College of Pharmacy Student Handbook
2009-2010

Nova Southeastern University

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Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.

Policies and programs set forth in this handbook are effective through the academic year 2009–2010. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

The university recognizes that individual programs require different times for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program. All program/center catalogs, bulletins, and handbooks carry this information. Students should refer to their individual program's or center's catalog and/or student handbook for further information about academic programs, policies, and procedures.
# Contents

## MESSAGE FROM THE PRESIDENT
- Page 1

## OVERVIEW OF NSU

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission Statement</td>
<td>5</td>
</tr>
<tr>
<td>University Administrators</td>
<td>5</td>
</tr>
<tr>
<td>Council of Deans</td>
<td>6</td>
</tr>
<tr>
<td>Centers, Colleges, and Schools</td>
<td>6</td>
</tr>
<tr>
<td>Professional Accreditations</td>
<td>7</td>
</tr>
<tr>
<td>NSU History</td>
<td>8</td>
</tr>
</tbody>
</table>

## STUDENT LIFE

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs</td>
<td>13</td>
</tr>
<tr>
<td>Campus Traditions</td>
<td>15</td>
</tr>
<tr>
<td>Newspaper</td>
<td>16</td>
</tr>
<tr>
<td>Radio Station</td>
<td>16</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>16</td>
</tr>
<tr>
<td>Web Space for Student Organizations</td>
<td>16</td>
</tr>
</tbody>
</table>

## STUDENT RIGHTS AND RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reservation of Power</td>
<td>23</td>
</tr>
<tr>
<td>Nondiscrimination Statement</td>
<td>23</td>
</tr>
<tr>
<td>Code of Student Conduct and Academic Responsibility</td>
<td>23</td>
</tr>
<tr>
<td>Code of Student Conduct Statement</td>
<td>24</td>
</tr>
<tr>
<td>NSU Statement of Student Rights and ...</td>
<td>24</td>
</tr>
<tr>
<td>Academic Standards</td>
<td>24</td>
</tr>
<tr>
<td>Conduct Standards</td>
<td>26</td>
</tr>
<tr>
<td>Supplementary Standards</td>
<td>27</td>
</tr>
<tr>
<td>Violations</td>
<td>28</td>
</tr>
<tr>
<td>Sanctions</td>
<td>28</td>
</tr>
<tr>
<td>Appeal Process</td>
<td>29</td>
</tr>
</tbody>
</table>

## SPECIFIC UNIVERSITY POLICIES AND PROCEDURES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Policy</td>
<td>33</td>
</tr>
<tr>
<td>Alcohol Policy</td>
<td>33</td>
</tr>
<tr>
<td>Abuse/Physical Assault</td>
<td>35</td>
</tr>
<tr>
<td>Acceptance of Professional Fees</td>
<td>35</td>
</tr>
<tr>
<td>Arson</td>
<td>35</td>
</tr>
<tr>
<td>Bomb Threats</td>
<td>35</td>
</tr>
<tr>
<td>Breaking and Entering</td>
<td>35</td>
</tr>
<tr>
<td>Campus Security Report</td>
<td>36</td>
</tr>
<tr>
<td>Cellular Phone Policy</td>
<td>36</td>
</tr>
<tr>
<td>Closing Hours</td>
<td>36</td>
</tr>
<tr>
<td>Complicity</td>
<td>36</td>
</tr>
<tr>
<td>Computers</td>
<td>36</td>
</tr>
<tr>
<td>Acceptable Use of Computing Resources</td>
<td>36</td>
</tr>
<tr>
<td>Computing Account Security Agreement</td>
<td>38</td>
</tr>
<tr>
<td>Access to NSU Online Systems</td>
<td>39</td>
</tr>
<tr>
<td>Electronic Mail Communications</td>
<td>39</td>
</tr>
<tr>
<td>Web Pages—Use of Material</td>
<td>39</td>
</tr>
<tr>
<td>Consensual Relations Between</td>
<td>40</td>
</tr>
<tr>
<td>Faculty Members and Students</td>
<td>40</td>
</tr>
<tr>
<td>Contracting on Behalf of the University</td>
<td>40</td>
</tr>
<tr>
<td>Disabilities</td>
<td>41</td>
</tr>
<tr>
<td>Academic Accommodation(s)</td>
<td>41</td>
</tr>
<tr>
<td>Facility and Grounds Accommodation(s)</td>
<td>42</td>
</tr>
<tr>
<td>Discriminatory Conduct</td>
<td>43</td>
</tr>
<tr>
<td>Drug-Free Schools and Campuses</td>
<td>43</td>
</tr>
<tr>
<td>Drug Policy—Zero Tolerance</td>
<td>44</td>
</tr>
<tr>
<td>Emergency Situations</td>
<td>44</td>
</tr>
<tr>
<td>Failure to Comply</td>
<td>45</td>
</tr>
<tr>
<td>False Information</td>
<td>45</td>
</tr>
<tr>
<td>Falsification of Records</td>
<td>45</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>45</td>
</tr>
<tr>
<td>Fraud</td>
<td>45</td>
</tr>
<tr>
<td>Gambling</td>
<td>45</td>
</tr>
<tr>
<td>Grievance Procedures for Nonacademic Disputes</td>
<td>46</td>
</tr>
<tr>
<td>Guests</td>
<td>46</td>
</tr>
<tr>
<td>Health Policies</td>
<td>46</td>
</tr>
<tr>
<td>Communicable Diseases Guidelines</td>
<td>46</td>
</tr>
<tr>
<td>Immunization Requirements</td>
<td>47</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>48</td>
</tr>
<tr>
<td>Hurricane Procedures</td>
<td>49</td>
</tr>
<tr>
<td>Hurricane Watch</td>
<td>49</td>
</tr>
<tr>
<td>Hurricane Warning</td>
<td>49</td>
</tr>
<tr>
<td>Procedures for Residence Halls</td>
<td>49</td>
</tr>
<tr>
<td>Safety Procedures</td>
<td>49</td>
</tr>
<tr>
<td>Broadcast Information</td>
<td>50</td>
</tr>
<tr>
<td>Reopening Information</td>
<td>50</td>
</tr>
<tr>
<td>Identification Cards</td>
<td>50</td>
</tr>
<tr>
<td>Interference with University</td>
<td>51</td>
</tr>
<tr>
<td>Investigations and Disciplinary Proceedings</td>
<td>51</td>
</tr>
</tbody>
</table>
COLLEGE OF PHARMACY

Personnel ..................................................... 105
Reservation of Power .................................... 107
Discrimination ............................................. 107
Harassment .................................................. 107
Health Care Privacy (HIPAA) Statement .......... 107
Disability ..................................................... 107
Students with Disabilities .............................. 107

Financial Affairs
Charges and Payments .................................. 106
Late Payment Fee .......................................... 108
Late Registration ........................................... 108
Consequences for Nonpayment .......................... 108
Tuition Refund Policy—Voluntary Withdrawals 109
Request for Tuition Reduction ........................... 110
Florida Residency .......................................... 110
Short-Term Emergency Loans ............................ 110

Student and Academic Affairs
Email Accounts .............................................. 110
Computer Access .......................................... 110
Change of Name or Address ............................ 111
Registration .................................................. 111
Adding a Course ............................................ 111

Student Conduct
Conduct ........................................................ 120
Attendance ................................................... 121
Dress Code .................................................... 123
Illegal, Inappropriate, and Unprofessional Behavior 124
Cell Phones ..................................................... 124
Firearms, Drugs, Alcohol, and Fire Equipment .... 124
Food and Beverages ......................................... 124
Policies and Procedures for Alleged Code of Behavioral Conduct Violations 125
Student Progress Committee Meeting Protocols and Process 125

Academic and Behavioral Disciplinary Sanctions
Reprimand .................................................... 126
Probation ....................................................... 126
Suspension ...................................................... 127
Dismissal ......................................................... 127
Readmission Policy .......................................... 127

Grievances, Grade Disputes, and Appeals
Non-grading Related Grievance(s) ..................... 128
Grading Disputes and Appeals Policy for Grading Disputes 129
Appeals Board ................................................ 130
Miscellaneous Information
Counseling Services ........................................ 132
Acceptance of Professional Fees .......................... 132
Visits to Other Institutions ................................. 132
Responsibility for School Property ......................... 132
Student Employment ......................................... 132
AIDS Policy ..................................................... 132

Student Activities
Health Professions Division ................................. 133
College of Pharmacy ......................................... 133
Social Events and Extracurricular Activities ............ 135

APPENDICES
Appendix A—Controlled Substances Charts .......... 139
Appendix B—Main Campus Map .......................... 142
Appendix C—Telephone Resources ........................ 143
Message from the President

Nova Southeastern University is Florida’s largest independent university based on enrollment and the sixth largest independent institution in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that has now entered its fifth decade.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 28,000 students enrolled in 16 academic centers, with programs offered in 22 states and many foreign countries. The university boasts more than 103,000 alumni.

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

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

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

Ray Ferrero, Jr.
President
Overview of
Nova Southeastern University
Overview of Nova Southeastern University

Mission Statement
Nova Southeastern University, a private, not-for-profit institution, offers a diverse array of innovative academic programs at the undergraduate, graduate, and professional levels, complementing on-campus educational opportunities and resources with accessible distance learning programs, and fostering intellectual inquiry, leadership, and commitment to community through engagement of students and faculty in a dynamic, life-long learning environment.

University Administrators
Ray Ferrero, Jr., J.D.—President/CEO
Lydia M. Acosta, M.A.—Vice President for Information Services and University Librarian
Joel S. Berman, J.D.—Vice President for Legal Affairs
Stephanie G. Brown, Ed.D.—Associate Vice President for Student Financial Services and Registration
Larry A. Calderon, Ed.D.—Vice President for Community and Governmental Affairs
Ronald J. Chenail, Ph.D.—Vice President for Institutional Effectiveness
Marc Crocquet, M.B.A.—Associate Vice President for Business Services
David C. Dawson, B.B.A.—Executive Director of University Relations
Frank DePiano, Ph.D.—University Provost and Vice President for Academic Affairs
Joanne Ferchland-Parella, M.B.A., M.L.A.—Vice President for Institutional Advancement
George L. Hanbury II, Ph.D.—Executive Vice President and Chief Operating Officer
W. David Heron, M.B.A., CPA—Vice President for Finance
Mark Jones, J.D.—Associate Vice President of Human Resources
Frederick Lippman, R.Ph., Ed.D.—Chancellor, Health Professions Division
Gary S. Margules, Sc.D.—Vice President for Research and Technology Transfer
Virginia McLain, M.S.—Vice President for Information Technologies and Digital Media
Deo Nellis, Ed.D.—Executive Director of Student Educational Centers
Robert S. Oller, D.O.—CEO of NSU Health Clinics
John J. Santulli II, M.B.A.—Vice President for Facilities Management
Brad A. Williams, Ed.D.—Dean of Student Affairs
Council of Deans

Jerome Chermak, EdD.—University School
Richard E. Davis, EdD.—College of Allied Health and Nursing
Richard E. Dodge, Ph.D.—Oceanographic Center
Karen Grosby, M.Ed.—Center for Psychological Studies
Harold E. Laubach, Ph.D.—College of Medical Sciences
Roni Leiderman, Ph.D.—Mailman Segal Institute for Early Childhood Studies
Edward Lieblein, Ph.D.—Graduate School of Computer and Information Sciences
David S. Loshin, O.D., Ph.D.—College of Optometry
Andrés Malavé, Ph.D.—College of Pharmacy
Randolph A. Pohlman, Ph.D.—H. Wayne Huizenga School of Business and Entrepreneurship
Don Rosenblum, Ph.D.—Farquhar College of Arts and Sciences
Anthony J. Silvagni, D.O., Pharm.D.—College of Osteopathic Medicine
H. Wells Singleton, Ph.D.—Fischler School of Education and Human Services
Athornia Steele, J.D.—Shepard Broad Law Center
Robert A. Uchín, D.D.S.—College of Dental Medicine
Honggang Yang, Ph.D.—Graduate School of Humanities and Social Sciences

Centers, Colleges, and Schools

- Center for Psychological Studies, (954) 262-5750
- College of Allied Health and Nursing, (954) 262-1205
- College of Dental Medicine, (954) 262-7319
- College of Medical Sciences, (954) 262-1301
- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- Farquhar College of Arts and Sciences, (954) 262-9002
- Fischler School of Education and Human Services, (954) 262-8500
- Graduate School of Computer and Information Sciences, (954) 262-2000
- Graduate School of Humanities and Social Sciences, (954) 262-3000
- H. Wayne Huizenga School of Business and Entrepreneurship, (954) 262-5000
- Mailman Segal Institute for Early Childhood Studies, (954) 262-6900
- Oceanographic Center, (954) 262-3600
- Shepard Broad Law Center, (954) 262-6100
- University School
  — Lower School: Grades Pre-K–5, (954) 262-4500
  — Middle School: Grades 6–8, (954) 262-4444
  — Upper School: Grades 9–12, (954) 262-4400
Professional Accreditations

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

- Nova Southeastern University's Shepard Broad Law Center is a member of the Association of American Law Schools and is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (321 North Clark Street, 21st Floor, Chicago, IL 60610-4714; Telephone number: (312) 988-6738).

- The College of Osteopathic Medicine is accredited by the Bureau of Professional Education of the American Osteopathic Association and is a member of the American Association of Colleges of Osteopathic Medicine.

- The Doctor of Pharmacy Program is accredited by the Accreditation Council for Pharmacy Education, 311 West Superior Street, Suite 512, Chicago, IL 60610 (telephone number: (312) 664-3575, 800-533-3606; fax: (312) 664-4652.) The College of Pharmacy is a member of the American Association of Colleges of Pharmacy.

- The College of Optometry is accredited by the Council on Optometric Education of the American Optometric Association (243 North Lindbergh Avenue, St. Louis, Missouri; telephone number: 800-365-2219) and is a member of the Association of Schools and Colleges of Optometry.

- The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education.

- College of Dental Medicine programs in dentistry, advanced general dentistry, oral and maxillofacial surgery, endodontics, orthodontics and dentofacial orthopedics, periodontics, pediatric dentistry, and prosthodontics are accredited by the Commission on Dental Accreditation. (211 East Chicago Avenue, Chicago, IL 60611; telephone number: (312) 440-4653).

- The Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

- The Physician Assistant Program is accredited by the Accreditation Review Commission (ARC-PA).

- The Vascular Sonography course of study has applied for accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

- The Anesthesiologist Assistant course of study has applied for accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

- The baccalaureate nursing program is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC) 61 Broadway, 33rd Floor, New York, NY 10006, 800-669-1656. The bachelor of science in nursing and master of science in nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, telephone number (202) 887-6791.

- The Center for Psychological Studies clinical psychology doctoral programs and predoctoral internship program are accredited by the American Psychological Association (APA). The APA and the Florida Department of Health have approved the awarding of continuing education credits by the center.
• The Master of Public Health Program is accredited by the Council on Education in Public Health (CEPH).

• The Mailman Segal Institute for Early Childhood Studies' preschool is accredited by the National Association for the Education of Young Children.

• The Graduate School of Humanities and Social Sciences' Master of Science and Ph.D. Degree Programs in Family Therapy are accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy (AAMFT).

• The Master's Degree Program in Speech-Language Pathology, offered through the Fischler School of Education and Human Services, is approved by the Florida Department of Education and accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA). The audiology doctorate (Au.D.) offered through the Health Professions Division is also accredited by the Council on Academic Accreditation of ASHA.

• Bachelor's, master's, and doctoral degree programs offered in a variety of fields of business and administration by the H. Wayne Huizenga School of Business and Entrepreneurship are accredited by the International Assembly for Collegiate Business Education. The Bachelor of Science in Professional Management, the Master of Business Administration, the Master of Science in Human Resource Management, and the Master of Science and Ed.D. in Instructional Technology and Distance Education are accredited by the University Council of Jamaica.

• University School of Nova Southeastern University is accredited by the Southern Association of Colleges and Schools, by the Florida Council of Independent Schools, by the Florida Kindergarten Council, and by the Association of Independent Schools of Florida. University School is a member of the National Association of Independent Schools.

NSU History

Nova Southeastern University (NSU) is a not-for-profit, fully accredited, coeducational institution. It was founded in 1964 as Nova University of Advanced Technology. In 1974, the board of trustees changed the university's name to Nova University. In 1994, Nova University merged with Southeastern University of the Health Sciences to form Nova Southeastern University.

NSU is well known for innovation and quality in both traditional and distance education. The university serves large numbers of adult students and a growing population of traditional undergraduates. To date, the institution has produced more than 103,000.

Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with more than 28,000 students, and is the sixth largest independent institution nationally. NSU is one of 169 colleges and universities statewide and one of 90 independent four-year institutions in Florida.

The university awards associate's, bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields, including business, counseling, computer and information sciences, education, medicine, dentistry, pharmacy, various health professions, law, marine biology, psychology, and other social sciences. The university offers 34 undergraduate majors through the Farquhar College of Arts and Sciences, the Fischler School of Education and Human Services, the H. Wayne Huizenga School of Business and Entrepreneurship, and the College of Allied Health and Nursing.

NSU Student Handbook 2009-2010
Nova Southeastern University has the only college of optometry in Florida and the only college of dentistry in South Florida, and had the first college of pharmacy in South Florida. The institution also enjoys an excellent reputation for its programs for families offered through the Mailman Segal Institute for Early Childhood Studies and University School, including innovative parenting, preschool, primary, and secondary education programs. University School of Nova Southeastern University, a fully accredited independent college preparatory day school, enrolls students in prekindergarten through 12th grade and operates from NSU's main campus in Fort Lauderdale.

NSU's programs are administered through academic centers that offer courses at campuses in Fort Lauderdale, North Miami Beach, and Dania Beach as well as other locations throughout Florida, across the nation, and at selected international sites. Despite the geographic diversity of sites where classes are offered, 85 percent of the student body attends classes in Florida, and 76 percent of all students enrolled attend classes in the tricounty area (i.e., Miami-Dade, Broward, and Palm Beach counties). With an annual budget of approximately $363 million, Nova Southeastern University also has a significant economic impact on the surrounding community. A recent NSU study revealed that the university and its students and employees had an annual economic impact of more than $731 million in the state of Florida.
Student Life
Student Life

Student Affairs
The mission of Student Affairs is to foster student success and a university community. Administered by the Office of the Dean of Student Affairs—overseen by the dean, associate dean, and assistant dean—Student Affairs provides cocurricular learning opportunities and services that are conducive to student growth and development. Within the Office of the Dean is also Special Events and Projects, which coordinates, hosts, and sponsors university-wide events, including the Life 101... Personally Speaking series, the Student Life Achievement Awards, the Baccalaureate Reception, and the Shark Fountain Brick Campaign. Special Events and Projects also oversee the Presidential Ambassadors. The Division of Student Affairs is composed of the following offices.

Office of Career Development
The Office of Career Development provides career consulting and job search assistance to undergraduate students, graduate students, and alumni. Through consulting and career-related resources, the center strives to educate students and alumni to develop a career life plan, from choosing a major to conducting a job search. The center also strives to explore career and/or graduate/professional school opportunities. Additional programs and services available include career assessments, internship and experiential learning opportunities, job fairs, career-related speakers, and involvement in a career club.

Office of Student Leadership and Civic Engagement
The Office of Student Leadership and Civic Engagement provides NSU students with the opportunity to become involved in extracurricular programs through the student government association and a variety of volunteer activities in the community.

Office of Residential Life and Housing
The Office of Residential Life and Housing provides students with a total educational experience by facilitating an enjoyable campus living experience. The residence halls are living/learning centers that provide an environment conducive to student success. Opportunities in a variety of academic, cultural, social, leadership, and recreational activities facilitate personal development. Functions that enhance student growth through the Office of Residential Life include an educational judicial process, crisis intervention, mediation, and counseling referrals. The Office of Housing provides quality facilities for students who live on campus. The office coordinates the administrative processes of all on-campus housing including assignments, contracts, billing, facilities, and maintenance of the five on-campus residence halls. On-campus housing consists of a traditional residence hall with private bath facilities for undergraduate students as well as apartment housing for upper-class undergraduate students. For more information about undergraduate on-campus housing, please visit www.nova.edu/reslife or contact us at (954) 262-7052.

Office of Campus Recreation
The Office of Campus Recreation provides programs and services that foster the education and development of the mind, body, and spirit for members of the NSU community. These programs and services include intramural sports, group fitness, special events, instructional opportunities, certification courses, personal training, fitness assessment, and evaluation exams.

The office operates the RecPlex located within the Don Taft University Center. The RecPlex is more than 100,000 square feet of indoor and outdoor recreation and fitness space with 15,000 square feet
of strength and cardiovascular training equipment, two indoor basketball courts, three racquetball courts, a rock-climbing wall, a heated outdoor swimming pool, three multipurpose rooms, and men’s and women’s locker rooms, showers, and saunas.

The RecPlex is available to all current fee-paying NSU students. Faculty and staff members, alumni, family members, and affiliates of NSU also may gain access by becoming members of the R.A.C.

For more information, contact the Office of Campus Recreation at (954) 262-7301 or visit the Web site at www.rec.nova.edu.

Office of Student Activities
The Office of Student Activities provides activities, events, student clubs, facilities, and services for the NSU community. The office encourages the formation of, and supports, student clubs and organizations and their events. The student-led activities board creates social, educational, and cultural events the entire campus enjoys. The office manages the Flight Deck, where students can hold events or just visit during the day and evening, relaxing and enjoying games and the large satellite TVs. The office also manages meeting spaces in the Don Taft University Center and in the Rosenthal Building.

Office of Student Disability Services
The Office of Student Disability Services provides oversight and coordination for all services for students with disabilities enrolled at NSU, its student educational centers, and off-campus programs by collaborating with NSU academic center disability services representatives, the Office of Residence Life and Housing, and Facilities Management.

The director’s office is located in the Rosenthal Building and may be reached at (954) 262-7280.

Office of Student Media and Information
The Office of Student Media and Information oversees the publication of The Current, Shark Fins, and the operation of WNSU. The office also supports other offices in the division of student affairs in promoting campus events and programs and develops methods to inform students about activities at the university.

Office of First-Year and Transitional Programs
This office develops programs that assist in the first-year student’s transition into the university community and activities that provide support for senior-year students as they transition out of the university after graduation. The office also oversees New Student Orientation.

Office of Student Affairs at the SECs
The Office of Student Affairs at the Student Educational Centers (SECs) fosters student success and a university community at NSU’s student educational centers. This office serves as the liaison between the main campus and the SECs, in order to provide an array of services and opportunities for all SEC students. The office is responsible for Family Fin Day, NSU Nights Out, and class celebrations. The Student Affairs coordinators at each SEC advise the respective student government associations, and the director serves as the adviser to the SEC PANSGA.

Office of Student Affairs Assessment and Student Engagement
As part of the division’s ongoing efforts to continuously improve its programs, services, and operations, the Office of Student Affairs Assessment and Student Engagement assesses and benchmarks the effectiveness of each office’s programs. It also gathers information from students in regards to their impressions, experiences, and aspirations. The office is responsible for leading the Division of Student Affairs in an intentional strategic plan that is targeted to increase student engagement and connection to Nova Southeastern University.
Campus Traditions

Homecoming
Homecoming is a reunion weekend for alumni, students, faculty members, staff members, and friends of NSU. The social activities and athletic events organized by the Office of Student Activities, Special Events and Projects, Alumni Office, and Department of Athletics provide opportunities for the NSU community to celebrate shared experiences.

Greek Life
The Greek life experience at NSU offers endless opportunities for students. Many successful leaders in business, politics, education, and entertainment developed their skills in the Greek community. Greek members come together from all walks of life with a common goal: to achieve excellence in every aspect of life.

The opportunity for leadership development is one of the greatest assets of membership into any Greek organization. Hands on experience as a chapter officer, committee chairperson, or active member allows you to develop skills, which will benefit you throughout your career at NSU as well as in your professional endeavors. Whether academic, social, or service—NSU Greek life has a place for you.

Shark-a-Palooza
The fall semester always begins in grand fashion with this event. Apart from the great food and entertainment, all clubs and organizations are very involved while actively promoting their club and recruiting new members.

Life 101...Personally Speaking
Nova Southeastern University’s “Life 101...Personally Speaking” has as its goal to bring various leaders from business, industry, entertainment, politics, and athletics to our campus to be interviewed by a faculty member with a similar format to Inside the Actor’s Studio (Bravo channel). Students and staff get a personal look at the “life lessons” these various leaders have learned throughout their career while sharing their life’s stories with our audience.

CommunityFest
NSU CommunityFest is an annual festival that celebrates and connects the NSU community. The event was initiated and developed in 2004 by Michelle Manley, an NSU student who wanted to bring the university community together and build school spirit. Traditionally held in the spring semester, the day consists of live entertainment, free food and drinks, large-scale games, activity booths, paddle boats on the lake, and much more. It is free to all NSU students, employees, and their families.

Student Life Achievement Awards
This annual spring awards ceremony, similar to televised award shows, honors NSU’s best in the following core values: scholarship, leadership, involvement, commitment, integrity, and responsibility. The goal of this program is to further a sense of campus community and to recognize achievements by students and staff members. The Stueys, as the event is commonly known, provide much deserved recognition to the various students and faculty and staff members within the university community.

Office of Volunteerism/Civic Engagement
This office is the one-stop office within the university community that provides volunteer opportunities and community service within NSU and the surrounding community. Some volunteer opportunities include the annual “Senior Prom,” a dinner and dance with local nursing home residents in the Fort Lauderdale area; Habitat for Humanity; soup kitchens; homeless shelters; toy and clothing drives; and an annual spring egg hunt to benefit those in our community that are less fortunate.
Newspaper

*The Current* serves as the official student newspaper at NSU and is an established vehicle for the transmission of student reporting, opinion, and arts. All community members are invited to contribute to *The Current*. *The Current* is readily available at several sites around the main campus and local community, including the east campus. For further information, please call (954) 262-8455, or visit the Web site at [http://nsu.current.com](http://nsu.current.com).

Radio Station—WNSU

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

Student Organizations

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

The list of NSU student organizations is on the following pages.

Web Space for Student Clubs and Organizations

Official student clubs or organizations sponsored by the university may create and maintain a club Web page. A designated club member possessing the requisite computer skills must be appointed by the club as the Webmaster. The Webmaster will be responsible for creating and maintaining the club Web page with approval from the Office of Student Affairs or COM Student Services. The Webmaster can obtain a copy of the Information Provider Agreement (IPA) form online at [www.nova.edu/common-lib/policies/ipa.html](http://www.nova.edu/common-lib/policies/ipa.html).
College of Allied Health and Nursing
Anesthesiologist Assistant Program
• Class Councils
• Student Government Association

Audiology Program
• National Future Doctors of Audiology
• Student Government Association

Nursing Department
• Student Government Association

Occupational Therapy Program
• Student Occupational Therapy Association

Physician Assistant Program
• Class Councils
• Student Government Association

Physical Therapy Program
• Class Councils
• Student Government Association

Vascular Sonography Program
• Class Councils
• Student Government Association

Broad Programming or Governing Organizations
• Civic Engagement Board
• Health Professions Division Student Government Association
• Multicultural Board
• Pan Student Government Association
• Resident Student Association
• Student Union Board
• Undergraduate Student Government Association

Farquhar College of Arts and Sciences
Cultural/Heritage
• Caribbean Student Association (CSA)
• Dominican Student Association
• Haitian Student Association
• Indian Student Association (ISA)
• Indo Caribe Entity Organization (ICE)
• Latin American Student Organization (Laso)
• Nova International Student Association (NISA)
• Multicultural Association of Pre-Health Students (MAPS)
• Pakistani Student Association (PSA)
• Pan-African Student Association (PASA)

Service
• Alpha Phi Omega (coed service fraternity)

Pre-Professional
• Beta Beta Beta
• Delta Epsilon Iota
• Phi Alpha Delta
• Pre-Dental Society
• Pre-Medical Society
• Pre-Pharmacy Society
• Psychology Club

Greek
• Beta Theta Pi Fraternity
• Delta Phi Epsilon Sorority
• Inter-Fraternity Council
• Kappa Sigma Fraternity
• Lambda Theta Alpha Sorority
• Lambda Theta Phi Fraternity
• National Pan-Hellenic Council
• Order of Omega (Greek Leadership Honorary)
• Phi Beta Sigma Fraternity, Inc.
• Phi Sigma Sigma Sorority
• Sigma Delta Tau Sorority
• Zeta Phi Beta Sorority, Inc.

Religious
• Alpha Nu Omega
• Catholic LIFE
• Hillel (Jewish culture organization)
• International Muslim Association at Nova (IMAN)
• Inter-Varsity Christian Fellowship (IVCF)

Educational/Informative
• Athletic Training Student Organization (ATSO)
• Chicks on Point
• Commuter Student Organization
• Nova's Adventure Toward Understanding and Researching Earth (NATURE Club)
• NSU Conservatives
• NSU SCUBA Club
• Raw Explosion
• Residential Student Association (RSA)
• Sharkettes/NSU Dance Team
• Student Athletic Advisory Committee (SAAC)

Honor Societies
• Beta Beta Beta (Tri-Beta) (biological honor society)
• Delta Epsilon Iota
• Honors Student Association
• Leadership Roundtable Scholars
• NSU Florida Nursing Students Association
• Omicron Delta Kappa Leadership Honorary
• Phi Alpha Delta (pre-law fraternity)
• Psi Chi (psychological honor society)

College of Dental Medicine
• American Academy of Pediatric Dentistry
• ASDA (American Student Dental Association)
• Class Councils
• Hispanic Dental Student Association
• International Dental Graduates
• Omicron Kappa Upsilon
• Student Government Association
• Student National Dental Association
• Women's Dental Society Student Organization

Graduate School of Computer and Information Sciences
• Epsilon Pi Epsilon
• Association for Computing Machinery
• Institute of Electrical and Electronics Engineers

Graduate School of Humanities and Social Sciences
• Americans for an Informed Democracy
• DCAR Action Network
• PEARLS
• Student Association

H. Wayne Huizenga School of Business and Entrepreneurship
• Accounting Club
• Alpha Kappa Psi
• American Marketing Association
• Finance and Economics Association
• Graduate Business Student Association
• Sigma Beta Delta
• Strategic Forum Student Group
• Society of Human Resource Management
• Students in Free Enterprise

Shepard Broad Law Center
• American Bar Association
• American Constitution Society
• Asian Pacific American Law Student Association (APALSA)
• Association of Business Law Students
• Association of Trial Lawyers of America
• Black Law Student Association
• Caribbean Law Student Association
• Celtic American Law Society
• Criminal Law Society
• Christian Legal Society
• Delta Theta Phi
• Environmental Law Society
• Evening Division Student Association
• Federalist Society
• Florida Association of Women Lawyers
• Foreign Lawyers Association
• Hispanic Law Student Association
• International Citator
• International Law Student Association
• Italian American Law Student Association
• Jessup International Law Moot Court
• Jewish Law Student Association
• Lambda Law Society
• Moot Court Honor Society
• National Lawyer Guild
• National Security Law
• Native American Law Student Association
• Nova Law Families
• Nova Law Review
• Phi Alpha Delta
• Phi Delta Phi
• Public Health Law Society
• Public Interest Law Society
• Real Estate Law Society
• Sports and Entertainment Law Society
• Student Animal Legal Defense Fund
• Student Bar Association
• Student Bar Initiative

College of Medical Sciences
Student Government Association

Oceanographic Center
• Journal Club
• Student Government Association

College of Optometry
• American Academy of Optometry
• American Optometry Student Association
• Beta Sigma Kappa
• Class Council
• College of Optometry Vision Development Fellowship of Christian Optometrists
• Florida Optometric Student Association
• Gold Key
• National Optometric Student Association
• Nova Optometric Practice Management Association
• Student Volunteer Optometric Services to Humanity
• Optometry Student Association for Ocular Disease
• Student Government Association

**College of Osteopathic Medicine**
• Academical Societies
• Addiction Medicine Interest Group
• American College Osteopathic Emergency Physicians
• American College Osteopathic Family Physicians
• American Medical Student Association
• American Medical Women Association—NOWPA
• American Osteopathic Academy of Sports Medicine
• Association of Military Osteopathic Physicians and Surgeons
• Christian Dental and Medical Association
• Class Councils
• DOCARE
• Florida Osteopathic Medical Association
• Fully Loving Ourselves Women
• Gay Lesbian Medical Association
• Hispanic Osteopathic Medical Student Association
• International Professional Student Association
• Jewish Association of Medical Students
• Lambda Omicron Gamma
• Medical Students for Choice
• Muslim Association Services in Health Care
• Neurology Psychiatry Club
• Pediatrics Club
• Public Health Student Association
• Rural Medicine Club
• Sigma Sigma Phi
• Student Associate Auxiliary
• Student Association of Obstetrics and Gynecology
• Student Dermatological Association
• Student Government Association
• Student National Medical Association
• Student Osteopathic Association for Research
• Student Osteopathic Internal Medicine Association
• Student Osteopathic Orthopedic Association
• Student Osteopathic Surgical Association
• Undergraduate American Academy of Osteopathy
• Wilderness Medicine Club

**College of Pharmacy**
• Academy of Managed Care Pharmacists
• Christian Pharmacists Fellowship International
• Alpha Zeta Omega
• American Association of Pharmacy Scientists
• American Pharmacists Association
• American Society of Consultant Pharmacists
• Class Councils
• Florida Society of Health Systems Pharmacists
• International Pharmacy Student Association
• Kappa Psi Pharmaceutical Fraternity
• National Community Pharmacists Association
• Phi Delta Chi
• Phi Lambda Sigma
• Puerto Rico APhA
• Rho Chi
• Student Government Association
• Student National Pharmacists Association

**Center for Psychological Studies**
• Ethnic Minority Association of Graduate Students
• Gay Straight Student Alliance
• Jewish Psychiatrists Student Association
• Student Government Association
• Student Organization for Advocacy of Psychology
Student Rights and Responsibilities
Student Rights and Responsibilities

Reservation of Power
The NSU Student Handbook is not intended to be a contract or part of a contractual agreement between NSU and the student. The NSU Student Handbook is available online at www.nova.edu/cwis/studentaffairs/forms/studenthandbook.pdf. Changes in the content of the student handbook may be made at anytime, by the university, division, or college administration. Whenever possible, adequate notice of anticipated changes will be given to the student. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, 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.

Nondiscrimination Statement
Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g. Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX), it is the policy of Nova Southeastern University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations.

This nondiscrimination policy applies to admissions, enrollment, scholarships, loan programs, athletics, employment, and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Code of Student Conduct and Academic Responsibility
Purpose: This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership.
**Code of Student Conduct Statement**

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

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

Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs Web site. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

**Nova Southeastern University Statement of Student Rights and Responsibilities**

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

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

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

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

**A. Academic Standards**

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.
The following acts violate the academic honesty standards:

1. **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise

2. **Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise

3. **Facilitating Academic Dishonesty**—intentionally or knowingly helping or attempting to help another to violate any provision of this code

4. **Plagiarism**—the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in pursuance of their educational goals.

Students are expected to comply with the following academic standards:

1. **Original Work**
   
   Assignments such as course preparations, exams, texts, projects, term papers, practicum, etc., must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy.

   Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when 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 before or during the course of the examination, re-examination, and/or remediation.

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

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

3. **Tendering of Information**
   
   All academic work must be the original work of the student. Knowingly giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
4. Acts Prohibited
Students should avoid any impropriety or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to the following:

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

Students in violation will be subjected to disciplinary action.

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 or arbitrary 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 (including shoplifting at any university service center, e.g., bookstore, food service facility), robbery, and related crimes
b. vandalism or destruction of property
c. disruptive behavior/disorderly conduct (e.g., in residence halls and classrooms, or at university-sponsored events, on or off campus)
d. physical or verbal altercation, assault, battery, domestic violence, or other related crimes
e. gambling
f. possession or use of firearms; pellet, air soft, and paint ball guns; fireworks; explosives; or other dangerous substances or items
g. possession, transfer, sale, or use of illicit and/or illegal drugs or alcohol if a minor
h. appearance in class or on campus under the apparent influence of drugs or alcohol, illegal or illicit drugs or chemicals
i. any act or conspiracy to commit an act that is harassing, abusive, or discriminatory or that invades an individual's right to privacy; sexual harassment; discrimination and abuse against members of a particular racial, ethnic, religious, or the basis of sex/gender, sexual orientation, marital status or cultural group and/or any other protected group or as a result of an individual’s membership in any protected group
j. sexual misconduct
k. stalking
l. unacceptable use of computing resources as defined by the university. Students are also subject to the Acceptable Use of Computing Resources policy at www.nova.edu/common-lib/policies/aucr.policy.html.

m. impeding or obstructing NSU investigatory, administrative, or judicial proceedings

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

o. "hazing" Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but no limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is no limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor, drug, or other substance or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating university rules governing hazing is prohibited.

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

q. embezzlement or misuse of NSU and/or student organizational funds or monies

r. failure to comply with the directives of NSU officials

s. violation(s) of the terms or condition of a disciplinary sanction(s) imposed

t. violation of any policy, procedure, or regulation of the university or any state or federal law, rule, regulation, or county ordinance

u. fraud, misrepresentation, forgery, alteration or falsification of any records, information, data, or identity

v. plagiarism

w. possession of drug paraphernalia

x. use of another student's ID card

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. Reasonable notice may be provided when additions or changes are made to the standards for student conduct. Students should refer to their center and/or Student Affairs Web site for policy updates or changes.
D. Violations
Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the university. Violations of academic standards will be handled through the student’s academic college, school, or center. Violations of conduct or supplementary standards will be handled by the Office of the Dean of Student Affairs or by the individual academic college, school, or center as deemed appropriate.

E. Sanctions
If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures, one or more of the following sanctions may be imposed. The following list is only illustrative. The university reserves the right to take additional disciplinary action as it deems appropriate.

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

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

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

4. Final Disciplinary Probation
   A disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of university standards, under which the following conditions exist:
   a. The sanction is for the remainder of the student’s career and may be reviewed by the dean of student affairs no sooner than two regular academic semesters or equivalent after the sanction is imposed. After two semesters in attendance, a student may initiate a request in writing for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.
   b. Another violation of the Code of Student Conduct and Academic Responsibility will at a minimum result in suspension.

5. Disciplinary Probation
   A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of university standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.
6. Disciplinary Warning
A disciplinary sanction serving notice to a student that his/her behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance after which it is expunged from the student’s file.

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

8. Fines
Penalty fees payable to the university for violation of certain regulations with the Code of Student Conduct and Academic Responsibility.

9. Restitution
Payment made for damages or losses to the university, as directed by the adjudicating body.

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

11. Termination or Change of Residence Hall Contract/Accommodation
Termination or change of residence hall contract/accommodation is a disciplinary sanction that terminates or changes the Residence Hall Contract/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the dean of student affairs/associate dean of student affairs/director of residential life or designee.

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

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

14. Parent/Legal Guardian Notification
NSU personnel reserve the right to contact or notify a student’s parent(s) or legal guardian(s) of a minor student, under 21 years of age, in writing or by phone, when alcohol or drug violations of university policy occur, for other violations of NSU policy and procedure, and/or when NSU personnel determine a student’s safety and/or welfare is at risk.

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

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

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

Admissions Policy
Please refer to the specific admission policies and procedures for each individual program center, college, or school.

In general, students are provisionally admitted to a degree-seeking program based on a review of unofficial transcripts or other specific program admission requirements. However, this admission includes a condition that final and official documents and requirements must be received within 90 calendar days from the start of the term. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admission office). Students who have an unpaid balance 30 days from the start of the term will be assessed a $50 fee.

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

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

The policy governing the use of alcohol by students at Nova Southeastern University is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by individuals less than 21 years of age.

1. The university will not authorize the use of student activity fees or other student funds collected and administered by the university to provide alcoholic beverages for any student event.

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

3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the Residential Living Guide.
4. The president, or an appropriate designee, may approve other exceptions to this prohibition, to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.

5. The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages. Any violation of these laws may result in disciplinary action including, but not limited to, probation, suspension, or expulsion from the university.

Guidelines for the Use of Alcohol at University Student Events

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

2. Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.

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

4. Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.

5. An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined by the director of the student union.

6. No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by the Office of the Dean of Student Affairs. No other alcohol is permitted.

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

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

9. Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Dean of Student Affairs, screening people entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having enough alcohol before or during the event.
10. Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.

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

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

Abuse/Physical Assault
Nova Southeastern University has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and/or other conduct that threatens or endangers the health, safety, and/or welfare of any other member of the university community on or off campus is prohibited.

Acceptance of Professional Fees
The activities of students in any other profession, position, or vocation are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, public health, law, psychology, counseling, nursing, audiology, and/or education. It is a violation of the law and contrary to the policy of this university for any unlicensed person to engage in the professional practice of health care, law, psychology, audiology, and/or education. Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by the law. (Students of the College of Osteopathic Medicine are required to comply with the College of Osteopathic Medicine's policy and procedure regarding professional work while enrolled.)

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

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

Breaking and Entering
The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.
Campus Security Report
Nova Southeastern University, through the Public Safety Department, annually publishes the Campus Safety and Traffic Handbook, which includes security policies, procedures, practices, and statistics for offenses. Information is also available on the NSU public safety Web site at www.nova.edu/cwislpubsafety.

Cellular Phone Policy
The university recognizes the growing trend regarding student possession of cellular phones with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by NSU students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Student Affairs as a violation of the NSU Code of Student Conduct. Students are instructed to refer to their center's or college's individual program policies regarding cellular phone use and possession, because additional restrictions may apply.

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

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

Computers
The following five sections detail NSU policy related to the use of computers, email, and the Internet.

Acceptable Use of Computing Resources
The following policy is also available at www.nova.edu/common-lib/policies/aucr.policy.html.

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Nova Southeastern University. It applies to all users of the university's computing resources including students, faculty and staff members, alumni, and guests of the university. Computing resources include all computers, related equipment, software, data, local area networks, and listservs for which the university is responsible as well as networks throughout the world to which the university provides computer access.
The computing resources of Nova Southeastern University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. All users must have proper authorization for the use of the university's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the university's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable university policies (see Related policies listed at the end of this section) and applicable state and federal laws. Among the more important laws are the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU copyright policy may be examined in the Office of Academic Affairs. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities.

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

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

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

- using computer resources for personal reasons
- using computer resources to invade the privacy of another
- sending email on matters not concerning the legitimate business of the university
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at their personal information)
- creating a false email address
- propagating electronic chain mail, pyramid schemes or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a Web site without permission
- posting a university site-licensed program to a public bulletin board
Nova Southeastern University (NSU) has adopted the following Computing Account Security Agreement, which outlines your responsibilities for securing and using an official NSU computing account. Use of an NSU computing account requires your acceptance of the policy terms and conditions stated below.

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

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

3. The password to your account must be kept secure. Commit your password to memory. You may change your password at any time. Always choose a password that is difficult to guess. Your password must be eight characters in length and contain a combination of both letters and numbers. It must not be any word that can be found in a dictionary. Choose a password that is meaningful to you but not obvious to others. Examples of acceptable passwords are: 29py94ju, as76df98, 98df7gh6.
4. NSU computer systems will monitor your password on a regular basis. If your password is guessed by the system, you will be notified by electronic mail. If you receive such notification, immediately change your password to prevent anyone from tampering with your account.

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

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

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

Access to NSU Online Systems
The following policy is also available at www.nova.edu/common-lib/policies/isp.policy.html.

In order to access the university’s computing resources, all NSU students must provide their own Internet access service through a suitable Internet service provider.

Electronic Mail Communications
The following policy is also available at www.nova.edu/common-lib/policies/emailcomm.policy.html.

NSU requires students and faculty and staff members to hold and maintain one official university computer account that is used to access major computing resources, including electronic mail. These university-assigned computer accounts correspond directly to NSU email addresses (see below). All official electronic mail communications directed to NSU students and faculty and staff members will be sent exclusively to NSU-assigned computer accounts to ensure timely and accurate delivery information. NSU students may forward their NSU generated email to external locations, but do so at their own risk.

Relationship between NSU computer account and email address:

If your assigned computer account name is janedoe
Your email address will be janedoe@nsu.nova.edu

Note: A computer account may also be referred to as an email name or a username.

Web Pages—Use of Material
The following policy is also available at www.nova.edu/common-lib/policies/copyright.html.

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

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: Copyright 2005 by (name of the copyright owner). Used with permission.

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

- Web pages:  
  Copyright 2005 (your name). All rights reserved.
- Organization Web pages (examples):  
  Copyright 2005 Cornell Law Review. All Rights Reserved.  
  Copyright 2005 Nova Southeastern University. All Rights Reserved.  
  Copyright 2005 The Graduate School of Computer and Information Sciences. All Rights Reserved.

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

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

Consensual Relations Between Faculty Members and Students

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 prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

Contracting on Behalf of the University

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

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

At the postsecondary level, it is the student's responsibility to initiate the process for disability services. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's disclosure of disability and a request for a reasonable accommodation. The student has the responsibility to provide Nova Southeastern University with proper documentation of disability from a qualified physician or clinician who diagnoses disabilities and sets forth the recommended accommodations.

Student requests for accommodation will be considered on an individual basis. Each student with a disability should discuss his or her needs with the disability service representative in his or her academic center, college, or school before the commencement of classes. For the name and contact information of the disability support services representative at your academic center, college, or school, contact the university ADA coordinator, Arlene Giczkowski, director of student disability services, at (954) 262-7189.

Academic Accommodation(s) Process

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

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

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

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

**Facility and Grounds Accommodation(s) Process**

Students requesting an accommodation involving modification to a facility or the grounds of the university must meet with the ADA coordinator—the director of student disability services—to discuss their specific needs. Requests for accommodation must be made in writing to the ADA coordinator and be supported by the appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. Requests for an accommodation involving modification to a facility or grounds of the university will be considered on an individual basis. When considering the request, the ADA coordinator will consult with the director of the specific facility (e.g., residential life and housing) involved in the request for accommodation and the director of facilities management.

If the student disagrees with the facility or grounds accommodation proposed by the ADA coordinator, he or she may appeal in writing no later than 10 days after the decision to the Facility and Grounds Accommodation Appellate Committee, which consists of the university associate dean of student affairs, vice president of facilities management or his/her designee, and a disability service representative from at least three different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Facility and Grounds Accommodation Appellate Committee is final and binding upon the student without further appeal.

**Facility and Grounds Accommodation Appellate Committee Guidelines**

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

The following are prohibited in all committee meetings:

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

In reaching its decision, the committee may consult with recognized experts in the field of disabilities and/or organizations such as the Association of Higher Education and Disability. The student shall be notified in writing of the decision of the committee within a reasonable amount of time of the committee meeting. All decisions of the committee are final and binding on the student without further appeal.
Discriminatory Conduct
Discriminatory conduct based on such factors as race, color, religion or creed, sex, national origin, disability, age, ancestry, marital status, sexual orientation, pregnancy, unfavorable discharge from the military, veteran status, or political beliefs, including but not limited to, violations under all federal and state laws, rules, regulations, and/or acts including, but not limited to, Title VII, Title VI, Title IX, Title II, Title III, Americans with Disability Act and the Rehab Act are unacceptable and prohibited in the university. In the event a student feels discriminated against by another student, an NSU faculty or staff member, or an employee, the student should contact the appropriate academic center representative or the university Title IX coordinator, Gay Holliday, associate dean of student affairs, at (954) 262-7280. Students may also want to refer to the NSU Grievance Procedures for Nonacademic Disputes.

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. E. R., part 86), Nova Southeastern University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and the abuse of alcohol are prohibited in and on property owned or controlled by Nova Southeastern University and as a part of any of its activities (see Controlled Substances Chart in Appendix A).

The term “illicit drugs” refers to all illegal drugs, and to legal drugs obtained or used without a physician’s order. This policy does not prohibit the use of prescribed medication under the direction of a physician. No Nova Southeastern University student or employee is to report to work or school while under the influence of illicit drugs or alcohol. Possession of paraphernalia for illegal drug use, or taking a prescription that does not belong to you, are also prohibited.

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

NSU Programs
NSU Student Counseling Services are available to all NSU students. For information, please call (954) 262-7050.

Community Programs
Department of Children and Families
Substance Abuse Program Office
1317 Winewood Boulevard, Bldg. 6, Third Floor
Tallahassee, Florida 32399-0700
(850) 487-2920

Alcoholics Anonymous: (954) 462-0265
Narcotics Anonymous: (954) 476-9297

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

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

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

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

Under Sec. 316.193, Florida Statutes: A person is guilty of driving under the influence (DUI) if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. Criminal penalties for DUI include, but are not limited to, fines and incarceration.

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 consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

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

All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.

**Drug Policy—Zero Tolerance**

Any student found in violation of the drug-free schools and campuses policy with regard to the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol will face serious university disciplinary action, which may include expulsion from the university (see Controlled Substances Chart in Appendix A).

**Emergency Situations**

To report an on-campus emergency situation from an on-campus phone, contact the police at 9-911 and public safety at extension 28999. If calling from off campus, dial the police at 911 and public safety at (954) 262-8999.
Failure to Comply
All students and guests of NSU are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices; participation in administration and/or judicial proceedings; and the compliance by the stated deadline with all the terms and conditions of all disciplinary sanctions. Administrative discretion may be used to place a hold on a student’s account (registration, grades, etc.) if the student fails to comply with the directions of a university official.

False Information
Providing false or misleading information to the university or a university official, or to a local, state, or national agency or official is a violation of the Code of Student Conduct and Academic Responsibility subjecting a student to disciplinary action up to and including expulsion or rescission.

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

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Vice President for Academic Affairs, or the Office of Human Resources) depending on the individual’s affiliation with the university. In cases where a student violates any of the terms of this policy, the university will take appropriate disciplinary actions, up to and including expulsion.

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

Fraud
Any act or statement (written or oral) containing false, incomplete, or misleading information intended to deceive or misrepresent any agency of the university or any person or business is prohibited.

Gambling
Gambling may include, but is not limited to, wagering on or selling pools on any athletic or other event; possessing on one’s person, premises (e.g., rooms, residence unit, car), or in a computer account or electronic format, any card, book, or other device for registering bets; knowingly using or permitting the use of one’s premises or one’s telephone or other electronic communication device for illegal gambling; knowingly receiving or delivering a letter, package, or parcel or electronic or telephonic communication related to illegal gambling; or playing or engaging in any game, at any place, by any device whatever for money or other thing of value. Students found in violation of the prohibition against gambling may be subject to disciplinary action up to and including dismissal.
Grievance Procedures for Nonacademic Disputes

This process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school. Academic grievances should be referred to the student's academic center. The purpose of these grievance procedures is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution.

1. First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for his or her position based on factual information.

2. The student will receive a reply, in writing, which addresses the complaint.

3. If the reply is not acceptable, the student is encouraged to submit the complaint in writing to the associate dean of student affairs. The associate dean of student affairs will attempt to resolve the dispute.

4. If the associate dean is unable to resolve the dispute, he or she will notify the student and the dean of student affairs in writing.

5. The student may then appeal in writing to the dean of student affairs.

6. The dean will investigate and review the findings, and will notify the student in writing of his or her decision.

7. The dean's decision is final and binding and cannot be appealed.

Guests

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

Health Policies

Communicable Diseases Guidelines

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

- NSU will make available to the university community detailed information concerning the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.
• Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.

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

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

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

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

Immunization Requirements
Health Professions Division (HPD) students: See center specific policies.

All residential (residing in campus housing) students must satisfy the following requirements, if they were born after January 1, 1958. The required documentation of vaccinations shall include the following:

1. Meningococcal meningitis

2. Hepatitis B: You must show proof of one of the following:
   • immunization with three doses of hepatitis B vaccine
   • blood test showing the presence of hepatitis B surface antibody

3. Measles (rubella): You must show proof of two of the following:
   • immunization with two doses of measles vaccine, the first given on or after the first birthday, the second given at least 30 days after the first, and BOTH in 1958 or later
   • blood test showing the presence of the measles antibody

4. Rubella: You must show proof of one of the following:
   • one dose of rubella vaccine on or after the first birthday, and in 1969 or later
   • blood test showing the presence of the rubella antibody
5. MMR (Measles, Mumps, Rubella)
   • Two doses of the vaccine may be given instead of individual immunizations.
   • One dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later

Exemptions or waivers may be obtained at the university’s discretion if the individual is 18 years of age or older, or the individual’s parent, if the individual is a minor, declines the vaccinations by signing a separate waiver provided by the institution for each of these vaccines, acknowledging receipt and review of the information provided. Exemptions will not necessarily be accepted by the student’s program center. Other students may be subject to the immunization requirements in order to participate in clinical or practicum studies. Students are advised to consult with their program to determine whether the refusal will affect their ability to continue their studies.

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

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

Health Insurance
Nova Southeastern University requires all undergraduate day students, residential on-campus students, and Health Professions Division (HPD) students (except online) to have some form of health insurance. Federal visa regulations also require international J-1 students and their J-2 dependents to maintain adequate health insurance throughout their stay in the United States.

If the above paragraph applies to you, your NSU account will be charged for the health insurance premium. If you currently maintain comparable coverage that is greater or equal to that of NSU’s policy, you must complete the online waiver form, available on the student medical center Web site (www.nova.edu/smc) under “Health Insurance.”

All other registered students enrolled at Nova Southeastern University taking credit hours are eligible to enroll in the student health insurance plan on a voluntary basis by contacting Collegiate Risk Management at 800-922-3420.

Should you have any questions regarding the student health insurance plan, please feel free to contact the student health manager at (954) 262-4055 or 800-922-3420 or www.collegiaterrisk.com.
Hurricane Procedures

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

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

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

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

Local hurricane shelter information can be obtained through county governmental information telephone numbers. For Broward County shelter information, contact Broward County Emergency Preparedness at (954) 357-8250.

Hurricane Watch

In the event of a hurricane watch, the university president will confer with members of NSU administrative staff in preparation for hurricane protection activity.

Members of the university community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

Hurricane Warning

If a hurricane warning is issued, the university president will decide if the university will be evacuated.

If the president orders the closing of the university, the appropriate directives will be relayed by the vice presidents to their areas of responsibility.

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

Procedures for Residence Halls

Upon announcement by the U.S. Weather Bureau that a HURRICANE or TROPICAL STORM WARNING status has been declared, the director of housing or director of residential life will be notified and will relay weather information to the department staff members and residents. For information, visit www.nova.edu/reslife or call (954) 262-7052.

Safety Procedures

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

Broadcast Information
An email message regarding the university closure will be instituted within the NSU email system. The NSU telephone central switchboard will also be available for direct information.

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

Keep a portable radio and plenty of spare radio batteries.

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<th>Radio Stations</th>
<th>Television Stations</th>
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<tr>
<td>WIOD AM 610</td>
<td>WFOR Channel 4</td>
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<tr>
<td>WINZ AM 940</td>
<td>WTVJ Channel 6</td>
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<tr>
<td>WFTL AM 1400</td>
<td>WSVN Channel 7</td>
</tr>
<tr>
<td>WHY1 FM 100.7</td>
<td>WPLG Channel 10</td>
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<tr>
<td>WBGG FM 105.9</td>
<td>WLTV Channel 23</td>
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<td>WRMA FM 106.7</td>
<td>WYHS Channel 69</td>
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Reopening Confirmation
For reopening information, please call the NSU Hurricane Hotline at (954) 262-7300. NOVALERT is part of NSU's public safety program that includes safety, security, protection, and service. For other nonemergency information, services, or reporting, call the public safety office at (954) 262-8999. For additional information visit their Web site at www.nova.edu/cwis/pubsafety.

Identification Cards
The SharkCard is the official Nova Southeastern University identification card. All students and faculty and staff members affiliated with the university are required to carry the SharkCard at all times while on campus and to present their identification cards when requested by authorized university personnel. The SharkCard features a digitized photo, biometrics, SmartChip, and magnetic stripe.

The SharkCard is Nova Southeastern University’s single-card program that combines a multitude of features and uses, including the following:
• identification purposes
• library privileges
• building access
• vending machine usage
• pay-for-print
• copier usage
• meal plans
This high-tech card has two embedded antenna that will allow access to various areas around campus, from parking garages to computer labs.

The SmartChip, located on the front of the card, has the capability to store prepaid values in increments of $1, $5, $10, or $20, directly on the card. You are able to add these increments at the NSU Card Office as well as Cash to Chip machines that are available in various locations throughout campus and on all floors of the Alvin Sherman Library, Research, and Information Technology Center.

The NSU Card Office is located in the University Center, Room 1202, and the HPD Card Office located in the Terry Building, room 1134. Please visit our Web site, www.nova.edu/nsucard for more information.

**Interference with University Investigations and Disciplinary Proceedings**

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

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication(s)) regarding any university investigatory, administrative, disciplinary, or judicial proceeding is prohibited, if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding.

Communication related to the proceeding will be limited to identified individuals using administrative discretion on a need-to-know basis.

**Jurisdiction of University Policies and Procedures**

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

**Lake Swimming**

Swimming in any lake, canal, and/or body of water on the Nova Southeastern University campus is strictly prohibited and any violators of this policy will be subject to disciplinary action.

**Life-Threatening Behavior**

Nova Southeastern University recognizes that certain life-threatening behavior (e.g., suicide threats, gestures, or attempts; eating disorders; substance abuse; threats, gestures, or attempts to harm others) is a sign of personal distress. The university is committed to helping students alleviate whatever stress factors are precipitating life-threatening behavior by providing support and/or referral through use of appropriate resources. However, since it is critically important to maintain civility and respect
for all members of the university community, it is recognized that action must be taken when such behavior is considered by the university to be disruptive to and unacceptable in the academic and social/living environment.

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

**Misuse of Telephones**
NSU students who misuse telephone lines or university accounts will be subject to disciplinary action and restitution.

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

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

**Parent/Legal Guardian Notification**
University personnel may use administrative discretion in parental or legal guardian notification in writing and/or by phone of a student under 21 years of age when alcohol or drug violations of the university occur or when a student's welfare is at issue.

**Parking and Traffic Policies**
- In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered with the university, and a parking permit must be properly displayed.
- All administrators, faculty members, staff members, students, and visitors must register vehicles to be driven or parked on campus.
- All administrators, faculty members, staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved.
- Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.
- The Public Safety Department is authorized to designate any spaces as temporary reserved parking.
- Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The executive director of public safety will determine whether a disabled vehicle is allowed to remain on campus.
• Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.

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

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

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

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

For additional information, please visit the public safety Web site at www.nova.edu/cwis/pubsafety.

Pets
No pets or animals, other than fish, are permitted on campus, including all residence halls, with the exception of service animals.

Privacy of Records (FERPA)
Several laws provide significant safeguards for the protection of the privacy rights of students with respect to educational records and/or personally identifiable information. The Family Educational Rights and Privacy Act of 1974 (FERPA) specifically protects the privacy of a student's educational record and limits the disclosure of personally identifiable information maintained by the university. Records or reports that include personally identifiable information about a student are to be maintained in a confidential manner that is consistent with university policy and procedure.

FERPA clarifies the limits of access to educational records, including the right to access, the right to inspect, the right to obtain copies, the right to seek correction through formal and informal internal procedures, and the right to place a statement in the educational records explaining information the student believes to be inaccurate or misleading.

NSU has adopted a policy consistent with the requirements of FERPA, with respect to student educational records. Please carefully review the NSU FERPA policy online at www.nova.edu/cwis/finaid/inforrnation/ferpa.html.

The law limits access by, and disclosure of, educational records to a third party. All educational records, except directory information, are confidential and cannot be disclosed unless written consent is given by the student or in such circumstances that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); an attorney, auditor, or collection agent; or a student serving on an official committee (such as a disciplinary or grievance committee); or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university may disclose educational records without consent to officials of another school in which a student seeks or intends to enroll. The following information may be released as directory information, but
can be withheld at the request of the student: student name, address, dates of attendance, degree, honors and awards received, telephone numbers, enrollment status, major field of study, year in school, participation in sports, anticipated graduation date, NSU email address, and place of birth. The university reserves the right to refuse to provide the above information, if the reason for the request is not considered valid or sufficient.

Students may complete and submit a Request to Prevent Disclosure of Directory Information to the Office of the University Registrar before September 1 of the current academic year. However, students do not have the right to access educational records until they have been admitted to, and have begun attending classes at, NSU. NSU will not release educational records to the parent(s) of a dependent student unless proof of the student's dependency is provided by the parent(s) via a copy of the U.S. Federal Income Tax Return and the student has provided a written request allowing NSU to disclose information to the parent(s).

The university will convene a hearing if a student and/or authorized parent(s) wish to challenge the contents of an educational record. Students and authorized parent(s) may add explanatory or rebuttal statements to the student's educational record, if the hearing yields unsatisfactory results.

If a student or authorized parent(s) is denied access to a hearing, or if the educational records are alleged to have been illegally disclosed to a third party, the student may file a complaint with the federal Family Policy Compliance Office (FPCO), charged with administering FERPA.


Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian. Transcripts submitted to the university from prior schools become the property of NSU and can be reviewed, but copies cannot be released. Students should submit to the record custodian or an appropriate university staff member a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The record custodian or an appropriate university staff member will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given 45 days or fewer from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the record that relates to him or herself.

Right of University to Refuse Access

The university or division reserves the right to refuse inspection of the following records:

- financial records of the student's parents, or any information contained therein
- letters and statements of recommendations concerning admission or employment for which the student has waived his or her right of access
- records connected with an application to attend university or component unit of the university if that application was denied
- those records that are excluded from FERPA definition of educational records

Refusal to Provide Copies

The university reserves the right to deny requests for transcripts or copies of records that are not required to be made available by the FERPA in either of the following situations:

- the student has an unpaid financial obligation to the university
- there is an unresolved disciplinary action against the student
Health Care Privacy (HIPAA) Statement
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at Nova Southeastern University health care centers whether the information is electronic, paper, or spoken.

Because NSU operates health care centers, it is responsible for enacting privacy policies and procedures. The various NSU colleges, schools, and educational programs have enacted policies for their health care centers. NSU health care center staff members, students, and faculty members are responsible for following the policies that have been implemented by the applicable NSU health care center.

In addition, the HIPAA privacy rule also requires that NSU provides education for health care center staff members, students, and faculty members. As such, all applicable NSU colleges, schools, and educational programs shall train their students rotating at NSU health care centers and other health care facilities in compliance with the requirements of NSU’s HIPAA privacy policies and procedures, patient privacy and confidentiality practices, privacy laws, and the federal HIPAA privacy regulations.

NSU students and faculty members may also be subject to the HIPAA privacy policies and procedures enacted by the various health care facilities in which they train. It is the responsibility of the student and faculty member to familiarize himself or herself with these policies upon entering each facility.

Any questions concerning the policies can be directed to the privacy contact of your NSU health care center or the NSU privacy officer.

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

Sexual Misconduct and Harassment
The following three sections relate to NSU policy and definitions of sexual misconduct and sexual harassment.

Sexual Misconduct Policy
NSU, in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other similar state and federal statutes or regulations), adopts the policy and fosters an environment where no individual may threaten the health, safety, and welfare of a member of the university community; or any person on university property; or at a university-sponsored or supervised activity, through the commission of a sexual assault, engaging in sexual harassment, discrimination, battery, and/or misconduct, including acquaintance rape.

Definition: NSU acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

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

a. the right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity
b. the right to have sexual assaults committed against them investigated and adjudicated by
the duly constituted criminal and civil authorities of the governmental entity in which
the crimes occurred; and the right to the full and prompt cooperation and assistance of
campus personnel in notifying the proper authorities

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

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

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

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

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

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

i. the same right to assistance, or ability to have others present, that is afforded to the accused
during any campus disciplinary proceedings

Disciplinary Action: In addition to any criminal or civil actions that may be pending or in process,
the university reserves the right to pursue separate disciplinary action against any individual who
violates any portion of this policy.

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

Nova Southeastern University students are encouraged to report to the police (9-911 on campus and
911 off campus), public safety (extension 28999 on campus and (954) 262-8999 off campus), and
a university administrator all occurrences of sexual assault, either violent assault or acquaintance
(date) rape. Professional staff members in the Office of the Dean of Student Affairs, residential life,
student counseling, and public safety are among those who are trained and willing to assist students
who are victims of sexual assault.

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

• Third-Party Reports: When there is a report of sexual assault, the person receiving the report
whether a student, faculty member, or staff member is encouraged, in turn, to report the incident
to a student life and/or residential life administrator. If the person reporting that assault is a third
party (not the victim), the administrator will do the following:

a. advise the reporter to counsel the victim to seek medical assistance

b. advise the reporter to encourage the victim to talk with a counselor from the Rape Center in
Broward County, a staff counselor at the University Counseling Center, a student affairs and/or
residential life administrator, the director of public safety, or some other university official

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

**Harassment Statement**

Harassment is defined as any conduct (words or acts), whether intentional or unintentional or a product of the disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm; or conduct, which intimidates, degrades, demeans, threatens, hazes, or otherwise interferes with another person's rights to comfort and right to be free of a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of the university; disturbs the peace and/or comfort of person(s) on the campus of the university; creates an intimidating, hostile, or offensive environment. It also includes any conduct (words or acts) in which the university can determine a threat exists to the educational process or to the health or safety of a member of the NSU community.

**Sexual Harassment Policy**

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 of the Civil Rights Act of 1964. 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 the Equal Employment Opportunity Commission's promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if

- explicit or implicit submission to sexual overtones is made a term or condition of employment or academic program status
- employment or academic program status decisions are made on the basis of whether submission to or rejection of sexual overtones occurred
- a sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work or academic program status performance

At Nova Southeastern University, sexual harassment of or by employees or students 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 or academic program 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, innuendoes, or actions that offend others.

4. engaging in any type of sexually oriented conduct that would unreasonably interfere with another’s work or academic program status 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 or academic program status 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 a manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, non-coercive 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 Office of Human Resources and should be reported promptly to the Director of Human Resources.

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

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

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

3. such conduct has the purpose or effect of unreasonably interfering with a student’s academic performance, or creating an intimidating, hostile, or offensive academic environment

4. unwelcome physical contact, including but not limited to patting, pinching, or touching

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

Students aggrieved by a violation of this policy may file a grievance under their center’s grievance procedure, or may report the conduct to the dean of the center, any other faculty member or the director of human resources. All reports of sexual harassment will be thoroughly investigated by the Office of Human Resources.

Any individual who violates any portion of this policy will be subject to disciplinary action, up to and including discharge.

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 prohibited. Even when no coercion is present, such relationships
create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

**Smoking Policy**

The university has adopted a "no smoking" policy in accordance with the Florida Clean Indoor Air Act, and evidence that indicates that passive smoking, i.e., involuntary inhalation of pollutants in the air produced by the smoking of others, is potentially harmful to nonsmokers in the closed environment of our buildings.

Accordingly, it is determined that there is no smoking in any Nova Southeastern University classroom/administrative facility.

Effective in July 2009, Nova Southeastern University has adopted a smoking restriction policy to promote healthy lifestyles and ensure clean air around campus buildings, while greatly reducing exposure to second-hand smoke. A "Healthy Sharks" initiative will prohibit smoking everywhere on campus except at designated smoking sites located at least 50 feet from buildings. Smoking will be prohibited in all other areas of NSU campuses and student educational centers throughout Florida.

To locate the smoking sites on Nova Southeastern University campuses, log into the NSU Web site at [www.nova.edu](http://www.nova.edu).

**Solicitation and Posting Policy**

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

The following flyers are acceptable
- looking for a roommate
- selling a car, book, furniture, etc.
- events or information associated with NSU clubs and organizations
- events or information associated with NSU administrative offices or academic programs
- academic services and programs associated with NSU

The following flyers are not acceptable in any campus location
- publicity making any reference to drugs or alcohol, containing discriminatory language, or containing inappropriate photos, graphics, or language
- outside vendor or company promotions
- outside vendor health insurance information

Academic centers, colleges, schools, residence halls, and campus buildings may have their own specific solicitation and posting policies. Visit [www.nova.edu/studentleadership/forms/posting_policy.pdf](http://www.nova.edu/studentleadership/forms/posting_policy.pdf) for more information.
Stalking

Any individual who willfully, knowingly, maliciously, or repeatedly follows; harasses; attempts to contact or communicate (written, verbal or electronic); and makes a credible threat placing the individual in reasonable fear of death or bodily harm may be in violation of NSU's stalking policy. Such conduct is prohibited. Stalking causes substantial emotional distress in individuals and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

Student Publications

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

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

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

• the student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage
• editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures
• all university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body

Theft or Unauthorized Possession

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

Title IX Compliance Policy

Title IX of the Educational Amendments of 1972, 20 USC Sections 1681 et seq., prohibits discrimination on the basis of sex in schools, whether in academics or athletics. In furtherance of Title IX, Nova Southeastern University has adopted a Title IX Compliance Policy. It is the university's policy that no student enrolled at NSU shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.

The Title IX coordinator at NSU is Gay Holliday, associate dean of student affairs, who can be reached at (954) 262-7280. Students are entitled to file a grievance or complaint with the Office of the Title IX Coordinator if they perceive they have been a victim of discrimination on the basis of sex.
Travel
Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off of the main campus or at any NSU sites.

The travel office provides basic travel services for students, faculty members, and staff members. Please visit the travel office Web site for a current listing of NSU discounts with airline, car rental companies, and hotels at www.nova.edu/cwis/bsv/travel.

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

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

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

Use of University Vehicles
Nova Southeastern University policy mandates that all personnel, staff, and students who either are required to or wish to use an NSU van must first successfully complete the Van Driver Training course provided by NSU Public Safety. The Public Safety Department provides as its van driver training course the most current version available, Coaching the Van Driver II, which is offered by FLI Learning Systems, Inc.

Prior to contacting Public Safety, a supervisor must first contact the director of risk management at (954) 262-5271 to determine a person’s eligibility to drive an NSU van. After receiving approval, an appointment can then be made with Jim Ewing, Public Safety-Safety Compliance, at (954) 262-8082, or at jewing@nsu.nova.edu. The van training program is available most weekdays, during daytime hours, instead of just once a month during the evening.

Upon satisfactorily passing the Van Driver II training, the person will receive a certificate of completion as well as an identification card, which is used to sign out an NSU van from the Physical Plant.
Vandalism or Destruction of University Property
Defacing, littering, or damaging property of the university is prohibited.

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

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

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

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

3. In addition, students who make and/or deliver worthless checks to the university or any of its agents may be subject to criminal prosecution by legal authorities.
NSU Resources
Alumni Association

More than 103,000 men and women, residing in all 50 states and in 63 foreign countries, are Nova Southeastern University graduates. Increasingly, these individuals are to be found in the top echelons of business, industry, medicine, government, and education. The NSU Alumni Association gives alumni opportunities to build relationships, receive special benefits, and extend a hand to recent NSU graduates. For more information on alumni programs, call (954) 262-2118 or 800-541-6682, ext. 22118.

Academic Services

The Office of Academic Services supports the academic progress of all NSU undergraduate students. Among the various services are individualized tutoring in writing, mathematics, and science, as well as a diverse array of testing services.

Tutoring

Students can receive one-on-one tutoring in writing, math, science, and select business courses. Tutoring sessions last 45 minutes. Writing tutoring covers all phases of the writing process from brainstorming to editing to APA/MLA formatting. Tutors do not edit papers for students, and the focus is on working through a portion of the paper to improve writing skills and help the students become more independent writers.

Academic Services also offers valuable supplemental resources and services, such as

- a complete library of math DVDs
- a reference library of solution manuals for math and science courses
- a Web site that features links to additional academic support materials, including writing and study skills handouts and APA and MLA formatting guidebooks
- a variety of workshops covering academic success skills

For more information about tutoring services, call OAS at (954) 262-8350 or visit the Web site at www.undergrad.nova.edu/AcademicServices.

Testing

Incoming undergraduate students, in consultation with their academic advisers, may request to be allowed to take challenge exams in writing, mathematics, and chemistry. Other course-equivalent examinations available to the students are the College-Level Examination Program (CLEP), DANTES subject standardized tests, and New York Proficiency Testing in Foreign Languages.

For more information about testing services, call OAS at (954) 262-8374 or visit the Web site at www.undergrad.nova.edu/AcademicServices.

ATMs

There are several automated teller machines (ATMs) on Nova Southeastern University's main campus. They are located in the Don Taft University Center; the Terry Building of the Health
Professions Division; the Alvin Sherman Library, Research, and Information Technology Center; and the Carl DeSantis Building. The ATMs are operated by SunTrust Bank, which may charge a fee for their use, in addition to charges by your financial institution.

**Bookstore**

The NSU Bookstore is located in University Park Plaza (behind the Bank of America) and is open Monday through Friday, 8:30 a.m. to 6:15 p.m.; and Saturday, 10:00 a.m. to 1:30 p.m. Call for information regarding extended hours at the beginning of the semester. The bookstore carries the required and recommended textbooks for classes. The bookstore also carries school supplies and a wide variety of school spirit merchandise. Customers may special-order any book in print at no additional cost. Students at off-campus locations may order textbooks online at [http://nsubooks.lmcollege.com](http://nsubooks.lmcollege.com). The course number and section must be indicated when books are ordered. Books are shipped via UPS, usually within 24 hours.

The NSU Bookstore contact information is below:

NSU Bookstore  
University Park Plaza  
3562 South University Drive  
Davie, FL 33328  
Phone: (954) 262-4750 or 800-509-BOOK  
Fax: (954) 262-4753  
Email: bkstore@nova.edu  
Website: [http://nsubooks.lmcollege.com](http://nsubooks.lmcollege.com)

**Return Policy**

**Course Materials Required for Class or Full-Semester (15–18 Weeks) Courses**

A refund is given one week (seven days) from the first day of class with proof of purchase (student must show proof of the first day of class). A refund is given 30 days from the first day of class with proof of withdrawal from the course and proof of purchase (student must show proof of the first day of class).

**Course Materials for Partial/Half-Semester (8–10 Weeks) Courses**

A refund is given one week (seven days) from the first day of class with proof of purchase (student must show proof of the first day of class). A refund is given two weeks (14 days) from the first day of class with proof of withdrawal from the course and proof of purchase (student must show proof of the first day of class).

**Course Materials for Classes Meeting Less Than 8 Weeks**

A refund is given one week (seven days) from the first day of class with proof of purchase and proof of withdrawal from the course (student must show proof of the first day of class). No refunds will be issued once the first week of class has passed.

**Reference Materials/Study Aids/Select Medical Supplies**

A refund will be given three days from the date of purchase.
For General Merchandise Products
A full refund will be given in the student's original form of payment with a receipt. No refunds are given on magazines or prepaid phone cards. Without a receipt, a merchandise credit will be issued at the current selling price.

Buyback Policy
We are happy to buy your textbooks back every day. The best time to sell your textbooks is during finals week. We will pay you 50 percent of the amount you paid if it was requested by your professors for required use the next term and the bookstore is not overstocked. If books do not meet these criteria, the prices we pay are based on current national demand. All books must be in good condition. Some books have little or no monetary value. Out-of-print books and old editions are not in national demand, and we don't buy them. Off-campus students can request buyback quotes online at http://nsubooks.bncollege.com.

Bursar
See Enrollment and Student Services section.

Campus Shuttle
To accommodate NSU students, a fleet of six shuttle buses has been added to service the permanent buildings on our 300-acre main campus. A fixed-route transit circulator system consisting of one two-directional route will be running on the NSU campus weekdays from 7:00 a.m. to 11:00 p.m. Although the buses will have a designated path to follow around the university, there are no set bus stops on campus. Rather, those wishing for a lift are encouraged to wave and ride as the buses make their respective rounds or wait for the buses in front of university buildings.

If you have any questions or need information about our shuttle routes, please contact facilities management at extension 28940.

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

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

Career Development encourages personal responsibility on the part of students and alumni in planning a career and exploring opportunities as they relate to educational and personal development throughout the college years and into the future. For further information, please contact Career Development at (954) 262-7201.
Computing Facilities/Campus and Student Educational Centers

The Office of Information Technologies' Educational Technologies and Digital Media unit maintains 50 MicroLabs: 30 on campus and 20 located among the student educational centers and other sites in Miami, West Palm Beach, Orlando, Tampa, and Jacksonville, Florida; Las Vegas, Nevada; and Nassau, Bahamas. The labs are staffed with full- and part-time technicians who assist students and faculty and staff members in the use of emerging technologies.

In addition to courses and workshops, open labs are scheduled and maintained for student use on campus and at student educational center locations. Tutorials, where students can receive help with particular software applications, are held every Friday from 4:00 to 5:00 p.m. at the Alvin Sherman Library, Research, and Information Technology Center labs.

NSU's labs house a variety of computer equipment for student use. NSU maintains high-speed data networks at all campus locations and student educational centers. The main campus network backbone infrastructure provides Gigabit Ethernet bandwidth, with fiber optic links connecting buildings and floors. NSU is an equity member of the Florida LambdaRail (FLR) network, which provides opportunities for faculty members, researchers, and students to collaborate with colleagues around the world on leading-edge research projects. Every lab is connected to the university's computer network, providing Internet access and access to the Campus-Wide Information System (CWIS) and the Electronic Library. Access to the NSU network is provided to students from all dormitory locations via WINGS wireless network. The Goodwin undergraduate residence halls have been wired 100 MBPS and 802.11b/g wireless access. The graduate student residence halls have 802.11h/g wireless access only. From off-campus locations, students may access general Web-based electronic resources (e.g., registration, grades, transcripts, email, online courses, and the library) using Web browsers and an Internet connection. For Internet access to special or restricted responses, NSU provides Virtual Private Network (VPN) connectivity to students. Students may also access these resources using available 56 kbps dialup modems.

Students and faculty and staff members have access to scanners, printers, CD and DVD burners, digital cameras, video cameras, and other technology tools. Wireless laptops are available for use in the library, study rooms, and several student educational centers. Color printers, poster printers, and printing stations located in high traffic areas for “on-the-go printing” are also available. The MicroLabs are equipped with pay-for-print stations that are accessed via student identification cards, as well.

For further information, please contact the MicroLab at (954) 262-4533 or visit the Web site at http://microweb.nova.edu.

Counseling

See NSU Student Counseling section.

Dining Services

See Shark Dining Services section.

Don Taft University Center

The Don Taft University Center is a 366,000-square-foot facility that serves as the central gathering place for students, faculty and staff members, friends, family, and alumni of NSU. Within its walls are 100,000 square feet of indoor and outdoor recreational space, including a fitness center with strength and cardiovascular training equipment, two basketball courts, three racquetball courts, a rock-climbing wall, three multipurpose rooms, men’s and women’s locker rooms, and a swimming pool.
The Arena at the Don Taft University Center is home to intercollegiate athletics and the NSU Sharks. The arena can seat over 5,000 people and also serves as an entertainment venue with concerts, performances, speakers, family shows, and more. The arena has three basketball courts, as well as team locker rooms, concession areas, and a “hall of fame” room.

The center also houses the Student Union/Flight Deck. This area is designed as a general hangout space for students where they can grab a bite to eat, get a drink, shoot some pool, and play darts. The Student Union Board (S.U.B.) also offers a programming schedule of events including comedians, bands, and more.

**Enrollment and Student Services**

Enrollment and Student Services (ESS) is composed of the Office of Student Financial Assistance, the University Registrar’s Office, the University Bursar’s Office, the One-Stop Shop, the University Call Center, Enrollment Processing Services, and Transfer Evaluation Services. Collectively, the ultimate goal of ESS is to efficiently meet the information and service needs of all NSU students. The following is important information regarding financial aid, NSU billing and payment policies, and general financial tips.

**The Office of Student Financial Assistance**

The Office of Student Financial Assistance is dedicated to helping student’s make smart financial choices while in college. There are four types of financial aid available to assist in meeting the cost of attending college: grants, scholarships, student employment, and loans. Grants and scholarships are considered “gift” aid, as they do not need to be repaid. Loans are considered “self-help” aid, as they need to be repaid. Student employment requires the student to work in exchange for a pay check. Please remember that students interested in federal grants must complete the Free Application for Federal Student Aid (FAFSA) and meet general eligibility criteria.

**Means of Communication with Students**

The official means of communicating financial aid information to students is via WebSTAR and NSU email. Students will receive requests for information and award notices through their NSU email accounts. They will then be directed to the WebSTAR secure site to use their NSU PIN for access to pertinent financial aid information. Students are encouraged to use NSU’s WebSTAR system at [www.webstar.nova.edu](http://www.webstar.nova.edu) to register for classes, display their class schedule, view any holds, display their grades and transcripts, make payments, and review financial aid requirements and awards.

**The University Bursar’s Office**

The Office of the University Bursar is responsible for billing students, collecting and depositing student payments, issuing refunds from excess financial aid funds, and verifying students’ eligibility for a student loan.

**Bursar’s Office policies**

* Registration will be processed unless there is a hold on the student’s account.

* Electronic bills are sent during the middle of each month via email to the student’s NSU email address. No paper bills are sent. Students can authorize additional users to receive an NSU eBill notification by signing the person on as an authorized user.
If a student owes a balance 30 days after the start of the term, a hold and a $50 late fee will be placed on the account. This hold prevents future registrations, the viewing of grades, and access to the RecPlex at the Don Taft University Center.

If a balance exists after 90 days, the account will be placed in collections.

Methods of Payment
NSU accepts VISA, MasterCard, and American Express. Check payments include traveler's checks, cashier's checks, and personal checks, as well as money orders. International checks must be in U.S. funds only and drawn on a U.S. bank. Wire transfers are accepted. More information regarding wire transfers is available at www.nova.edu/cwis/bursar/registration.html.

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Student Employment
There are three main student employment programs: Federal Work-Study (FWS), Nova Student Employment, and Job Location and Development (JLD).

Federal Work Study Program
The FWS Program is a need-based program that provides students with part-time employment to help meet their financial need. FWS is awarded to U.S. citizens and resident aliens. Students must be awarded FWS in order to apply and obtain a position. Interested students must file a FAFSA, and indicate on the FAFSA that they are interested in a work-study program. Students may work up to 25 hours per week, depending on eligibility. The rate varies according to the position. When calculating the balance owed to NSU, do not deduct FWS, as you would other aid. The Bursar's Office does not calculate the award as expected payment towards tuition. Students will receive a paycheck every other week.

Under the umbrella of FWS are the America Reads and America Counts programs. Students serve as reading or math tutors to elementary school children throughout Broward County. Students must have their own dependable transportation. The minimum number of hours students can work is 10 hours per week. The pay rate is $13 an hour. Tutors must complete a training session and pass a background check. Students can't participate in both programs.

Students who have been awarded FWS for the fall term will be sent a student employment packet in the mail at the end of July. The packet will include the student employment application as well as information regarding the orientation process.

Nova Student Employment
Nova Student Employment provides part-time, on-campus jobs for in-school students, regardless of financial need. Students do not need to apply for financial aid to be considered for these positions. International students may qualify for on-campus student employment under this program. Students can work a maximum of 20 hours per week.

Job Location and Development
The JLD Program develops and locates off-campus jobs for students. Positions are open to all currently enrolled students of NSU, regardless of financial need. International students must receive special permission from their program office and the Office of International Students and Scholars to work off-campus. Positions may be part-time or full-time.

Veterans Benefits
Department of Veterans Affairs educational benefits are designed to provide eligible individuals with an opportunity for educational and career growth. Eligible veterans and their dependents should contact a veterans benefit specialist at (954) 262-7236; toll free 800-541-6682, ext. 27236, Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m., or visit the veterans benefits Web page at www.nova.edu/financialaid/veterans/index.html. If you have any questions concerning eligibility, you may also contact the U. S. Department of Veterans Affairs (DVA) at 888-442-4551 or visit their Web site at www.gibill.va.gov.

Standards of Progress for Veterans
- A student receiving veterans benefits must maintain satisfactory progress. Students will be considered to be making satisfactory progress as long as they meet the academic standards set by their school for retention in their degree programs.
• A student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be certified, in a probationary status, for only one additional evaluation period. Should this student not attain, and maintain, satisfactory progress by the end of the probationary period (one evaluation period), the student’s Veterans Affairs (VA) educational benefits will be terminated for unsatisfactory progress.

• A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one evaluation period has elapsed. To initiate the petition process, students should contact the Office of Student Financial Assistance VA benefits representative at 800-541-6682, ext. 27236. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

• For VA payment of benefits purposes, an I (Incomplete) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one calendar year, unless permission for a delay is granted by the academic dean for that program.

Grade/Progress Reports for Students Receiving Veterans Benefits
• Each VA student will be provided a grade/progress report at the end of every evaluation period (e.g., term, semester). A copy of each report will be placed in the student’s permanent file maintained by the school. The university periodically furnishes each student with a working transcript that shows current status of grades and earned semester hours for all courses completed and/or attempted, plus grades for courses in which the student is currently enrolled.

Conduct Policy for Students Receiving Veterans Benefits
• All VA students are expected to comply with the legal and ethical standards of Nova Southeastern University. Academic dishonesty and/or nonacademic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institution documents and/or academic credentials.

• The institution reserves the right to require a student to withdraw at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory.

• Students who feel their rights have been denied are entitled to due process. Students should refer to the Appeals and Grievance Procedures listed in this student handbook.

The One-Stop Shop
The One-Stop Shop is the central point of information and service for walk-in prospective, new, and continuing students. Staff members are cross-trained in financial aid, registration, bursar, and student accounts functions, as well as providing other types of status information and services that students may require. The One-Stop Shop is located in the Horvitz Building on the main campus.

Hours of Operation
Monday–Thursday, 8:30 a.m. to 7:00 p.m.
Friday, 8:30 a.m. to 6:00 p.m.
Saturday, 9:00 a.m. to noon

The One-Stop Shop is closed on holidays observed by NSU.
The University Registrar's Office
The University Registrar's Office offers a variety of diverse services to the university community. These include, but are not limited to, course registration, transcript processing, name and address change, loan deferment, enrollment and degree verification, grade processing, commencement, degree conferral, service for international students, transfer of credit services, and general university information. Additional information is available at www.nova.edu/cwis/registrar.

Transcript Requests
Students may view a complete academic history, print out an unofficial transcript, and request an official transcript through WebSTAR at www.webstar.nova.edu. The WebSTAR portal enables students to request and pay for transcripts online. In addition, a Transcript Request Form can be completed and submitted in person at the One-Stop Shop, where the official transcript may be printed immediately. There is a $5 fee per official transcript.

Grades
Once grade(s) have been posted to the student's academic record, a notification email directing students to WebSTAR to view their grades is sent. An official grade report may also be printed from WebSTAR.

Name and/or Social Security Number Changes
NSU requires official documentation to make any change to the name or Social Security Number students have on record. Some examples of such documents include a marriage certificate, divorce decree, or court order.

Address Changes
Students may change their address via WebSTAR or submit a written request to the University Registrar's Office.

Loan Deferment/Enrollment and Degree Verification
Students may obtain a free, official Loan Deferment/Enrollment Verification Form and Verification of Degree Conferral, via WebSTAR. This Enrollment Verification Form is an official document from the National Student Clearinghouse (NSC) that can be presented to health insurance agencies, housing authorities, consumer product companies, banks, and other agencies requiring documentation of your current enrollment status.

Commencement
The University Registrar's Office coordinates NSU commencement exercises with the Center for Psychological Studies, the Criminal Justice Institute, the Farquhar College of Arts and Sciences, the Fischler School of Education and Human Services, the Graduate School of Computer and Information Sciences, the Graduate School of Humanities and Social Sciences, the H. Wayne Huizenga School of Business and Entrepreneurship, the Oceanographic Center, and the Shepard Broad Law Center. The office also processes degree applications.

Transfer Evaluation Services
Transfer Evaluation Services assists undergraduate students with the transfer of undergraduate credit from institutions previously attended. The office also manages articulation agreements and transfer agreements and assists adult students in obtaining college credit for prior work experience.
Office of International Students and Scholars
The Office of International Students and Scholars is a part of the University Registrar's Office. It provides assistance to international students, visiting professors, and exchange students. Additional information is available on the OISS Web site at www.nova.edu/internationalstudents/.

Health Care Centers
See Student Medical Centers section.

Libraries
The Alvin Sherman Library, Research, and Information Technology Center, which is a joint-use facility with the Broward County Board of County Commissioners, opened in October 2001. This library has five floors, 325,000 square feet, a 3,800-square-foot atrium lobby, 1,200 user seats (1,000 with Internet access), 100 reference computer workstations, space for 1.4 million volumes (books, journals, and periodicals), and a centralized circulation area. It is the largest library building in Florida. A multistory parking garage with more than 1,500 spaces is near the library.

The university library system is composed of the Alvin Sherman Library, East Campus Branch Library, Health Professions Division Library, Law Library, North Miami Beach Branch Library, Oceanographic Library, and four school libraries on the main campus. Agreements have been signed with academic libraries throughout the world to provide library support for NSU programs offered in specific geographical areas. The catalogs of all NSU libraries are accessible via computers to local and distance education students and faculty members, wherever they may be located. Online databases complement the paper-based holdings and provide full-text resources. Interlibrary loan arrangements through networked organizations such as the Online Computer Library Center (OCLC), the Southeast Florida Library Information Network (SEFLIN), the Consortium of Southeastern Law Libraries (COSELL), and the National Library of Medicine (NLM) provide broad access to a wide range of materials.

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

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

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

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

Nova Southeastern University recognizes, values, and supports intercollegiate athletics as an integral part of the educational mission of the university. Central to the program's mandate and in accord with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes.

The Department of Athletics at NSU is widely regarded as one of the most successful intercollegiate athletics programs in the southeast United States. The NSU Department of Athletics offers 15 intercollegiate athletic programs (nine women's sports and six men's sports).

- Men: Baseball, basketball, cross country, golf, soccer, and outdoor track
- Women: Basketball, cross country, golf, rowing, soccer, softball, tennis, outdoor track, and volleyball

The NSU Sharks are in their fifth year as a member of the National Collegiate Athletic Association (NCAA) Division II and the Sunshine State Conference. The NCAA includes more than 1,200 other institutions, conferences, organizations, and individuals. The Sunshine State Conference is one of the most respected conferences in the country. Dubbed the “Conference of National Champions,” SSC teams have won a total of 64 national championships since the conference's inception in 1975.

Athletics Web Site

The NSU Sports Information Department maintains, creates, and manages all editorial, statistical, and biographical content for the official NSU Athletics Web site. The NSU Athletics Web site can be accessed at http://nsuathletics.nova.edu. The NSU Athletics Web site also provides cutting edge multimedia features such as live audio broadcasts of select NSU athletic events and functions, as well as live statistical information during select home games. A complete audio broadcast schedule as well as archived broadcasts of past events can be viewed on the NSU Athletics Web site through the following link: http://nsuathletics.nova.edu/statistics/liveaudio.cfm.

NSU Student Counseling

Student Counseling offers individual, couples, and group counseling, as well as psychiatric services, in our offices in the Parker Building (suite 150). If you are an NSU student, you may see a counselor as many as 10 times per year at no charge; if you see our psychiatrist, we will either bill your insurance or we will charge you a reasonable fee. If you need some help getting a handle on something that is troubling you—

- an emotion that is getting you down
- thoughts that won't leave you alone
- a substance or habit that is getting the better of you
- an exam or assignment that is shutting you down
- relationship or sexual difficulties
- sleep disturbance and/or concentration problems

—then call (954) 262-7050 to schedule an appointment, or drop by during our walk-in hours, Tuesdays from 12:30–2:30 p.m. and Wednesdays from 4:00–6:00 p.m. Our staff members are sensitive to and respectful of everyone's ethnic and cultural background, religious beliefs, and sexual orientation. Our office hours are Monday, Thursday, and Friday, 9:00 a.m.–5:00 p.m., and Tuesday and Wednesday, 9:00 a.m.–8:00 p.m. Our main number also serves as a 24-hour crisis line, where an operator will connect you to an on-call crisis counselor. You can find more information on our Web site: www.nova.edu/studentcounseling.
Office of International Students and Scholars (OISS)

The Office of International Students and Scholars is enthusiastically committed to providing essential services to assist international students and visiting scholars at NSU achieve their academic goals. OISS serves as a resource to the university community and provides services and counseling expertise aimed at guiding individual students and scholars through the complexities of U.S. government visa regulations. The OISS acts as a liaison with federal agencies such as the USCIS, USIA, U.S. Department of State, and foreign governmental agencies.

More than 700 international students and scholars from more than 90 countries have selected NSU as their academic destination. Our office provides a wide variety of support services in the areas of

- F-1 and J-1 visa counseling
- transfer assistance
- reinstatement
- travel documentation
- on- and off-campus employment
- practical training
- extension of stay
- Social Security
- taxes
- health insurance
- cross-cultural activities
- international student orientation

The OISS is committed to welcoming international students, scholars, and their families while facilitating their transition to life at Nova Southeastern University. For further information, contact OISS at (954) 262-7240 or visit our Web site at www.nova.edu/cwis/registrar/isss.

Pay-for-Print

NSU provides students with laser printing capabilities in the libraries, computer laboratories, and student educational centers. NSU Card print release stations, located adjacent to each of the university printers located in the public and student areas, control the process. Each registered NSU full-time and part-time student receives a credit for 500 print-copies per academic year (July 1 through June 30) on their NSU Card. Once the credit allocation has been used, the student is charged 10 cents per print-copy. Unused credits cannot be carried over to the following year. This credit applies only to printing and is not for use with NSU copiers. The pay-for-print credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Cash stations are available for the public and for NSU students to add value to their NSU Cards.

Public Safety

The Public Safety Department provides protection and service on campus 24 hours a day. Public Safety should be called to report all emergencies, crimes, or suspicious situations. Public Safety also provides assistance in jump-starting vehicle batteries, giving vehicle owners access in case of lockouts and, when appropriate, giving NSU community members entry into locked buildings or offices. The NOVALERT emergency number is (954) 262-8999 (ext. 28999 from on-campus phones). The West Palm Beach Security Office number is (954) 262-5626.
• The Public Safety emergency telephone system is advertised throughout the university community. Emergency telephones are located at strategic locations on campus to provide communication with Public Safety at any time, especially in an emergency. These are blue light telephones.

• The Public Safety staff works in conjunction with all emergency and care-giving services, including: the police, fire department, emergency services, and other university or community service units.

• To help boost crime prevention on campus, the PSD staff performs several informational instructions each month to students and staff regarding safety and security.

Public Safety officers are highly trained in life safety and security. Each is certified in first aid and CPR. Each officer is oriented through an intense 120-hour training program. Regular refresher training is given to staff in patrol, reporting, investigation and in relating to the campus community. The Public Safety department is certified in Homeland Security Training in partnership with the Department of Homeland Security.

The Public Safety Department administers both safety and security for all university campuses and sites. The elements of the department include administration, safety, field operations, locksmithing, parking control, physical security, and governmental compliance and liaison.

The Public Safety Department provides uniformed Public Safety supervisor and officer presence, patrol and inspection for the main campus, east campus, and the North Miami Beach campus. Public Safety also has a partnership with Contract Security Companies to provide uniform security officers for a number of campuses and sites.

For more information, please visit their Web site at www.nova.edu/cwis/pubsafety.

Public Safety University Locksmith
As part of the Nova Southeastern University Public Safety Department, the university locksmith is responsible for planning, organizing, and administering physical security systems for all NSU managed properties. This departmental activity includes conducting the mechanical and electronic hardware security system needs analysis of existing facilities, physical security retrofits, and new NSU facilities construction projects.

The locksmith receives emergency and non-emergency communications from other departments, serving as an activator for resource allocation of in-house services and vendors associated with physical security systems.

Specific professional services include high security lock hardware; master key systems; security doors; mechanical and electronic exit devices; mechanical and electronic keyless access control hardware; safes, vaults and cash protection devices; command operated and emergency electronic door hardware; intrusion and fire protection devices; CCTV systems; and fleet motor and electric vehicles. The locksmith Web site is www.nova.edu/cwis/pubsafety/lksmith.html.

Recreation
The Office of Campus Recreation provides formal and informal recreation programs to the students and faculty and staff members of NSU. A comprehensive recreation program provides intramural sports, special events, aerobic and fitness programs, recreation instruction, martial arts, and much more. Offerings currently include volleyball, football, basketball, soccer, softball, golf, scuba diving, swimming instruction, golf classes, tennis instruction, martial arts, step aerobic classes, aeroboxing/kickboxing classes, body sculpting, Pilates, and yoga classes.

The Office of Campus Recreation is located in the University Center along with the RecPlex. The RecPlex is a 100,000-square-foot indoor and outdoor recreation and fitness facility.
Registrar
See Enrollment and Student Services section.

Residential Life and Housing
Nova Southeastern University requires all Farquhar College of Arts and Sciences Professional and Liberal Studies (day) undergraduate students with 0–48 credit hours to live on campus unless one or both of the following criteria applies:

1. You are married.
2. You reside with your immediate family (mother, father, or legal guardian) within the tricounty area (Broward, Miami-Dade, and Palm Beach).

If you are over the age of 25 or married, you have the option to move into the graduate apartments or live off-campus.

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

Leo Goodwin Sr. Residence Hall
The Leo Goodwin Sr. Residence Hall was opened in the 1992–1993 academic year. This residence hall facility will house 325 students during the academic year. Leo Goodwin Sr. Residence Hall is the primary undergraduate facility for students with 0–30 credits.

Each room is built for single-, double-, or triple-occupancy and features a private bathroom, large closet space, and high ceilings. Each room is furnished with beds, desks, desk chairs, dressers, and a built-in storage/counter facility. The building houses a classroom, computer lab, study lounges on each floor, laundry facilities, a kitchen, and a large TV lounge.

All students living in Leo Goodwin Sr. Hall, regardless of credit hours, must purchase a mandatory declining balance plan. The minimum amount a resident can apply to their NSU ID card for the declining balance plan is $1,200 per semester. Residents who choose to apply additional funds to their cards, are able to do so at any time by going to the NSU Campus Card Office in the University Center. If a balance exists on a resident's declining balance plan at the end of the fall semester, the resident's funds will roll over to the winter semester. Once the winter semester has ended, the remaining balance will no longer be available to the resident.

The Commons
The Commons, the newest residence hall, opened in August 2007 and houses undergraduate and graduate students. This state-of-the-art living and learning community includes 525 beds, classroom and meeting space, 16 community living rooms, 16 study rooms, and plenty of indoor and outdoor common space. The 16 community living rooms will have comfortable furnishings that will create unique spaces for students and groups to conduct study sessions or group meetings or to congregate with friends. The Office of Residential Life and Housing is located in The Commons.

The Commons is unique and dynamic for the inclusion of incorporating communities within a community. Twelve of the sixteen communities will be reserved for returning and incoming residents. The other communities (listed below) will be based upon themes and/or academic initiatives.

1. Business and Entrepreneurship Community (Executive Suites)
2. Leadership Development (LEAD Community)
3. Quiet Community (Quiet Corridor)  
4. Greek Life (Greek Village)  

All undergraduate students living in The Commons, regardless of credit hours, must purchase a mandatory declining balance plan. The minimum amount a resident can apply to their NSU ID card for the declining balance plan is $1,200 per semester. Residents who choose to apply additional funds to their cards, are able to do so at any time by going to the NSU Campus Card Office in the University Center. If a balance exists on a resident's declining balance plan at the end of the fall semester, the resident's funds will roll over to the winter semester. Once the winter semester has ended, the remaining balance will no longer be available to the resident.

Founders, Farquhar, and Vettel Halls  
These residence hall facilities will house approximately 50 upper-division undergraduate residents each during the academic year. The oldest of NSU's residence halls, each building has recently undergone major renovations that included new doors, tile, paint, kitchens, and appliances. Each apartment is furnished and features single, double, and triple options; a kitchen with a full refrigerator and stove; a private bathroom; and a living room.

Cultural Living Center  
The Cultural Living Center (CLC) was built in 1984 and houses approximately 135 graduate students during the academic year. Its unique balcony structure makes it a popular choice for returning graduate students. Each apartment is furnished and features one or two bedrooms, a kitchen with a full refrigerator and stove, a private bathroom, and a living room.

Rolling Hills Graduate Residence Hall  
The Rolling Hills Graduate Residence Hall, opened on August 1, 2008, is approximately one mile west of the NSU main campus and houses approximately 373 graduate and doctoral students. The Rolling Hills Graduate Hall complex is made up of a seven-story building and a three-story building. The buildings feature single studios and quad apartments that are furnished and feature a kitchen, bathroom, and living room.

The Rolling Hills Graduate Hall complex is made up of 10 separate communities, 3 of which are based upon themes.

- Two HPD Communities (one in the seven-story and one in the three-story building)
- Law Community (seven-story building)

For more information, please contact the office of Residential Life and Housing at (954) 262-7052 or visit the Web site at www.nova.edu/reslife/index.html.

Off-Campus Housing  
For those students who are interested in obtaining housing off-campus, the Office of Residential Life and Housing can assist you. This service will make your off-campus housing search a fun and pleasant experience. Our off-campus housing coordinator can assist you with finding a place to live near any of NSU's campuses. Please feel free to contact the Office of Residential Life and Housing at (954) 262-7060 or visit the off-campus housing Web site at www.nova.edu/reslife/offcampus/index.html for more information about Off-Campus Housing Options.

Shark Dining Services  
Campus dining is a large part of the college experience. Our goal is to make this experience the best it can be by providing quality, nutritious food; a lot of variety; and an enjoyable atmosphere. Students at
NSU never need to worry about finding a great place to eat on campus. Shark Dining Services has several locations on campus and includes many of your favorite national brands (e.g., Starbucks, Einstein's Bagels, Chicken Grill, and Subway). There are a variety of menu and dining options. We offer quality service and products. We also recognize that superior service is essential to your dining experience and always encourage your comments and suggestions to help us continually improve our service to you.

It is our sincere hope that you will find your experience with Shark Dining Services an enjoyable one. We look forward to serving you.

Dining Locations

University Center Food Court
Located in the University Center on the main campus, this residential dining hall and retail location features Starbucks, Subway, Mama Leone's, Coyote Jack's, Culinary Table (home-style cuisine), and Chicken Grill. Pepsi fountain beverages and a wide array of great desserts are always available.

Service hours during the fall and spring semesters are Monday through Friday, 7:00 a.m. to 9:00 p.m., and Saturday and Sunday, 11:30 a.m. to 7:00 p.m. Summer and holiday hours vary.

Outtakes at the University Center
Outtakes offers students the convenience of purchasing items for their residential housing on campus. We offer “grab and go” meal solutions, snacks, canned goods, health and beauty products, cleaning supplies, and traditional household products. We also have an extensive greeting card selection for your convenience.

Service hours during the fall and spring semesters are Monday through Friday, 7:30 a.m. to 6:00 p.m., and Saturday and Sunday, 11:30 a.m. to 7:00 p.m. Summer and holiday hours vary.

Connections Café
Located in the Alvin Sherman Library, Research, and Information Technology Center on the main campus, this lively cafe offers the NSU community a place to relax and enjoy a cup of great Pura Vida coffee, a light snack, or a tasty Boar's Head deli sandwich. Blended and espresso drinks, gourmet pastries, and other tempting desserts are also available. Come show off your talents at the Connections “Open Mike” night. You'll be the star of the show!

Service hours during the fall and spring semester are Monday through Thursday, 8:00 a.m. to 8:00 p.m., Friday, 8:00 a.m. to 6:00 p.m., Saturday, 9:00 a.m. to 6:00 p.m., and Sunday, noon to 4:00 p.m. Summer and holiday hours vary.

Supreme Court Café
Located in the atrium lobby of the Shepard Broad Law Center, this kiosk offers great Einstein's bagels, sandwiches, soups, salads, sushi, Starbucks coffee, and much more. It's a quick and easy solution to a meal on the go.

Service hours during the fall and spring semester are Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 1:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

HPD Café
Located on the first floor in the Morton Terry Building, the HPD Café offers a place for students to relax and grab a quick bite to eat. It features comfortable indoor and outdoor seating. Menu selections include The Chef's Table (featuring home-style cuisine), Ole Sushi, Au Bon Pan Soups, Wildgreens, The Shark Grille, Boar's Head Deli, and Trattoria (great homemade pizza). There are also awesome specialty desserts, Outtakes “grab and go” sandwiches and salads, and much more.
Service hours during the fall and spring semesters are Monday through Friday, 7:00 a.m. to 3:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

**HPD Koffee Kiosk**
This Starbucks Coffee Kiosk located in front of the HPD Library and Hull Auditorium features all of your Starbucks favorites, plus a wide variety of Outtakes sandwiches, salads, sushi, gourmet pastries, and desserts. It is a great place to meet with friends or to catch up on a great book.

Service hours during the fall and spring semesters are Monday through Thursday, 7:00 a.m. to 8:00 p.m. and Friday, 7:00 a.m. to 2:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

**Monty's Cafe (Einstein's Bagels)**
Located inside the Carl DeSantis Building, Einstein's Bagel's features not only the bagels that made them famous, but also gourmet coffee, great sandwiches and salads, and the best breakfast available on campus. When considering a catering event, always remember Monty's. We deliver catering anywhere on campus, anytime, six days a week.

Service hours during the fall and spring semesters are Monday through Friday, 7:30 a.m. to 8:30 p.m., and Saturday, 7:30 a.m. to 2:00 p.m. Closed Sunday. Summer and holiday hours vary.

**Parker Outtakes**
Located in the Parker Building on the main campus, this Outtakes convenience kiosk offers great “grab and go” salads, sandwiches, sushi, and a wide variety of snacks and beverages. Starbucks Coffee is proudly featured as well. A great out-of-the-way place to grab a bite to eat on the run.

Service hours during the fall and spring semesters are Monday through Thursday, 7:30 a.m. to 8:30 p.m., and Friday, 7:30 a.m. through 6:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

**Meal Plans**
Declining balance accounts are designed specifically to make your life simpler. A smart chip on your student ID card works with our computer system to identify you as a plan member. Our declining balance account is simple, economical, and designed to meet the needs of your busy campus lifestyle.

Declining balance (DB dollars) may be used at any Shark Dining location on campus without restriction to time of day or frequency of use. Students will be allowed to add additional dollars (in increments of $100) to their declining balance account at any time.

Students may sign up for a declining balance account at the NSU Card Office located in the Don Taft University Center.

Service hours are Monday through Friday, 8:30 a.m. to 6:00 p.m.

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

**Sanford L. Ziff Health Care Center**
The Ziff Health Care Center is a state-of-the-art primary care facility with full-service, radiologic-diagnostic capabilities. Contained at the health care center are family medicine, pediatrics, X-ray,
occupational therapy, pharmacy, physical therapy, rehabilitation, nephrology, hypertension, sports medicine, an optometric center, optical dispensary, OB-GYN, dermatology, and general internal medicine. Complete dental services are available next door at the clinics operated by the NSU College of Dental Medicine. Ambulatory medical, optometric, and dental care is made available during regular business hours for the university community. When a student or a family member needs care, they may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. For urgent situations, contact the University Health Service at (954) 262-4100. Most insurance policies are accepted by the health facility for medical services.

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

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

Hours are as follows:
  - Monday–Friday, 9:00 a.m.–6:00 p.m.
  - Saturday, 9:00 a.m.–1:00 p.m.

For additional information, contact (954) 262-4550.

**Volunteerism and Civic Engagement**
The mission of the Office of Volunteerism and Civic Engagement is to provide students the opportunity to develop leadership potential and a sense of belonging and civic responsibility through involvement in campus and community life. The office is located in the Rosenthal Building. Contact the office by phone: (954) 262-7297 or email: volunteer@nsu.nova.edu.

Benefits of volunteering:
- gain work experience
- have your efforts added to the cocurricular transcript
- build self-esteem and self-confidence
- develop new skills
- improve existing skills
- meet new people
- make important networking contacts
- increase your GPA
- develop leadership skills
- develop critical thinking
- develop conflict resolution skills
NSU offers more than 50 different services to the community. Students are encouraged to get involved in the following services:

- Area Health Education Center Program
- Autism Consortium, (954) 262-7168
- Institute for Learning in Retirement, (954) 262-8471
- Mailman Segal Institute for Early Childhood Studies, (954) 262-6900
- Nova Singers, (954) 262-2107
- Center for Continuing and Professional Studies, (954) 262-8789
- University Health Care Centers:
  - Sanford L. Ziff Health Care Center, (954) 262-4100
  - Pharmacy, (954) 262-4550
  - Dental, (954) 262-7500
  - Optometry, (954) 262-4200
- Baudhuin Preschool, (954) 262-7100
- University School, Upper School (954) 262-4400
- VOICES Family Outreach, (954) 262-4237
- Women’s Resource Institute, (954) 262-8451

**Wireless Networking—NSU WINGS**

NSU’s wireless networking project, NSU WINGS, provides mobile network access for the students of the university. The wireless network is available at all NSU campuses and student educational centers. For information and instructions on registering for NSU WINGS, please visit [www.wireless.nova.edu](http://www.wireless.nova.edu).

**Women’s Resource Institute (WRI)**

The Women’s Resource Institute is a program for all people. The WRI provides information and referral services for problems that may be interfering with employee/student well-being, including domestic violence, substance abuse, career changes, financial crisis, or other issues. The WRI can be reached at (954) 262-8451.
Health Professions Division

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

FINANCIAL AFFAIRS

Yearly Fees and Expenses

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSU Student Services Fee</td>
<td>$750</td>
</tr>
<tr>
<td>HPD General Access Fee</td>
<td>$145</td>
</tr>
<tr>
<td>Lab Fee (only for Osteopathic Medicine, Dental Medicine, and Medical Sciences first-year students)</td>
<td>$100</td>
</tr>
<tr>
<td>Lippincott Books Fee (only for Osteopathic Medicine second-year students)</td>
<td>$345</td>
</tr>
<tr>
<td>Review Course Fee (only for Optometry third-year students)</td>
<td>$315</td>
</tr>
<tr>
<td>Nursing Program Lab Fee (effective January 2006)</td>
<td>$150</td>
</tr>
<tr>
<td>Equipment/Lab Fee (only for Optometry students)</td>
<td>$25*</td>
</tr>
<tr>
<td>Student Fee (only for Osteopathic Medicine second-year students)</td>
<td>$250</td>
</tr>
<tr>
<td>Diploma Fee (Seniors only)</td>
<td>$75</td>
</tr>
<tr>
<td>Commencement Fee (Seniors only)</td>
<td>$150</td>
</tr>
<tr>
<td>Program Completion Certificate Fee (Postgraduate Dental students)</td>
<td>$100</td>
</tr>
<tr>
<td>Diploma Fee (B.S./Vision Science)</td>
<td>$75</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>$50</td>
</tr>
<tr>
<td>I.D. Replacement</td>
<td>$25</td>
</tr>
<tr>
<td>Diploma Replacement</td>
<td>$30</td>
</tr>
<tr>
<td>Official Transcripts</td>
<td>$5</td>
</tr>
</tbody>
</table>

* Per student, per term for fall and winter

Charges and Payments
Tuition charges are automatically calculated when students register for classes. Students are expected to pay in full at the time of registration, or have completed the necessary paperwork for financial aid and have been awarded. Students may pay for tuition using credit cards: MasterCard, VISA, or American Express. Credit card payments may be made online.

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

Students who have completed one full year at the university and who cannot meet their financial obligations by the 30th day of class are considered late registrants. Students who register after the late registration date established by their college will be charged a late fee or penalty established by the university or the division.

The following will apply:

- recipients of Armed Forces scholarships shall be allowed up to three months’ grace period without penalty
- when confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months

Consequences for Nonpayment

The student’s failure to meet financial obligations in accordance with university policy at the end of 70 days will result in an automatic letter of notification being sent to the student informing him/her that failure to resolve his/her financial obligation within 10 days will result in administrative withdrawal from class. The university bursar shall

- identify those students who have still failed to meet their financial obligation at the end of each 30-day period
- notify those students of their failure to pay
- forward to the program office the names of all students in delinquent status for the program office to take appropriate administrative action

Those students who fail to meet financial obligations shall not receive any academic credit for the coursework taken.

Tuition Refund Policy—Voluntary Withdrawals

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

- First three class days.................70 percent
- Fourth or fifth class day ..........60 percent
- Sixth or seventh class day ..........40 percent
- Eighth, ninth or tenth class day...20 percent
- After the tenth class day .......... 0 percent

No refunds will be made thereafter. (Students with questions should consult the program office.)

Students may not be given refunds for portions of tuition paid by financial aid funds. As appropriate, the respective financial aid programs will be credited in accordance with federal regulations. Students should notify the Office of Student Financial Assistance prior to withdrawing to determine the effect this will have on financial aid. For complete withdrawals, please refer to the “Return of Title IV Funds” section of the student handbook.

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

A refund due the student will be mailed to the student’s permanent home address or deposited directly into his or her checking account as soon as the dean of the respective college has approved the withdrawal. The tuition refund policy is subject to change at the discretion of the university’s board of trustees.
Student Financial Aid

The Office of Student Financial Assistance assists qualified students to obtain the funds necessary to pursue their educational objectives. In order to be eligible for student financial aid, students must complete the U.S. Department of Education’s Free Application for Federal Student Aid (FAFSA), and meet federal general eligibility criteria. A need analysis is performed, utilizing information from the FAFSA to determine the student’s Expected Family Contribution (EFC), or the amount the student and the student’s family can contribute toward the student’s educational expenses. Financial need is defined as the difference between the institution’s Cost of Attendance (COA) and the EFC. The university’s cost of attendance includes tuition and fees, books and supplies, room and board, transportation, and personal expenses.

The fastest way to apply for the FAFSA is online through FAFSA on the Web at www.fafsa.ed.gov. By applying electronically, financial aid information is forwarded to the Office of Student Financial Assistance within 72 hours, expediting the awarding process, and reducing errors due to built-in edits. Students will receive a Department of Education Personal Identification Number (PIN). By using the PIN, students will be able to e-sign their FAFSA, which eliminates the need to send a signature page.

Undergraduate students may be eligible for grants, student employment, loans, and scholarships. Graduate/professional students may be eligible for loans in the form of both the Federal Subsidized and Unsubsidized Stafford Loans, Federal Graduate Plus Loans, and private/alternative loans, as well as student employment (FWS) and scholarships. In order to successfully complete the financial aid process, students should apply early, provide all necessary documents and requests to the Office of Student Financial Assistance in a timely manner, register for the minimum number of credits required per term (half time in a degree-seeking program), and meet required deadlines.

For more information regarding the financial aid process, contacts, and other pertinent information, students may visit the NSU Financial Aid Web site at www.nova.edu/cwis/finaid. Students will be notified of missing information, their financial status, award notifications, and other financial aid related information via their NSU email addresses.

Office of Student Financial Assistance hours of operation:

<table>
<thead>
<tr>
<th>Location</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horvitz Administration Building</td>
<td>Monday–Thursday, 8:30 a.m.–7:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Friday, 8:30 a.m.–6:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Saturday, 9:00 a.m.–noon</td>
</tr>
<tr>
<td></td>
<td>(No Sunday hours)</td>
</tr>
<tr>
<td>Terry Administration Building</td>
<td>Monday–Thursday, 8:30 a.m.–6:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>Friday, 8:30 a.m.–5:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>(No Saturday or Sunday hours)</td>
</tr>
<tr>
<td>Student Educational Center</td>
<td>Jacksonville</td>
</tr>
<tr>
<td></td>
<td>Monday–Friday, 9:30 a.m.–6:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>(No Saturday or Sunday hours)</td>
</tr>
<tr>
<td>Student Educational Center</td>
<td>Orlando</td>
</tr>
<tr>
<td></td>
<td>Monday–Friday, 9:00 a.m.–5:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>(No Saturday or Sunday hours)</td>
</tr>
<tr>
<td>Student Educational Center</td>
<td>West Palm Beach</td>
</tr>
<tr>
<td></td>
<td>Monday–Friday, 9:00 a.m.–6:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>(No Saturday or Sunday hours)</td>
</tr>
</tbody>
</table>

For further assistance, please call (954) 262-3380 or 800-806-3680.
Short-Term Preloans

The Office of Student Financial Assistance at HPD administers preloans for students who encounter emergency situations prior to receipt of financial aid refunds. Students must be enrolled for the term, have a completed financial aid file, and must be receiving financial aid with sufficient funds to cover total charges due the university, the loan amount, and the processing fee charged. When approved, disbursement is made electronically through direct deposit within two weeks of disbursement date.

Return of Title IV Funds

Effective July 1, 2000, the U.S. Department of Education implemented changes to Section 484B of the Higher Education Act, as amended by the Higher Education Amendments of 1998, with regard to the Return of Title IV aid. Under this policy, a student “earns” his or her financial aid based on the percentage of the academic term that he or she completes. Students who drop, withdraw, or cease attendance in all financial aid-eligible courses prior to completing more than 60 percent of term are required to repay the “unearned” financial aid that they received. The “unearned” funds are repaid by NSU and/or the student based on a federal formula. The student is responsible for repaying to NSU any funds that NSU was obligated to return to the student's lender or grant program. “Unearned” funds are returned in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, Graduate PLUS Loan, Pell Grant, ACG, National Smart Grant, SEOG, TEACH Grant.

It is important that students notify the Office Student Financial Services and Registration and the Office of the Dean if they intend to withdraw. For students who do not officially withdraw, a Return of Title IV Funds calculation will be completed utilizing the last day of attendance indicated by the instructor on the grade roster. If the last date of attendance is not known, the midpoint of the term will be used to determine the amount of aid earned. All students for which a Return of Title IV Funds calculation is completed and who have “unearned” funds to be repaid will be notified of their obligation within 45 days of their last date of attendance. Students owing a grant overpayment must repay the funds within 45 days of the date they are notified or they will no longer be eligible to receive any federal funds.

Students whose aid is not disbursed prior to the last date of attendance may be eligible to receive a portion of their awarded federal aid as a postwithdrawal disbursement. In order to be offered a postwithdrawal disbursement, the student must have been eligible for the disbursement at the time of withdrawal.

Additional information regarding this policy is available on the NSU Financial Aid Web site at www.nova.edu/cwis/finaid.

Note: Dismissal will result in termination of veterans benefits, where applicable.

Health Professions Division Library

The HPD Library is located on the first floor at the north end of the Terry Building Complex in the Library/Lab Building. The print collection consists of more than 60,000 volumes, with 600 active print journal subscriptions and more than 4,000 CD-ROMs, videocassettes, DVDs, and audiotapes. In addition, the Electronic Library is accessible 24/7 from any computer with an Internet connection. It provides access to 50 medical/health databases, including Medline, CINAHL, UpToDate, MD Consult, Micromedex, and Clinical Pharmacology, as well as interactive databases such as Procedures Consult, Mosby's Nursing Skills, Anatomy.TV, and Doc.com. More than 300 medical textbooks are available full-text online along with more than 43,000 full-text electronic journals. Interlibrary loan and document delivery services provide access to journal articles and books not
available locally. Professional reference assistance is available during most operating hours. Students have access and borrowing privileges to print collections at any NSU library and may access more than 200 electronic databases via the HPD library home page (www.nova.edu/hpdlibrary).

In addition, there are 48 individual/small group study rooms in the library and Assembly II Building. Rooms can be checked out for up to three hours. All rooms are equipped with white boards and the library study rooms have video players. A small teaching lab is available for group instruction and two 50-station computer labs are open when the library is open. Both buildings have full wireless connectivity. Laptop computers and DVD players are available for checkout.

Hours of operation for the library, study center, and adjoining computer labs are:

- Monday–Thursday, 7:30 a.m. to midnight
- Friday, 7:30 a.m. to 9:00 p.m.
- Saturday, 10:00 a.m. to midnight
- Sunday, 10:00 a.m. to midnight

During exam periods, the library is open until 1:00 a.m. each night.

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

See Libraries section of the Student Handbook for information about NSU's Alvin Sherman Library, Research, and Information Technology Center.

Lost and Found

Items found on school property are turned over to campus security for disposition and storage. Please contact the NSU Public Safety Department to find the location for claiming such items and reporting lost items.

Microcomputer Laboratories

The Office of Information Technologies maintains two separate computer laboratories at the Health Professions Division. One of these laboratories is located in the HPD Library to the right of the front desk. It contains three networked laser printers, a color scanner, and 33 desktop computers equipped with Windows XP, and Microsoft Office 2007 (Word, PowerPoint, Excel, and Access). The second computer lab is located on the first floor of the Assembly II Building. It has 52 desktop computers and is equipped with the same software packages. In addition, other software programs for use in specific courses are also installed on the systems. Online connectivity from all desktop systems provides access to the Campus Wide Information System (CWIS), the Electronic Library, the Internet, and the World Wide Web (WWW). Computer-assisted instruction programs are also available. The HPD laboratories operate under the auspices of the university Office of Information Technologies.

Computer Lab hours:
- HPD Assembly Building—HPD Lab B
- Monday–Thursday, 7:30 a.m.–midnight
- Friday, 7:30 a.m.–9:00 p.m.
- Saturday, 10:00 a.m.–10:00 p.m.
- Sunday, 10:00 a.m.–midnight
- (954) 262-4868
HPD Library computer laboratory—HPD Lab A  
Monday–Thursday, 7:30 a.m.–midnight  
Friday, 7:30 a.m.–9:00 p.m.  
Saturday, 10:00 a.m.–10:00 p.m.  
Sunday, 10:00 a.m.–midnight  
(954) 262-4945

In both locations, full-time technicians and student employees are available to provide technical support.

**Student Lounge/Student Area**

Students who wish to relax may use the student lounge on the second floor of the HPD Library/Laboratory Building during their free hours. Vending machines, pay telephones, pool table, and other games are provided for student use. Additional student lounges are available at the West Palm Beach, Orlando, Fort Myers, and Tampa student educational centers.

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

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

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

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

Policies relating to incidents of exposure are found in Nova Southeastern University Post-Exposure Policies and Procedures.

Attendance Policy
At Nova Southeastern University's Health Professions Division, attendance at all scheduled instructional periods is mandatory. Students are required to follow their college section for specific center or program policies.

Failure to consider any additional requirement is noted in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Students shall report to the individual college's Office of Student Affairs, in writing, the reason for all absences within 24 hours of each occurrence.

Students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, requests for an excused absence must be made to the individual college's Office of Student Affairs for a decision. All students are instructed to consult their specific program handbook with regard to additional or supplemental attendance policies.

1. Excused absences
   A. Illness: The division must be notified as soon as possible, or at the latest, on return to school, of all absences due to illness. For unusual or prolonged illness, the appropriate Office of Student Affairs must be notified as soon as possible. These absences will be evaluated on an individual basis.
B. Special circumstances: Unusual circumstances resulting in absences (e.g., death in the immediate family) must be cleared with the appropriate Office of Student Affairs on an individual basis, preferably before the student is absent from class.

2. Unexcused absences
Absences not falling into the first category are unexcused absences. The administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.

Unexcused absences or absences may result in a written reprimand from the dean with a copy to be placed in the student's permanent file, plus a loss of 10 percentage points in the course or failure in the course.

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

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

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

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

Classes begin at various times within each college. Any student not seated in his or her assigned seat by the time class begins may be marked absent. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice.

5. Religious holidays
Absences for major religious and ethnic holidays may be excused at the discretion of the administration. Students are required to obtain approval for their absences one week prior to the holiday.

Background Checks
Students are required to authorize the NSU Health Professions Division to obtain background check(s) as per adopted policy of April 22, 2005. Students may also be required by the Health Professions Division to obtain a background check or authorize, where appropriate, clinical training facilities to conduct the check and to permit the results provided by the consumer reporting agency to the NSU Health Professions Division and/or to the clinical training facilities. If the background check(s) reveal information of concern, which the NSU Health Professions Division may deem unfavorable, the NSU Health Professions Division will provide the accepted applicant or enrolled student a copy of the report and the document entitled "A Summary of Your Rights Under the Fair Credit Reporting..."
Act,” and request the individual to provide a detailed written explanation of the information contained in this report along with appropriate documentation (e.g., police reports). This information must be responded to in the same format it is requested (electronic or written) within 10 business days of the date the communication is sent or another date specified by the NSU Health Professions Division in its communication with the student.

Offers of admission will not be considered final until the completion of the background check(s), with results deemed favorable by the NSU Health Professions Division, and, where appropriate, by the clinical training facilities, or if information received indicates that the student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, then the admission may be denied or rescinded, the student may be disciplined or dismissed, or his or her enrollment terminated.

Following the initial background check(s), students will be asked annually to provide a certification relating to any convictions, guilty pleas, or no contest pleas to any criminal offense, other than traffic violations.

**Certificate of Physical Examination**

Students must have a certificate of physical examination completed by their physician. Forms will be distributed by the Division Office of Admissions and Student Services to each matriculant as part of the admissions package or can be downloaded from www.nova.edu/smc/.

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

These certificates (whether done privately or by the university), will be placed in the student’s files in the college office.

**Core Performance Standards for Admission and Progress**

The Nova Southeastern University Health Professions Division is pledged to the admission and matriculation of qualified students and wishes to acknowledge awareness of laws that prohibit discrimination against anyone on the basis of race, color, national origin, religion, sex, or disability. Regarding those students with verifiable disabilities, the university will not discriminate against such individuals who are otherwise qualified, but will expect applicants and students to meet certain minimal technical standards (core performance standards) as set forth herein, with or without reasonable accommodation. In adopting these standards, the university believes it must keep in mind the ultimate safety of the patients whom its graduates will eventually serve. The standards reflect what the university believes are reasonable expectations required of health professions students and personnel in performing common functions.

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

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

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving—a critical skill—requires all of these intellectual abilities. Candidates and students must have critical thinking ability sufficient for good clinical judgment. This is necessary to identify cause-effect relationships in clinical situations and to develop plans of care. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. An individual is expected to be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging learning environment. All individuals are expected to meet their program requirements on a satisfactory level as determined by HPD administration or the applicable college/program administration. Osteopathic medical students must be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging environment. They must be able to think quickly and accurately in an organized manner, despite environmental distractions.

Interpersonal Communication

Candidates and students should be able to interact with and observe patients in order to elicit information; perform examinations; describe changes in mood, activity, and posture; and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but also reading and writing. Candidates and students must also be able to communicate effectively and efficiently in all written forms with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Motor Skills

Candidates and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of some health care professionals are cardiopulmonary resuscitation (CPR), administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the ability to calibrate and use various pieces of equipment. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Physical therapy and occupational therapy students must be able to position patients for treatment, as well as teach the functions involving gross and fine movements. Pharmacy candidates and students must have sufficient motor skills to weigh chemical and pharmaceutical (including intravenous) solutions, prepare prescriptions, and carry out sterile procedures.

Strength and Mobility

Candidates and students must have sufficient mobility to attend emergency codes and to perform such maneuvers as CPR when required. They must have the physical ability to move sufficiently from room to room and to maneuver in small places. Osteopathic medical students must have the ability to position patients for the administration and delivery of osteopathic manipulative treatment in a variety of settings and to position and move patients when required.

Pharmacy students must be able to move about within a pharmacy setting and a patient’s room.

Physical therapy and occupational therapy students must be able to administer treatment in a variety of settings and positions and move patients when required.

Hearing

Candidates and students should have sufficient auditory ability to monitor and assess health needs. They must be able to hear information given by the patient in answer to inquiries; to hear cries for help; to hear features in an examination, such as the auscultatory sounds; and to be able to monitor equipment.
Visual
Candidates and students must have visual ability sufficient for observation and assessment necessary in patient care. It must be consistent in many cases with being able to assess asymmetry, range of motion, and tissue texture changes. Osteopathic medicine, optometry, and physician assistant students must have sufficient visual ability to use ophthalmologic instruments. It is necessary to have adequate visual capabilities for proper evaluation and treatment integration. Candidates and students must be able to observe the patient and the patient’s responses, including body language, and features of the examination and treatment. Pharmacy students must be able to interpret prescriptions and medical orders, as well as to inspect medicine for deterioration or expiration.

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

Sensory
Osteopathic students and physician assistants are required to have an enhanced ability to use their sensory skills. These enhanced tactile and proprioceptive sensory skills are essential for appropriate osteopathic evaluation and treatment of patients.

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

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

1. Students must wear their white consultation jackets with their names and appropriate college designation embroidered over or on the left breast pocket. A white jacket is to be worn daily over the prescribed attire.

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

3. Matching scrub sets, socks, and shoes.

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

5. Identification badges will be issued at the Health Professions Division Badge Room, in the Horvitz
Administration Building, or from the Office of Student Affairs for distance program students, and must be worn at all times when the student is on campus or clinical rotation. Please note that on campus, ID badges are necessary for proper use of auditoriums, library and recreational facilities, offices, laboratories, and certain restricted parking areas.

Students may not wear the following:

- shorts
- cut-offs
- mini-skirts (higher than mid-thigh)
- jeans
- see-through clothing or halter-tops
- open-toed shoes—including beach/flip-flops, sandals, thong footwear, or plastic clogs with holes on sides or top (Croc type)
- T-shirts (as the outer shirt)
- jogging or exercise clothing
- hats or caps, unless of a religious nature

All individuals who work or study in the clinic environment must be proactive in reducing the potential for workplace foot injuries. No open-toed shoes are to be worn in the clinics. These guidelines apply on campus from 8:00 a.m.–5:00 p.m., Monday through Friday, and while on duty on rotations.

Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance, an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the dean, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of scrub suits in anatomy laboratory), it will be the only exception to the dress code allowed during that time.

The dress code is to be observed at all times including midterms and examination periods. Students are expected to consult their specific program handbook for compliance with any program-specific supplemental dress code policies.

**Food in the Lecture Halls**

Food, beverages, and tobacco are not permitted in the lecture halls, laboratories, or university clinics. Smoking is not permitted inside any division building.

**Identification Badges**

Students must wear identification badges at all times while on campus. ID badges are not transferable. ID badges are issued at the Health Professions Division Badge Room, in the Don Taft University Center, or from the Office of Student Affairs for distance program students. These badges are given to the students at no charge except for replacement.

**Identification Requirements and Fieldwork Prerequisites**

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

Students must have completed the mandatory immunization form, which can be found at www.nova.edu/smc/.

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

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

**Hepatitis B Vaccine:** Since every student at the Health Professions Division potentially can be exposed to this deadly virus, and since many rotation sites require it of personnel, we will administer and require hepatitis B vaccination for every entering student during the first year with a follow-up blood test showing the presence of hepatitis B antibody. The cost of the vaccination will be supported through the student activities fee.

**Tuberculosis:** Because of the resurgence of tuberculosis and the possible exposure of students to TB, the Health Professions Division will require and provide a yearly tuberculosis test for every student. The student activities fee, too, will support this.

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

The university is not required to provide alternate sites for clinical practicum or rotations should immunization be a requirement for placement. Therefore, the student may be delayed in meeting the graduation requirements of their program.

**Email**

Email notices to students from faculty and staff members or other students must be sent via a university assigned email address. It should be noted that forwarding of emails containing patient health information is prohibited by federal compliance regulations.

**Notices, Messages, and Posters**

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

**Parking Lot**

You are encouraged to use the parking areas designated for our students. You must obtain a parking decal from the security office. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for administrators, visitors, and patients only. Parking in spaces other than those appropriated may result in a ticket violation. Remember to lock your car everyday and park within the specified areas. Do not leave valuables in your vehicle.

Courtesy and common sense in parking will avoid accidents, personal injuries, damage to your vehicle and to the vehicles of other students and employees. If you should damage another car while
parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the NSU Public Safety Department.

The Health Professions Division and NSU do not assume any liability for any loss or damages you may sustain while parked in the parking garage. Use of NSU parking facilities are always at your own risk.

Photographs and Recordings
No one may take photographs in classrooms or laboratories without prior permission of the instructor and student(s) within those facilities. Absolutely no photographs may be taken in the anatomy laboratories. Students wishing to record lectures must obtain permission from the instructor. Consent forms may be obtained from your academic center's office.

Return of University Property
Any Health Professions Division or university property issued to you must be returned at the time of your dismissal or graduation, or whenever it is requested by administration, the department in control of the item, or the program. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be charged to your financial account, and you may be required to deal with the bursar's office for this purpose. Also, diplomas will be withheld for any outstanding financial obligation.

Security Checks
The university, the Health Professions Division, Public Safety Department/Davie Police, or community police departments may exercise the right to inspect all packages and parcels entering and leaving our premises to ensure the safety and physical integrity of the building and the premises. Please cooperate with security in providing this service and important function.

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

All students, as a condition of enrollment in the Health Professions Division (HPD) of Nova Southeastern University (NSU), agree to abide by university standards, concerning: 1) Drug-Free Schools and Campuses and 2) Zero Tolerance Drug Policy.

The objective of the Student Assistance Program (SAP) is to assist students in need of substance abuse services in obtaining such services in order to: 1) protect the public welfare and 2) encourage those in need of substance abuse services to enter into recovery in order to maintain physical, psychological, and academic success within the Health Professions Division (HPD) and for the remainder of their lives. Any student enrolled in the HPD in need of substance abuse services is encouraged to voluntarily seek such assistance.

The SAP is a nondisciplinary student resource. However, in cases of suspected substance abuse, the Student Progress Committee of each college has the sole discretion and may refer a student to the SAP to initiate an investigation, which may include drug screens, assessment, evaluation, and/or treatment for substance abuse-related issues. The dean shall be notified upon the initiation of such referral by the Student Progress Committee. All drug screens, assessments, evaluations, and/or treatment for substance abuse-related issues will be provided by an external licensed health care provider(s). All students, as a condition of enrollment, agree to abide by SAP recommendations as imposed by each college.

A student referred to the SAP shall sign an authorization and consent for release of information, which shall include an authorization for the release of a student’s medical records so that the SAP director and dean of the applicable college may monitor the student’s performance and compliance with the conditions of the program. Any lack of compliance by the student in meeting the conditions of the SAP or failure to comply with any recommendation from an external licensed health care provider of the SAP may result in dismissal from the respective college.

Any student referred to the SAP may have his or her clinical rotations or other clinical assignments suspended or scheduled at sites that will allow the student to be more appropriately monitored during the course of participation in the SAP. Agreement with potential scheduling modifications and monitoring are a condition for participation in the SAP.

Any act of inappropriate behavior or violation of student handbook policy by a student participating in the SAP shall be considered grounds for discipline and may result in dismissal from the respective college at the sole discretion of the dean.

Should a faculty member observe a student with symptoms suggestive of impairment and/or substance abuse, the faculty member shall report the matter to the Student Progress Committee of the respective college and notify the dean. The Student Progress Committee has the sole discretion to refer a student to the SAP for further investigation and/or recommendation. Any investigations and/or subsequent recommendations by the SAP are independent from the disciplinary process for each respective college.

Student Employment

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

It is required that each Health Professions Division Student (except those in online educational programs and R.N. to B.S.N. and R.N. to M.S.N. nursing programs) carry adequate personal medical and hospitalization insurance. It is strongly suggested that students and their families avail themselves of the insurance plan obtainable through the university. Information about the policy can be obtained through the Health Professions Division Admissions and Student Services Office, or by accessing the Web site at www.nova.edu/smcc. Click on the link for Health Insurance. Please note that students will see a charge for health insurance appear on their student account as part of the academic registration process.

For those students who already have health insurance coverage and do not need the NSU-endorsed insurance plan, this charge will be removed from their account once proof of coverage has been submitted by completing the online waiver. To complete the waiver form, go to www.nova.edu/insurance waiver. The online waiver is the only process by which insurance charges will be removed and coverage will be cancelled. Students who fail to complete the waiver form and provide proof of health insurance by the stated deadline will not be eligible to have charges removed and will continue to be enrolled in the insurance plan endorsed by NSU.

Telephone Calls

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

Visitors

Unescorted visitors in our facilities are not allowed. Visitors are not permitted in classrooms or laboratories on HPD property without prior permission from the college or department. No visitors are permitted in a restricted area at any time. If you are expecting visitors, you must request permission from the college or department coordinator and obtain permission from the instructor(s) giving the lecture that the visitor will be attending. No permission will be granted the day of visitation. Ask your visitors to sign in with the college or department receptionist and/or department coordinator when they arrive. Student escorts are permissible after sign-in.

Visits to Other Institutions

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

Personnel

Andrés Malavé, M.S., Ph.D.
Dean
Room 1300/Ext. 21300
The dean is the chief academic officer of the College of Pharmacy. Any matters not readily handled by the assistant/associate deans or the respective departments/programs should be referred to this office.

Lisa Deziel-Evans, B.S., Pharm.D., Ph.D.
Executive Associate Dean, Professional Program
Room 1304/Ext. 21781
The executive associate dean is responsible for the professional program—curriculum, grades, and student academic progress. Additional responsibilities include all academic policies and procedures of the college.

Manuel Carvajal, B.A., M.S.A, Ph.D.
Interim Chair, Sociobehavioral and Administrative Pharmacy
Room 1326/Ext. 21322
This office handles activities concerning the sociobehavioral and administrative pharmacy department. The chair is responsible for the courses, research, and faculty members related to the sociobehavioral and administrative pharmacy discipline.

William Wolowich, B.Sc. (Pharm.), Pharm.D.
Chair, Pharmacy Practice
Room 1310/Ext. 21310
This office handles activities concerning the pharmacy practice department. The chair is responsible for the courses and faculty members in pharmacy practice and instructional practice sites.

Appu Rathinavelu, B.S., M.S., Ph.D.
Chair, Pharmaceutical Sciences
Room 1342/Ext. 21384
This office handles activities concerning the pharmaceutical sciences department. The chair is responsible for the courses, research, laboratories, and faculty members related to pharmaceutical sciences.

Mark L. Glover, B.S., Pharm.D.
Director, West Palm Beach Program
(561) 622-8682, Ext. 25660
This office handles activities and development of the College of Pharmacy in West Palm Beach, including student recruiting, student activities, educational programming, faculty members, and facilities.

John Reyes, R.Ph., B.S. (Pharm)
Administrative Director, Puerto Rico Program
(787) 841-2000, Ext. 2433
This office handles activities and development of the College of Pharmacy in Ponce, Puerto Rico, including student recruiting, student activities, educational programming, faculty members, and facilities.
Leanne Lai, B.S., Ph.D.
Director, International Program
Room 1320/Ext. 21320
This office is responsible for the development of collaborative programs with international institutions. The director is responsible for recruitment, student activities, and programming.

Carsten Evans, B.S. (Pharm), M.S., Ph.D.
Assistant Dean, Continuing Education and Professional Affairs
Room 1320A/Ext. 21306
This office is responsible for continuing education and other educational needs for pharmacists and the pharmaceutical industry.

Goar Alvarez, B.S., Pharm.D.
Director, Pharmacy Services
Room 1383/Ext. 21383
This office is responsible for pharmacy services, the operations of the pharmaceutical care center in Fort Lauderdale, and pharmacy operations for Atlantic Shores Hospital.

Betty Jean Harris, B.S., Pharm.D.
Assistant Dean, Experiential Education and Student Services
Room 1312/Ext. 21374
This office is responsible for overseeing the planning and implementation of programs related to both experiential education and student services.

Claire Gallicano, M.A.
Director, Student Services
Room 1312/Ext. 21646
Student Services handles all nonacademic issues and programs related to students and student organizations including absences, ADA accommodations, mental health referrals, disciplinary matters, and event planning.
Reservation of Power

The student handbook is not intended to be a contract or part of a contractual agreement between Nova Southeastern University and the student. The College of Pharmacy Student Handbook is available online at http://pharmacy.nova.edu/NewWebsite/StudentAffairs/Documents/Handbook07.pdf. Changes in the content of the student handbook may be made at anytime, by the university, division, or college administration. Whenever possible, adequate notice of anticipated changes will be given to the student. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, 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 judgment of the administration such changes are required in the exercise of its educational responsibility.

Discrimination


Harassment


Health Care Privacy (HIPAA) Statement

See Nova Southeastern University, Specific Policies and Procedures section for Health Care Privacy (HIPAA) Statement.

Disability

See Nova Southeastern University, Specific Policies and Procedures section on Disabilities and Nondiscrimination Statement and Disabilities and Academic Accommodation Appellate Committee Guidelines.

Students with Disabilities

See Nova Southeastern University, Specific Policies and Procedures section.
FINANCIAL AFFAIRS

Charges and Payments

Tuition charges will be posted for all registration requests. Students are expected to pay in full at the time of registration or have availed themselves of the opportunity to take part in an approved university deferred payment program, or have completed the necessary paperwork for financial aid. Students may pay for tuition using credit cards: MasterCard, Visa, American Express, College Card, or Discover.

Students will be billed for any balance due at 30-day intervals. Failure to make payment when due will result in an assessment for each 30-day billing period for which payment has not been completed with the additional assessment charged and posted at the end of the period or when payment is made.

A review of student accounts at the appropriate time will occur to determine whether or not a student shall be allowed to register in a subsequent term. Students with balances due in the current term and who have not been meeting their financial obligations or who have not completed the financial aid process in a timely manner will have a financial hold placed on their record and will not be allowed to take advantage of the registration process established for their program of study for subsequent term registration. Continuous registration for future terms before having current term charges satisfied will not be allowed.

Late Payment Fee

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

Late Registration

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

The following will apply:

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

• When confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months.

Consequences for Nonpayment

The student's failure to meet financial obligations in accordance with university policy at the end of 70 days will result in an automatic letter of notification being sent to the student informing him/her that failure to resolve the financial obligation within 10 days will result in administrative withdrawal from class. The university bursar shall

• identify those students who have still failed to meet their financial obligation at the end of the 70-day period
• notify those students of their failure to pay
• forward to the program office the names of all students in delinquent status
  for the program office to take appropriate administrative action

The university registrar shall notify those students an administrative withdrawal has been posted for
their classes and they shall not receive any academic credit for the coursework taken.

**Tuition Refund Policy—Voluntary Withdrawals**

Students who wish to withdraw must submit a written request for voluntary withdrawal to the
executive associate dean, or program director, if applicable, who will evaluate the student’s
request. After completing the required withdrawal form(s) and obtaining the dean’s approval,
an eligible student may receive partial refund of the tuition for didactic courses, according to the
following formula:

- **Postbaccalaureate Program**
  - First two class days ..................70 percent
  - Third or fourth class day ..............40 percent
  - After the fourth class day .............0 percent

- **Entry-Level and International Programs**
  - First three class days .................70 percent
  - Fourth or fifth class day ..............60 percent
  - Sixth or seventh class day ..........40 percent
  - Eighth, ninth, or tenth class day ....20 percent
  - After the tenth class day .............0 percent

No refunds will be made thereafter. No refunds will be given to students withdrawing from advanced
practice experiences. (Students with questions should consult the bursar’s office.)

Students will not be given refunds for portions of tuition paid by financial aid funds. Instead, the
respective financial aid programs will be credited in accordance with federal regulations, which
establish the following requirements for recipients of Title IV student assistance funds (guaranteed
student loans and auxiliary loan program).

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

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

A refund due the student will be mailed to the student’s permanent home address or deposited
directly into his or her checking account as soon as the dean of the respective college has approved
the withdrawal. The tuition refund policy is subject to change at the discretion of the university’s
board of trustees.
Request for Tuition Reduction
Students taking significantly reduced course credit loads for two or more semesters, and whose time in the pharmacy program has been extended by at least one year, may request a tuition reduction. All requests for tuition reduction must be received by the dean's office, or program director's office, if applicable, by the end of the second full week of the semester in which the reduced course load is being taken, or within five days of being placed on the extended program.

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

Short-Term Emergency Loans
The college has limited small loans available on short-term basis to help meet unexpected financial emergencies. When approved, disbursement is made by check within one week of receipt of the student's application. Applications can be secured from the Office of Student Affairs, College of Pharmacy.

STUDENT AND ACADEMIC AFFAIRS
Email Accounts
All entering students are issued a university email account. Important college and university information will be released via these email accounts; therefore, it is important for students to check their accounts at least once each weekday. Any official university business being sent by email will be sent to a student's NSU email only. Students must use their official NSU email accounts for email correspondence within the university. NSU employees will not respond to student email from outside accounts (e.g., AOL, Hotmail, Bellsouth, etc.).

Students are expected to maintain professional behavior in all email correspondence. Emails sent to university or college employees, including faculty and staff members and administrators, must include the student's full name, NSU ID number, and primary school site (i.e., Fort Lauderdale, West Palm Beach, or Puerto Rico).

All students must comply with the university's acceptable use of computing resources policy.

Computer Access
All students are required to have ongoing access to a computer capable of connecting to the Internet and playing streaming video files. Online course notes and discussions will be provided to the student through WebCT®. The WPB Educational Center maintains two adjacent Microcomputer Laboratories equipped with 37 and 27 Dell desktop computers, respectively. Each lab also houses a printer for students. Students may use laptop computers in class to take notes or access pertinent materials. Students accessing material unrelated to the coursework may be asked to turn their computers off and may be subject to disciplinary action.
Change of Name or Address

Students needing to make a name change or change in mailing address must do so by updating their personal information in WebSTAR (http://webstar.nova.edu) or through SharkLink (http://sharklink.nova.edu). Proper documentation will be needed in the case of name changes. Name changes should not be made in the middle of the semester. If a name change is initiated while a student is registering for a course, the name also must be changed in WebCT to ensure continued course access. To make this change, students should contact the NSU Help Desk by calling (954) 262-HELP (4357) or 800-541-NOVA (6682), ext. 24357, toll free or by emailing help@nsu.nova.edu.

All name changes and/or changes of mailing address should be brought to the attention of the Office of Student Affairs and the course instructor.

Registration

All student registrations must be completed and submitted via WebSTAR or directly to the program office or the Office of Academic Affairs no later than the first day of classes for the semester in which the student is attempting to register. This will allow tuition charges and fees to be posted in a timely manner and the distribution of any financial aid to be accomplished within established state and federal guidelines. Additional fees will be incurred for late registration.

Students must register for all classes to be taken during the term at the same time.

Adding a Course

Students may add didactic courses only during the drop/add period of the semester.

Transfer Credit

Requests for transfer credit must be submitted in writing to the executive associate dean. The request must include a copy of the transcript containing the course and final grade and a course syllabus. Transfer credit will be considered only for courses taken at pharmacy schools accredited by ACPE, or for those courses given prior approval by the executive associate dean. An official transcript from the institution attended must be provided before transfer credit will be awarded. All transfer credit requests for previously completed coursework must be received prior to August 1 of the first year of pharmacy school.

The dean's office will evaluate the courses and determine appropriate credits. A minimum of 16 credit hours of didactic coursework and a minimum of 6 advanced practice experiences (4 for postbaccalaureate students) must be completed at NSU.

Maximum Number of Credits Per Semester

A student may enroll in a maximum of 21 credit hours each semester. This policy may be waived under one of the following exceptions:

• with written permission from the executive associate dean
• if a P-4 or International Program student is scheduled for more than five advanced pharmacy practice experiences during a given semester

With the exception of required pharmacy capstone courses, students may not concurrently enroll in both didactic coursework and advanced pharmacy practice experiences without permission from the dean's office.
Withdrawals/Drops from a Course for Grading Purposes

Any course dropped within two weeks of the start of the semester will not be reflected on the transcript.

A student may withdraw from a course up to 5:00 p.m. two weeks after the midpoint of the semester (one week for postbaccalaureate students) with prior consultation and approval of the executive associate dean. The student must be in good standing. A grade of W will appear on the student's transcript. The student will receive a grade of WP (withdrawal passing) or WF (withdrawal failing), depending on his or her grade at the time of the withdrawal.

The deadline for withdrawing from any advanced practice experience is 5:00 p.m. Monday of the third week. No refunds or credit will be given.

A Student Transaction Form must be completed for all withdrawals and submitted to the Office of Academic Affairs or the program office.

Withdrawal from the College of Pharmacy

Students who withdraw from the College of Pharmacy must complete a Student Transaction Form and submit it to the dean's office for approval and signature. A letter should accompany the request for withdrawal explaining the circumstances. If approved, the student will receive a grade of WP (withdrawal passing) or WF (withdrawal failing), depending on his or her grade in each course at the time of the withdrawal. Failure to submit the form will result in a failing grade for all courses registered for that term. The student also forgoes any tuition refund, if applicable.

Faculty Advisers

New students are assigned to a faculty adviser for academic counseling. Incoming students meet with their advisers during orientation. They are also encouraged to meet periodically with their advisers to review class work in order to discuss academic progress, as well as career counseling.

Policy on Returning Examinations

In order that examinations may be a learning experience, as well as a means of evaluation, all examinations will normally be returned or made available to the students for review no later than two weeks after the examination.

Grading

At the end of each course, after review by the department chair, the course coordinator or department chair submits to the executive associate dean of academic affairs a grade for each student. Once approved, the grades are released to the student by the course coordinator. Percentage grades are used except in certain designated courses in which Pass (P) or Fail (F) is employed. Grades will be issued for experiential as well as didactic courses.

Grading for all students will be based on the following:

- A  90-100
- B  80-89
- C  70-79
- F  Below 70
Audit Policy

The privilege of taking classes on a noncredit basis is available to students. It requires the approval of the instructor. If the credit hour total (including the audit course) exceeds 21 credit hours, written permission from the executive associate dean is required. Auditing a course requires registration, which must be completed during the standard registration period. The practice of “sitting in” on classes (attending, with or without participation, classes for which the student is not registered and paying fees) is not allowed.

Auditors are expected to attend classes regularly and to complete such assignments as required by the instructor. It is the student's responsibility to determine and fulfill the course requirements expected of an auditor by the instructor. The auditing privilege carries full rights of class participation and instructor appointments.

Auditing a course offers no academic credit. Although an instructor may require that the student complete graded assignments and examinations, only an AU (Audit) grade is assigned. Subsequent credit for the course is not available through any means (e.g., registration may not be changed from audit to credit; a student may not enroll at a future time for the audited course).

Chancellor's List

Students enrolled in the entry-level Pharm.D. degree program and in the top 5 percent of their class are placed on the Chancellor's List for that semester. A letter of commendation is sent from the chancellor to the student, and the honor is recorded on the student's official transcript.

Dean's List

Students enrolled in the entry-level Pharm.D. degree program and in the top 6 to 15 percent of their class are placed on the Dean's List for that semester. A letter of commendation is sent from the dean to the student, and the honor is recorded on the student's official transcript.
**Student Records**

**Transcripts**
Each student's academic achievement is reviewed each semester via the student's academic transcript. It is the responsibility of the student to review the transcript via WebSTAR and report any errors to the executive associate dean.

The transcript includes:
- grades earned
- deficiencies (incompletes, failures, probation, etc.)
- semester and cumulative grade point average (GPA)
- withdrawals

Failing grades will be included in calculating the GPA for that semester and the cumulative GPA to that point. If the student is permitted to take a reexamination and passes the reexamination with a grade of 70 or greater, a grade of 70E is recorded. The reexamination grade (70) will be used to calculate all further GPAs.

When a student repeats a course, the new grade will be entered on the transcript and calculated into the GPA.

**Transcript Requests**
Students may request official transcripts through WebSTAR with their NSU ID and PIN. This process allows the student to request and pay for the transcript online. Generally, transcript requests will be processed within one business day of receipt. (For standard U.S. mail, please allow up to 10 days for delivery.) After making a request, the transcript processing can be tracked through the online system. If a student does not have a PIN, one can be obtained by completing the PIN Request Form. If a student is unable to request the transcript through the online process, a Transcript Request Form (PDF) may be submitted either by fax to (954) 262-4862 or by mail. For more information, visit the Office of the Registrar Web site at www.nova.edu/cwis/registrar.

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

- **Student**—Any person who attends or has attended the university.

- **Education Records**—Any record (in handwriting, print, tapes, film, or other medium) maintained by the university, which is directly related to a student, except:
  - a personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
  - an employment record of an individual whose employment is not contingent on the fact he or she is a student, provided the record is used only in relation to the individual's employment
  - records maintained by the Health Center if the records are used only for treatment of a student and made available only to those people providing the treatment
  - alumni records, which contain information about a student after he or she is no longer in attendance at the university, and the records do not relate to the person as a student

**Student Progress Committee**
The academic progress of each student is under the supervision of the college's Student Progress Committee and the Office of the Dean. The Student Progress Committee meets as soon as possible after the end of each semester and at other times designated by the dean or executive associate dean. At these times, the grades and records for selected students are presented to the committee.
The Student Progress Committee also meets to address student violations of university or college regulations (see page 125).

The Student Progress Committee recommends to the dean actions relative to the academic progress and status of individual students. In the case of regulation violations, the committee recommends to the dean disciplinary actions relative to the violation.

**Academic Honor**

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

Academic dishonesty is considered a serious academic offense by the faculty and administration of this university. The College of Pharmacy has a zero tolerance policy toward cheating, plagiarism, or deceptions of any manner and material. Examples include copying answers from another student’s test paper, using notes or answers during a test without approval of the instructor, sending another student to take your examination or sign an attendance roster, and submitting a paper without proper citations for another’s ideas or quotations. These are several examples of academic dishonesty, and students are required to acquaint themselves with the specific course requirements and regulations of the college and the university.

Instructors have the authority to give a failing grade for the test and/or course to students who demonstrate academic dishonesty. Instructors may also refer cases to the Student Progress Committee for review. Department heads, program directors, associate and assistant deans, and the dean may enforce additional penalties ranging up to expulsion from the program. Students who wish to appeal a penalty imposed by an instructor or administrator may request that the case be forwarded to the Student Progress Committee.

**Academic Standing**

There are four major classifications for student academic standing: good standing, academic probation, academic suspension, and academic dismissal. Passed reexaminations are not considered course failures in determining academic standing. A final decision on a student’s academic standing will be made by the dean of the college based on available information and a recommendation from the Student Progress Committee. Guidelines used by the Student Progress Committee are listed on the following pages.

**Good Standing**

A student in good standing is defined as one who passes all courses and maintains a cumulative and semester GPA of 70 percent or higher.

Students who fail to maintain good standing in the program may be subject to sanctions, including probation, suspension, and dismissal. Any student failing a course must repeat it at his or her own expense.

**Academic Probation**

- cumulative and/or semester GPA below 70 percent
- failure of or withdrawal from any didactic course
• failure of or withdrawal from any experiential course in any grading period
• repeating an academic year
• placement in the mandatory extended program

Academic Suspension
• failure of or withdrawal from any didactic course upon repeating it
• failure of or withdrawal from any experiential course upon repeating it
• failure of two didactic courses in a semester
• failure of two advanced experiential courses
• failure of three or more courses during a student's academic enrollment

Academic Dismissal
• semester or cumulative GPA below 70 percent in two consecutive grading periods
• failure of three or more courses in one grading period
• failure of five or more courses during a student's academic enrollment
• failure of an experiential course in any two grading periods whether or not they are consecutive
• failure of any course upon returning from suspension
• remaining on academic probation for more than one year with continuing failures
• more than seven years to complete the entry-level program
• more than five years to complete the international program or the postbaccalaureate program
• legal, moral, behavioral, ethical, or academic dishonesty or professional misconduct
• determination by the dean that there are factors that would interfere with or prevent the student from practicing the highest quality of pharmacy

Students on academic probation will remain at that status until their GPA is raised appropriately or failed courses/experiences are remediated, retaken, or retested and passed, or as determined by the dean or the dean's designee. During the warning or probation period, students will not be allowed to register on the Web and must meet with an academic adviser each semester for manual registration. Students should limit extracurricular activities and refrain from obtaining employment. Students on academic probation will not be permitted to represent the college or hold office in any student organization. Permission to participate in extracurricular activities (e.g., professional conferences, health fairs, mission trips) must be submitted in writing to the dean's office and may be granted only by the dean of the college.

**Academic Promotion**

Promotion is defined as progression from one professional student level to the next. A student will be promoted to the next professional student level if the student has
• satisfactorily completed all courses in that academic year
• maintained satisfactory academic progress, with a GPA of 70 percent or better

Students will be classified as first-year (P-1) students until all P-1 courses have been satisfactorily completed. Similarly, second-year (P-2) students are classified as P-2 until all second-year courses have been successfully completed. This same standard applies to third-year (P-3) and fourth-year (P-4) students.

Students may enroll in the advanced experiential education courses in their final year only upon satisfactory completion of all didactic and early experiential courses.
The academic program for entry-level students must be completed in seven calendar years. The academic program for postbaccalaureate and international students must be completed in five calendar years.

Students whose academic performance is unsatisfactory may be placed into the Extended Program. The Extended Program is designed for those students who are having academic difficulties and are in jeopardy of failing or of being dismissed.

Students placed in the Extended Program are automatically on academic probation. As such, any failures may result in additional sanctions, including suspension and dismissal.

**Extended Students**

Individuals who have finished the academic year but have not successfully completed all of the courses in the respective year are classified as extended students. For example, a first-year student who finished the academic year but failed or dropped a course will be classified as a P-1 extended until all first-year courses have been satisfactorily completed. This same principle applies to P-2 extended and P-3 extended students.

Extended students can be in one of two programs: voluntary or mandatory.

**Voluntary Program**

In addition to the standard course of study, the College of Pharmacy offers a voluntary extended program to those students for whom it is desirable to reduce the total course load during years one and two of their programs. This is usually accomplished by spreading the first two academic years over three academic years. The exact schedule is tailored to the individual student needs and is designed by the executive associate dean or the dean's designee in conjunction with the student.

Students in this program are subject to the same promotion, probation, and reexamination policies as regular program students. Because they take courses with more than one class, they will be ranked in that class with which they will graduate.

To assist students in a one-year extended program, the administration may allow a one-semester reduction in tuition for students registered for less than or equal to 10 semester credit hours. All requests for tuition reduction must be received by the dean's office or program director's office, if applicable, after the student's second academic year of attendance and at least one month prior to the reduced load semester.

**Mandatory Program**

Students whose academic performance is deemed unsatisfactory by the Student Progress Committee and who have not requested entry into the voluntary program will be placed on the mandatory extended program.

The mandatory program is similar in structure to the voluntary program with the following clarifications:

- A failing grade is recorded for all courses not satisfactorily completed. These courses may be made up the following year.

- Students placed on the mandatory program are automatically on academic probation. As such, any failures may result in additional sanctions, including suspension and dismissal.
To assist students on a one-year extended program, the administration may allow a one-semester reduction in tuition for students registered for less than or equal to 10 semester credit hours. All requests for tuition reduction must be received by the dean's office or program director's office, if applicable, after the student's second academic year of attendance and at least one month prior to the reduced load semester.

**Academic Probation**

All students with an outstanding failure or with outstanding academic requirements from a prior academic year are automatically placed on academic probation. Probation will be recorded on the student's official transcript and he or she will be notified of this action by the executive associate dean's office. A student who is on academic probation will be restricted from holding office in any student and/or college-sponsored organization. The Office of Student Affairs for both the college and health professions division will be notified accordingly. Other activities may be restricted by the executive associate dean.

Failure to bring the GPA up to a satisfactory level and to remove failure grades within the academic year may result in additional sanctions, including suspension and dismissal.

The college reserves the right—and the student, by his or her act of matriculation, concedes to the college the right—to require withdrawal at any time the college deems it necessary to safeguard its standards of scholarship, professional behavior, and compliance with regulations, or for such other reasons as are deemed appropriate.

Students on academic probation are blocked from online registration and must complete manual course registration through their site's academic officer.

**Remediation Policies**

Rectification of failures is determined by the dean's office and/or the dean's designee on an individual basis and may be assigned by the dean's office in one of the following modes:

1. by specific criteria, specified by the course coordinator and department head
2. by course repetition
   - The course may be repeated at Nova Southeastern University College of Pharmacy.
   - The course may be taken at another institution or academic unit within NSU after the department chair and the Office of the Executive Associate Dean of Academic Affairs determine the equivalency of the course to the Nova Southeastern University College of Pharmacy course it will be replacing and makes a recommendation to the dean. The student must obtain the prior approval from the dean (or designee) prior to course registration.
3. by reexamination
   A student who receives a grade of less than 70 percent for a course may be allowed a single reexamination in that course under the following circumstances:
   - if the student has achieved a grade of 70 percent or better on at least one half (50 percent) of the examinations/tests in the course
   - if the course mean is below 80 percent and the student's grade is within two standard deviations
   - on the recommendation of the dean or the executive associate dean

Remedial reexaminations are not automatic and are granted through permission of the executive associate dean. A successful reexamination will be recorded as 70E on the student's transcript.

A student may take only one remedial reexamination per semester.
NOTE: A student who earns less than a 70 percent in three or more courses during the term will not be eligible for reexaminations.

Remediation of a course failed during one academic year does not remove it from the total failures allowed per year. Failing a reexamination does not count as a second course failure. In cases of repeat course failure, reexamination will not be permitted.

**Graduation Requirements**

Students are not awarded their degrees only on the completion of any prescribed number of courses or on passing a prescribed number of examinations. Degrees are awarded when the faculty believes the students have attained sufficient maturity of thought, proficiency, and professionalism. If a student fails to graduate, he or she does not necessarily fail in any one subject but is judged by the faculty to be unqualified for the practice of the health profession as a whole.

**Requirements for Entry-Level Pharmacy Program**

To receive a degree, every student must fulfill the following requirements:

1. be of good moral character
2. pass all required examinations
3. complete a minimum of 139 semester hours of coursework in the College of Pharmacy within seven years
4. satisfactorily complete the assigned curriculum requirements for the degree, including all assignments, with a GPA of 2.0 on a 4.0 scale or a numerical average of 70 or above
5. satisfactorily meet all financial and library obligations
6. if transferring, complete a minimum of 16 semester hours of didactic coursework, in addition to six advanced experiential courses in the entry-level program
7. submit to the registrar's office an Application for Degree/Diploma by March of the anticipated year of graduation
   (Applications received after the due date will not be considered for that year's commencement.)
8. attend in person the rehearsal and commencement program, at which time the degree is awarded

**Requirements for International Pharmacy Program**

To receive a degree, every student must fulfill the following requirements:

1. be of good moral character
2. pass all required examinations
3. complete a minimum of 95 semester hours of coursework in the College of Pharmacy within five years
4. satisfactorily complete the assigned curriculum requirements for the degree, including all assignments, with a GPA of 2.0 on a 4.0 scale or a numerical average of 70 or above
5. satisfactorily meet all financial and library obligations
6. if transferring, complete a minimum of 16 semester hours of didactic coursework, in addition to six advanced experiential courses
7. submit to the registrar's office an Application for Degree/Diploma by March of the anticipated year of graduation
   (Applications received after the due date will not be considered for that year's commencement.)
8. attend in person the rehearsal and commencement program, at which time the degree is awarded

Requirements for the Postbaccalaureate Pharm.D. Program

To receive a degree, every student must fulfill the following requirements:
1. be of good moral character
2. pass all required examinations
3. complete a minimum of 46 semester hours of coursework in the College of Pharmacy within five years
4. satisfactorily complete the assigned curriculum requirements for the degree, including all assignments, with a GPA of 2.0 on a 4.0 scale or a numerical average of 70 or above
5. if transferring, complete a minimum of 16 semester hours of didactic coursework, in addition to all four advanced practice experiences
6. satisfactorily meet all financial and library obligations
7. submit to the registrar's office an Application for Degree/Diploma by March of the anticipated year of graduation, if wishing to participate in commencement ceremonies
   (Applications received after the due date will not be considered for that year's commencement.)

Graduation with Honors

Students in the entry-level, postbaccalaureate, and international Pharm.D. programs with a GPA in the upper 5 percent of their class will receive a diploma inscribed with highest honors. Students in the next 10 percent of their class will receive a diploma inscribed with honors.

Licensure Examinations

Applications for licensure may be obtained online from the Florida Board of Pharmacy. Applications for the board exam of any other state may be obtained in writing from the respective state board of pharmacy. The college will certify to the board the candidate's graduation, as well as internship hours completed during experiential courses. This documentation will not be provided by the Office of the Dean until after degree conferral.

STUDENT CONDUCT

Conduct

Students are expected to conduct themselves in a responsible manner, which will reflect well on themselves, the college, and the university, in terms of morality, honor, truth, and good citizenship. Students are also expected to abide by the regulations of the division and the university.
Furthermore, students are expected to conduct themselves in a professionally ethical fashion and to maintain and observe high standards of conduct so that the integrity of the university may be preserved. A student should avoid impropriety and should avoid even the appearance of impropriety in all activities.

**Attendance**

At Nova Southeastern University Health Professions Division, attendance at all scheduled instructional periods is mandatory. Failure to fulfill this requirement is considered in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Requests for excused absences must be submitted to the course coordinator or course facilitator within 24 hours of the occurrence. Students may also submit the request to the Office of Student Services.

Students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, the request for an excused absence must be made to the course coordinator/facilitator or the Office of Student Services.

**Excused Absences**

- Illness—for absences due to illness, the course coordinator, the course facilitator, or the Office of Student Services must be notified as soon as possible. Absences will be evaluated on an individual basis. Extended absences (i.e., greater than three days) or absences on test/exam or lab days will require the submission of a doctor's note, or other supporting documentation.

- Religious holidays—absences for major religious and ethnic holidays may be excused at the discretion of the course coordinator or the Office of Student Services. Students are required to obtain approval for their absences one week prior to the holiday.

- Special circumstances—unusual circumstances resulting in absences—e.g., death in the immediate family—must be cleared with the course coordinator or the Office of Student Services on an individual basis, preferably before the student is absent from class.

Excused absences do not entitle students to have the opportunity to make up in-class quizzes or assignments. Assignments and examinations missed due to excused absences will be made up at the discretion and convenience of the course coordinator. Each laboratory assignment or examination missed may be made up at the discretion and convenience of the instructor. Procedures for absences are outlined in individual course syllabi. If, in the judgment of the dean, or program director if applicable, a pattern of absences appears to surface, action may be taken, up to and including failure in the courses involved or dismissal from school.

**Unexcused Absences**

Absences not falling into the first category are unexcused absences. The administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.

An unexcused absence may result in a written reprimand from the dean, or program director, if applicable, with a copy in the student's permanent file. Penalties for unexcused absences will be outlined in individual course syllabi. Each laboratory assignment or examination missed may be made up at the discretion and convenience of the instructor. If, in the judgment of the dean, or program director if applicable, a pattern of absences appears to surface, action may be taken, up to and including failure in the courses involved or dismissal from school.
Early and Advanced Pharmacy Practice Experience

Attendance while on advanced experiential education follows different procedures and they are noted in the *Advanced Practice Manual* distributed prior to the rotations.

Tardiness

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

Health Professions Division class hours are from 8:10 a.m. to 10 p.m. daily, Monday through Friday. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules.

Classes begin at 10 minutes after the hour. Any student not seated in his or her assigned seat by the time class begins will be marked absent. Tardy students may be denied admission to the class. Classes finish on the hour. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized individual.

Leave of Absence

A leave of absence is a request by a student to temporarily withdraw from classes. A student desiring a voluntary leave of absence must submit a written request to the executive associate dean or program director, who will determine whether or not the leave of absence is to be granted. If approved, the student must reenter the program no later than the following year at the beginning of the same semester in which he or she left.

A leave may be granted for

- medical reasons including, but not limited to, pregnancy, surgery, or other health-related problems pertaining to the student's health
- personal reasons pertaining to the student's personal life

A Leave of Absence is defined as time away from class attendance for more than 14 calendar days. Medical, personal, and financial absences that are less than 14 calendar days fall under the Student Conduct Attendance policy in the college specific section of this handbook.

Medical/personal leaves may be granted by the dean or executive associate dean of the college to students who have compelling personal circumstances that are temporarily impeding their academic progress, or for documented medical reasons. A student requesting a leave of absence for medical or personal reasons must submit a written request to the dean's office. The request must be accompanied by one of the following documents:

- **Medical Leave**—This is a letter from the student's licensed health care provider documenting the student's condition and assessing when he or she can return to active academic status. The purpose of medical leave is to allow a student to take time away from his or her studies to obtain medical care. Leave cannot be requested retroactively.

- **Personal Leave**—This is a personal statement from the student documenting the reason why a personal leave is needed.

A student on medical leave may be asked to provide a licensed health care provider's evaluation before being allowed to resume studies.

A student on personal leave may be asked to provide a personal statement before being allowed to resume studies. If a personal leave is granted for financial reasons, the student may be asked to provide
the financial departments of the university with proof that he or she has the financial capability to continue his or her studies.

A leave of absence will not be granted in excess of two semesters (one calendar year) over the course of a student’s degree program, either cumulatively or within a single leave, during the student’s matriculation.

If a student is granted a leave of absence while current coursework is still in progress, he or she will be withdrawn from those courses. In all such cases, an appropriate designation for each course in progress will be entered on the transcript. A W will be given if no graded coursework has been completed or if graded coursework is not at a passing level. A WP will be given if graded coursework has been completed and is at a passing level.

A student taking a leave of absence also foregoes any tuition refund, if applicable.

**Attending Class at a Different Site**

Students must have prior approval from the Office of Student Services before attending class at a different site than that at which they are registered. The Office of Student Services at both sites and the course coordinator must be informed at least 24 hours in advance of the change. In case of an emergency, the student must leave a message with the Office of Student Services and inform the course coordinator/facilitator that he or she is attending class at an alternate site.

**Dress Code**

Students in the Health Professions Division must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on the division campus, at an NSU student educational center or distance site, in classes or laboratories, or on a pharmacy practice experience. The following constitutes acceptable attire:

- shirt, tie, slacks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes
- matching scrub sets and shoes

In addition to the above attire, students must wear their white clinical jacket at all times while on campus or at experiential sites.

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

Students may not wear the following:

- shorts
- cut-offs
- mini-skirts (higher than mid-thigh)
- jeans
- see-through clothing or halter-tops
- beach/flip-flop sandals or thong footwear
- T-shirts (as the outer shirt)
- jogging or exercise clothing
- hats or caps, unless of a religious nature

These guidelines apply on campus from 8:00 a.m. to 5:00 p.m., Monday through Friday, and while on introductory and advanced pharmacy practice experiences. Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance, an unexcused absence will
be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the dean or his or her designee, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. Classes requiring special dress (e.g., patient care management laboratory or physical assessment) will be the only exceptions to dress code allowed during regular school hours.

The dress code is to be observed at all times, including during examination and school holiday periods.

**Illegal, Inappropriate, and Unprofessional Behavior**

No student shall display disorderly conduct, public intoxication, or lewd, indecent, or obscene behavior on the campus or at any college-sponsored or supervised function or event.

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

No student shall violate the policies established by the university, Health Professions Division, or the college, as well as by federal and state law regarding sexual harassment, discrimination, and the protection afforded under the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act.

A student shall not commit a dishonest act of any nature and shall comply with all university, division, and college policies.

**Cell Phones**

The use of cell phones, Blackberry/Iphone devices, PDAs, or laptop computers for texting, sharing information, taking photographs, capturing audio sounds, or computing calculations is prohibited during class. Laptop computers may be used for accessing and taking notes during class. No electronic devices are allowed on the student's person during exams, tests, or quizzes. Calculators may be used as per the instructor's directions.

**Firearms, Drugs, Alcohol, and Fire Equipment**

See Nova Southeastern University, Specific Policies and Procedures section.

**Food and Beverages**

Other than bottled water, food and drinks are not permitted in the classrooms, library, auditoriums, or laboratories.

Failure to comply with this policy may result in a day suspension from class as an unexcused absence. Subsequent violations will be referred to the Student Progress Committee.
Policies and Procedures for Alleged Code of Behavioral Conduct Violations

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

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

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

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

- Nothing shall limit the right of NSU-COP to immediately remove a student from the college who has been accused of a violent act or threat or any act that constitutes a violation of state, local, or federal criminal law subject to further proceedings consistent with these rules. A student who has been removed from the college shall not return until given permission to do so by the dean.

- Nothing shall prevent the dean from taking action deemed necessary, including removing a matter from the committee's consideration, whenever, in the dean's judgment, such action may prevent harm to health, safety, and welfare of any individual; to school property; or to the integrity of the educational process.

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

Student Progress Committee Meeting Protocols and Process

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

- When informed of alleged violation, the chair of the Student Progress Committee (SPC) will conduct a preliminary investigation and determine whether a full committee meeting is warranted.

- The chair will then call a meeting of the committee and shall notify the charged student(s). The student(s) shall receive written notice of the time, place, and subject of the meeting. Legal representation or any other form of representation is prohibited during the hearing.

- If necessary, the student will provide the chair with a list of any witnesses he or she may have, in writing, no later than two business days before the meeting date. The student will be responsible for ensuring the presence of his or her witnesses.

- Any witnesses will be called in individually to be questioned and to provide any statements. Any witnesses may be asked to remain outside the meeting room for later recall. The student will not be present during the questioning of any witnesses.

- The student will be given the opportunity to present his or her statements to the committee. The student will only be present during his or her statements and to respond to any questions from the committee.
• The chair will dismiss the student and any witnesses and close the meeting for discussion.

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

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

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

ACADEMIC AND BEHAVIORAL DISCIPLINARY SANCTIONS

Reprimand

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

Probation

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

Probation can be for the remainder of a current term or may be for the remainder of the time the student is enrolled at NSU-COP.

While on probation, the student is prohibited from (1) participating in NSU-COP sponsored student activities, e.g., mission trips, health fairs; (2) holding an office or being elected to an office in the class or any NSU organization clubs, fraternities, and sororities; (3) registering for classes outside of the required COP curriculum; and (4) being elected to any honorary or other school organizations. Participation in any of the aforementioned activities by a student on probation is a violation of the probationary period.

A student shall be placed on probation if a final failing grade has been posted on the transcripts.

During probation for disciplinary reasons, the student must especially show appropriate behavioral, professional, and personal good conduct as defined in the conditions of his or her probation.

Additionally, the student is required to refrain from any further violation of the code and may be required to comply with any other requirements intended to rehabilitate the student.

If, while on probation, the student violates the terms of his or her probation, actions may be taken up to, and including, dismissal from the NSU-COP.

The Student Progress Committee (SPC) will make a recommendation for continued academic probation to the dean when

• a student has any unremediated failures or is otherwise not making satisfactory progress toward meeting degree requirements

• it is believed that a student has failed to achieve sufficient maturity of thought or professionalism
A student is responsible for adhering to all laws, rules, or ethical codes that govern the pharmacy profession and its members of NSU-COP. Once the student has corrected all academic deficiencies, the SPC may recommend to the dean to remove the student from probation for academic reasons.

**Suspension**

Suspension bars a student from attending school for a defined period of time if, in the opinion of the dean, the student has not attained the academic level and/or has deviated from the academic standards and/or standards of behavior established by the college. A suspended student will be removed from the academic enrollment with revocation of all other privileges or activities, including the privilege of entering the campus for a specified period of time. A student who chooses to appeal a suspension must do so within 10 business days of receipt of notification of suspension. While appealing a suspension, a student may continue to attend classes and take all examinations in the usual manner.

Suspension is not included in the calculations of the seven-year limit for completing all graduation requirements.

**Dismissal**

Dismissal is the permanent termination of a student’s academic enrollment. As with disciplinary actions, the dean is responsible for imposing this recommendation. A student who chooses to appeal a dismissal must do so within 10 business days of receipt of notification of dismissal. While appealing a dismissal, a student may continue to attend classes and take all examinations in the usual manner, with the exception of the requirements and restrictions listed under Policies and Procedures for Alleged Code of Behavioral Conduct Violations listed on page 125.

The reasons for which a student may be dismissed from the College of Pharmacy (COP) include, but are not limited to:

1. academic failure, as outlined in the Dismissal Section under Academic Standing
2. a student representing himself or herself out as a doctor of pharmacy or to have practiced pharmacy, or any phase thereof, not under the direct supervision of a licensed pharmacist or a clinical faculty member of the university
3. the exceeding of the seven-year limit for completing all graduation requirements, exclusive of any approved leave of absence in good standing
4. circumstances of a legal, moral, behavioral, ethical, or academic nature that warrant such action
5. determination by the dean that there are factors that would interfere with or prevent the student from practicing the highest quality of pharmacy

**Readmission Policy**

If a student is dismissed or withdraws from the College of Pharmacy, he or she may not apply for admission for a class starting less than 12 calendar months after the date of dismissal or withdrawal. He or she may only apply as a first-year student. In order to be considered for admission, the candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal or withdrawal have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if admitted.

Any applicant applying for admission must do so through the Office of Admissions of the Health Professions Divisions and must follow the same procedure as any other entering student.
Admission will be solely at the discretion of the dean as are all admissions. The student's prior academic records will remain part of his or her overall academic record and will be recorded on the permanent transcript. If admitted, none of the student's prior grades will be used in calculating his or her new grade point average.

GRIEVANCES, GRADE DISPUTES, AND APPEALS

Non-grading Related Grievance(s)

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

1. The student will present the grievance to the faculty member. If the faculty member cannot affect a resolution to the problem, the student may then consult with the chair of the department or program director. If the chair/program director cannot affect a resolution, the student may then consult with the assistant dean for experiential programs and student services or the director of student affairs.

2. The assistant dean for experiential programs and student services or the director of student affairs will hear the grievance. If a resolution cannot be affected, the student may consult with the executive associate dean.

3. If a satisfactory solution cannot be achieved, the student will be advised to prepare a written, signed request to the chair of the Student Progress Committee, setting forth the grievance and requesting a hearing with the Student Progress Committee.

4. Copies of appropriate and relevant documentation must be appended to this request, which will include a statement to redress the student requests.

5. The chair of the SPC shall convene the committee after receipt of a written request.

6. The student will be notified in advance of the date, time, and place of the meeting.

7. The meeting shall be internal, private, and closed to those not associated with the university. Nonuniversity personnel are not available for consultation during these meetings. Legal representatives or any other form of representation is prohibited during the hearing. At the meeting of the SPC, the student will be afforded a full and fair opportunity to present the grievance and to respond to relevant questions posed by members of the committee.

8. The committee will, after deliberation, make a recommendation to the dean.

9. Following receipt of the committee's recommendation, the dean or the dean's designee will advise the student, in writing, of the action taken to resolve the grievance.

10. If the student is still not satisfied, he or she may request an additional review by the Appeals Board. This request must be made in writing and delivered to the dean within 10 days of the date of the letter advising the student of the grievance resolution. The request must specify additional relevant facts, which were not presented to the SPC and must state the specific redress desired.

The NSU-COP Appeals Board will conduct a review (see Appeals Board section). The decision of the Appeals Board shall be final with no official recourse or available appeal.
ACPE Complaints Policy
The Accreditation Council for Pharmacy Education (ACPE) is a national agency for the accreditation of professional degree programs in pharmacy. Complaints, as related to ACPE standards, policies, or procedures, should be written (in detail) and submitted to the ACPE office at csinfo@acpe-accredit.org. For additional information about ACPE, please visit http://www.acpe-accredit.org.

Complaints related to ACPE standards may also be submitted in writing to any college administrator. All complaints and responses will be maintained by the Office of Student Services for review by ACPE.

Grading Disputes and Appeals Policy for Grading Disputes
Matters regarding grading disputes shall include all concerns related to specific grades received or the processes by which grades are determined. In all appeals regarding a grading dispute, the decision of the dean is final.

A student who has difficulty in negotiating the grading dispute appeals process may seek guidance from the college's director of student affairs.

Classroom Grade
A student seeking to appeal a decision regarding a classroom grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:
1. course instructor
2. course coordinator
3. department chair
4. executive associate dean, professional program (final level of appeal)

A student seeking to resolve a grade problem through the administrative channels above must initiate such action in writing within 30 days from the date the grade is recorded at the registrar's office. Review of a student problem and complaint at each administrative level will be carried out as expeditiously as possible. If the student is not satisfied with the decision, he or she may appeal to the next administrative level. If the student chooses to continue to appeal, this must be done in writing within 10 business days of the date the decision was rendered, excluding weekends and official school holidays. No administrative grade changes will be accepted 60 days after the grade is recorded (unless a grade review is still active).

Experiential Grade
A student seeking to appeal a decision regarding an experiential grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:
1. experiential preceptor
2. site director of experiential programs
3. assistant dean for experiential and student services
4. executive associate dean, professional program (final level of appeal)

A student seeking to resolve a grade problem through the administrative channels above must initiate such action in writing within 30 days from the date the grade is recorded at the registrar's office. Review of a student problem and complaint at each administrative level will be carried out
as expediently as possible. If the student is not satisfied with the decision, he or she may appeal to the next administrative level. If the student chooses to continue to appeal, this must be done in writing within 10 business days of the date the decision was rendered, excluding weekends and official school holidays. No administrative grade changes will be accepted 60 days after the grade is recorded (unless a grade review is still active).

Appeals Board

1. Appeals Board Hearing Guidelines

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

2. Appeals Board Responsibilities

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

3. Appeals Board Membership

The Appeals Board shall consist of the chancellor of the Health Professions Division or designee and four to five faculty members. One member will be designated as the chair of the board by the dean of the College of Pharmacy. The executive associate dean, the chair of the Student Progress Committee, and the assistant dean for experiential programs and student services and/or the director of student services will attend the hearing, but will not participate during the vote of the board's decision. The chair may request representatives from distant sites when appropriate.

4. Hearings Protocol

- The Appeals Board hearing will proceed under direction of the chair.
- Summary notes of the hearing may be taken.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including chair.
- If deemed necessary by the board, the student's presence at the meeting may be requested. In this case, the student will be notified of the date, place, and time of the hearing via certified mail to the student's last-known address or hand-delivered with receipt. Any student whose presence is requested and who fails to appear at the designated date and time automatically will waive his or her right to appeal.
- The student will be present only during his or her testimony.
- If requested by the board, the student will provide the board chair with a written list of any witnesses he or she may have no later than two business days before the hearing date. Only witnesses with direct information that is new and relevant and has not been presented previously to the dean or SPC will be considered.
• Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student.

• The Appeals Board may question any witnesses present during the hearing.

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

• The director of student affairs and the chair of the SPC shall be nonvoting, shall serve only in an advisory capacity, and may be present throughout the entire hearing.

5. Appeals Board Hearing Process
• The chair will convene the hearing with only board members present.

• The chair will advise the board members of the charges) and the dean's decision, review the evidence, respond to any questions, and provide opportunity for any additional input from ex officio members.

• If present, witnesses will be called individually by the board and questioned without the student being present.

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

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

• If present, the chair will introduce the student to the board members.

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

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

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

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

6. Notification of the Appeals Board
The decision of the board will be forwarded in writing by the chair to the dean who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.
MISCELLANEOUS INFORMATION

Counseling Services
See Nova Southeastern University, NSU Resources, NSU Student Counseling section.

Acceptance of Professional Fees
The activities of students are not to be construed as the practice of pharmacy. It is a violation of the law and contrary to the policy of this university for any unlicensed person to attempt to engage in the professional practice of health care.

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

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

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

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

The university does have a work-study program for students who qualify. For more information, contact the director of administrative operations, (954) 262-1150; the student financial aid office, (954) 262-3380; or the coordinator of student employment, (954) 262-8990.

AIDS Policy
See HPD Policies and Procedures section.
STUDENT ACTIVITIES

Students may participate in a variety of organizations. Below are some student organizations officially recognized by the university.

Health Professions Division

Health Professions Division Student Government
The Health Professions Division Student Government is recognized by HPD administration as the official student voice on all university issues. The student members of the organization are the president and vice president of each of the college’s student councils.

College of Pharmacy

Student Government Association (SGA)
The SGA is the official voice for all pharmacy students. The organization is open to all students and welcomes proposals and participation from the entire student body.

The responsibilities of the SGA include collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting pharmacy, supporting club and class activities, and working to improve the quality of life for all students at the College of Pharmacy.

Four voting representatives are elected from each class. In the spring of each year, the Student Government Association officers—president; vice president, secretary and treasurer from the Fort Lauderdale site; and vice presidents and secretaries from the West Palm Beach and Puerto Rico sites—are nominated from this pool of representatives.

Academy of Managed Care Pharmacy (AMCP)
In 1997, NSU students formed the nation’s third student chapter of the Academy of Managed Care Pharmacy. The organization is largely concerned with the administrative and patient care issues of individuals enrolled in HMOs, PPOs, etc. Members receive AMCP periodicals and other educational materials, attend national meetings, visit practice sites, shadow practitioners, and have speaker/discussion meetings on managed care topics.

American Pharmacists Association Academy of Student Pharmacists (APhA-ASP)
The APhA-ASP is the student branch of America’s largest and oldest association of pharmacists, the American Pharmacists Association (APhA). This pharmacy organization represents all practice settings, and at present, has more than 10,000 student members attending the schools and colleges of pharmacy across the country. The APhA-ASP has representation within the organization and has its own standing committees on education programs, publications, awards, and policy. Each member also receives the full benefits of membership in APhA and, through periodic publications and meetings, can keep up-to-date on the developments and events that affect the practice of pharmacy. At the local level, student members can participate in service projects that benefit both the college and the community, as well as social activities that foster school spirit. Any pharmacy student can be a member of APhA-ASP and still be eligible for participation in any other campus organization.

Alpha Zeta Omega (AZO)
Alpha Zeta Omega is a pharmaceutical fraternity composed of pharmacists and undergraduates in pharmacy selected on the basis of character, fellowship, and scholarship. The objectives of the fraternity are to promote the profession of pharmacy; to develop high standards of scholarship; to inculcate a spirit of fellowship amongst its members; to bring together a body of men and women who, by diligent maintenance of ethical ideals and faithful service, have proven to be a credit to their chosen profession; to honor achievement in others; to commend all worthy deeds; and to build within the fraternity a triangle composed of three supporting sides—peace, friendship, and brotherly love.
American Association of Pharmaceutical Scientists (AAPS)
The American Association of Pharmaceutical Scientists is a professional organization open to all students dedicated to advancing the field of pharmaceutical sciences. Members participate in academic, professional, and leadership development at the local, regional, and national levels.

American Society of Consultant Pharmacists (ASCP)
The American Society of Consultant Pharmacists is the international professional association that provides leadership, education, advocacy, and resources to advance the practice of senior care pharmacy. Consultant pharmacists specializing in senior care pharmacy are essential participants in the health care system, recognized and valued for the practice of pharmaceutical care for the senior population and people with chronic illnesses. In their role as medication therapy experts, consultant pharmacists take responsibility for their patients' medication-related needs; ensure their patients' medications are the most appropriate, the most effective, the safest possible, and are used correctly; and identify, resolve, and prevent medication-related problems that may interfere with the goals of therapy.

Christian Pharmacists Fellowship International (CPFI)
The CPFI is a worldwide, interdenominational ministry of individuals working in all areas of pharmaceutical service and practice. The student chapter's mission is to help students grow spiritually and promote fellowship among pharmacists and students. The advancement of knowledge and ethics in the practice of pharmacy is encouraged.

Florida Society of Health-System Pharmacists (FSHP)
The Florida Society of Health-System Pharmacists student chapter participates in shadowing programs that allow students to accompany a hospital pharmacist through his or her daily activities and broaden their exposure to health system pharmacies. Members also are involved in community service projects such as Poison Prevention Week and National Pharmacy Week.

Kappa Psi
The Kappa Psi fraternity promotes and maintains a serious atmosphere through its professional programs and thus supplies an intellectual stimulus essential in pursuing college work in pharmacy. The fraternity also provides social functions and contacts and the opportunity to develop qualities of leadership for the general growth of members and the profession of pharmacy.

National Community Pharmacists Association (NCPA)
NCPA (formerly NARD) provides pharmacy students with the opportunity to interact with successful pharmacy practitioners across the nation in order to build a career in an independent pharmacy setting. Information on how to start your own pharmacy through financing and management is presented, as well as strategies on successful retail operations. A matching service that brings together employers and employees is provided, as well as a listing of pharmacies that are for sale. Legislative and regulatory developments are supplied to the students. Numerous scholarships and loans are available.

Phi Delta Chi
The Phi Delta Chi fraternity is an association formed to advance the science of pharmacy and to foster a fraternal spirit among its members. Being a member is a lifelong experience that promotes scholastic, professional, and social growth in order to advance pharmacy. Each member serves the public health and has a goal to be a leader in the profession.

Phi Lambda Sigma
The purpose of Phi Lambda Sigma, the national pharmacy leadership society, is to promote the development of leadership in pharmacy, especially among pharmacy students. Membership crosses fraternal and organizational lines and, therefore, the society does not compete with any other organization. By peer recognition, the society encourages participation in all pharmacy activities. It
recognizes those students, alumni, faculty members, and practicing pharmacists that have assumed leadership roles in pharmacy. Such recognition serves to instill self-confidence and to promote greater efforts toward furthering the profession of pharmacy. Students who are eligible for membership shall be of high moral and ethical character, shall be at least in their second year of education at an accredited college of pharmacy, and shall maintain an academic performance minimum of 78 percentile on a 100 percentile scale. No more than 5 percent of each class is inducted into Phi Lambda Sigma, and inductees are selected on the basis of their demonstration of dedication, service, and leadership toward the advancement of pharmacy.

**Rho Chi**

Rho Chi is the national honor society for pharmacy. Members are selected on the basis of academic excellence—a capacity for achievement in the science and art of pharmacy and the allied sciences. Men and women are chosen on the basis of strength of character, personality, and leadership. They must rank in the highest 20 percent of the class, and have obtained a scholastic average equivalent to the second-highest letter grade. They are eligible for election after completing six semesters or nine quarters of scholastic work applicable toward the degree granted by their school of pharmacy. Rho Chi elections therefore take place in either the second year or the third professional year of most pharmacy curricula. The society also provides for graduate student, faculty, alumni, and honorary membership.

**Student National Pharmaceutical Association (SNPhA)**

The Student National Pharmaceutical Association (SNPhA) is an educational service association of pharmacy students who are concerned with pharmacy and health care-related issues and promoting minority representation in pharmacy and other health-related professions. The purpose of SNPhA is to plan, organize, coordinate, and execute programs geared toward the improvement of the health, educational, and social environment of the community.

**Social Events and Extracurricular Activities**

All on- and off-campus extracurricular activities by division-recognized organizations, including fundraisers, must be approved in advance by the Office of Student Services in order to avoid conflicting functions. A student or group of students may not officially represent the division or university, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval by the Office of Student Services and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus should be made on forms provided by the Office of Student Services at least two weeks in advance. Activities must be approved by the Office of Student Services before a room can be assigned by the coordinator of educational support. No meeting announcements may be made until approval is received. No announcements for social and extracurricular events can be posted unless authorization is given by the Office of Student Services. Forms and additional information are obtainable from the Office of Student Services. For guidelines on the use of alcohol at NSU events, please see the Alcohol Policy pages of this handbook under the Specific University Policies and Procedures section.
Appendices
## Appendix A

### Controlled Substances—Uses and Effects

<table>
<thead>
<tr>
<th>NARCOTICS</th>
<th>SCHEDULE</th>
<th>TRADE OR OTHER NAMES</th>
<th>MEDICAL USE</th>
<th>PHYSICAL DEPENDENCE</th>
<th>PSYCHOLOGICAL DEPENDENCE</th>
<th>TOXICITY</th>
<th>DOSAGE RANGE</th>
<th>METHOD OF ADMINISTRATION</th>
<th>POTENTIAL EFFECTS</th>
<th>EFFECTS OF OVERDOSE</th>
<th>MINIMAL SYMPTOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opium</td>
<td>II, III, V</td>
<td>Dover's Powder, Penrose, Perspicotin</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked</td>
<td>Euphoria, dryness, respiratory depression, constricted pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating</td>
</tr>
<tr>
<td>Morphine</td>
<td>II, III</td>
<td>Morphine, MS-Contin, Roxanol, Roxanol-SR</td>
<td>Analgesic, antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, smoked, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Codeine</td>
<td>II, III, V</td>
<td>Tylenol with codeine, Emprin with codeine, Robinsan A-C, Flormol with codeine</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Heroin</td>
<td>I</td>
<td>Dilaudid, horse, smack</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Injected, snuffed, smoked</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>II</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Meperidine (Pethidine)</td>
<td>II</td>
<td>Demerol, Mepergan</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3-6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Methadone</td>
<td>II</td>
<td>Dolophine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>High-Low</td>
<td>Yes</td>
<td>12-24</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>U, III, IV, V</td>
<td>Nubon, Percocet, Percodan, Tylox, Tussionex, Tussionex Fortam, Daron, Lomotil, Tussion*</td>
<td>Analgesic, antitussive, antidiarrheal</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
</tbody>
</table>

*Not designated a narcotic under the CSA.
<table>
<thead>
<tr>
<th>Depressants</th>
<th>Schedule</th>
<th>Trade or Other Names</th>
<th>Medical Use</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Dietary (Human)</th>
<th>Usual Method of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chloral Hydrate</td>
<td>IV</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8 Oral</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
<td></td>
</tr>
<tr>
<td>Barbiturates</td>
<td>II, III, IV</td>
<td>Anytal, Butisol, Floental, Lofranal, Nembutal, Secional, Tumal, Phenobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, veterinary anesthetic agent</td>
<td>High-Moderate</td>
<td>High-Moderate</td>
<td>Yes</td>
<td>1-16 Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>IV</td>
<td>Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Vestran, Valium, Estinyl, Prazepam, Restoril</td>
<td>Antianxiety, anticonvulsant, sedative, hypnotic</td>
<td>Low</td>
<td>Low</td>
<td>Yes</td>
<td>4-8 Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Methaqualone</td>
<td>I</td>
<td>Quaalude</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4-8 Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Glutethimide</td>
<td>III</td>
<td>Doriden</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8 Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td>III</td>
<td>Equanil, Miltown, Noludar, Flaxedil, Valmid</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4-8 Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cannabis</th>
<th>Schedule</th>
<th>Trade or Other Names</th>
<th>Medical Use</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Dietary (Human)</th>
<th>Usual Method of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>I</td>
<td>Pot, Grass, Acapulco Gold, Reefer, Sinsemilla, Thai Stick</td>
<td>None</td>
<td>Unknown</td>
<td>Moderately</td>
<td>Yes</td>
<td>2-4 Smoked, oral</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
<td>Fatigue, paranoia, possible psychosis</td>
<td>Insomnia, hyperactivity, and decreased appetite occasionally reported</td>
<td></td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>I, II</td>
<td>THC, Marijau</td>
<td>Cancer chemotherapy, antinauseant</td>
<td>Unknown</td>
<td>Moderately</td>
<td>Yes</td>
<td>2-4 Smoked, oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
<td>I</td>
<td>Hash</td>
<td>None</td>
<td>Unknown</td>
<td>Moderately</td>
<td>Yes</td>
<td>2-4 Smoked, oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>I</td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderately</td>
<td>Yes</td>
<td>2-4 Smoked, oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
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</tbody>
</table>
### Stimulants

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Teratogenicity</th>
<th>Drugs (Metal)</th>
<th>Use/Misuse of Inhalants</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine** II</td>
<td>Coke, Flake, Snow, Crack, Big C, Brave, Lady, Rock</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, agitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
</tr>
<tr>
<td>Amphetamines II</td>
<td>Biphetamine, Decetamine, Dexedrine, Obsod</td>
<td>Attention deficit disorders, narcolepsy, weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Phenmetrazine II</td>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Methylphenidate II</td>
<td>Ritalin</td>
<td>Attention deficit disorders, narcolepsy</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Stimulants III, IV</td>
<td>Adderall, Cylert, Sidere, lorzamin, Metrit, Pheneg, Sanipax, Tenurat, Rapax, Pervex-2</td>
<td>Weight control</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
</tbody>
</table>

**Designated a narcotic under the CSA.

### Hallucinogens

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Teratogenicity</th>
<th>Drugs (Metal)</th>
<th>Use/Misuse of Inhalants</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD I</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer and more intense &quot;trip&quot; episodes, psychosis, possible death</td>
<td>Withdrawal syndrome not reported</td>
</tr>
<tr>
<td>Mesca line and Peyote</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Amphetamine Variants I</td>
<td>2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOP</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Phencyclidine II</td>
<td>POP, Angel Dust, Hug</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Phencyclidine Analagues I</td>
<td>PCC, PCP, TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Possible</td>
<td>Variable</td>
<td>See above</td>
<td>Smoked, oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
</tbody>
</table>

Appendix A—Controlled Substances 141
Appendix C

Telephone Resources

Emergency Resources
NOVALERT ....................... (954) 262-8999
Ambulance/Davie Police .................. 9-911
Public Safety Office ................. (954) 262-8981
Broward Crisis
Intervention Service ............. (954) 463-0911
Davie Mental
Health Clinic ....................... (954) 262-5730
Davie Police—
Non-Emergency ............ (954) 693-8200
Hurricane Hotline ............ (954) 262-7300
Sexual Assault
Treatment Division ............... (954) 765-4159
NSU Student Counseling . . . . . . . (954) 262-7050

Departmental Listings
ADA Coordinator .............. (954) 262-7280
Athletics ....................... (954) 262-8250
Bursar’s Office ............... (954) 262-5200
Business Services .............. (954) 262-8830
Call Center ....................... (954) 262-7300
Computer Support
HELP line ....................... (954) 262-4357
Dining Services ...................... (954) 262-5300
Facilities Management ........ (954) 262-8881
Financial Aid ..................... (954) 262-4031
Flight Deck and
Student Union ............... (954) 262-7288
Information Technologies/
Media Services ............... (954) 262-4920
Mail Services—Goodwin .... (954) 262-8875
Main Library ....................... (954) 262-4601
Microcomputer
Lab—Parker ....................... (954) 262-9494
NSU Bookstore ............... (954) 262-4750
NSU Student Counseling .... (954) 262-7050
Office of Career Services ... (954) 262-7201
Office of the Dean
of Student Affairs ........... (954) 262-7280
Physical Plant ............... (954) 262-8800
Radio Station—WNSU .. (954) 262-8457
Recreation
and Wellness ............... (954) 262-7301
Registrar ..................... (954) 262-7255
Residential Life
and Housing ............... (954) 262-7052
Student Activities and
Leadership Development .. (954) 262-7290
Student Engagement ...... (954) 262-7283
Student Union
and Flight Deck ............... (954) 262-7288
The Current Newspaper ... (954) 262-8455
Title IX Coordinator ...... (954) 262-7280
Travel Office ..................... (954) 262-8888
Volunteerism/
Community Service ........ (954) 262-7297
Women’s
Resource Institute ...... (954) 262-8451

Centers, Colleges, and Schools
Center for
Psychological Studies ........ (954) 262-5700
Farquhar College of
Arts and Sciences ............... (954) 262-8000
Fischler School of Education
and Human Services ............ (954) 262-8500
Graduate School
of Computer and
Information Sciences ........ (954) 262-2030
Graduate School
of Humanities and
Social Sciences ............... (954) 262-3000
H. Wayne Huizenga
School of Business
and Entrepreneurship .... (954) 262-5000
Health Professions
Division ....................... (954) 262-1000
Oceanographic Center .. (954) 262-3600
Shepard Broad
Law Center ............... (954) 262-6100