
Nova Southeastern University

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MANUAL OF POLICIES AND PROCEDURES FOR STUDENTS

Programs for Higher Education
This *Manual of Policies and Procedures for Students* is designed to communicate clearly and directly the requirements and normal operations of the Programs for Higher Education. It is preceded by the original 1979 compilation of policies and procedures, the 1986 revision, as well as the most recent 1996 revision.

The document you are holding is based, in part, upon formal policies which were established and operating during the program’s early years. Many of the policy statements included in this book remain largely unchanged from earlier times except for minor editorial revision. Some have undergone more extensive alteration to reflect present practices and expectations. Some sections have been reorganized and renumbered to follow the most logical order. Still other policies and procedures, such as those regarding students visiting other clusters for instruction and the comprehensive examination, appear in this revised *Manual* for the first time, as they indicate very recent additions and refinements within the Programs of higher Education doctoral program.

All PHE students will find helpful information in this volume. Those who are newly engaged in doctoral study will eagerly seek answers to their questions, while veterans who have been enrolled for several years may need to be reminded of more recently adopted program requirements and of those procedures which pertain to the advanced stages of their programs of study.

Policies and procedures are organized by numerical category within a decimal system. This format is consistent with past editions. It permits back-to-back reprinting of lengthier policy statements without destroying numerical sequence, and it allows convenient insertion of new pages when appropriate. In the future, you can expect to receive individual pages of new and revised policy and procedure, rather than reprints of the entire *Manual*.

You are encouraged to read through the *Manual* and to understand the requirements and procedures which have been established to provide consistency and integrity in your degree program. Please, immediately, complete and return the receipt form (p. 72) and the feedback form (p. 73). The extent to which the document clarifies the “mysteries” of Programs for Higher Education procedures, and the extent to which it anticipates and answers your questions will be its chief indicators of success.

Delores M. Smiley, Ed.D
October, 1996
THE MANUAL

Policies and programs set forth in this manual are effective until revised. Regulations and requirements, including fees, are necessarily subject to change without notice at the discretion of the Nova Southeastern University administration.

The University recognizes that individual programs require differing time limits for the completion of academic studies leading to a degree. Therefore, the time frame established by the Programs for Higher Education is seven years.

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

Nova Southeastern University is a member of the American Association of Colleges for Teacher Education, the Council of Great City Colleges of Education, and the Council of Graduate Schools.

Published October 1, 1996
THE UNIVERSITY

Nova Southeastern University is an independent, nonsectarian, nonprofit university chartered by the state of Florida in 1964. It is located on a 217-acre main campus west of Fort Lauderdale at 3301 College Avenue in Davie, 10 miles inland from the Atlantic Ocean and easily accessible from major highways, including I-75, I-95, I-595, the Sawgrass Expressway, and Florida’s Turnpike. Additional locations are in downtown Fort Lauderdale, Coral Springs, North Miami Beach, and Port Everglades. Its 13 centers of study offer campus-based Prekindergarten through grade 12 and undergraduate and graduate programs leading to degrees in education, law, psychology, oceanography, computer sciences, social sciences, business and public administration, osteopathic medicine, pharmacy, optometry, and allied health (physician assistant, occupational therapy, and physical therapy). As an acknowledged leader in field based degree programs, Nova Southeastern offers courses of study leading to the bachelor’s, master’s, educational specialist, and doctoral degrees in education, in business and public administration, in psychology, in health professions, and in physical, social, and computer sciences.

The Family and School Center is a community resource that provides education and therapeutic services for families and their children. The center comprises three units: the University School, the Ralph J. Baudhuin Oral School, and the Family Center Unit. The University School is a demonstration school serving children from preschool through high school, preparing them in the upper grades for college. The Baudhuin School provides programs for children with specific learning needs and/or hearing disabilities. The Family Center Unit provides a spectrum of family-related programs designed to promote positive interaction between parents and children.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in education programs, and its research in many fields aimed at solving the problems of immediate concern to mankind.

The University’s centers and programs share a common mission—to educate students for leadership roles in a variety of professions, such as law, education, psychology, osteopathic medicine, optometry, pharmacy, allied health, business and public administration, oceanography, and computer and information science. In the Nova Southeastern University educational continuum, preprofessional training begins as early as the University School, continues through the college level, and culminates in the various centers of professional studies. Through the Nova Southeastern University educational plan, students master appropriate skills and disciplines at each academic level, develop a sense of professional ethics and responsibility, and learn to appreciate the role of the professional as a key individual in society.

“The Nova Southeastern Plan” stresses the critical relationship between theory and practice; it reinforces and tests the classroom experience through applied research and community service as integral parts of academic experience. Consistent with its mission, the
University extends its resources to provide educational opportunities to working professionals nationwide, with faculty teaching at corporate and other locations across the country. Nova Southeastern also delivers programs through a variety of educational technologies, including telecommunications. Nova Southeastern University is committed to the idea that education should not be timebound or placebound. Through its educational offerings, research projects, and programs of public service, the University encourages the free exchange of ideas and the search for knowledge that is the cornerstone of the academic tradition.
MISSION STATEMENTS

Nova Southeastern University

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

Fischler Center for the Advancement of Education

The Fischler Center for the Advancement of Education is dedicated to the training and continuing support of teachers, administrators, trainers, and others working in education and related helping professions. These practitioners serve as the bridge between the knowledge base in education and the quality of education of their students. The Center hopes to fulfill its commitment to the advancement of education by serving as a resource for practitioners and by supporting them in their self-development.

In accomplishing its mission, the Center offers educational programs designed to meet the needs of the practitioner and makes a special commitment to provide educational programs in those geographic areas in which there are few resources for the training and professional support of practitioners.

Because of its commitment to the working professional, the Center offers alternative delivery systems for education that are adaptable to practitioners' work schedules and locations. Center programs reflect and anticipate the needs of practitioners to become more effective in their current positions, to fill emerging roles in the education field, and to be ready to accept changing responsibilities within their own organizations. The Center also aids professional educators in achieving personal goals, including certification requirements.

Overview of the Fischler Center for the Advancement of Education programs:

**Graduate Teacher Education Program** offering:
- Various Majors in Teaching (M.S. and Ed.S.)
- Modified Core Program in Educational Leadership (M.S. and Ed.S.)
- Initial Certification (M.S.)
- Nondegree Endorsement and Certification Renewal Options

**Life Span Care and Administration** offering:
- Applied Addiction Studies (M.S.)
- Child and Youth Care Administration (M.S.)
Early Childhood Education Administration (M.S.)
Elder Care Administration (M.S.)
Family Support Studies (M.S.)

National Ed.D. Program for Educational Leaders offering:
   Educational Leadership (Ed.D.)

Programs for Higher Education offering:
   Adult Education (Ed.D.)
   Computing and Information Technology (Ed.D.)
   Health Care Education (Ed.D.)
   Higher Education (Ed.D.)
   Vocational, Technical, Occupational Education (Ed.D.)

Programs in Communication Sciences and Disorders offering:
   Audiology (Au.D.)
   Speech-Language Pathology (M.S. and SLP.D.)

Programs in Education and Technology offering:
   Instructional Technology and Distance Education
      (M.S. and Ed.D.)
   Child and Youth Studies (Ed.D.)

Programs for Higher Education

Programs for Higher Education (PHE) provides applied doctoral and continuing professional
development programs in education to practitioners in the international community engaged in
education or training. PHE, distinguished by accessibility for learners, flexibility in programs
and operation, creativity and experimentation in outlook, and diversity among learners and
faculty, promotes academic standards of quality consistent with excellence in professional
practice.
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POLICIES AND PROCEDURES
Requirement for admission to the doctoral program are as follows:

1. a master’s degree from an accredited institution;

2. current employment related to the applicant’s area of specialization;

3. three letters of recommendation from senior academic or administrative personnel in the applicant’s place of employment;

4. an interview with a central staff member or some other representative of the program;

5. an admissions portfolio describing the applicant’s professional experience, formal education and other significant learning;

6. access to a computer and modem;

7. GRE scores from students in the Greenwood cluster (South Carolina);

8. ability to meet specific requirements of each specialization:

   a. Adult Education--persons employed in adult education (e.g., training or educational programs in business, industry, the military, postsecondary education not awarding college credit, adult basic education, community education).

   b. Computing and Information Technology--practitioners regularly employed in adult education; health care education; higher education; vocational, technical, occupational education; and who work with computers and information technology in instruction-related or information management roles.
c. Health Care Education--persons employed in health care education roles in such settings as hospitals, schools of nursing, or allied health; colleges and universities; vocational/technical institutions; government agencies; or the military, business, or industry.

d. Higher Education--faculty members or administrators employed in a postsecondary educational institution that awards college credit (e.g., 2-year community college, 4-year college, or university).

e. Vocational, Technical, Occupational Education--practicing professionals who work in a wide variety of vocational education settings.

Effective: 9/1/79
Reaffirmed: 11/1/89
Revised: 7/1/92
Revised: 10/1/96

Approved:
If an applicant meets all requirements and has submitted all required credentials, final admission to the program is dependent upon the formation of a local cluster within the applicant’s geographical area. Therefore, there may be a period of several months between the time an applicant is admitted and a new cluster can be formed and merged into the schedule.

Students are notified by their coordinator regarding enrollment procedure and registration policy.
1. All students must be registered in order to receive services, and it is the student's responsibility to register by the due date which is the 15th of the month prior to the term (September 15 for fall, December 15 for winter, March 15 for spring, and June 15 for summer).

2. Students attending the summer institute normally register for the four terms of the upcoming year. Those not attending the summer institute are also encouraged to register for the entire year. Registrations received in advance are processed each term by PHE personnel in order to ensure continuous enrollment and to avoid extra charges for late registration. Registration of new students takes place during the first class session of the term.

3. Registration forms are normally disseminated and collected by cluster coordinators, and then mailed to the PHE office.
NOVA SOUTHEASTERN UNIVERSITY
Center for the Advancement of Education
Programs for Higher Education

Policies and Procedures

Category: Registration  Number: 2.02
Subject: Tuition Payment

Tuition payment must be current for a student to receive services, and it is the student’s responsibility to make payment by the due date, which is 15 days prior to the beginning of the term. Those who do not remit tuition when it is due will be assessed a late payment fee.

Tuition payment must be postmarked by the following due dates to avoid late payment fees:

- Fall: September 15
- Winter: December 15
- Spring: March 15
- Summer: June 15

Students may pay tuition in one of the following ways:

- American Express
- Mastercard
- Visa
- Money Order
- Discover
- Check

Effective Date: 9/1/79
Revised: 11/1/89
Revised: 7/1/92
Revised: 10/1/96

Approved: [Signature]
## Policies and Procedures

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Students continuing beyond the third year (twelve terms) of full tuition payment will be enrolled in continuing services. Normal due dates for registration and tuition payment remain in effect, and students who do not remit tuition when due will be withdrawn.

A student who registers and pays tuition for any term in continuing services is eligible for a refund if all requirements for the degree are met within the first month of the term.

Effective Date: 9/24/81  
Revised: 1/11/89  
Revised: 10/1/96  
Approved: [Signature]
Deferment of tuition will be given to students who have applied for financial aid, have a completed financial aid file, and have reason to believe they will receive financial assistance from one of the following programs:

1. Stafford Guaranteed Student Loan
2. Perkins National Direct Student Loan
3. Auxiliary Loan to Assist Students/SLS
4. Nova Southeastern University scholarships/fellowships

Further information on financial assistance is available from the Office of Student Financial Aid.
Policies and Procedures

Category: Registration                     Number: 2.05
Subject: Eligibility for Educational Services

Students must be registered and current in tuition to be eligible to receive services. The only exception is for the removal of a grade of Incomplete.

Effective Date: 7/1/83
Reaffirmed: 11/1/89
Revised: 10/1/96

Approved: [Signature]
NOVA SOUTHEASTERN UNIVERSITY
Center for the Advancement of Education
Programs for Higher Education

Policies and Procedures

Category: Registration                          Number: 2.06
Subject: Withdrawal from Program

Students who wish to withdraw from the program, either temporarily or permanently, must inform the program dean in writing to be eligible for allowable tuition refunds.

Students who give such written notice prior to the beginning date of the term will not be assessed for that or subsequent terms until they are readmitted.

Effective Date: 9/1/79
Revised: 11/1/89
Revised: 10/1/96

Approved: [Signature]
A student who informs the PHE office in writing of intention to withdraw is entitled to a refund based on the following schedule: during the first 70 percent of a course, term, semester, study area, seminar workshop, cycle, or summer institute, a withdrawing student will receive a prorated refund for the percentage of time not attended (the minimum refund would be 40 percent). Thereafter, no refund is available.

If a cluster for which an applicant has applied fails to form, all money is refundable, including the application fee.

Refunds will be made within 30 days (10 days as required by the state of Wisconsin) after the effective date of withdrawal.
Policies and Procedures

Category: Registration Number: 2.08
Subject: Readmission after Withdrawal

Students who previously withdrew from the program and wish to be readmitted must submit a completed readmission form, remit a reinstatement fee, and be approved for readmission by the Admissions Committee of Programs for Higher Education. Such reentering students are subject to the current tuition rate and their original seven year time limit remains in effect.

Effective Date: 7/1/83
Revised: 11/1/89
Revised 10/1/96
Approved:
Seminar grades are given as **Pass**, **No Pass**, and **Incomplete** and are recorded on students' official transcripts at Nova Southeastern University.

1. A **Pass** grade indicates that the student has satisfied all seminar requirements. For interim progress reports and counseling purposes, but not for the official transcripts, the **Pass** grade may be further specified as either **High Pass** or **Marginal Pass**.

2. A **No Pass** grade indicates that the student:
   a. has attempted to complete all requirements of the seminar but has failed to meet the standards, or
   b. has not completed all requirements and has not given sufficient evidence of effort to complete the requirements. Any student receiving a **No Pass** must repeat the seminar to receive credit. If a second **No Pass** is received, whether for the same seminar or for two different seminars or practicums, the student is terminated from the program.

3. An **Incomplete** grade indicates that the student has failed to complete the seminar requirements, but as a result of communication with the national lecturer it is reasonable allowable time limits.
Students must remove their Incomplete grades within six months from the end of the term in which they were assigned. If the Incomplete is not removed within this time, the student will receive a No Pass and will be required to repeat the seminar.

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<td>Spring</td>
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<td>March 31</td>
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Effective Date: 9/1/83
Revised: 11/1/89
Revised: 10/1/96

Approved:
1. Practicums are evaluated as either acceptable or unacceptable.

2. A practicum which meets the criteria and is judged acceptable is assigned a Pass grade.

   A practicum which fails to meet required standards and is judged unacceptable is returned to the student for revision and resubmission. If it is then judged as acceptable, a Pass grade is assigned. If again it is judged unacceptable, however, it is returned to the student for further revision. A No Pass grade is assigned when the second revision of the practicum is found unacceptable.

A student who receives two No Pass grades, whether for practicums, seminars, or one of each, is terminated from the program.
Policies and Procedures

Category: Credit

Subject: Assignment of Credit

Program credit is assigned as follows:

1. **Seminars.** Three semester hours credit is assigned for receiving a Pass in a seminar.

2. **Practicums.** Four semester hours credit is assigned for receiving a Pass for a practicum.

3. **Major Applied Research Projects (MARP).** Three grade reports will be issued to MARP year students. Each grade reporting period carries seven semester hours of credit, and credit will be awarded when the required work has been completed according to the following plan:
   
   a. **First Grade Report.** A Pass grade is given only if the student has completed the MARP proposal and has filed with the Central Office the completed proposal with the three required signatures.

   b. **Second Grade Report.** A Pass grade is given only when the student has completed the required Individualized Evaluation report and the MARP advisor has reported to the Central Office that the student is making satisfactory progress on the MARP. The student cannot receive a Pass for this period until all seminar and practicum work is complete and approved, and the MARP proposal has been approved and on file in the office of Programs for Higher Education.
c. **Final Grade Report.** A Pass grade is given when the student has completed the MARP and has submitted an acceptable copy to the PHE office with the four required signatures. To participate in commencement exercises the student must have all work completed, fully approved, and on file no later than the first day of May. The student is encouraged to submit the required signed documents well ahead of this date, however, to facilitate clearance for participation in commencement (see policies 7.03 and 7.04).
NOVA SOUTHEASTERN UNIVERSITY
Center for the Advancement of Education
Programs for Higher Education

Policies and Procedures

Category: Ethical Conduct Number: 5.01
Subject: Legal and Ethical Standards

Students are expected to comply with the legal and ethical standards of Nova Southeastern University and the Programs for Higher Education. Misconduct and academic dishonesty are subject to disciplinary action. Violation of standards includes, but is not limited to, cheating, plagiarism, knowingly furnishing false information to the University, and forging or altering institution documents or academic credentials.

Effective Date: 7/1/83
Revised: 11/1/89
Revised: 10/1/96
Approved: 

Approved:
Programs for Higher Education requires compliance with all policies unless there are exceptional circumstances, in which cases the following procedures shall be observed:

**Petition Process**

1. The student first discusses the concern with the cluster coordinator or a member of the Programs for Higher Education staff.

2. If the concern is not resolved through this discussion, the student may submit a petition to Programs for Higher Education for an exception to a policy.

3. The petition must be submitted in writing and addressed to the Program Dean, Programs for Higher Education, Nova Southeastern University. It must include the following information:

   a. the name, address, and telephone number of the petitioner;

   b. a statement of the policy concerned and the specific exception being sought;

   c. a clear and detailed statement of the reasons for the requested exception from the policy;

   d. a summary of any discussion with a staff or faculty member in respect to the request. Be sure to include the contact person's name.

4. The petition must be submitted in a timely manner. It should be made in anticipation of the need for a policy exception whenever possible. In any case, it must be submitted within a reasonable time length of the event which precipitates the petition.
5. The Petitions Committee meets regularly as necessary. Each petition is considered on its individual merits, and the decision is based on whether or not there is convincing evidence of a genuine need for an exception to the policy.

6. Within ten (10) days of Petitions Committee action, the decision is transmitted to the petitioner.

7. If the Petitions Committee decision is unfavorable, the student may wish to contact the Assistant Provost, Center for the Advancement of Education, for assistance in resolving the issues informally. This contact must be made within ninety days of transmittal of the Petitions Committee decision. The Assistant Provost will become familiar with the problem and can then advise the student regarding the available options.

**STUDENT GRIEVANCE PROCEDURE**

The purpose of this procedure is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action which falls under the jurisdiction of Nova Southeastern University.

1. Any student who has a grievance concerning administrative action or concerning a member of the faculty or staff shall file such a grievance, in writing, with the Assistant Provost for Student Services.

   The written grievance will contain a short and concise statement of all relevant facts and the relief sought on forms available from the Student Services Office.

2. Upon receipt of a written grievance, the Assistant Provost for Student Services shall request proof supporting the grievance and request a reply/response with supporting evidence from the party whom the complaint has been filed. An Administrative Review Panel will review the grievance and evidence to determine whether the grievance presents a complaint upon which action should be taken. If the grievance is found to have no basis, to be insubstantial, or wholly a question of academic discretion, the grievance shall be dismissed without further action. The student will be advised in writing as to whether the grievance was dismissed, or whether additional action will be taken.

3. If the Administrative Review Panel decides that further inquiry should be made, then the Assistant Provost for Student Services may invoke one of the following procedures:

   a. **Informal Resolution Procedure:** The Assistant Provost for Student Services may informally meet with all parties and try to resolve the issues raised.
b. **Formal Resolution Procedure:** If the Assistant Provost for Student Services is unable to informally resolve the issue, then a Grievance Committee will be convened to make a final determination of the issue.

4. The Grievance Committee shall consist of three members. Two members shall be taken from a center alumni list and will be chosen by rotation sequence and availability from a resource panel of alumni who have consented to serve as impartial arbitrators. The third member will be a faculty member or center administrator of Nova Southeastern University. The third member will have no immediate knowledge of the facts of the dispute.

5. The parties will attend the Grievance Hearing before the panel at which time both parties shall submit their evidence and arguments concerning the matter. The parties shall be notified of the time, date and place of the hearing. All hearings shall be conducted on the main campus, during normal working hours. There will be no meeting of the Committee unless an active appeal has been filed in accordance with this procedure.

The Grievance Committee Hearing shall be subject to the following procedures:

a. The committee shall have no right to modify, add to, or subtract from this grievance procedure.

b. A majority vote of the committee shall be determinative.

c. The committee may not substitute its judgement for the qualitative academic decision of the faculty member rendering the grade or assessing the student's work. The committee may only recommend to uphold or reverse the Program's decision. In the event the Committee reverses the Program's decision, the Program Dean shall fashion a remedy consistent with sound academic principles which shall be final. The committee may not address sanctions, which are wholly within the Program Dean's discretion.

d. The committee shall render its decision in writing on forms provided.

e. The committee shall be obliged to render a decision within fourteen (14) calendar days following the close of the hearing.

6. The decision of the committee shall be final and binding. Any student filing a grievance shall be notified of the committee's decision by certified mail to their last official address.

7. Any and all disputes, grievances or claims arising out of the student's relationship with the University shall be brought in the Circuit Court of Broward County, Florida, or the United States District Court for the Southern District of Florida, and further, shall be governed and construed according to the laws of the State of Florida.
For Arizona Students Only

In compliance with the Arizona State Board for Private Postsecondary Education, the following policy has been reproduced for your information. If you have any questions, please contact:

Assistant Provost for Student Services
FCAE
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, Florida 33314
(800) 986-3223, Ext. 5585

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the:

Arizona State Board for Private Postsecondary Education
Room 206
1400 W. Washington
Phoenix, Arizona 85007
(602) 542-5709

The student must contact the State Board for further details.

Effective Date: 2/4/81
Revised: 11/1/89
Revised: 10/1/96
Approved: 

21
FORMAT FOR SUBMITTING WRITTEN GRIEVANCES

Student's Name: ___________________________ Date: ___________________________

Home Address: _____________________________ Home Phone: ( ) __________

Business Address: __________________________ Business Phone: ( ) ______

Social Security Number: ____________________________

Specialization: _____________________________

NATURE OF GRIEVANCE:

1. University or program policy or procedure violated. (Please refer to specific, appropriate sections.)

2. State reason(s) why you feel the above policy was violated. (Use additional paper, if necessary.)

3. Attach to this grievance supporting documents and list them below.

4. Specifically state your desired remedy. (Use additional paper, if necessary.)

STUDENT'S SIGNATURE: ___________________________

Send to: Dr. Stephen I. Siplet, Assistant Provost for Student Services, Nova Southeastern University (CAE), 3301 College Avenue, Fort Lauderdale, FL 33314

Revised: 10/1/96 Approved: ___________________________
Doctoral students must attain candidacy status prior to the Center Provost’s recommendation for graduation to the University President and Board of Trustees. This addition to the graduation requirements for FCAE doctoral students reflects the belief that the rigor and quality of the doctoral programs are enhanced by a quality check by a Candidacy Committee made up of doctoral faculty from all center doctoral programs and by demonstrating the programs are meeting the spirit of the criteria of Nova Southeastern University’s regional accrediting body.

All Programs for Higher Education students, after being recommended by the program faculty and Program Dean and prior to the recommendation of the Center Provost to the University President, and the Nova Southeastern University Board of Trustees, must have their academic progress checked and documented by the Fischler Center for the Advancement of Education Candidacy Committee.

The format and process of the candidacy requirement includes the following:

Requirements for Candidacy

In order for a doctoral student to be eligible for candidacy, the student must meet all of the following requirements:

1. be currently enrolled in the program and be in good standing at the University;
2. successfully completed all study areas and seminars;
3. completed all summer institute requirements;
4. successfully completed the comprehensive examination; and
5. have received committee approval for the Major Applied Research Project proposal.
Candidacy Committee

Purpose: The Candidacy Committee is responsible for making a candidacy recommendation to the Provost of FCAE for doctoral students recommended by the Dean of the program. The recommendation is reached in a formal meeting of the Committee and based on a review of documentation offered by the Program Dean and any additional requested information. The Committee may recommend to award, defer, or deny candidacy. Negative recommendations will be accompanied by a statement of cause.

Composition and Organization

The Candidacy Committee will be composed of six faculty members (two from each doctoral program) and the Assistant Provost for Student Services who will serve as permanent chairperson. Faculty members will be selected by the Program Deans and serve for two years (half of the initial group will serve one year).

The Assistant Provost for Student Services, serving as the permanent chairperson, is responsible for: (1) receiving and reviewing candidacy recommendations and support documentation for completeness; (2) forwarding the recommendations and documentation to the Candidacy Committee members for their review in advance of a meeting of the Committee; (3) notifying the committee of meeting times and places; (4) chairing the Committee meeting and keeping all appropriate records; and (5) forwarding the recommendations of the Committee to the Provost of FCAE.

Meeting Time and Quorum

The Committee will meet by-monthly on the third Monday of the month and at other times that may be determined by the chairperson. The presence of four members of the Committee at a meeting will constitute a quorum. Recommendations can be made by a majority of the members present at a meeting.

Candidacy Process

When, in the view of the faculty and Program Dean, a doctoral student meets doctoral candidacy requirements, the dean may formally recommend the student for candidacy. The recommendation and all appropriate documentation will be sent to the Chair of the Committee, the Assistant Provost for Student Services. Documentation will include: (1) a working transcript; (2) a completed Candidacy Review Checklist; (3) evidence that a faculty committee has approved the student's final research topic and the final applied research proposal; (4) evidence that the student has successfully completed any required comprehensive examination; (5) evidence that the student is in good standing at the University, and (6) any other material that will support the recommendation.
This Committee Chairperson (the Assistant Provost for Student Services) will review the documentation for completeness and forward to the Candidacy Committee in advance of a candidacy meeting.

At a formal meeting of the Committee, with at least four members present, a majority may make one of the following recommendations to the Provost of FCAE:

- recommendation for candidacy without reservation.
- recommend to defer candidacy awaiting further documentation for satisfying candidacy requirements.
- recommendation to deny candidacy based on a stated cause(s).

The Provost of FCAE makes the final determination of candidacy using the recommendations of the Committee and any other self-generated information. Within ten days after receiving the Committee's recommendation, the Provost will formally notify the student, Program Dean and the Chairperson of the Committee of the decision.

In the event of a negative decision, the student has a right to grieve the decision using FCAE's grievance procedure.

Effective: July 1, 1996

Approved: [Signature]
To meet graduation requirements for Programs in Higher Education, the student must:

1. attend and pass eight seminars (3 semester hours each);
2. pass four practicums (4 semester hours each);
3. attend two summer institutes (no semester credit awarded);
4. pass a comprehensive examination (no semester credit awarded);
5. successfully complete the MARP Proposal and MARP (21 semester hours) and pay the MARP fee;
6. submit an individualized evaluation (no semester credit awarded); and
7. be current in all tuition and fees.

All requirements must be completed within seven years of the date of the beginning of the term of entry (see policy 7.02).
Policies and Procedures

Category: Graduation  Number: 7.03
Subject: Time Limit for Program Completion

Students must fulfill all requirements for completion of the Doctor of Education degree within seven years from the first day of the term of enrollment.

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<td>July 1</td>
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Effective Date: 9/1/79
Revised: 11/1/89
Revised: 10/1/96
Approved:
Degrees are conferred by the Nova Southeastern University Board of Trustees at their regularly scheduled meetings throughout the academic year. (A current schedule of Board meetings is available from the office of Programs for Higher Education.) To be eligible for degree conferral, the student must have met all program requirements and all required papers and signatures must be received by the PHE office at least five business days prior to the meeting of the Board.
To be eligible to participate in the midsummer commencement exercises at Nova Southeastern University, the individual must be a graduate of record. For a person to be considered a graduate of record, all requirements must be met and necessary documents on file in the Programs for Higher Education office no later than the first day of May.
Students are required to complete, with a grade of PASS, four practicums (proposals and reports) as follows:

1. Each methodology (research, evaluation, and development) must be used in three separate practicums. Students will have a choice of which methodology to replicate for their fourth practicum.

2. In addition, each of the four reports must indicate a relationship to concepts presented in one or more of the seminars.
   a. One of the practicums must utilize inferential statistics (experimental) and be related to the Research Methodology seminar.
   b. One of the practicums must be related to concepts presented in one of the specialization seminars.
   c. The other two practicums can be related to any of the other six seminars.

3. If a concentration has been declared, the report must indicate the relationship of the study to the specific concentration.
The practicum process is intended to address important current problems and issues within the student’s institution or organization. Therefore, approved proposals are valid for practicum development and approval for a maximum of two years, after which they are considered outdated and no longer applicable. The two-year period commences from the date the proposal is reviewed by the practicum evaluator.

If the original problem or issue described in the outdated proposal still exists as a concern in the organization, the student may revise, update and re-write the original proposal, and then resubmit it for new approval. However, if circumstances have become significantly different or the individual has changed employing institutions, a new proposal must be submitted.
1. A student who initially enrolled in Programs for Higher Education prior to September 30, 1991, and who remains on the six/four plan, must pass the comprehensive examination, in addition to passing six seminars and four practicums, to be eligible for assignment to a MARP Committee (see Policy 10.01).

2. A student who initially enrolled in Programs for Higher Education on or after October 1, 1991, must pass the comprehensive examination, in addition to passing seven seminars, and three practicums, must also have approval of the proposal for the fourth practicum to be eligible for assignment to a MARP Committee (See Policy 10.01).

3. To be eligible for assignment to a MARP Committee, a student must be in compliance with minimum progress requirements (see Policy 13.01).
Policies and Procedures

Category: MARP  Number: 9.02

Subject: Request for Change of MARP Advisor

1. A student may request a different advisor during the MARP year if extenuating circumstances are hindering the student’s progress. Such extenuating circumstances may include, but are not limited to, illness of the advisor, prolonged absence of the advisor from the U.S.A., inaccessibility of the advisor because of change in location or status of employment. The student must make the request in writing to the Associate Director for Research.

2. An advisor who wishes to discontinue counseling an advisee shall notify the Associate Director for Research, in writing, and state the reasons for the request. The Associate Director for Research will then appoint another advisor.

Effective Date: 9/1/79
Revised: 11/1/89
Revised: 10/1/96

Approved: [Signature]

33
The student must submit to the office of Programs for Higher Education one clear photocopy of the MARP proposal, along with the signature page containing the signatures of the MARP committee.

When the MARP proposal has been approved by the MARP committee, it is placed in the student’s file and the first grade report for seven semester hours of credit is generated.

Effective Date: 9/1/79
Revised: 11/1/89
Revised: 10/1/96

Approved: [Signature]
Policies and Procedures

Category: MARP  Number: 9.04

Subject: Individualized Evaluation

The student must submit the completed Individualized Evaluation to the office of Programs for Higher Education as soon as all seminars and practicums and the MARP proposal have been completed. The purpose of the Individualized Evaluation is to determine the effect or impact of each program component upon the student’s professional growth and upon the student’s institution or organization. The evaluation also provides an opportunity for students to comment on program strengths and weaknesses.

After the Individualized Evaluation is received at the PHE office, and the MARP advisor has reported that the student is making satisfactory progress on the MARP, the second grade report which indicates completion of seven semester hours, is mailed to the students.

Effective Date: 9/1/79
Reaffirmed: 11/1/89
Revised: 10/1/96

Approved: [Signature]
The student must submit, to the office of Programs for Higher Education, one clear photocopy of the MARP along with the signature page containing the signatures of the student, the MARP advisor, the local committee member, the central staff committee member.

When the MARP has been approved by the PHE MARP committee members, the third grade report with notification of a PASS grade for the remaining seven semester hours of credit is mailed to the student. The copy of the MARP is retained at Nova and reproduced on microfiche. The student’s MARP fee covers the reproduction cost (see Policies 7.01 subpoint 5, 7.03 and 7.04).

Effective Date: 9/1/79
Revised: 11/1/89
Revised: 10/1/96

Approved:
The comprehensive examination consists of a written exercise which demonstrates the individual's competence to address significant issues in higher education based upon a foundation of knowledge and a broad perspective.

1. **Purposes.** The comprehensive examination

   a. provides an assessment of student growth and development in the program;

   b. establishes that individual students are ready to proceed to the final (MARP) stage; and

   c. provides an integrative experience wherein students can relate concepts across the core and specialization seminars and from their own professional lives.

2. **Eligibility.** The student is eligible to sit for the comprehensive examination when the following minimum requirements are met:

   a. six seminars are completed with passing grades;

   b. three practicums are approved by the document receipt deadline (thirty days in advance of the test date); and

   c. an Application for Comprehensive Examination is received by the Associate Director for Faculty and Curriculum Development at least forty-five days prior to the intended examination date.

3. **Examination Schedule.** The exam is administered quarterly according to the schedule established by the Associate Director for Faculty and Curriculum Development. The list of test dates for the current year is available from PHE.
4. **Criteria for Evaluation of Performance.** Evaluation of student performance on the exam is conducted by a three-member faculty panel, and it is based upon the written evidence of the examinee’s organization, completeness, relevance, cogency, and documentation. Specific descriptions of these criteria are included in the comprehensive examination booklet available from the office of Programs for Higher Education.

5. **Grading.** By consensus, the faculty panel agrees upon assignment of a grade for the comprehensive examination. The student has two opportunities to pass the exam. The grade issued for the first attempt may be HIGH PASS, PASS, or UNACCEPTABLE. The grade awarded on the second attempt may be HIGH PASS, PASS, or NO PASS.

6. **Satisfactory Completion.** When the student completes the examination with a grade of either pass or high pass, readiness for candidacy is acknowledged. A student who fails to pass the exam on the first attempt is deemed not ready; the student’s examination and file are then reviewed by a faculty committee, and the student is counseled to develop an appropriate plan of action to remedy the deficiencies.

7. **Termination.** A student who receives a no pass grade for the second attempt on the comprehensive examination is terminated from the program and is ineligible for readmission.

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Effective Date: 2/21/89  
Reaffirmed: 11/1/89  
Revised: 7/1/92  
Revised: 10/1/96  

Approved: [Signature]
The concentration enables students to demonstrate that they have undergone a rigorous doctoral program in depth as well as breadth. The concentration is noted on the student’s transcript as part of the student’s records. A sample list of approved concentrations will be published, annually, in the Programs for Higher Education catalog.

Students will express their chosen concentration by including statements in at least three of their practicum reports, and in their major applied research projects (MARPs), which explain the relationship of these projects to that concentration.

Each student is encouraged to select and seek the counsel of a qualified professional in the approved concentration field who will serve as a mentor. The mentor will assist the student in becoming familiar with the literature in the field and serve as a role model. The choice to seek a mentor, or the selection of a particular mentor, is entirely up to each student. The Programs for Higher Education will have no official role in this process.

After the MARP proposal is approved, each student will complete an Individualized Evaluation that reflects the effectiveness of PHE and its impact on the individual’s professional growth in the selected field and at the employing organization. A statement about the concentration and its relationship to practicums and the MARP is included in this document. These statements and the titles/abstracts of practicums and MARPs in question will be reviewed by the Associate Director for Research to determine whether the student has met the requirements for a concentration. If so, certification will be recorded on the student’s transcript. If not, the student will be informed of the reasons why not and will be given the opportunity to appeal the decision.

Concentrations must meet the following guidelines:

1. they must state or imply a connection with education;

2. they must have some acceptance, recognition or currency within the postsecondary education field;
3. they must be stated from as broad a perspective as possible (i.e., one level of specificity below the PHE specialization, not several levels); and

4. they must be able to fit within the space provided by the Registrar on the transcript.

Effective: 12/15/91
Revised: 10/1/96

Approved: [Signature]
Attendance at all sessions of each seminar is required. Any exception to this policy must be based on an emergency circumstance and an agreement with the national lecturer in respect to alternative learning activities.

1. Such a makeup agreement requires the completion of specified assignments relating to the missed session. The assignments vary in form, but they must be agreed upon at an early date and provide some method for the student to obtain the information from the seminar session.

2. After makeup work is assigned, the national lecturer must inform the Programs for Higher Education office and the cluster coordinator regarding the arrangements.

Under no circumstances can a student receive credit for a seminar if more than one seminar meeting is missed.
Attendance at two summer institutes is required for graduation. While there is no additional fee for the summer institutes, students must be currently enrolled and pay their own transportation and living expenses.
Policies and Procedures

Category: Attendance
Subject: Students Visiting Other Clusters for Instruction

Programs for Higher Education (PHE) students may wish to visit other local clusters, or the International Cluster (for its winter weekend or intensive summer session) to schedule core seminar instruction. The intent may be to make up seminars that are missed or not passed.

The visiting student is expected to be prepared with text, study guide, and materials for class as well as complete any reading assignments or other up-front requirements of the lecturer. Attendance is expected at all class sessions of the seminar. The student’s home cluster staff will continue to provide practicum support. The costs of travel, accommodations, and meals are the responsibility of the visiting student. There is no additional tuition if the student is already enrolled for the term.

Eligibility

Students wishing to take advantage of this option must be enrolled for the term in question and be in good standing with the program. Students must also be moving forward with practicums, unless the visit is requested for the purpose of taking a seminar that was missed in the home cluster. In addition, class size in the receiving cluster must not exceed the PHE established maximum in order to accommodate the addition of the visitor(s). Approval will not be granted if there is a conflict of dates with a seminar scheduled in the home cluster.

PROCEDURES

Any interested student must discuss the planned visit with the home cluster coordinator, and review how the request fits the student’s academic plan or “Triple P” schedule. Coordinators have seminar schedules, and can advise on the appropriateness of such requests. Requests should be made by the student at least two months in advance by writing to the Program Dean. The following information should be included in the letter: student’s name, address, home and work telephones, home cluster, cluster to be visited including the seminar title, the term, and the reason for the intended visit.
The Program Dean will consider the request, and grant it, if appropriate and consistent with the student’s progress in the program. Each request will be acknowledged in writing. If approved, the Program Dean will notify the receiving cluster coordinator, the home cluster coordinator, and the core seminar national lecturer. The receiving cluster coordinator will provide instructions on lodging, directions to the cluster site, the study guide, the national lecturer’s welcome letter, and course outline for the seminar in question.

Effective: 10/10/94
Revised: 10/1/96
Approved: __________
Policies and Procedures

Category: Satisfactory Progress

Subject: Minimum Progress Requirements

All students are subject to the full provisions of the following requirements. Therefore, they should strive to remain ahead of the minimum schedule.

1. **Seven years is the maximum time allowed for the completion of all graduation requirements.** The seven years begin with the first day of the first term of enrollment (see Policy 7.02).

2. The **minimum requirements** listed on the next page are based on terms completed, within the seven year time limit, rather than on calendar time.

3. The minimum requirement deadlines do not extend the seven year time limit. If a student has been withdrawn for more than three terms, the minimum requirements must be accelerated to accommodate the reduced time remaining.

Effective Date: 10/1/89
Reaffirmed: 11/1/89
Revised: 2/12/92
Revised: 10/1/96

Approved: [Signature]
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Minimum Progress Requirements
# PERSONAL PROGRAM PLAN (TRIPLE "P")

Nova Southeastern University
Programs for Higher Education

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STUDENT SIGNATURE

DATE

CLUSTER COORDINATOR

DATE
Personal Program Plan (Triple "P")

INFORMATION SHEET

Core Seminars (3 credits each. Total: 18)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 8003</td>
<td>Curriculum and Program Planning</td>
</tr>
<tr>
<td>ECD 8007</td>
<td>Governance and Management</td>
</tr>
<tr>
<td>ECD 8008</td>
<td>Human Resources Development</td>
</tr>
<tr>
<td>ECD 8009</td>
<td>Leadership</td>
</tr>
<tr>
<td>ECD 8013</td>
<td>Research Methodology</td>
</tr>
<tr>
<td>ECD 8021</td>
<td>Societal Factors Affecting Education</td>
</tr>
</tbody>
</table>

Specialization Seminars (3 credits each. Total: 6)

<table>
<thead>
<tr>
<th>Adult Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAD 8003 History, Philosophy and Practice of Adult Education</td>
</tr>
<tr>
<td>EAD 8007 Theory and Methods of Adult Education</td>
</tr>
</tbody>
</table>

Computing and Information Technology:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EID 7370</td>
<td>Database Management Systems</td>
</tr>
<tr>
<td>EID 7390</td>
<td>Computer Information Networks</td>
</tr>
</tbody>
</table>

Health Care Education:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCE 8001</td>
<td>Emerging Social and Ethical Issues in Health Care Education</td>
</tr>
<tr>
<td>HCE 8003</td>
<td>Preparing and Developing Staff in the Health Care Professions of the Future: A Changing Educational Paradigm</td>
</tr>
</tbody>
</table>

Higher Education:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EHD 8002</td>
<td>Politics, Law &amp; Economics of Higher Education</td>
</tr>
<tr>
<td>EHD 8006</td>
<td>Emergence of Higher Education in America</td>
</tr>
</tbody>
</table>

Vocational, Technical, Occupational Education:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETD 8006</td>
<td>Emergence of VTO Education in America</td>
</tr>
<tr>
<td>ETD 8008</td>
<td>Trends and Issues in VTO Education</td>
</tr>
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Practicums (4 credits each. Total: 16)

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Report</th>
<th>Related Seminar</th>
<th>Methodology</th>
<th>Possible Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<tr>
<td>4</td>
<td>4</td>
<td></td>
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</tr>
</tbody>
</table>

Summer Institutes (no credit)

| Summer Institute No. 1: | 19 |
| Summer Institute No. 2: | 19 |

Comprehensive Exam (no credit)

MARP Prospectus (no credit)

MARP Proposal (7 credits)

Individualized Evaluation and Satisfactory Progress (7 credits)

MARP (7 credits)

TOTAL CREDITS REQUIRED: 61
Periodically, certification reports showing satisfactory academic progress toward the completion of Ed.D. degrees are reported to the Office of Financial Aid at Nova Southeastern University for those students receiving financial aid. The following criteria are used in determining satisfactory progress:

1. Students must be currently enrolled and up-to-date on all tuition and fee payments.

2. Within the past five months, students must have had recorded in their Programs for Higher Education records a grade of PASS on at least one of the following:

   • a seminar,
   • a practicum proposal,
   • a practicum report,
   • the comprehensive examination,
   • the MARP prospectus,
   • the MARP proposal,
   • satisfactory progress on the MARP and have submitted the individualized evaluation, and
   • the MARP.

Criteria one and two must be met in order to certify satisfactory progress in the program. If these criteria are not met, the Office of Financial Aid will be notified and financial aid benefits (including Veterans Administration [VA] benefits) will be terminated as of the date of the report. Reporting unsatisfactory progress to the VA may create an overpayment for a veteran student utilizing VA educational benefits. Should the student continue in the program, benefits will not be reinstated until a state of satisfactory progress is reattained.

Effective: 4/15/96
Revised: 10/1996
Approved: [Signature]
LEARNING RESOURCES
LIBRARY RESOURCES

The University library system has more than 500,000 volume equivalents.

The Albert and Birdie Einstein Library, located in the Parker Building, houses the University's major collection of books and journals in the humanities and sciences. Its more than 200,000 volume equivalents can be searched through the library's online catalog. Also, specialized indexes in CD-ROM format are available, as is dial-up access to the online catalog and to First Search.

The Einstein Library is equipped to perform online literature searches using DIALOG information databases. Reference librarians will assist students in structuring searches.

The library is a member of SEFLIN and FLIN, cooperative library networks that speed access to materials from other institutions throughout Florida. The Einstein Library has also been named a cooperating library of the Foundation Center in New York, giving students access to a special collection for grants and foundation research. The library has an agreement with Wayne State University in Detroit for priority access to their vast collection of research materials.

Through the Distance Library Services Office (DLS), students off campus have access to books, journal articles, Educational Resources Information Center (ERIC) documents, interlibrary loans, database searches, and reference librarians specializing in research services to remote student locations. Students may call the DLS to request materials 24 hours a day, using mail, fax, or home computer. To contact DLS by phone call (954) 475-7388 or toll free 800-541-6682, Ext. 7388. E-mail: library@nsu.acast.nova.edu

The Health Professions Division Library is located on the first floor of the Library/Laboratory Building of the Health Professions Complex. It contains card and computerized catalogs of holdings, more than 11,000 book titles, 783 active journals, and more than 800 audio and video tapes. The library is a member of DOCLINE, which is the National Library of Medicine's online, interlibrary loan service, coordinating with medical libraries in the United States. Full membership in the Miami Health Sciences Library Consortium permits free exchange of materials among local medical libraries for all patrons. Membership in the Association of Visual Sciences Librarians includes a cooperative lending relationship, so patrons have free access to nearly all vision-related resources. Also, a Drug Information Center, based in the College of Pharmacy Building, is available for student use evenings and Saturdays.

The Law Library of the Shepard Broad Law Center, with a collection numbering more than 261,000 volumes and volume equivalents, contains the standard materials required for legal study and research. It is one of the few collections in the country designated as a depository for United Nations documents. It is also designated as a depository for state and federal documents.
The William Springer Richardson Library, at the Oceanographic Center, houses a specialized collection of books and periodicals in physical, biological, geological, and chemical oceanography.

The University School Media Center maintains an integrated collection of print and nonprint materials designed to provide curriculum enrichment resources for students from preschool through high school.

CENTER FOR MEDIA AND TECHNOLOGY

Consisting of a television studio equipped to video record in color, a well-equipped audio studio, and a graphics room, the center provides media production services for students and faculty. The video recording facilities of the studio are used regularly as a means of enriching student learning.

STUDENT ACCESS TO TELECOMMUNICATIONS

Graduate programs at FCAE expect or require their field-based faculty, staff, and students to avail themselves of the University's electronic resources. NSU's UNIX system enables users to communicate with others in their program through electronic mail (e-mail), request university electronic library services, participate in electronic classroom course experiences (when scheduled), discuss issues in computer conferences, and access worldwide resources including: practitioners, bulletin boards, library catalogs, full-text material, databases, the Internet, and the World Wide Web.

To get online, students need an MS-DOS compatible or Macintosh* computer, VT100 terminal emulation software (Kermit is provided by NSU), and a 14,400 baud ** or faster modem (or Telnet capability) for connection to NSU over local telephone lines. Students are provided NSU UNIX accounts; however, students may have to pay an access fee to reach the Internet to connect to NSU resources.

To be assigned an account on the UNIX system, students need to complete a Request for UNIX Account form, which is available from their program office. After the form is processed by the user's program, the Fischler Center's Office of Technology will provide account information.

For information about the system's capabilities or answers to technical questions, call the FCAE Helpdesk at (954) 475-7216, or 800-986-3223, Ext. 7216 or call the NSU general communications help desk at 800-541-6682, Ext. 7668. Your call will be transferred to the Helpdesk and handled by the staff member on duty.
Limited Macintosh Support is available from NSU.
**Modems as slow as 2400 baud may be used.

**COMPUTING FACILITIES**

The University's Computing Facility provides data processing services for meeting the instructional, research, and administrative needs of the University. The central site is located on campus in the Mailman-Hollywood Building.

Access to the facility is through terminals and other computer systems located both on the main campus and at the Port Everglades site. Time-sharing services are available through the local telephone system. This facility is available to qualified students and faculty for research and for the computer-oriented course work.

**TEXTBOOKS**

The bookstore (Nova Books) is located on the main campus in the Rosenthal Student Center and carries all the required books for courses at Nova Southeastern University. Students located throughout the United States and Canada can order their texts via telephone (954) 476-4750 or toll free 800-509-2665 or fax (954) 476-4759. E-mail: novabook@nsu.nova
POLICIES GOVERNING
STUDENT RELATIONS
GENERAL

Nova Southeastern University has established specific policies, procedures, and guidelines defining its relationship with its students. The term "student" defines the student, or parents of the student if the student qualifies as a dependent under the provisions of the Internal Revenue Code.

INSTITUTIONAL AND ACADEMIC INFORMATION

Nova Southeastern and its academic schools and centers periodically publish bulletins or catalogs describing NSU and its programs. These bulletins are available to enrolled and prospective students through the various admissions offices associated with academic units or from the Office of the University Registrar. Each academic unit, group of units, and/or the registrar's office maintains at least one full-time employee to assist students in obtaining information.

NOTICE OF NONDISCRIMINATION

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.

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:
1. 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.

2. 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.

3. 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.

**STUDENT PARTICIPATION IN UNIVERSITY GOVERNANCE**

In furtherance of its commitment to teaching and learning, Nova Southeastern University encourages student participation in institutional decision making.

Within each center, elected student government bodies provide vehicles for student expression of views and opinions on issues of institutional policy. Officers of the student governments are members of the President's Student Advisory Committee which meets monthly with the University President and appropriate senior administrative staff to discuss University matters of general interest to the student body.

Additionally, students are regularly appointed to committees, task forces, and ad hoc groups dealing with issues of concern to students, including appointment to each self study subcommittee.
STUDENT RIGHTS
AND
RESPONSIBILITIES
THE CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY

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

NOVA SOUTHEASTERN UNIVERSITY
STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

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

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

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

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

A. Academic Standards

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

1. Original Work.

Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and
words of another author, but if that is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual.

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

2. Referencing the Works of Another Author.

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

At Nova 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 I(A) (1) or I(A) (2) 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.


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

Violations of academic responsibility include, but are not limited to:

a. plagiarism;
b. any form of cheating;
c. conspiracy to commit academic dishonesty;
d. misrepresentation;
e. bribery in an attempt to gain an academic advantage;
f. forging or altering documents or credentials; and
g. knowingly furnishing false information to the institution.

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

B. Conduct Standards

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

   a. theft;
   b. vandalism;
   c. disruptive behavior;
   d. possession or use of firearms, fireworks, explosives, or other dangerous substances or items;
   e. possession, transfer, sale, or use of illicit drugs;
   f. appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals;
   g. violations of housing regulations;
   h. any act or conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group;
   i. threats of or actual damage to property or physical harm to others;
   j. hazing ("hazing" is defined as: any action or situation which 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); and
   k. failure to pay tuition and fees in a timely manner.

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

C. Supplementary Standards

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

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

STUDENT CODE OF COMPUTER ETHICS

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

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

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

In addition, a student accessing any of Nova Southeastern University's computer systems, whether a multiuser time-sharing system or a single-user terminal or personal computer, must:
• have proper authorization for use or attempted use of accounts within the Nova Southeastern University computer systems;
• limit the use of Nova Southeastern University computer systems to academic activities as defined by the student's academic program office;
• refrain from attempting to tamper with or obstruct the operation of Nova Southeastern University's computer systems;
• be aware that accessing or using another person's computer account without that person's permission is illegal and unethical;
• refrain from any attempt to use Nova Southeastern University's computer systems as a means for the unauthorized access to computer systems outside the University's systems;
• be aware that the use of invasive software, such as worms and viruses destructive to hardware, software, or data files, is illegal and unethical;
• be aware that using Nova Southeastern University's computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate University policy, procedures, and agents;
• use only legally obtained or licensed data or software in accordance with its license or purchase agreement; and
• be in compliance with federal copyright laws and the Nova Southeastern University Copyright Code.

As with all matters of law and ethics, ignorance of the rules does not excuse violations. Inappropriate conduct and violations will be dealt with under the guidelines of the Nova Southeastern University Code of Student Conduct and Academic Responsibility as defined and determined by the Office of the Academic Vice-President and the Office of the Dean of a student's academic program.
DRUG-FREE SCHOOLS AND CAMPUSES
In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), Nova 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 Nova Southeastern University owned or controlled property and as a part of any of its activities. No Nova Southeastern University employee or student is to report to work or school while under the influence of illicit drugs or alcohol.

There are serious health risks associated with the abuse of drugs and alcohol (see attached "Controlled Substances–Uses and Effects"). If you, a fellow student, teacher, or co-worker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

On Campus:
Nova Southeastern University Student Counseling Service
Mailman Building
(954) 475-7552

Nova Southeastern University Community Mental Health
Davie (954) 475-7070
Lauderhill (954) 486-3663
Coral Springs (954) 753-7020

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

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

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

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

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

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

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

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

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.
Nova Southeastern University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. In order to comply with federal law, Nova Southeastern University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace. Any criminal drug convictions in the workplace must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

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

All Nova Southeastern University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.
### Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>METHAMPHETAMINE</strong></td>
<td>100 gm or more</td>
<td>Not less than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 20 years.</td>
</tr>
<tr>
<td></td>
<td>or 1 kg or more mixture</td>
<td>Not more than 10 years. Not more than 20 years.</td>
<td>Not more than 10 years. Not more than 20 years.</td>
</tr>
<tr>
<td><strong>HEROIN</strong></td>
<td>1 kg or more</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td>mixture</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td><strong>COCAINE</strong></td>
<td>5 kg or more</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td>mixture</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td><strong>COCAINE BASE</strong></td>
<td>50 gm or more</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td>mixture</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td><strong>PCP</strong></td>
<td>100 gm or more</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td>or 1 kg or more mixture</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td><strong>LSD</strong></td>
<td>1-10 gm</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td>mixture</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td><strong>FENTANYL</strong></td>
<td>400 gm or more</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td>or 1 kg or more mixture</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td><strong>FENTANYL ANALOGUE</strong></td>
<td>100 gm or more</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
<tr>
<td></td>
<td>or 1 kg or more mixture</td>
<td>Not more than 10 years. Not more than 10 years.</td>
<td>Not more than 10 years. Not more than 10 years.</td>
</tr>
</tbody>
</table>

### Federal Trafficking Penalties – Marijuana

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 kg or more; or 1,000 kg or more plants</td>
<td>Marijuana</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $5 million other than individual.</td>
<td>Not less than 20 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>100 kg to 1,000 kg; or 100-999 plants</td>
<td>Marijuana</td>
<td>Not less than 5 years, not more than life. Fine not more than $250,000 individual, $1 million other than individual.</td>
<td>Not more than 10 years, not less than 20 years, not less than life. Fine not more than $4 million individual, $5 million other than individual.</td>
</tr>
<tr>
<td>50 to 100 kg</td>
<td>Marijuana</td>
<td>Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $4 million individual, $5 million other than individual.</td>
<td>Not less than 20 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than $8 million individual, $20 million other than individual.</td>
</tr>
<tr>
<td>10 to 50 kg</td>
<td>Hashish</td>
<td>Not less than 5 years. Fine not more than $250,000 individual, $1 million other than individual.</td>
<td>Not less than 10 years. Fine not more than $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>1 to 10 kg</td>
<td>Hashish Oil</td>
<td>Not less than 10 years. Fine not more than $250,000 individual, $1 million other than individual.</td>
<td>Not less than 10 years. Fine not more than $2 million individual, $10 million other than individual.</td>
</tr>
<tr>
<td>Less than 1 kg</td>
<td>Marijuana</td>
<td>Not less than 1 year. Fine not more than $100,000 individual, $250,000 not individual.</td>
<td>Not more than 2 years. Fine not more than $200,000 individual, $500,000 not individual.</td>
</tr>
<tr>
<td>Less than 1 kg</td>
<td>Hashish</td>
<td>Not less than 1 year. Fine not more than $100,000 individual, $250,000 not individual.</td>
<td>Not more than 2 years. Fine not more than $200,000 individual, $500,000 not individual.</td>
</tr>
<tr>
<td>Less than 1 kg</td>
<td>Hashish Oil</td>
<td>Not less than 1 year. Fine not more than $100,000 individual, $250,000 not individual.</td>
<td>Not more than 2 years. Fine not more than $200,000 individual, $500,000 not individual.</td>
</tr>
</tbody>
</table>
### Controlled Substances – Uses & Effects

<table>
<thead>
<tr>
<th>DRUGS' CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USES</th>
<th>DEPENDENCE</th>
<th>TOXICITY</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><strong>NARCOTICS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opium</td>
<td>III III</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked</td>
<td>Euphoria, drooling, respiratory depression, constipated pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
</tr>
<tr>
<td>Morphine</td>
<td>III</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Codeine</td>
<td>III III</td>
<td>Analgesic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heroin</td>
<td>I</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Injected, sniffed, smoked</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>II</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methadone</td>
<td>II</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>I III III III IV</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></td>
<td></td>
</tr>
<tr>
<td><strong>DEPRESSANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choral Hydrate</td>
<td>IV</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>
</tr>
<tr>
<td>Barbiturates</td>
<td>III IV</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></td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>IV</td>
<td>Antianxiety, anticonvulsant, sedative, hypnotic</td>
<td>Low</td>
<td>Low</td>
<td>Yes</td>
<td>4-6</td>
<td>Oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methaqualone</td>
<td>I</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glutethimide</td>
<td>III</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td>III IV</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8</td>
<td>Oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STIMULANTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine¹</td>
<td>II</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, excitement, euphoria, increased pulse rate &amp; blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>II</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></td>
<td></td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>II</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methylenedinitrate</td>
<td>II</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></td>
<td></td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>III IV</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HALLUCINOGENS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LSD</td>
<td>I</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>5-12</td>
<td>Oral</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer, more intense “trip” episodes, psychosis, possible death</td>
</tr>
<tr>
<td>Mescaline and Peyote</td>
<td>I</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>5-12</td>
<td>Oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amphetamine Variants</td>
<td>I</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Variable</td>
<td>Yes</td>
<td>Oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>II</td>
<td>Unknown</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phencyclidine Analogues</td>
<td>I</td>
<td>Unknown</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>I</td>
<td>None</td>
<td>Unknown</td>
<td>Possible</td>
<td>Variable</td>
<td>Yes</td>
<td>Smoked, oral, injected, sniffed</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CANNABIS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>I</td>
<td>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>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>II</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
<td>I</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>I</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Smoked, oral</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Designated a narcotic under the CSA
² Not designated a narcotic under the CSA
SMOKING AND NONSMOKING

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 (dormitories) which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

ALCOHOL AND OTHER DRUGS

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

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

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

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

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

4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.
SUBSTANCE ABUSE AWARENESS, EDUCATION, AND PREVENTION

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

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

In order to achieve these goals, the University operates and/or engages in the following programs and activities:

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

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

3. Alcohol and Drug Awareness Activities
   Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.
4. **Student Organizations**
   The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).

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

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

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

**COMMUNICABLE DISEASES POLICY GUIDELINES**

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

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

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

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full time or part time, including adjuncts and off-site coordinators, but shall not include the following persons:

   a. members of the Board of Trustees
   b. guest lecturers
   c. vendors

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

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

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

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

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

3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating current medical status. An employee shall submit the physician’s statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.
4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.

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

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

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

POLICY ON SEXUAL HARASSMENT

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

(a) Explicit or implicit submission to sexual overtones is made a term or condition of employment.
(b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred.
(c) An individual's work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.

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

1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.

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

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

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

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

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

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

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

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

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

3. such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment; as
4. unwelcome patting, pinching, or touching; or

5. offensive or demeaning sexual remarks, jokes, or gestures.

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

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

PRIVACY OF RECORDS

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

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

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

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova 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.

RESERVATION OF POWER

Nova Southeastern 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.
PROGRAMS FOR HIGHER EDUCATION

STUDENT HANDBOOK RECEIPT FORM

NAME__________________________________________________________
SITE__________________________________________________________
DATE__________________________________________________________

I have read this document and agree to abide by the policies and procedures contained herein.

________________________________________
Signature

________________________________________
Date

Please return, immediately, to:

Dr. Delores M. Smiley
Nova Southeastern University
Programs for Higher Education
3301 College Avenue
Fort Lauderdale, FL 33314

10/1/96
PROGRAMS FOR HIGHER EDUCATION
FEEDBACK FORM

Please provide your reactions to and suggestions for this Manual of Policies and Procedures for Students in the spaces below. Please circle the response that best represents your opinion and add any comments in the space provided.

1. The Manual will be a valuable resource to me as I progress through the Program.
  
<table>
<thead>
<tr>
<th>Definitely</th>
<th>Probably</th>
<th>Not Likely</th>
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<tbody>
<tr>
<td>5</td>
<td>3</td>
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</tbody>
</table>

   Comments:

   __________________________________________________________

2. There is appropriate overlap between the Handbook and other procedural documents published by the Programs for Higher Education.

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<thead>
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   Comments:

   __________________________________________________________

Please help us to improve the Manual by responding to the following questions:

3. What additional content should be addressed in the Manual?

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

4. How can the Manual (content, format, style, etc.) be improved to better serve your needs?

   __________________________________________________________
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OTHER COMMENTS:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
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Please return this form, immediately, to:
Dr. Delores M. Smiley, Associate Director for Cluster Development and Marketing, Programs for Higher Education (CAE), 3301 College Avenue, Fort Lauderdale, FL 33314.