medicine programs in dentistry, endodontics, orthodontics and dentofacial orthopedics, periodontics, pediatric dentistry, and prosthodontics are accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the United States Department of Education and can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.
• The Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

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

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

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

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

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

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

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

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

Code of Student Conduct and Academic Responsibility

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

Code of Student Conduct

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

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

Nova Southeastern University Statement of Student Rights and Responsibilities

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

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

• the rights of personal and intellectual freedom, which are fundamental to the idea of a university
• scrupulous respect for the equal rights and dignity of others
• dedication to the scholarly and educational purposes of the university and participation in promoting and ensuring the academic quality and credibility of the institution

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

A. Academic Standards

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

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination.

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

At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards (see above) is considered plagiarism at Nova Southeastern University.

3. Tendering of Information. All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

4. Acts Prohibited. Students should avoid any impropriety or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to:

   - plagiarism
   - any form of cheating
   - conspiracy to commit academic dishonesty
   - misrepresentation
   - bribery in an attempt to gain an academic advantage
   - forging or altering documents or credentials
   - knowingly furnishing false information to the institution

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

B. Conduct Standards

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

a. theft 

b. vandalism 

c. disruptive behavior 

d. possession or use of firearms, fireworks, explosives, or other dangerous substances or items 

e. possession, transfer, sale, or use of illicit drugs 

f. appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals 

g. violations of housing regulations 

h. violations of university policies and procedures 

i. any act or conspiracy to commit an act that is harassing or abusive or that invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group 

j. threats of or actual damage to property or physical harm to others 

k. any activity that may be construed as hazing ("hazing" is defined as: any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university) 

l. failure to pay tuition and fees in a timely manner 

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

C. Supplementary Standards 

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

D. Violations 

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, including expulsion from the university. Violations of academic standards will be handled through the student's academic college, school, or center. Violations of conduct or supplementary standards will be handled by the Office of the Dean of Student Affairs or by the individual academic college, school, or center as determined by the appropriate dean.
Sanctions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Alcohol Policy

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

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

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

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

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

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

Guidelines for the Use of Alcohol at University Student Events

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

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

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

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

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

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

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

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

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

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

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

Acceptable Use of Computing Resources

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

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

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

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

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

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

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

**Access to NSU Online Systems**

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

**Acceptance of Professional Fees**

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

**Arson**

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

**Bomb Threats**

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

**Breaking and Entering**

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

**Campus Security Report**

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

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

Communicable Diseases Guidelines

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

• The university will make available to the university community information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

• Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.

• An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from his/her treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, school, or center.

• Within reason, the university will make accommodations to the infected person, whenever possible, to ensure continuity in the classroom.

• No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, or poses a reasonable threat to the health and safety of those around him/her.

In the event that a student has a concern about the potential for the spread of a communicable disease within the university community, those concerns should be brought to the Office of the Dean of Student Affairs for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the university community by an infected person, the Office of the Dean of Student Affairs will, after notification of the issues presented to the university president, contact the Center for Disease Control and/or Broward Health Department for recommendations of appropriate action consistent with state law.

Complicity

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

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

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

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

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

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

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

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

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

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


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

3. Faculty/administrator-related: Faculty Policy Manual

4. Staff-related: Employee Handbook

Contracting on Behalf of the University

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

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are discouraged (see center specific policies and procedures for any additional information).

Disabilities

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

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

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

Academic Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the ADA coordinator shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.
The following are prohibited in all committee meetings:

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

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

**Discriminatory Conduct**

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

**Nondiscrimination Statement**

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

**Drug-Free Schools and Campuses**

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

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and the abuse of alcohol are prohibited in and on property owned or controlled by Nova Southeastern University and as a part of any of its activities (see Controlled Substances Chart in Appendix I). The term “illicit drugs” refers to all illegal drugs, and to legal drugs obtained or used without a physician’s order. It does not prohibit the use of prescribed medication under the direction of a physician. No Nova Southeastern University student is to report to work or school while under the influence of illicit drugs or alcohol. Possession of paraphernalia for illegal drug use is also prohibited.

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

**NSU Programs**

Student Counseling Service (Counseling services are available to all but CPS students. CPS students should consult the CPS specific policies and procedures section of the handbook.)

For an appointment, contact the Office of Recreation and Wellness at (954) 262-7301.
Community Programs
Department of Children and Families
Substance Abuse Program Office
1317 Winewood Boulevard, Bldg. 6, 3rd Floor
Tallahassee, Florida 32399-0700
(850) 487-2920
Alcoholics Anonymous: (954) 462-0265
Narcotics Anonymous: (954) 476-9297

When a student uses or deals in drugs, he or she also risks incarceration and/or fines. The attached federal sentencing guidelines indicate federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida State Statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending on the amount and type of drugs and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not more than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one-year imprisonment.

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

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

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

Under Sec. 316.193, Florida Statutes: A person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. First conviction on such a DUI charge will result in a fine not less than $250 or more than $500 and imprisonment for not more than six months. A second conviction results in a fine of not less than $500 or more than $1,000 and not more than nine months' imprisonment. A third conviction will result in not less than a $1,000 fine or more than a $2,500 fine and imprisonment for not more than 12 months.

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

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

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

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

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

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

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

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

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

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

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

**Guests**

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

**Harassment Statement**

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

**Hurricane Watches and Warnings**

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

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

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

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

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

**Hurricane Watch**

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

**Hurricane Warning**

**University Closing**

If a hurricane warning is issued, the university president will decide if the university will be evacuated. If the president orders the closing of the university, the appropriate directives will be relayed by the vice presidents to their areas of responsibility.

NSU Office of Public Affairs will contact major news organizations for immediate broadcast notification.

**Closing Preparation**

**Student Housing for On-Campus Residents**

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

**Safety Procedures**

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

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

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

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

Keep a portable radio and plenty of spare radio batteries.

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Television Stations</th>
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<tbody>
<tr>
<td>WNSU - FM 92.9</td>
<td>WFOR - Channel 4</td>
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<tr>
<td>WIOD - AM 610</td>
<td>WTVJ - Channel 6</td>
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<tr>
<td>WINZ - AM 940</td>
<td>WSVN - Channel 7</td>
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<tr>
<td>WFTL - AM 1400</td>
<td>WPLG - Channel 10</td>
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<td>WHYI - FM 100.7</td>
<td>WLTV - Channel 23</td>
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<td>WBGG - FM 105.9</td>
<td>WYHS - Channel 69</td>
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<td>WRMA - FM 106.7</td>
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Reopening Confirmation
For reopening information please call the NSU Hurricane Hotline at (954) 262-7300

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

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

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

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

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

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

HPD students: See Center Specific Policies.

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

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

For rubella (German measles), you must show proof of one of the below requirements:
- one dose of rubella vaccine on or after the first birthday, and in 1969 or later
- blood test showing the presence of the rubella antibody

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

Or, the MMR combined (measles, mumps, rubella). This may be given instead of individual immunizations.
- One dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later

Immunization requirements are based on Florida state health regulations. Valid exemptions from providing immunity:
- Medical exemptions—Must produce a letter from a doctor, signed on his/her stationery, stating the reason for exemption and whether it is a temporary or permanent exemption
- Religious exemptions—On church stationery, signed by a minister, priest, rabbi, or head of church

Acceptable forms of documentation—The following documents are acceptable proof of immunity of measles and rubella. Forms must include specific dates, and the dates must satisfy the requirements stated previously.
- HRS (Department of Health and Rehabilitative Services)
- Childhood immunization records
- School immunization records
- Military service records
- Document indicating blood tests

Interference with University Investigations, Disciplinary Proceedings, or Records

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

**Jurisdiction of University Policies and Procedures**

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

**Lake Swimming**

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

**Legal Representation**

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

**Littering/Projecting Objects**

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

**Misuse of Telephones**

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

**Noise**

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

**Off-Campus Violations**

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

**Parent/Legal Guardian Notification**

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

• In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered with the university, and a parking permit must be properly displayed.

• All administrators, faculty members, staff members, students, and visitors must register vehicles to be driven or parked on campus.

• All administrators, faculty members, staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved.

• Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.

• The Public Safety Department is authorized to designate any spaces as temporary reserved parking.

• Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The director of public safety will determine whether a disabled vehicle is allowed to remain on campus.

• Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.

• Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of public safety.

• The maximum speed on any NSU driveway or roadway excluding those owned and managed by the town of Davie, Broward County, or the state of Florida is 15 miles per hour or less.

• All vehicle operators must obey public safety and police direction and instructions regarding operating and parking motor vehicles.

• Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.

Pets

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

Privacy of Records

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

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

Nova Southeastern University maintains a system of records that includes application forms, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by current and former students upon written request to the Office of the University Registrar. However, the registrar will not release transcripts of students' academic records until all accounts, both academic and nonacademic, have been paid.
The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: (a) student's name, (b) address, (c) dates of attendance, and (d) degree and awards received. Requests for such information must be submitted in writing to the university. The university reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

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

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova Southeastern University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents’ federal income tax forms.

Parents or eligible students will be provided a hearing by the university if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

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

Publicity and Posting Policy

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

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

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

Public Laws

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

Reservation of Power

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration.
Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

**Sexual Assault Policy**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Third-Party Reports: When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a student life and/or residential life administrator. If the person reporting that assault is a third party (not the victim), the administrator will do the following:
  a. Advise the reporter to counsel the victim to seek medical assistance.
  b. Advise the reporter to encourage the victim to talk with a counselor from the Rape Center in Broward County, a staff counselor at the University Counseling Center, a student affairs and/or residential life administrator, the director of public safety, or some other university official.
  c. Protect the confidentiality of the victim (if name is known).

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

Sexual Harassment Policy

It is the intent of Nova Southeastern University to protect all students from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act. Sexual harassment undermines the integrity of the academic environment, debilitates morale, and interferes with the effectiveness of students. At Nova Southeastern University, sexual harassment of students by employees/other students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when
• submission to such conduct appears to be a term or condition of enrollment, attendance, or participation in a class
• submission to or rejection of such conduct affects academic decisions
• such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive academic environment

and can include
• unwelcome physical contact including, but not limited to, patting, pinching, or touching
• offensive or demeaning sexual remarks, jokes, or gestures

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure, or may report the conduct to the dean of the center, any other faculty member, the Office of the Dean of Student Affairs, or the director of human resources.

Smoking Policy
Smoking is prohibited in any Nova Southeastern University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers. This policy does not apply to living quarters (residence halls), which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

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

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

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

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

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

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

# Theft or Unauthorized Possession

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

# Travel

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

# Trespass Policy

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

# Unauthorized Entry

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

# Unauthorized Possession of University Property

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

# Use of University Vehicles

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

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

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

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

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

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

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

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

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

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

**Worthless Checks**

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

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

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

Alumni Association

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

Assistantships

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

ATM

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

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

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

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

Bookstore

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

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

Campus Shuttle

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

Career Services

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

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

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

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

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

Computing Facilities

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

Food Service

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

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

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

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

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

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

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

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

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

• 14-meal plan
  Any two meals per day

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

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

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

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

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Students may sign up for a meal plan or a declining balance account at the Office of Residential Life and Housing in the Leo Goodwin Sr. Residence Hall, (954) 262-7052.

**Health Care Centers**

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

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

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

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

Hours are as follows:

- Monday–Friday, 9:00 a.m. – 5:00 p.m.
- Saturday, 9:00 a.m. – 1:00 p.m.

For additional information, contact (954) 262-4550

**Homecoming**

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

**Intercollegiate Athletics**

Athletic competition, which teaches discipline, cooperation, and persistence, is an important part of an NSU education. The athletics program at NSU has NCAA Division II/NAIA status and consists of the following sports:

- Men: baseball, basketball, golf, and soccer
- Women: basketball, cross-country, golf, soccer, softball, and volleyball

For further information, please contact athletics at (954) 262-8252.
International Student and Scholar Services (ISSS)

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

Libraries

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

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

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

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

Miami Dolphins Training Facility

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

Newspapers

Undergraduate Student Newspaper – The Knight

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

**NSU Newspaper – The NSU View**

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

**Nova Singers of Nova Southeastern University**

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

**Public Safety**

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

**Blue Light Telephones**

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

**Radio Station – WNSU**

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

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

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

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

Registrar

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

Residential Life and Housing

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

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

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

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

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

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

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

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

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

The objectives of the student employment programs are

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

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

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

**Student Financial Assistance**

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

Office of Student Financial Assistance:

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

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

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

**Student Health Insurance**

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

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

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

**Student Organizations**

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

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

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

**Student Organizations – Center for Psychological Studies**
- Center for Psychological Studies Student Government Association
- Gay and Lesbian Student Association
- Multicultural Association of Graduate Students
Student Organizations – Farquhar Center for Undergraduate Studies
Circle of Excellence
Resident Student Association (RSA)
Spanish Women Acting Together (SWAT)
Logos International Club

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

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

Student Organizations – Oceanographic Center
Oceanographic Student Association

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

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

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

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

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

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

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

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

University Bursar

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

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

For further information, contact the Bursar’s Office in the Horvitz Administration Building on the main campus. Office hours are as follows:
Monday-Thursday, 8:00 a.m.-7:00 p.m.
Friday, 8:00 a.m.-6:00 p.m.
Saturday, 9:00 a.m.-12:00 p.m.

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

Veterans' Affairs

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

Women’s Resource Institute (WRI)

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

Building Hours

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

Library

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

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

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

Lost and Found

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

Mailbox and Message Center

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

Microcomputer Laboratory

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

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

Student Lounge

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

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

Financial Affairs

Fees and Expenses

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

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

Late Payment Fee

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

Office of Student Financial Assistance

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Student Insurance Requirement**

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

**Student Mail Boxes**

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

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

**Telephone Calls**

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

**Visits to Other Institutions**

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

Anthony J. Silvagni, D.O., Pharm.D., M.Sc., FACOFP
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 preclinical, clinical, and postgraduate phases of the curriculum.

Howard Neer, D.O.
Associate Dean for Alumni Affairs
Room 1485/Ext. 1489
The 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.

Margaret Wilkinson, Ph.D.
Director of Graduate Medical Education
Room 1499/Ext. 1499
The director is responsible for the coordination of the Graduate Medical Education Program.

Joseph DeGaetano, D.O., FAAFP
Director of Clinical Curriculum
Room 1447/Ext. 1433
The director is responsible for the supervision of the clinical training years.

Lawrence Newbree, M.S.
Director for Osteopathic Student Services
Room 1495/Ext. 1495
The director is responsible for all nonacademic student affairs, including working with student activity groups.
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 predoctoral and postdoctoral medical education emphasizes excellence, compassion, ethics, and osteopathic manipulative skills. We encourage leadership in the community through service, continuing medical education, research, and scholarly activity.

ACADEMIC SERVICES

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

The role of the academic adviser 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 associate dean for medical education and the director of student services direct the assignment of academic advisers. Students wishing to switch academic advisers at any time during the academic year may do so by contacting the director of student services.

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

Pre/Postdoctoral Information Resources
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. Toward this end, the college's Office of Student Services provides a wide range of materials and information on:
• medical fellowships
• research opportunities
• careers in federal, state, and local government
• dual degree programs

The Office of Medical Education offers individualized 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 Track Day and
Hospital Day events on campus to meet with representatives from hospitals throughout the nation to prepare them for selecting predoctoral and postdoctoral training sites.

The Office of Alumni Affairs maintains a file on current job opportunities, which is available for review by all students and alumni.

Special Counseling Arrangements

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 can be reached at (954) 262-5730.

The center’s hours are:
8:30 a.m. to 9:00 p.m., Monday through Thursday
8:30 a.m. to 5:00 p.m., Friday

Crisis counseling is available 24 hours a day.

ACADEMIC AND CURRICULUM POLICIES AND PROCEDURES

A. General

1. Academic Records

All documentation placed in the student's permanent records will be maintained in the Health Professions Division (HPD) admissions/student affairs office and registrar's office.

2. Course and Instructor Evaluations

Each student has a responsibility to 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 members by providing them with constructive input to help them improve their teaching strategies.

Any student found not completing a course and/or instructor evaluation form for a course in which he or she is enrolled will receive an incomplete (IN) grade for that course. The grade for the course will be changed upon the completion of the required evaluation form(s). The policy regarding incomplete (IN) course work (See “Incomplete Course Work” section) applies to this grade.

3. Dean's Letter

The dean's letter is a formal letter of evaluation issued by the dean and serves as an evaluation tool in the application process for postdoctoral training programs. Upon a student's request, the dean’s letter is mailed to postdoctoral training program(s). This letter summarizes the levels of accomplishment a student has achieved during medical school. Specifically, the dean's letter provides a succinct chronology of a student's entry and process through medical school, which includes the preclinical
and clinical rotation records, involvement in special activities, and the student's personal qualities. Students are responsible for providing residency applications, letters of recommendation, and transcripts to internship/residency program directors.

The dean's letter is generally available for students by June of the third year. A student will be permitted to review his or her dean's letter, but cannot receive a copy. The College of Osteopathic Medicine provides the first 15 copies requested free of charge. Thereafter it will cost $5 for each request.

4. Electronic Residency Application Service (ERAS)

The Association of American Medical Colleges developed ERAS to transmit residency applications, letters of recommendation, dean's letters, transcripts, and other supporting credentials from applicants and medical schools to residency program directors using the Internet via an application Webstation. The Office of Student Services will provide students with the manuals and instructions for accessing the application Webstation.

5. Health Insurance

All students are required to obtain and maintain their own health insurance prior to matriculation and through to graduation. Documentation of current health insurance must be provided. It is not sufficient to have an insurance card or letter stating only 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.

6. Library Skills Policy

Every matriculating student must be able to conduct scientific research using the latest electronic resources through the university's libraries.

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

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

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

Students must be able to demonstrate competency in using the Electronic Library to find information.

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

The college provides a course in Medical Informatics for all first-year students. The HPD Library staff is available to students on an ongoing basis to direct and support their library needs.

7. National Board Exams

NSU-COM requires that a student must be currently enrolled and in good academic standing (See "Academic Standing" section) in the College of Osteopathic Medicine to take the COMLEX Level 1 and COMLEX Level 2 examinations of the National Board of Osteopathic Medical Examiners.

All students in the class of 2003 or thereafter are required to pass both the COMLEX Level 1 examination and the COMLEX Level 2 examination of the National Board of Osteopathic Medical Examiners in order to graduate. Students in prior classes must pass Level 1 and sit for Level 2 to satisfy their graduation requirements.
Any student failing the Level 1 or 2 examination will be allowed to continue in his or her clinical rotations. However, so that they may prepare for the board, students will be withdrawn from these rotations on the first of the month preceding the month in which the examination is given. During this time, the student will also be required to take a board preparation course given by the college when it is available.

Should the student have any additional failures in the Level 1 or Level 2 examination, he or she must continue to follow the same study and board preparation procedure and in addition may also be directed to participate in other types of academic, study skills, or test preparation courses or programs. This process will continue to be repeated until the examination is passed or the student reaches the point in his or her course of study at which he or she will no longer be able to complete his or her academic requirements within the required six-year time frame from the date of matriculation. When this occurs, the student will be dismissed.

8. Student Identification Numbers

In order to fully comply with the Family Educational Rights and Privacy Act of 1974, all exams, assignments, 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. If a student forgets his/her PIN, he/she must come to the ADME in person and show photo ID to obtain it. If a student feels that the confidentiality of the PIN has been breached, the student must present, in writing, a valid reason for this concern to the ADME before being assigned a new PIN.

9. 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, HPD 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.

Official college communications may be sent via email. All students are required to maintain and access their email regularly for any communications that have been forwarded to their Nova Southeastern University email address.

10. Withdrawal from College

Withdrawal is a voluntary resignation by the student under which he or she surrenders all rights and privileges as a student in the College of Osteopathic Medicine. A student who does not register and/or attend classes for 30 consecutive calendar days without written notification to the dean as to the reason for the absence as well as his or her intention to continue studies in the college, shall be considered withdrawn from the college.
To return to school after withdrawal, the student must apply for readmission through the Health Professions Division Office of Admissions. The previous MCAT score and AACOMAS application are acceptable.

Readmission into the College of Osteopathic Medicine is not guaranteed. Each request will be evaluated upon its individual merits through the normal admission procedures.

Withdrawal in good standing is a designation that is placed on the transcript to indicate to anyone receiving those transcripts that the individual had passed all previous courses and was currently passing the courses that he or she was enrolled in at the time of the withdrawal.

Withdrawal not in good standing indicates that either the student had unremediated failures in previous courses or currently is failing a course he or she is taking at the time of withdrawal.

These withdrawal designations are intended for two purposes:

- If the person applies for admission back into the Nova Southeastern University College of Osteopathic Medicine.
- To serve as notification to another school or any other source indicating the status of the student at the time of his or her withdrawal.

11. Withdrawal from a Course

Withdrawal from a course or courses must be distinguished from a withdrawal from the college (See “Withdrawal” section).

A student who has no graded course work or who has passing course work in a course in progress may withdraw from a course at any time before the final examination. In such cases, a request must be made in writing to the associate dean for medical education and approved before the withdrawal will be effective. Students will receive a notation of W on their transcript, if no graded course work has been completed, or WP, if graded work has been taken and completed at a passing level.

A student who has failing course work in a course in progress can only withdraw if less than 50 percent of the course has been completed and if he/she has received approval from the associate dean for medical education. A course will be considered 50 percent completed when half of all of the lectures have been delivered. In cases where 50 percent has been completed, the student will receive a notation of WF on his or her transcript to indicate that withdrawal occurred while the student was failing completed course work.

During an academic year, a student will be allowed to withdraw from no more than one course while failing. Once the course is more than 50 percent completed, no withdrawals will be allowed if the student is failing the course and the student will receive his/her earned grade at the end of the course. These guidelines may not apply to students placed on a leave of absence. In such instances, all cases will be individually reviewed (See “Leave of Absence” section).

In all cases of withdrawal, regardless of the reasons, the student must repeat the course in its entirety during the following academic year and will receive his/her earned grade. Until the course is repeated, the student may not progress to the next academic year.

B. 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 Student Financial Assistance, 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)
- withdrawal and/or leaves of absence

A student is considered in good academic standing when he or she has completed all required course work to date. This implies that all failures in previous courses have been successfully remediated, all incomplete course work has been satisfactorily completed, and that the student is not currently on academic or behavioral probation, suspension, or dismissal. A student who is not in good academic standing will be prohibited from participating in extracurricular or other student activities, holding office in any NSU organization, or being elected to any honorary or other school organizations.

C. 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.

First-year courses are considered prerequisites for second-year courses. This means that no second-year courses may be taken until all first-year 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.

The Student Progress 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 graduation.

1. Academic Years One and Two

a. 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/fail/and satisfactory; or satisfactory/fail; as shown below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass with honors</td>
<td>PH 90 or above</td>
</tr>
<tr>
<td>Pass</td>
<td>P 70-89</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>S 70-100 (courses where no honors grade is offered)</td>
</tr>
<tr>
<td>Fail</td>
<td>F below 70</td>
</tr>
<tr>
<td>Repeated course</td>
<td>R (course taken to remediate prior failure)</td>
</tr>
<tr>
<td>Passed by reexamination</td>
<td>X</td>
</tr>
<tr>
<td>Incomplete</td>
<td>IN</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>W</td>
</tr>
<tr>
<td>Withdrawal Passing</td>
<td>WP</td>
</tr>
<tr>
<td>Withdrawal Failing</td>
<td>WF</td>
</tr>
</tbody>
</table>
A student who earns a course grade lower than 70, or an F, may be given the opportunity to be reexamined or to repeat each failed course during the next academic year. Any student failing to receive at least 70 in a reexamination will have to repeat the entire course before being promoted to the next academic year.

b. 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 IN (incomplete). An IN will be changed to a pass grade upon the student's satisfactory completion of the course or clinical rotation requirements.

All incomplete grades must be remediated no later than 10 business days after the incomplete grade is posted. An incomplete grade not remediated within this time frame will be converted to a failing (F) grade. No exceptions are permitted without specific approval from the dean.

c. Reexamination and Remediation

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

d. 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 reexamination, a grade of 70 (the highest possible grade on reexamination) will be recorded with the notation X on the transcript that the course was passed by reexamination. The reexamination grade of 70 will be used to calculate all grade point averages.

In the event a course and the reexamination are failed or the reexamination 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 70R will be recorded. Once passed, a course may not be repeated, unless the student is repeating the entire year. The original failed course and course grade will appear on the transcript, but will not be used to calculate grade point averages.

2. Academic Years Three and Four: Clinical Rotations

To be eligible for clinical rotations, students must have successfully completed and passed all first-year and second-year courses, including all components of the required preclinical clerkship course. 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.

a. 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 Education. 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 education programs.

b. Length of Rotations Third and Fourth 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 before 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.

c. Late Arrival

In the event a student expects to be unavoidably late, he or she must seek advanced approval from the director of medical education and/or the preceptor at the rotation site, as well as the college's director of clinical curriculum.

d. Departure

Students are not to leave their designated rotation before 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 and the college's Office of Clinical Education.

e. 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 curriculum 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 Progress Committee may consider disciplinary action regarding the student's behavior. 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, it also needs to be approved by the director of clinical curriculum. (Students are permitted time off to take National Board examinations.)

f. Student Grading and Evaluation Policy

The college's director of clinical curriculum 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
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 logs 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. A dean's letter summarizing the accumulated information on file responds to 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.

g. Reevaluation, 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. An “R” following the grade will annotate a repeated rotation. A student who fails a repeated rotation, or who fails a total of two clinical rotations is subject to dismissal. Any failing F grade received will be counted toward this total, regardless of whether the rotation was repeated and passed.

h. 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 the preceptor's evaluation of his or her performance.

i. Requirements for the Completion of Clinical Training

Sixteen of the 22 months of clinical training are composed of required core rotations, five months are designated for electives, and one month for vacation, which sometimes can be utilized to make up a missed or failed 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 toward the end of the second year, before starting clinical rotations.

D. Academic Deficiencies

1. In cases of first- and second-year course deficiencies, the assistant dean for medical education shall notify students of their grades and remedial requirements through written communication. Students who have satisfactorily remediated deficiencies will be recommended for promotion.
2. In cases of clinical rotation deficiencies, the Office of Clinical Education shall notify students of their grades and remedial requirements through written communication. Students who have satisfactorily remediated deficiencies will be recommended for promotion.

3. Students still having remaining deficiencies following unsatisfactory remediation will not be promoted, and may be requested in writing to meet before the Student Progress Committee (SPC) (See "College Committees" section).

4. The Student Progress Committee reviews the progress of all students referred with academic deficiencies (See "SPC Meeting Protocols and Process" section).
   a. The Student Progress Committee will review with the student the reason(s) for the meeting, may attempt to gain from the student a more in-depth understanding of the basis for the student's academic difficulties, and may determine and recommend an appropriate disciplinary action to the dean (See the "Academic and Behavioral Disciplinary Sanctions" section).
   b. The dean shall review the Student Progress Committee's recommendation. The student shall then be notified of the dean's decision through written communication. The decision of the dean is final, except in cases of dismissal decisions or behavioral violations. In such cases, the student may appeal to the NSU-COM Appeals Board (See "Appeal Boards" section).

E. 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
2. Has completed all academic requirements in no more than six years from the date of matriculation, excluding leaves of absence
3. Has complied with all the curricular, legal, and financial requirements of the university
4. Has attended the compulsory portions of senior week, including graduation rehearsal and the graduation ceremony, at which time the degree is conferred and he/she takes the osteopathic oath
5. Has passed Level 1 and Level 2 of the examination administered by the National Board of Osteopathic Medical Examiners (The Level 2 requirement begins with the students in the class of 2003.)
6. Has reached at least 21 years of age
7. Has demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine
8. Has demonstrated suitability for the practice of medicine as evidenced by conducting professional behavior, displaying responsibility for patient care, and exhibiting integrity in the conduct of clinical and academic activities
9. Has demonstrated compliance with the Code of Behavioral Conduct

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.
F. Leave of Absence

A leave of absence will not exceed one year either cumulatively or within a single leave during the student's matriculation. If the student does not return within that time frame, he or she will automatically be considered a voluntary withdrawal. The specific time frame of the leave of absence is always dependent on the ability of the student to return to classes in order to keep the course work continuous. A student cannot return in the middle of a course, but during a specific starting point such as a start of a semester, system, etc. While on a leave of absence, a student is not eligible to make up incomplete class work, remediate any examination(s), or take the COMLEX Level 1 or Level 2 examination or Part I or II of the United States Medical Licensing Examination.

Any student who is absent from classes for 10 consecutive school days will be placed on an immediate leave of absence. The student will also be withdrawn from any courses currently in progress. A designation of W, WP, or WF for withdrawal will be noted on the student's transcript for each course.

To be accepted back into the program after the required leave of absence, the student must write a letter addressed to the dean and:

• explain the circumstances of the prolonged absence
• request reinstatement
• demonstrate to the dean's satisfaction that a reasonable likelihood exists that the reason for the prolonged absence will not recur

All decisions made by the dean concerning a student's administrative or voluntary leave of absence will be final.

1. Administrative Leave of Absence

An administrative leave of absence is a mandatory leave of absence imposed by the dean. During the leave, the dean is to provide the student with the opportunity to rectify, or seek rehabilitation or treatment for the problem that precipitated the necessity for the leave. To be accepted back into the program after the required leave of absence, the student must be able to demonstrate to the dean's satisfaction that the preestablished requirements have been met and that he or she shows reasonable likelihood that previous problems will not recur.

2. 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. The request for 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 the student is in good academic standing, the student may reenter the program at the end of the leave without any need for reapplication. However, the student must still meet any requirement(s) that may be imposed during the leave of absence.

If a student is granted a leave of absence while current course work is still in progress, he/she will be withdrawn from those courses. In all such cases an appropriate designation for each course in progress will be entered on the transcript as follows: a W, if no graded course work has been completed; a WP, if graded course work has been completed and is at a passing level; and a WF, if graded course work is not at a passing level. In such cases of withdrawal from a course, students will be required to complete all such courses when they return from their leave of absence and before they will be permitted to progress into the next academic year.
If a leave of absence is approved by the dean and the student is currently not in good standing, is under review for a disciplinary action, or has a disciplinary action imposed upon him or her, then the student may not be readmitted 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 to readmit or not readmit the student. If the student is denied readmission, his or her status will be changed to either a withdrawal or a dismissal. If appropriate, students may be readmitted with a disciplinary action imposed upon them at the beginning of their readmission for a stated period of time.

Students granted a leave of absence for a medical reason must have a licensed physician, approved 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 leave of absence for financial reasons 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.

3. Leave of Absence Records

Leave of absence records and the date of each determination shall be placed in the student's permanent record.

**CODE OF BEHAVIORAL CONDUCT**

The College of Osteopathic Medicine Code of Behavioral Conduct does not replace or take precedence over the Nova Southeastern University Code of Student Conduct. Students are required to know and adhere to both the college’s Code of Behavioral Conduct and the university’s Code of Student Conduct.

**Code of Behavioral Conduct**

The dean of Nova Southeastern University College of Osteopathic Medicine has established the following Code of Conduct (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 that shall apply to all students.

**A. Academic Dishonesty**

The college 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 that the student has not performed, or aid and abet any other student in any dishonest academic act, or having direct knowledge of such without reporting it, may subject the offending student to a meeting before the Student Progress Committee and subsequent dismissal from the college.

Students shall be afforded the opportunity for an internal and private (no nonuniversity participants) meeting with the Student Progress Committee in matters relevant to academic dishonesty.
B. Attendance

The Student Services Office, to provide an estimate of overall lecture attendance for each semester, will take attendance on a random basis for all lecture courses. Individual course instructors have the option of independently taking attendance for their course and reporting this to the Student Services Office. The instructor attendance record will be incorporated with the Student Services Office's attendance figures. Multiple absences on the same day will only be counted as a single absence.

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

Any student having below 80 percent attendance at any time during the semester will:

- have this designated in the dean's letter
- immediately be placed on probation for the current and following semester with a letter in the student's file

Any student having attendance that falls below 75 percent for the semester or below 80 percent for two consecutive semesters will be considered in violation of his or her probationary status and will be required to appear before the Student Progress Committee.

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.

Any student absent from an examination must contact the course director prior to the exam to notify him/her of the absence. Upon the student's return, he/she must contact the course director to discuss the student's eligibility for remediation.

Any student who is absent from classes for 10 consecutive school days will be placed on an immediate leave of absence (See “Leave of Absence” section).

C. 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.

D. 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 including clinical rotations. 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 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. Noncompliance with the dress code requirements may be designated in a student's dean's letter.

For all students, a white clinic jacket and identification badge must be worn at all times in addition to the acceptable professional attire noted below:
1. For male students:
   • slacks or pants
   • dress shirt
   • shoes and socks
   • necktie
   • scrubs

2. For female students:
   • dress
   • slacks, pants, or skirt with blouse
   • shoes
   • scrubs

Students may not wear the following:
   • shorts or cutoffs
   • mini skirts (higher than mid-thigh)
   • jeans
   • see-through clothing or halter tops
   • sandals, flip-flops, or sneakers
   • T-shirts (as the outer shirt)
   • jogging or exercise clothing
   • inappropriately matched garments
   • garments with any offensive, obscene, or unprofessional statements or gestures
   • hats, caps, or head coverings, other than religious cover

E. Impaired Student Program

All students, as a condition of enrollment in Nova Southeastern University College of Osteopathic Medicine (COM), must agree to abide by the college's impaired student policy. Under this policy students who are identified as suffering from substance abuse or addiction will be referred to the Impaired Student Program (ISP) for further evaluation and treatment.

Entry into the ISP may be initiated at the student's own request or at the direction of the dean. The dean may, at his sole discretion, refer the matter to the ISP or initiate an investigation, which may include drug screens.

All students placed in the ISP must sign a release, including the release of medical records, allowing the College of Osteopathic Medicine access to any information necessary in order to monitor the student's compliance with the conditions of the program. Any lack of compliance by the student in meeting the conditions of the ISP or external agent shall result in dismissal from the College of Osteopathic Medicine.
Any student assigned to the ISP may have his/her clinical rotations or other clinical assignments suspended or scheduled at sites that will allow the student to be more appropriately monitored during the course of his/her participation in the ISP. Agreement to such scheduling modifications will be considered to be a requirement of continuing in the ISP. While a participant in the program, the student must be under the supervision of a qualified external agent assigned by the ISP director.

Any acts of inappropriate behavior or violations of the Student Handbook policies attributed to students participating in the Impaired Student Program or otherwise, shall continue to be referred to the Student Progress Committee for independent evaluation as is applicable to all students enrolled in the COM.

Any member of the faculty who observes a student with symptoms suggestive of substance abuse or addiction will report the matter to the dean for implementation of this policy.

The procedures regarding participation and responsibilities in the ISP are available from the office of the ISP director.

**F. Failure to Report a Violation**

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.

**G. Food and Beverage**

Food and drinks are not permitted in auditoriums, laboratories, or in the library.

First incident—Student will receive a verbal reprimand.

Second incident—Student will receive a written reprimand with a copy of the letter to the student’s file.

Third incident—Student will be referred to the Student Progress Committee.

**H. Illegal, Inappropriate, and Unprofessional Behavior**

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.

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.

**I. Practicing of Medicine**

Students are prohibited from engaging in any activities (from the time of admission to the university until graduation or other termination of student status) that might be construed as the practice of medicine, or any phase thereof. It does not matter that such activities are engaged in for compensation, done as a volunteer, or otherwise. Nor does it matter that the student is a licensed practitioner of such activity (i.e., medical doctor, dentist, podiatrist, chiropractor, or other health care professional). Students may only engage in such activities when the student has received permission in writing from the dean and is under the direct supervision of a licensed physician or a clinical faculty member of the university, or has received an exception in writing from the dean.
Any student who is a licensed practitioner and wishes 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.

Students who are alleged to have engaged in the practice of medicine, or any phase thereof, and are not in compliance with the requirements above, will be requested in writing to meet before the Student Progress Committee (SPC) (See “College Committees” section).

POLICIES AND PROCEDURES FOR ALLEGED CODE OF BEHAVIORAL CONDUCT VIOLATIONS

Any member of the college community may file a written complaint with the chair of the Student Progress Committee setting forth specific violations.

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.

Records of dismissal, suspension, or leave of absence, and the date of each determination shall be placed in the student's permanent records.

The Student Progress Committee shall have nonexclusive authority to evaluate all alleged student violations of misconduct, whether academic, moral, professional, or ethical. Exceptions to this authority include, but are not limited to, the following:

Nothing shall limit the right of Nova Southeastern University College of Osteopathic Medicine to immediately remove a student from the college who has been accused of a violent act or threat, or any act that 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 the college shall not return until given permission to do so by the dean.

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.

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

Student Progress Committee Meeting Protocols and Process

Proceedings to determine whether a student has violated a regulation, policy, behavior, or academic code of the college shall conform to the following protocols and process:

When informed of alleged violation, the chair of the Student Progress Committee will conduct a preliminary investigation.

The chair will then call a meeting of the committee and shall notify the charged student(s). The student(s) shall receive written notice of the time, place, and subject of the meeting.

If necessary, the student will provide the chair with a list of any witnesses he/she may have, in writing, no later than two business days before the meeting date. The student will be responsible for ensuring the presence of his/her witness(es).
Any witness(es) will be called in individually to be questioned and to provide any statements. Any witness(es) may be asked to remain outside the meeting room for later recall. The student will not be present during the questioning of any witness(es).

The student will be given the opportunity to present his/her statements to the committee. The student will only be present during his/her statements and to respond to any questions from the committee.

The chair will dismiss the student and any witness(es), and close the meeting for discussion.

At the conclusion of the discussion, the committee shall make a recommendation to the dean. The various disciplinary actions that may be recommended by the Student Progress Committee are reprimand, probation, suspension, dismissal, and administrative leave of absence.

The dean shall review the committee's recommendation and the student shall then be notified of the dean's decision by certified mail return receipt requested or personal delivery.

The recommendation(s) of the SPC and all reports, letters, and investigative records shall be maintained in the files of the dean for not less than five years. This information is not part of the student's permanent records or the student's transcript.

**ACADEMIC AND BEHAVIORAL DISCIPLINARY SANCTIONS**

**A. Reprimand**

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

**B. Probation**

Probation is defined as a trial period during which a student has the opportunity to demonstrate that he or she can academically redeem failing grades or can effectively cease behavioral misconduct.

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.

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. Participation in any of the aforementioned activities by a student on probation is a violation of the probationary period.

- 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.

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.

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.
1. 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 toward 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 that govern the osteopathic medical profession and its members or NSU

2. Once the student has corrected all academic deficiencies, the Student Progress Committee may recommend to the dean to remove the student from probation for academic reasons.

C. Suspension

Suspension bars a student from attending school for a defined 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. A suspended student will be removed from the academic enrollment with revocation of all other privileges or activities, including the privilege of entering the campus for a specified period of time. A student who chooses to appeal a suspension must do so within 10 business days of the date of suspension. While appealing a suspension, a student may continue to attend classes and take all examinations in the usual manner.

Suspension is included in the calculation of the six-year limit for completing all graduation requirements. In the preclinical years, 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.

D. 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 who chooses to appeal a dismissal must do so within 10 business 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.

The reasons for which a student may be dismissed from the College of Osteopathic Medicine include but are not limited to:

1. failure of four or more courses of two or more credit hours each, or three or more courses of three or more credits each during one academic year. In such cases no opportunity for remediation will be permitted. Remediation of a course failed during one academic year does not remove it from the total failures allowed per year. Failing a reexamination does not count as a second course failure. In cases of second course failure, reexamination will not be permitted.

2. failure of a repeated course or repeated clinical rotation, or failure of a total of two clinical rotations. Any failing F grade received will be counted toward this total regardless of whether the rotation was repeated and passed.

3. a student found to have held himself or herself out as a doctor of osteopathic medicine or to have practiced medicine, or any phase thereof, not under the direct supervision of a licensed physician or a clinical faculty member of the university.
4. the exceeding of the 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 that warrant such action.
6. determination by the dean that there are factors that would interfere with or prevent the student from practicing the highest quality of osteopathic medicine.

GRIEVANCES AND APPEALS

A. Non-Grading Related Grievance(s)

Any student has the right to seek redress of a grievance with immunity from disciplinary action and without regard as to the sex, race, religion, disability, color, creed, ethnic or national origin as included in the regulations of Title VI, Title IX, and section 504-34CFR of the Americans with Disabilities Act. For a student to address a grievance, he/she must utilize the following procedures:

The student will present the grievance to the student's assigned faculty adviser. If the faculty adviser cannot effect a resolution to the problem, the student may then consult with the director of student services.

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 to 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.

The chairperson of the SPC shall convene the committee after receipt of a written request. The student will be notified in advance of the date, time, and place of the meeting. The meeting shall be internal, private, and closed to nonuniversity persons. Nonuniversity personnel are not available for consultation during these meetings.

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.

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.

If the student is still not satisfied, he or she may request an additional review by the Appeals Board. This request must be made in writing and delivered to the dean within 10 days of the date of the letter advising the student 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.

The Nova Southeastern University College of Osteopathic Medicine Appeals Board will conduct a review (See "Appeals Board" section).

The decision of the Appeals Board shall be final with no further recourse.

B. 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. In all grading dispute appeal situations the decision of the dean is final.
A student who has difficulty in negotiating the grading dispute appeals process may seek guidance from the college's director for student services.

1. Classroom grade

A student seeking to appeal a decision regarding a classroom grade during the first and second year should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

a. course instructor
b. course director
c. department chair
d. assistant dean for medical education
e. dean

A student seeking to resolve a grade problem through the administrative channels above must initiate such action in writing within 30 days from the date the grade is recorded at the registrar's office. 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/she may appeal to the next administrative level. If the student chooses to continue the appeal, this must be done in writing within 10 business days of the date the decision was rendered, excluding weekends and official school holidays. No administrative grade changes will be accepted 60 days after the grade is recorded.

2. Rotation grade

Students seeking to appeal a decision regarding a rotation grade received during the third or fourth academic year should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

a. preceptor
b. director of medical education (if a hospital-based rotation)
c. college department chair
d. director of clinical curriculum
e. associate dean for medical education
f. dean

Students seeking to resolve a problem or complaint through the administrative channels above must initiate such action within 30 days from the date that the grades were recorded by the Office of Clinical Education. Review of a student complaint or grade at each administrative level will be carried out as expeditiously as possible. If a 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 10 business days of the date the decision was rendered, excluding weekends and official school holidays.

C. Appeals Board

1. Appeals Board Hearing Guidelines

The student appeals hearing is an informal proceeding. No rules of evidence will be used. The hearing shall be internal, private, and closed to nonuniversity persons. Nonuniversity personnel are not available
for consultation during these hearings. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Osteopathic Medicine.

2. Appeals Board Responsibilities

The Appeals Board will hear all student appeals of decisions made by the dean of the College of Osteopathic Medicine relating to either dismissal or disciplinary actions as defined in the Student Handbook. If a student appeals the decision of the dean, the appeal must be in writing and submitted to the chair of the Appeals Board within 10 business days (excluding holidays and weekends) after the date of receiving notification of the dean's decision. Any appeals not submitted to the chair of the Appeals Board within this time frame shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought.

3. Committee Membership

The committee shall consist of the chancellor of the Health Profession Division or designee, five faculty members, and a chair from the college faculty appointed by the dean of the College of Osteopathic Medicine. The director of student services and the chair of the Student Progress Committee will attend the hearing, but will not participate during the vote of the committee's decision.

4. Hearings Protocol

The Appeals Board hearing will proceed under the direction of the chair.

Summary notes of the hearing may be taken.

The student will be notified of the date, place, and time of the hearing via certified mail to the student's last known address or hand delivered with receipt. Any student who fails to appear at the designated date and time will automatically waive his/her right to appeal.

A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.

The student will provide the board chair with a list of any witnesses he/she may have, in writing, no later than two business days before the hearing date. Only witnesses with direct information that is new and relevant and has not been presented previously to the dean or the Student Progress Committee will be considered.

The student will be present only during his/her testimony.

Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witness(es) or with the student.

The Appeals Board may question any witness(es) present during the hearing.

The Appeals Board will have the option of calling more witness(es). The student shall not be present during the questioning of any witnesses.

The director of student services and the chair of the Student Progress Committee shall be nonvoting, shall serve only in an advisory capacity, and may be present throughout the entire hearing.

5. Appeals Hearing Process

a. The chair will convene the hearing with only board members present.

b. The chair will advise the board members of the charge(s) and the dean's decision, review the evidence, respond to any questions, and provide opportunity for any additional input from ex officio members.
c. Witnesses will be called individually by the board and questioned without the student being present.

d. Witnesses may be asked to remain outside the hearing room for later recall or dismissed at the board's discretion.

e. When all evidence has been heard and witnesses questioned, the chair will call the student into the hearing room.

f. The chair will introduce the student to the board members.

g. The student will have an opportunity to present his/her appeal, provide statements and evidence in defense of the alleged violation(s), appeal the degree of disciplinary action, summarize his/her position, and respond to any questions from the board members.

h. The chair will then dismiss the student from the hearing.

i. The board members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The board may delay the vote if it determines that additional information or facts are needed before a vote.

j. The chair will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

6. Notification of the Appeals Board decision

The decision of the board will be forwarded in writing by the chair to the dean who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt.

All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.

**COLLEGE COMMITTEES**

**A. Academic 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 members
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.

B. Admissions Committee
The purpose of this committee is to recommend candidates for acceptance or rejection for admission to the College of Osteopathic Medicine, and to recommend changes in standards for admission when necessary.

C. Appeals Board
The purpose of this board is to hear student appeals of any disciplinary or academic action involving dismissal from NSU-COM.

D. Continuing Education and Faculty Development Committee
The purpose of this committee is to assist the Continuing Education Department in recommending to the dean the development and implementation of programs and to prioritize the needs of the faculty in the development of faculty development programs.

E. Council of Chairs
The purpose of this committee is to serve as an advisory body to the dean and to review and provide consultation of administrative policy; to improve interdepartmental communications; and to develop ideas and actions to enhance the education of our students.

F. Dean's Council
The purpose of the council is administration to review academic and procedural policies and to advise the dean on all divisional activities.

G. Faculty Council
The purpose of the council is to assess the college's progress toward meeting its mission.

H. Faculty Promotion and Credentials Committee
The purpose of the committee is to review and authenticate the credentials of all full-time, part-time, and clinical faculty members and recommend to the dean appointments to the faculty, initial faculty rank, and promotion in faculty rank.
I. Student Progress Committee (SPC)
The purpose of the committee is to:

- review the eligibility of students for promotion to the succeeding academic year
- verify that students have fulfilled all academic requirements and have maintained the standard of ethical, moral, personal, and professional conduct required for the continued study of osteopathic medicine
- evaluate student personal academic records to determine eligibility for continuation in the program or appropriate remedial action
- review the progress of all students referred with academic deficiencies (See “SPC Meeting Protocols and Process” section)
- recommend an appropriate disciplinary action to the dean (See “Academic and Behavioral Disciplinary Sanctions” section)
- recommend candidates for the doctor of osteopathic medicine degree to the dean

The committee shall also have the nonexclusive responsibility and authority to deal with matters of an academic or a behavioral nature, including, but not limited to the nonexclusive authority to evaluate all charges of misconduct, whether academic, moral, professional, or ethical for all students. All matters related to student sexual harassment will also be directed to the committee.

The committee membership shall include faculty and administrative members, and a chair from the college faculty appointed by the dean of the College of Osteopathic Medicine. The committee will consist of voting, ex officio (voting), and ex officio (nonvoting) members.

J. Scholarships, Honors, and Awards Committee
The purpose of this committee is to make recommendations to the dean regarding the recipients of scholarships, honors, and awards for the COM and to perform all work necessary to arrive at such recommendations.

K. Research Committee
The objectives of the Research Committee are:

- to encourage student and faculty participation in clinical research
- to establish a network of resources, both internal and community-wide, for student and faculty member participation in clinical research

EDUCATION PROGRAMS

A. D.O./M.B.A. Program
A doctor of osteopathic medicine/master of business administration dual degree is available to students who are academically in good standing and have completed the first semester of their first year. The Wayne Huizenga Graduate School of Business and Entrepreneurship administers the M.B.A. degree. Students may contact the Huizenga School program representative for details about this program. Participation in this program is at the discretion of the dean of the College of Osteopathic Medicine.
B. D.O./M.P.H. Program

A doctor of osteopathic medicine/master of public health dual degree is available to students who are academically in good standing and have completed the first semester of their first year. The M.P.H. degree is administered by the College of Allied Health. Students may contact the public health program director for details about this program. Participation in this program is at the discretion of the dean of the College of Osteopathic Medicine.

M.P.H. Scholarship

All NSU-COM students who have completed the first semester of their first year, and are currently enrolled in COM classes and in good academic standing are eligible to receive the scholarship for the payment of M.P.H. tuition. To apply for the M.P.H. scholarship, a brief letter to the dean of the College of Osteopathic Medicine must be drafted and sent. Within this letter, the request for the scholarship must be made, as well as the reasons for requesting the scholarship. All who receive the scholarship must remain in good standing with NSU-COM. Students are eligible for the scholarship while they are enrolled in the College of Osteopathic Medicine. The scholarship is not available after the student has graduated, unless the student continues as an intern, resident, or fellow with any of the Nova Southeastern University College of Osteopathic Medicine (NSU-COM)—affiliated institutions (CEME Consortium). All scholarships require renewal by the College of Osteopathic Medicine each academic year.

STUDENT HONORS AND AWARDS

A. Academic Honors

Chancellor's List

A student whose GPA places him or her in the top 5 percent of the class 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

A student whose GPA places him or her between the top 5–12 percent of the class 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 percent of their class will receive a diploma inscribed with "highest honors." Students in the next 7 percent of their class will receive a diploma inscribed with "honors."

B. Senior Awards

Albert L. Weiner, D.O., Memorial Psychiatry Award

Presented in memory of Albert L. Weiner, D.O., to the student achieving the greatest proficiency in psychiatry.

Alumni Association Award

Presented to the student who, by their 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.

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

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

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.

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.

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

Samuel J. Salman, D.O., Award in Family Medicine
Presented by the Florida Society of American College Osteopathic Family Physicians to the student whose scholarship, patient empathy, dedication, concern, and goals epitomize the osteopathic family physician, as exemplified by the late Samuel J. Salman, D.O.

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.

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.

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 and the vice chancellor for student services and professional coordination. 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. The Office of Student Services must approve activities before the coordinator of educational support can assign a room, and no meeting announcements may be made until such approval is received.

A variety of clubs and 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 college's 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 stays in close communication with local, state, and national legislators to lobby for student issues.

American College of Osteopathic Family Physicians (ACOFP) – Undergraduate Chapter

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 family practice and the continued existence of the family practitioner's role 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.

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, a 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. The chapter has monthly luncheon meetings, 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.
Association of Orthopedic Surgery and Sports Medicine
The objective of this organization is to promote and advance the discipline of orthopedic surgery and sports medicine and to instruct students who are interested in orthopedic surgery, sports medicine, and structural relationships to health and disease.

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 that began 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.

DOCARE
DOCARE, a national organization founded by concerned osteopathic physicians, is 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 Society
The Emergency Medicine Society 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.

Jewish Association of Medical Students (JAMS)
The Jewish Association of Medical Students (JAMS) serves as a resource for opportunities in the Jewish community and educates the general student body about issues pertaining to Judaism and medicine. Membership is open to all students regardless of religious beliefs. Benefits include social events with other graduate programs, educational speakers, as well as networking opportunities. JAMS receives support from Hillel of Broward/Palm Beach Counties and the Jewish Federation of Broward County.

Lambda Omicron Gamma (LOG)
Lambda Omicron Gamma is a professional organization that sponsors educational and social activities.

National Osteopathic Women Physician Association (NOWPA)
The National Osteopathic Women Physician Association 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.
Psi Sigma Alpha
Psi Sigma Alpha is the national osteopathic medical honor society established to uphold standards of professionalism and community service. The NSU-COM chapter is active in various 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.

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 Association of Obstetrics and Gynecology
The Obstetrics and Gynecology Club fosters an enhanced interest among students in obstetrics and gynecology. With on- and off-campus lectures, social events, and fund-raising events, this club keeps active.

Student Dermatological Association
The Student Dermatological Association fosters students' interest in dermatology. The club sponsors meetings and discussions with speakers and social events.

Student Medical Informatics Association

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 that 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 Internal Medicine Association
SOIMA is the NSU-COM chapter of the American College of Osteopathic Internists, the national certifying board for osteopathic internists. SOIMA's purpose is to educate osteopathic medical students about the exciting opportunities open to osteopathic physicians specializing in internal medicine. SOIMA regularly offers members opportunities to attend lectures by internal medicine specialists who discuss the training and demands of their specialties. In addition, SOIMA regularly invites residency directors from internal medicine residencies to speak to members about their particular programs and answer questions pertaining to the residency match.

Student Osteopathic Medical Association
The Student Osteopathic Medical Association (SOMA) is one of the largest student groups on campus, representing more than 90 percent 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 socials.
Student Osteopathic Surgical Association
Those osteopathic medical students interested in surgery or its subspecialties are welcomed. This club sponsors guest lecturers and discussions among its members. A number of social events are planned throughout the year.

Student Pediatric Association
The Student Pediatric Association 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.

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 percent discount on certain textbooks, and may buy treatment tables at reduced rates. The UAAO also sponsors well-known speakers from all over the country. Membership in UAAO allows students to receive the AAO publications and to attend the annual convocation, both at reduced prices.

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 supercede any previous handbook for all enrolled students.
ACADEMIC CALENDAR

2001–2002

July 5, 2001 .............................................. Second-Year Classes Begin
July 30–August 5 ........................................ First-Year Fall Orientation and Registration
August 6 .................................................. First-Year Classes Begin
August 18 .................................................. White Coat Ceremony
September 3 ............................................. Labor Day, University Closed
September 18 .......................................... Rosh Hashanah, University Closed
September 27 .......................................... Yom Kippur, University Closed
October (TBA) .......................................... Affiliated Rotation Sites Visitation Day
August 6 .................................................. First-Year Classes Begin
August 18 .................................................. White Coat Ceremony
September 3 ............................................. Labor Day, University Closed
September 18 .......................................... Rosh Hashanah, University Closed
September 27 .......................................... Yom Kippur, University Closed
October (TBA) .......................................... Affiliated Rotation Sites Visitation Day
November 21 .......................................... Thanksgiving Recess Begins at 5:00 p.m.
November 26 .......................................... Classes Resume
December 14 .......................................... Winter Recess Begins at 5:00 p.m.
January 2, 2002 ........................................ First- and Second-Year Classes Resume
January 21 .............................................. Martin Luther King Day, University Closed
March 22 .................................................. Spring Recess Begins at 5:00 p.m.
March 29 .................................................. Good Friday, University Closed
April (TBA) ................................................ Hospital Day
April 1 ..................................................... First- and Second-Year Classes Resume
April 26 ................................................... Classes End for Second-Year Students
April 29–May 10 ....................................... COMLEX Board Review Program
May 20–24 .............................................. Senior Seminar
May 23 .................................................... Senior Day/Graduation Rehearsal
May 24 .................................................... Classes End for First-Year Students
May 25 .................................................... Senior Award Dinner
May 26 .................................................... Graduation
May 27 .................................................... Memorial Day, University Closed
June 17–21 ................................................ First- and Second-Year Reexaminations
## Appendix I

### Controlled Substances – Uses and Effects

<table>
<thead>
<tr>
<th>Drugs/CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Duration (Hours)</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>NARCOTICS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Opium/II, III, V</td>
<td>Dover's Powder, Paregoric, Parepectolin</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked</td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating</td>
</tr>
<tr>
<td>Morphine/II, III</td>
<td>Morphine, MS-Contin, Roxanol, Roxanol-SR</td>
<td>Analgesic, antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Codeine/II, III, V</td>
<td>Tylenol with codeine, Emprin with codeine, Robitussin A-C, Floral with codeine</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Heroin/I</td>
<td>Diacetylmorphine, Horse, Snack</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Injected, sniffed, smoked</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
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<tr>
<td>Hydromorphone/II</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Meperidine (Pethidine)/II</td>
<td>Demerol, Mepergan</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Methadone/II</td>
<td>Dolophine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>High-Low</td>
<td>Yes</td>
<td>12-24</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Narcotics I, II, III, IV, V</td>
<td>Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin*</td>
<td>Analgesic, antidiarrheal antitussive</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Drugs/CSA Schedules</td>
<td>Trade or Other Names</td>
<td>Medical Uses</td>
<td>Physical Dependence</td>
<td>Psychological Dependence</td>
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<tr>
<td>DEPRESSANTS</td>
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<tr>
<td>Chloral Hydrate/IV</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8</td>
<td>Oral</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Barbiturates/II, III, IV</td>
<td>Anytal, Butisol, Flornal, Lotusule, Nembutal, Seconal, Tuinal, Phenobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent</td>
<td>High-Mod.</td>
<td>High-Mod.</td>
<td>Yes</td>
<td>1-16</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
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<tr>
<td>Benzodiazepines/IV</td>
<td>Ativan, Dalmane, Diazepam, Librium, Xanax, Sopor, Valium, Tranxene, Verstran, Versed, Halcion, Paxipam, Restoril</td>
<td>Antianxiety, anticonvulsant, sedative, hypnotic</td>
<td>Low</td>
<td>Low</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
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<tr>
<td>Methaqualone/I</td>
<td>Quaalude</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td>see above</td>
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<td>see above</td>
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<tr>
<td>Glutethimide/II</td>
<td>Doriden</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Depressants/III</td>
<td>Equanil, Midtown, Noludar, Placidyl, Valmid</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
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<tr>
<td>Cocaine/II**</td>
<td>Coke, Flake, Snow, Crack</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1–2</td>
<td>Sniffed, smoked, injected</td>
<td>Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Buphentamine, Delcobs, Desoxyn, Dexedrine, Obetrol</td>
<td>Attention deficit disorders, narcolepsy, weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
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<tr>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
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<tr>
<td>Ritalin</td>
<td>Attention deficit disorders, narcolepsy</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
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<tr>
<td>Adipex, Cylert, Didrex, Ionamin, Melaflat, Plegine, Sanorex, Tenuate, Peparin, Prelu-2</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
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<tr>
<td><strong>HALUCINOGENS</strong></td>
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<tr>
<td>LSD/I</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer and more intense &quot;trip&quot; episodes, psychosis, possible death</td>
<td>Withdrawal syndrome not reported</td>
</tr>
<tr>
<td>Mescaline and Peyote/I</td>
<td>Mesc, Buttons, Cactus</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td>None</td>
<td>see above</td>
<td>see above</td>
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<tr>
<td>Amphetamine Variants/I</td>
<td>2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>None</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Phencyclidine/I</td>
<td>PCP, Angel Dust, Hog</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>None</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Phencyclidine Analogues/I</td>
<td>PCE, PCPy, TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>None</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Hallucinogens/I</td>
<td>Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Possible</td>
<td>Variable</td>
<td>Smoked, oral, injected, sniffed</td>
<td>None</td>
<td>see above</td>
<td>see above</td>
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</tbody>
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<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CANNABIS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana/I</td>
<td>Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
<td>Fatigue, paranoia, possible psychosis</td>
<td>Insomnia, hyperactivity, and decreased appetite occasionally reported</td>
</tr>
<tr>
<td>Tetrahydro cannabinol/I, II</td>
<td>THC, Marinol Cancer chemotherapy, antinauseant</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td>None</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Hashish/I</td>
<td>Hash</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td>None</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Hashish Oil/I</td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td>None</td>
<td>see above</td>
<td>see above</td>
</tr>
</tbody>
</table>

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

NOVA SOUTHEASTERN UNIVERSITY MAIN CAMPUS MAP

Campus Locations
A Athletics Fields
B Athletics House
C Baudhuin Oral School/LaBonte Institute
C1 Baudhuin Oral School Modulars
D Central Services Building
E Cultural Living Center
F Mailman Family Center
G Family Center Bungalow
H Farquhar Annex Modulars
I Farquhar Residence Hall
J Farquhar Business Hall
K Founders Hall
L Health Professions Division Complex
M Horvitz Administration Building
N Leo Goodwin Sr. Residence Hall
O University School (Lower)
P Mailman-Hollywood Building
Q Maltz Psychology Building
R Miami Dolphins Training Center
S Parker Building
ST Recreation Complex (RECPLEX)
U Rosenthal Student Center
V Science Laboratory Annex
W Shepard Broad Law Center
X Sonken Building
Y University Park Plaza
Z University School Sports Center
AA Vettel Hall

Entrance
West
West
West
South
South
Main
West
West
South
South
West
Main
West
South
North
Main
South
North
West
Main
South

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