Programs in Communication, Sciences and Disorders [1998]

Nova Southeastern University
PROGRAMS IN COMMUNICATION SCIENCES AND DISORDERS

STUDENT HANDBOOK

Policies and programs set forth in this handbook are effective through, September 1, 1999. Regulations and requirements, including fees, are necessarily subject to change without notice at the discretion of the Nova Southeastern University administration.

The University recognizes that individual programs require differing time limits for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program. All program/center catalogs, bulletins, and handbooks carry this information.

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

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

Published 8/98
# PROGRAMS IN COMMUNICATION SCIENCES AND DISORDERS

## STUDENT HANDBOOK

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**FACULTY AND STAFF**

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<th>Department</th>
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<td>Fischler Center</td>
<td>262-8500</td>
<td></td>
</tr>
<tr>
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<td>262-7700</td>
<td></td>
</tr>
<tr>
<td>TDD</td>
<td>262-7732</td>
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**ADMINISTRATIVE COUNCIL**

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<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
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<tr>
<td>Arango, Jaime</td>
<td>262-7713</td>
<td><a href="mailto:arango@fcae.nova.edu">arango@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Coordinator of Admin. Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barimo, Joe</td>
<td>262-7720</td>
<td><a href="mailto:barimoj@fcae.nova.edu">barimoj@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Director of Business Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bloom, Elaine</td>
<td>262-7712</td>
<td><a href="mailto:bloome@fcae.nova.edu">bloome@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Coordinator of Student Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freeman, Barry</td>
<td>262-7717</td>
<td><a href="mailto:freemanb@fcae.nova.edu">freemanb@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Program Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friedel, Lance</td>
<td>262-7735</td>
<td><a href="mailto:friedel@fcae.nova.edu">friedel@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Coordinator of Internships</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gonzalez, Joe</td>
<td>262-7721</td>
<td><a href="mailto:gonzalj@fcae.nova.edu">gonzalj@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Program Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newman, Wren</td>
<td>262-7756</td>
<td><a href="mailto:newmanw@fcae.nova.edu">newmanw@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Director of Clinical Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Packer, Barbara</td>
<td>262-7703</td>
<td><a href="mailto:packerb@fcae.nova.edu">packerb@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Director of Doctoral Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor, Shelley</td>
<td>262-7748</td>
<td><a href="mailto:victors@fcae.nova.edu">victors@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Associate Program Dean</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zangari, Carole</td>
<td>262-7706</td>
<td><a href="mailto:zangaric@fcae.nova.edu">zangaric@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Coordinator of Research</td>
<td></td>
<td></td>
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**FACULTY**

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<thead>
<tr>
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<tr>
<td>Barreiro-Blanco, Celia</td>
<td>262-7707</td>
<td><a href="mailto:barreiro@fcae.nova.edu">barreiro@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Butterweck, Terry</td>
<td>262-7753</td>
<td><a href="mailto:butterwe@fcae.nova.edu">butterwe@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Doyle, Lucas</td>
<td>484-6160</td>
<td><a href="mailto:LDOYLE74@aol.com">LDOYLE74@aol.com</a></td>
</tr>
<tr>
<td>Fisher, Hélène</td>
<td>262-7755</td>
<td><a href="mailto:fisherher@fcae.nova.edu">fisherher@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Friedland, Erica</td>
<td>262-7765</td>
<td><a href="mailto:ericaf@fcae.nova.edu">ericaf@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Hamill, Teri</td>
<td>262-7739</td>
<td><a href="mailto:hamillt@fcae.nova.edu">hamillt@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Hanna, Yvette</td>
<td>262-7741</td>
<td><a href="mailto:hannyvet@fcae.nova.edu">hannyvet@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Humphrey, Brian</td>
<td>262-7715</td>
<td><a href="mailto:humphreyb@fcae.nova.edu">humphreyb@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Kirchenbaum, Shelley</td>
<td>262-7746</td>
<td><a href="mailto:kirchenb@fcae.nova.edu">kirchenb@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Mecca, Sandra</td>
<td>262-7740</td>
<td><a href="mailto:mecca@fcae.nova.edu">mecca@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Miltenberg-Vertes, Alissa</td>
<td>262-7161</td>
<td><a href="mailto:vertesa@fcae.nova.edu">vertesa@fcae.nova.edu</a></td>
</tr>
<tr>
<td>Parker, Robin</td>
<td>262-7744</td>
<td><a href="mailto:parkerr@fcae.nova.edu">parkerr@fcae.nova.edu</a></td>
</tr>
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</table>
Pilelsky, Rhoda
Roberts, Elizabeth
Sperry, Elizabeth
Spigel, Francine
Weissling, Kristy
Williamson, Gail
Zucker, Barbara

ACADEMIC ADVISORS

Dicarlo, Fred
Reynolds, Ann
Wray, Steve

OFFICE STAFF

Aronchick, Jeffrey
Arrow, Stormy
Braithwaite, Myrtle
Cuevas, Joanne
Cooper, Reonne
Dixon-Frazier, Marcia
Gordon, Heather
Hill, Sandra
Rhymer, Peggy
Ricketts, Barbara
Shaffer, Marilyn
Soto, Darlene
Soto, Ivette

Pilelsky@fcae.nova.edu
Roberts@fcae.nova.edu
Sperry@fcae.nova.edu
Spigel@fcae.nova.edu
Weissling@fcae.nova.edu
Williamson@fcae.nova.edu
Zucker@fcae.nova.edu

Dicarlo, Fred
Reynolds, Ann
Wray, Steve

262-7763
262-7763
262-7736
wraystev@fcae.nova.edu

262-7743
262-7704
262-7710
262-7759
262-7722
262-7766
262-7712

262-7747
262-7726
262-7749
262-7750
262-7724
262-7752
262-7745
262-7761
262-7719
262-7757
262-7716
262-7734
262-7718

jefferya@fcae.nova.edu
myrtle@fcae.nova.edu
cuevas@fcae.nova.edu
reonne@hotmail.com
dixonmar@fcae.nova.edu
gordonhe@polaris.acast.nova.edu
sandrahi@fcae.nova.edu
rhymerp@fcae.nova.edu
ricketts@nsu.nova.edu
shafferdm@fcae.nova.edu
sotod@fcae.nova.edu
sotoi@fcae.nova.edu
NOVA SOUTHEASTERN UNIVERSITY
Mission Statement

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

FISCHLER CENTER FOR THE ADVANCEMENT OF EDUCATION
Mission Statement

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

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

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

Mission Statement

The Programs in Communication Sciences and Disorders is dedicated to the education and continuing support of audiologists, speech-language pathologists and the clients and families who receive services. Faculty provides a scientifically-based curriculum, broad in scope, incorporating models of best practice, and fostering critical thinking skills. The Program's philosophy is committed to client and family centered care, a transdisciplinary approach, and treatment efficacy monitored through clinically based research and outcome measures. The Program fulfills a commitment to society by providing practicing clinicians a variety of forums to keep their knowledge base current, a flexible schedule for obtaining graduate education, and by nurturing the development of future leaders. To anticipate the hearing, language and speech needs of future generations, the Program utilizes current and projected demographic data as a basis for curriculum revision, program planning, and participation in local, state, and national professional organizations. The Program, to fulfill its mission as an exemplary model of clinically applied behavior and basic science research, must create an environment which embraces "... people of all cultures, races, ethnic backgrounds, and religion in a manner that recognizes values, affirms, and respects the worth of individuals, and protects and preserves the dignity of each" (quotation from the Child Welfare League of America).

WELCOME AND INTRODUCTION

Welcome to Nova Southeastern University and the Programs in Communication Sciences and Disorders. The faculty wishes you well as you embark upon your chosen career, which can be personally, professionally, and financially rewarding. Each of you enriches the program and each other's lives by the varied backgrounds you bring. This cultural and personality mix will be enhanced further through your interactions with the faculty and with varied professional and personal backgrounds. This socio-cultural mix affords both students and faculty a wonderful opportunity for appreciating individual differences and, in many cases, establishing lifelong friendships.

Nova Southeastern's mission reflects a student-friendly environment in which guidance and proactive support are an inherent part of the program. In keeping with this philosophy, this handbook is designed to help you move from admission to graduation in the easiest possible manner.

Please read the handbook thoroughly; many of the requirements for both the academic and clinical aspects of the program are addressed. In addition, there are policies governing student behavior at the University and the Program in particular.
Nova Southeastern University (NSU) is an independent, nonsectarian, nonprofit university chartered by the State of Florida in 1964. It is the second largest independent institution of higher education in the state of Florida. Located in Fort Lauderdale, NSU offers both campus-based and distance education degree programs, which are organized into centers of study.

The campus-based programs include undergraduate and graduate degree programs in education, law, psychology, oceanography, computer sciences, social sciences, and business and public administration.

The distance education programs are those conducted in off-campus locations and include programs in education, business and public administration, psychology, and physical, social and computer sciences. These courses of study lead to bachelor's, master's, educational specialist, and doctoral degrees.

Accreditation and Licensure

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). Nova Southeastern University must be and is licensed by the appropriate authority in each state or province in which a local cluster operates. The Programs in Communication Sciences and Disorders is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA) and is approved by the State of Florida Department of Education.

1. ASHA may be contacted as follows.
   American Speech-Language-Hearing Association
   10801 Rockville Pike
   Rockville, MD 20852 3279
   (800) 638-6888 (301) 299-9855
   (800) 299-9987 (301) 299-9877 FAX
The Programs in Communication Sciences and Disorders is the academic preparation component. The first students graduated in 1985. The Clinics for Audiology and Speech-Language Pathology is the clinical component. Both components enjoy a cooperative relationship with other departments in the University.

After receiving the Master's degree in Speech-Language Pathology, graduates of the program are prepared for positions in public and private school, hospital, rehabilitation agency, and private-practice settings. Graduates of the program are eligible to pursue the Certificate of Clinical Competence (CCC) granted by ASHA and a Provisional License granted by the State of Florida. Graduates may also be certified as public school clinicians by the Florida State Department of Education.
MASTER'S PROGRAM ORGANIZATION

Classes

Prerequisite Courses

These courses are offered for students who have not completed all prerequisites or who have completed a bachelor's degree in a discipline other than speech-language pathology. All required prerequisite courses **MUST BE COMPLETED** before a student is allowed to enroll in graduate courses. A full-time student can complete all prerequisites in three terms. Students who have entered the program with grades less than B or students in the program who earn grades less than B in prerequisite courses will be required to repeat the courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credits</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLP 5001</td>
<td>3</td>
<td>Anatomy and Physiology of Vocal and Hearing Mechanisms</td>
</tr>
<tr>
<td>SLP 5002</td>
<td>3</td>
<td>Phonetics</td>
</tr>
<tr>
<td>SLP 5003</td>
<td>3</td>
<td>Neuroanatomy and Physiology</td>
</tr>
<tr>
<td>SLP 5004</td>
<td>3</td>
<td>Hearing and Speech Science</td>
</tr>
<tr>
<td>SLP 5005</td>
<td>3</td>
<td>Speech and Language Development</td>
</tr>
<tr>
<td>SLP 5007*</td>
<td>1</td>
<td>Directed Observation</td>
</tr>
<tr>
<td>SLP 5008</td>
<td>3</td>
<td>Evaluation of Speech-Language Disorders</td>
</tr>
<tr>
<td>SLP 5009</td>
<td>1</td>
<td>Evaluation Practicum</td>
</tr>
<tr>
<td>SLP 5010</td>
<td>3</td>
<td>Treatment of Speech-Language Disorders</td>
</tr>
<tr>
<td>SLP 5011</td>
<td>1</td>
<td>Treatment Practicum</td>
</tr>
<tr>
<td>AUD 5300</td>
<td>3</td>
<td>Audiology</td>
</tr>
</tbody>
</table>

*Students enrolled in SLP 5007 Directed Observation **may not make their own arrangements for observation.** The instructor will provide a list of approved observation sites. Students making their own arrangements or attending a non-approved site **may be dismissed from the Program.**
**Graduate Courses**

Students who hold bachelor's degrees in speech-language pathology or who have completed the required prerequisites may enroll in the graduate courses. Registration for these courses is based on the student's preapproved individual Plan of Study, which considers the appropriate order of course enrollment, the course schedule, and the student's time constraints.

### GRADUATE COURSES (CORE COURSES)

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>CREDITS</th>
<th>COURSE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLP 6000</td>
<td>3</td>
<td>Diagnosis of Language &amp; Speech Disorders</td>
</tr>
<tr>
<td>SLP 6010</td>
<td>3</td>
<td>Language Disorder in Children</td>
</tr>
<tr>
<td>SLP 6015</td>
<td>3</td>
<td>Clinical Processes</td>
</tr>
<tr>
<td>SLP 6020</td>
<td>3</td>
<td>Language Disorders in Adults</td>
</tr>
<tr>
<td>SLP 6025</td>
<td>3</td>
<td>Augmentative and Alternative Communication</td>
</tr>
<tr>
<td>SLP 6030</td>
<td>3</td>
<td>Voice Disorders</td>
</tr>
<tr>
<td>SLP 6040</td>
<td>2</td>
<td>Fluency</td>
</tr>
<tr>
<td>SLP 6055</td>
<td>3</td>
<td>Dysphagia</td>
</tr>
<tr>
<td>SLP 6060</td>
<td>3</td>
<td>Phonological Disorders</td>
</tr>
<tr>
<td>SLP 6070</td>
<td>3</td>
<td>Research Methods</td>
</tr>
<tr>
<td>SLP 6075</td>
<td>2</td>
<td>Seminar in Professional Issues</td>
</tr>
<tr>
<td>SLP 6090 or</td>
<td>2</td>
<td>Counseling</td>
</tr>
<tr>
<td>SLP 6091</td>
<td>3</td>
<td>Multicultural and Counseling Issues</td>
</tr>
<tr>
<td>AUD 6310</td>
<td>3</td>
<td>Aural Rehabilitation</td>
</tr>
</tbody>
</table>

### GRADUATE COURSES (ELECTIVE COURSES)

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>CREDITS</th>
<th>COURSE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLP 6050</td>
<td>3</td>
<td>*Adult Motor Speech Disorders</td>
</tr>
<tr>
<td>SLP 6051</td>
<td>3</td>
<td>*Pediatric Motor Speech, Swallowing and Feeding Disorders</td>
</tr>
<tr>
<td>SLP 6021</td>
<td>3</td>
<td>Cognitive Communication Disorders in Adults</td>
</tr>
<tr>
<td>SLP 6011</td>
<td>3</td>
<td>Language and Learning Disabilities in School-Age Children and Adolescents</td>
</tr>
<tr>
<td>SLP 6012</td>
<td>3</td>
<td>Communication Disorders in Infancy through Preschool Age</td>
</tr>
<tr>
<td>SLP 6035</td>
<td>2</td>
<td>Seminar in Voice Disorders</td>
</tr>
<tr>
<td>SLP 6037</td>
<td>3</td>
<td>Craniofacial Anomalies</td>
</tr>
<tr>
<td>SLP 6077</td>
<td>3</td>
<td>Principles in Supervision</td>
</tr>
<tr>
<td>SLP 6006</td>
<td>1</td>
<td>Advanced Diagnostics</td>
</tr>
<tr>
<td>SLP 6080</td>
<td>1-6</td>
<td>Directed Research</td>
</tr>
<tr>
<td>SLP 6201, 6202, 6203</td>
<td>1-3</td>
<td>Special Topics</td>
</tr>
</tbody>
</table>

*Nine Credits must be selected, three of them must be in a Motor Speech Disorders course.*
GRADUATE COURSES (LABS AND INTERNSHIPS REQUIRED)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Lab/Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>SLP 6005</td>
<td>1-2</td>
<td>Diagnostics Lab</td>
</tr>
<tr>
<td>SLP 6101</td>
<td>1</td>
<td>Clinical Lab-1</td>
</tr>
<tr>
<td>SLP 6102</td>
<td>1</td>
<td>Clinical Lab-2</td>
</tr>
<tr>
<td>SLP 6110</td>
<td>1-2</td>
<td>Internship</td>
</tr>
<tr>
<td>SLP 6120</td>
<td>1-2</td>
<td>School Internship</td>
</tr>
<tr>
<td>AUD 6301</td>
<td>1</td>
<td>Audiology Lab</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED FOR GRADUATION: 52

Plan of Study

After being admitted to the program, each student, with the assistance of the Coordinator of Student Services or his/her designee, must develop a Plan of Study (POS). The POS determines which courses a student may register for during a given academic term. The POS insures that students register for courses in the correct sequence. The POS may be adjusted prior to registration periods. However, adjustments must be approved and recorded by an academic adviser.

This POS is the guide for the entire period of graduate study and should be kept in a safe place. The POS will be used in budgeting daily schedules, study periods, vacations and even financial planning. Full-time students usually plan to take 9 credits during a 14-week term. However, students may register for as few as one class if their individual situation allows. For financial aid purposes, six credits is considered full time and three credits is considered half time. One or two-credit internships are considered to be equivalent to a three-credit course.
Calendar*

The calendar year of the Programs in Communication Sciences and Disorders is divided into three 14-week terms.

<table>
<thead>
<tr>
<th>Term</th>
<th>Begins</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>September</td>
<td>December</td>
</tr>
<tr>
<td>Winter</td>
<td>January</td>
<td>April</td>
</tr>
<tr>
<td>Spring</td>
<td>May</td>
<td>August</td>
</tr>
</tbody>
</table>

* Specific term dates are published on each term schedule provided at the time of registration.

Calendar for 1998-99

**Fall 1998**
- Orientation: Sept. 12
- Classes Begin: Sept. 14
- POS Update: Sept. 28 - Oct. 23
- Schedule Appts.: Nov. 2, 3, 4 (for registration)
- Registration: Nov. 11, 12, 13, 14
- Exam Week: Dec. 14 - 18
- Classes End: Dec. 18

**Winter 1999**
- Orientation: Jan. 9
- Classes Begin: Jan. 11
- POS Update: Feb. 1 - Feb. 19
- Schedule Appts.: Feb. 22, 23, 24 (for registration)
- Registration: Mar. 3, 4, 5, 6
- Exam Week: Apr. 12 - 16
- Classes End: Apr. 17

**Spring 1999**
- Orientation: May 1
- Classes Begin: May 3
- POS Update: May 24 - June 18
- Schedule Appts.: June 28 - 30 (for registration)
- Registration: July 13 - 17
- Exam Week: Aug. 9 - 13
- Classes End: August 13

**Holidays**
- Sept. 7......Labor Day
- Sept. 21......Rosh Hashanah
- Sept. 30......Yom Kippur
- Nov. 26, 27......Thanksgiving
- Dec. 25......Christmas

- Jan. 1......New Years Day
- Jan. 18......Martin Luther King, Jr.
- Apr. 2......Good Friday
- Intercession Classes April 19-23
- Intercession Classes April 26-30

- Memorial Day......May 31
- Independence......July 5
### Calendar for 1999-00

<table>
<thead>
<tr>
<th></th>
<th>Fall 1999</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Sept. 11</td>
</tr>
<tr>
<td>POS Update</td>
<td>Sept. 27-Oct. 15</td>
</tr>
<tr>
<td>Schedule Appts.</td>
<td>Oct. 18-20 (for registration)</td>
</tr>
<tr>
<td>Registration</td>
<td>November 2-6</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Sept. 13</td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec. 17</td>
</tr>
<tr>
<td>Winter 2000</td>
<td></td>
</tr>
<tr>
<td>Orientation</td>
<td>Jan. 8</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan. 10</td>
</tr>
<tr>
<td>Classes End</td>
<td>April 14</td>
</tr>
<tr>
<td>Spring 2000</td>
<td></td>
</tr>
<tr>
<td>Orientation</td>
<td>April 29</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 1</td>
</tr>
<tr>
<td>Classes End</td>
<td>Aug. 11</td>
</tr>
<tr>
<td>Fall 2000</td>
<td></td>
</tr>
<tr>
<td>Orientation</td>
<td>Sept. 9</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Sept. 11</td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec. 15</td>
</tr>
</tbody>
</table>

### Holidays

- **Fall 1999**
  - Sept. 6......Labor Day
  - Sept. 11......Rosh Hashanah
  - Sept. 20......Yom Kippur
  - Nov. 25-26....Thanksgiving
  - Dec. 25.......Christmas

- **Winter 2000**
  - Jan. 1........New Years
  - Jan. 17......Martin Luther King Day
  - April 21....Good Friday

- **Spring 2000**
  - May 29.......Memorial Day
  - July 4........Independence Day

- **Fall 2000**
  - Sept. 30......Rosh Hashanah
  - Oct. 9........Yom Kippur
  - Nov. 23-24....Thanksgiving
  - Dec. 25.......Christmas
Organizations and Awards

Organizations

- **NSSLHA**
  The National Student Speech-Language-Hearing Association is the national professional organization for students enrolled in speech-language pathology and audiology preparation programs. Students admitted to the NSU Master's Degree Program in Speech-Language Pathology are required to maintain membership in this organization. As members, students receive the professional journals published by ASHA.

  There is also a Nova Southeastern University NSSLHA chapter. This organization is designed to enhance the students' educational program with both professional and social activities. The local NSSLHA Chapter has the special function of helping the student learn a professional role and responsibilities including such things as state and local political issues, policy issues, and professional self-discipline. All students are encouraged to become active members. One activity that is sponsored by the organization is an end-of-the-year "student-faculty roast" to honor the students who have completed their degrees.

  Nova Southeastern University's NSSLHA Chapter received the Florida Language-Speech and Hearing Association President's Award for Promoting Professional Growth and Support of the Association in May, 1993.

- **ASHA**
  The American Speech-Language-Hearing Association is the national professional organization for speech-language pathologists and audiologists. The Program is accredited by the Council on Academic Accreditation of ASHA and graduates are eligible for the Certificate of Clinical Competence, which is awarded by this organization.

- **FLASHA**
  The Florida Language-Speech and Hearing Association is the state professional organization for speech-language pathologists and audiologists. Students are encouraged to maintain a student membership in this organization.
Awards

- Outstanding Student of the Year -- At the end-of-the-year, the faculty presents an award to the student who has been chosen as Outstanding Student of the Year. The student's name is engraved on a plaque, which is displayed in the Program building.

- Graduate Assistantships -- Each year a number of graduate assistantships are awarded to students who have begun their graduate course work. These assistantships are awarded on the basis of academic performance and ability. The graduate assistant is awarded an hourly salary and is required to provide 20 hours of service per week for sixteen weeks per semester.

- PEP-C -- The Post Secondary Educational Planning Commission of the State of Florida has awarded funds to the Program that provide grants to students who are enrolled in the program. Applications for these grants are available at registration.

- Instructional Assistant -- Each semester there are instructional assistant positions available. These assistants are assigned to individual faculty members to provide assistance with classes taught by the faculty member. Students receiving these positions are provided with a monetary stipend.
ACADEMIC PROCEDURES

Americans with Disabilities Act (ADA)

The university, the center and the program, adhere to the policies and regulations of the federal act of arranging for appropriate accommodations for students with special needs. The requirements for accommodation must be appropriate and reasonable for the fulfillment of the requirements of the academic and clinical program. Reporting of requests must be made to the Coordinator of Student Services at least two weeks prior to the beginning of classes. Medical, psychological, and/or academic documentation must be provided to the CSS in order for the accommodation to be in place at the time class begins. It is the student's responsibility to report all requests for service to the CSS even after the student reports the disability to a faculty member. All reporting will be handled confidentially, requests will be reviewed by the FCAE review committee. Determination of accommodation will be reported to the appropriate faculty member at the start of classes. Student claims of ADA issues are not retroactive and may effect any future academic and/or clinical responsibilities. Students dissatisfied with ADA determinations may file a grievance with the Dean of Student Services.

Insurance

All students must maintain personal liability insurance while enrolled in the program. Students whose liability insurance is not active will not be allowed to register for or attend classes. At each time of registration, students must provide proof that their liability insurance is current. It is the student's responsibility to procure the insurance and to notify the staff that the insurance is current. Failure to do so may result in dismissal from the program.

Every student is required to join the National Student Speech-Language-Hearing Association. Membership in the National Student Speech-Language-Hearing Association affords the student the opportunity to purchase this insurance at reduced group rates as well as receive professional journals.

Registration

Registration for each term is held in a convenient location announced by the program approximately six weeks prior to the beginning of the term. At the time of registration a student is allowed to register only for those courses listed on his/her approved plan of study. If a student wishes to adjust his/her Plan of Study, the adjustment must be made with, and approved by, an adviser during the announced time for Plan of Study adjustment. Adjustments will not be approved at the time of registration.
Registration times are announced in classes, posted in the program buildings, placed on the annual calendar, and by e-mail. Students must make appointments for registration and will be allowed to register only at their appointed time. This procedure is designed to control the quality of instruction by reducing student scheduling problems and controlling class size.

**Tuition and Fees**

Payment of tuition and fees is expected at the time of registration. Students receiving financial aid are responsible for making sure that they have completed all applications for financial aid and that it has been granted.

Students who have failed to pay tuition by the end of the second week of classes will be notified in writing that they are not allowed to continue to attend classes.

The following fees apply:

1. Tuition $620.00 a credit. (Tuition is subject to change).
2. Registration fee - due with each registration and must be paid with tuition. ($50)
3. Late registration fee - A charge of $100 is assessed each student who fails to register during the announced registration period.
4. Change of registration and Add/Drop- A fee of $100 will be assessed for change in registration once the student transaction form has been sent to the registrar’s office.
5. Lab fees - Lab fees payable with tuition are assessed for the following courses: ($200)
   - SLP 5009 Evaluation Practicum
   - SLP 5011 Treatment Practicum
   - SLP 6005 Diagnostics II
   - SLP 6015 Clinical Processes
   - SLP 6101 Clinic Lab I
   - SLP 6102 Clinic Lab II
   - SLP 6110 Internship
   - SLP 6120 School Internship
   - AUD 6301 Audiology Lab
6. Out of tri-county (Dade, Broward and Palm Beach County) lab fee $400
Refund Policy

Fees other than tuition are not refundable. Students who wish to receive a refund must follow the withdrawal procedures explained on page 38.

Review of Student Files

Students have the right to review their academic file. A student wishing to review his or her file may request the file from the Student Services Specialist. Students are not allowed to add or delete material or remove their files from the assigned area. Any student who removes his or her file will be placed on professional probation and is subject to suspension or dismissal from the program.

Incomplete Grades

Students who are unable to complete the requirements for a course within the term limits may request a grade of ‘I’ (incomplete) from the instructor. This request must be made of the instructor and the instructor must initiate the Incomplete Grade Form. The following regulations apply:

1. To be eligible for a grade of ‘I’, the student must be maintaining a grade of ‘B’ or better.

2. The instructor must submit an Incomplete Grade Form to the Coordinator of Student Services. The form must be completed and signed by both the instructor and student.

3. It is the student's responsibility to complete the requirements of the incomplete contract within the prescribed time limits. Failure to complete the contract automatically results in an F.

Withdrawals

Withdrawal from an individual course: Students may withdraw from a course, lab, or internship only with permission of the instructor and the Coordinator of Student Services. Withdrawals may be made up to the ninth week of the academic term. The grade is placed on the transcript as a W/P if the student is passing the course or as a W/F if the student is failing the course at the time of the withdrawal. Withdrawal after the ninth week may result in a grade of F. No refund is awarded for withdrawals processed after the first 70% of the course.

It is the student's responsibility to obtain a withdrawal form from the Student Services Specialist, have the instructor sign the form, and return the completed form to the Coordinator of Student Services. Failure to follow this procedure results in the assignment of a grade of ‘F’.

Withdrawals from the program/Leave of absence: Students who are faced with temporary personal or professional crises may request a temporary withdrawal (leave of absence) from the program. Withdrawals (leave of absence) from the program may be granted for no more than one year. After one year the student must reapply for admission to the program.
The student must request this leave of absence in writing to the Coordinator of Student Services. After leave of absence from the program, a student must notify the program in writing of his or her intent to resume the program one semester prior to the semester in which he or she wishes to reenroll. Failure to follow this procedure results in automatic termination from the program.

**CAUTION:** STUDENTS ON FINANCIAL AID WHO TAKE A TEMPORARY LEAVE FROM THE PROGRAM WILL JEOPARDIZE THEIR FINANCIAL AID. A BREAK IN CONTINUOUS COURSE REGISTRATION WILL RESULT IN STUDENT LOANS BEING CALLED IN AND PAYBACK BEGINNING PRIOR TO GRADUATION. CONTACT THE FINANCIAL AID OFFICE FOR EXACT INFORMATION.

**Grades**

A minimum of ‘B’ must be maintained in each course. If a student earns a grade of ‘C’ or below in any course he/she will be required to repeat the course the next time the course is offered. The student must earn a grade of ‘B’ or better in the repeated course or he/she will be dismissed from the program. Students may repeat only two different courses due to a grade of ‘C’ or below. If a second grade of ‘C’ or below is earned in any course other than the repeated course, the student is automatically placed on academic probation regardless of overall GPA. A third grade of ‘C’ or below will mean dismissal from the program. A student may not enroll in clinical courses while on probation.

**Probation**

The Program maintains a Student Review Committee (SRC), made up of faculty and administrators whose responsibility is to review the student’s professional academic and clinical performance and make determinations for probation or dismissal from the program. There are two types of probation: academic and professional. All probation requirements must be satisfied before a student is eligible for graduation. A student may be placed on probation only once. A second probation of any kind will result in the student’s dismissal from the program.

**Academic:** A student who earns a second grade of ‘C’ or below in any academic course, or who earns a single grade of ‘D’ or ‘F’ in any academic or clinical course, or whose GPA falls below a 3.0 will automatically be placed on academic probation. Students earning any grade below a B in a clinical course will also be placed on probation. The student will be notified in writing and will not be allowed to register for or continue in the next academic term until having met with the coordinator of student services or his/her designee to develop a probation contract.

**Professional:** Students are expected to comply with the legal and ethical standards of the profession and the University. Students who demonstrate inappropriate or unprofessional behavior may be issued a student warning, be placed on professional probation or be dismissed from the program by the Student Review Committee. Students must demonstrate
professional behaviors including but not limited to: cooperation with others, self-control, punctuality, respect for co-workers and faculty, and professional personal appearance.

**Student Warning Reports:** Students may be issued a formal warning if there have been issues with professional behaviors that the faculty or administration deem inappropriate. If a student receives a second warning report for any reason, the student will be referred to The Student Review Committee and may be placed on professional probation.

**Repeating Courses**

Any course must be repeated when a grade of 'C' or less is earned. The course must be repeated the next semester the course is offered. Only two grades of 'C' or less are allowed and a student repeating a course must earn a grade of 'B' or better in the repeated course. No more than two courses may be repeated. To receive repeat credit, the student must secure the appropriate form from the Coordinator of Student Services or his/her designee coordinator at the end of the semester.

**Appeals Process**

Students who have been suspended or terminated from the program have the right to petition for reinstatement. A request for reinstatement must be submitted in writing within 15 days of receipt of the certified mail advising the student of suspension or termination. The petition should be addressed to the Chair of the Student Review Committee and should include the student's rationale for being reinstated. The SRC will review the petition and render a decision. The student will be notified of the SRC decision by certified mail. All decisions are final and the student may petition only once.

**Grievance**

A student who feels he/she has a valid grievance must adhere to the following procedure.

1. Discuss the concern with the instructor, clinical supervisor, or administrator involved.

2. If no resolution results from step 1, the student must notify the Coordinator of Student Services. The Coordinator of Student Services will schedule a meeting with the faculty member and the student to discuss the specific issue(s).

3. If no resolution results from step 2, the student must petition the chair of the Student Review committee to convene the Student Review Committee.

4. If no resolution results in step 3, the student has the right to contact, Dean of Student Services, in order to pursue a formal grievance following the procedures listed below:
FISCHLER CENTER STUDENT GRIEVANCE PROCEDURE

The purpose of this procedure is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University. Students and faculty are encouraged to informally resolve disputes prior to instituting a formal grievance.

A. Any student who has a grievance concerning administrative action or a member of the faculty or staff shall file such a grievance in writing within 15 days from the date of the action taken against him/her to the Dean of Student Services.

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

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

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

   a. Informal Resolution Procedure: The Dean of Student Services may informally meet with all parties and try to resolve the issues raised.

   b. Formal Resolution Procedure: If the Dean of Student Services is unable to informally resolve the issue, then a Grievance Committee will be convened to make a final determination of the issue.

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

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

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

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

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

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

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

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

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

Students entering each phase of the clinical component of the program will be given a handbook of clinical procedures that covers each aspect specifically. The following are general regulations that govern the clinical aspect of the program.

Insurance: See the Academic Procedures section, page 19 regarding: insurance

On-Campus Clinical Activities

Students registering for on-campus clinical activities must complete, during a schedule mandatory meeting, a schedule of "time available." This schedule will be used to determine the student's clinical assignments. The schedule must allow for a recommended minimum of 10 hours of availability per week in order to finish clinic in a timely manner. The student's "time available" schedule becomes a contract between the student and the clinical director.

The student's initial clinic schedule is assigned at the beginning of each semester of enrollment; however, the student may be assigned additional clients or lab hours during the course of the semester. These assignments are made by the appropriate Clinic Director using the student's schedule of available times as a reference. Failure to meet scheduled appointments is considered to be unethical professional behavior and results in professional probation.

Each student is required to earn a minimum number of clock hours in each clinical activity as required by the American Speech-Language-Hearing Association. The amount of time scheduled for each activity is proportional to the amount of available time that a student designates. The Clinic Director, the Audiology Coordinator, or the Internship Coordinator will provide the student with a schedule that estimates the amount of time required to complete a clinical activity.

Each clinical activity must be successfully completed before the student is allowed to progress to the next clinical level. Successful completion will be determined by an evaluation of the student's clinical performance.

Clinical Grading

Students must complete their first 25 clinical clock hours in the CASL.

To count clinical practicum clock hours toward ASHA certification, the student must receive a practicum grade of 3.5 or higher with each individual client/clinical assignment.

Clinical practicum hours that receive a grade below 3.5 with any given client will not be approved through supervisory signature for that particular client/clinical assignment.
CONFIDENTIALITY

Confidentiality involves protection of all clients and families in conversations, written information and electronic communication. Conversations regarding any client should not involve the name of the client, particularly the last name of the client. Written work including lesson plans, SOAP notes, progress reports, diagnostic reports, other professional’s reports, and progress charts, should never be left in any place where others may have access to the information. Class presentations or case presentations including information on any client must not include the client/family name for any reason. Should copies of professional reports be included in the case presentation, all identifying information pertinent to any client must be deleted. Electronic communication including faxes and electronic mail must be read, filed appropriately, or deleted/destroyed with consideration of the client and his/her family. This information will apply to all students enrolled in any of the Communication Sciences and Disorders programs/classes. Failure to follow this policy will result in a student warning report or referral to the Student Review Committee or to the Doctoral Committee.

SPECIAL CLINICAL REQUIREMENTS

Students in off-site clinical or internship placements, with whom the Program maintains a contractual relationship, will be required to comply with all the special requirements of the facility in which they will be working. These requirements may include, but not be limited to: finger printing, proof of a variety of vaccinations, proof of tuberculosis testing, etc. The program does not assume any responsibility other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participation in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility will result in the student’s not being allowed to complete the clinical experience during the assigned semester. The program will not reassign a student who failed to meet the stated requirements of the facility during the semester in which the original assignment was made. If a student must be reassigned at the beginning of a new semester for failure to meet the facility’s requirements, the student’s individual time line for completion of the program will be impacted appropriately.
Mandatory Meetings

Meeting I

Students enrolling in Audiology Lab, Diagnostics II or Clinic Lab must attend a mandatory meeting prior to the semester in which they will be enrolled in each of these three courses. The time of the meeting is placed in student mailboxes and posted in the program buildings. Failure to attend the meeting will result in an automatic withdrawal from the courses and subsequent interruption or change in the student's plan of study.

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<thead>
<tr>
<th>CLINICAL ACTIVITY</th>
<th>PREREQUISITE</th>
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<tr>
<td>Directed Observation</td>
<td>No Prerequisites</td>
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<td>Evaluation Practicum</td>
<td>Directed Observation</td>
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<tr>
<td>Treatment Practicum</td>
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<td>Diagnostics II</td>
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<td>Phonological Disorders</td>
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<td>Clinic Lab I</td>
<td>Clinical Processes</td>
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<td>Clinic Lab II</td>
<td>Clinic Lab I</td>
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<tr>
<td>Audiology Lab</td>
<td>Audiology</td>
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Meeting II

Students enrolling in Internship or School Internship must attend a mandatory meeting with the Coordinator of Internships. Failure to attend the meeting will result in an automatic withdrawal from the courses and subsequent interruption or change in the student's plan of study.
Internships

Students complete two off-campus internships. The program maintains a contractual relationship with many varied facilities for this purpose. A student is eligible for internship placement upon successfully completing Clinic Lab II and recommendation of their clinical supervisors; the student must have a GPA of 3.0 or better and may not be on any type of probation.

During the semester in which the student is enrolled in clinic lab, the internship coordinator will contact him or her to begin planning for his or her off-campus internships. Placement will be made by the internship coordinator. **THE STUDENT MAY NOT CONTACT ANY OFF-CAMPUS SITE REGARDING INTERNSHIPS WITHOUT THE EXPRESS PERMISSION OF THE COORDINATOR OF INTERNSHIPS. A STUDENT MAKING AN UNAUTHORIZED CONTACT REGARDING INTERNSHIPS WILL NOT BE PLACED AT THE SITE CONTACTED.**

Internship placements out of the local area, including out-of-state placements, may be made for students. These placements are made only with the approval of the Coordinator of Internships and the faculty. The decision to place a student out of the local area is based on clinical performance and the availability of appropriate placements. An additional fee will be assessed for out-of-state placements. (See fees on page 20)

**ASHA Required Clinical Clock Hours**

A minimum of 350 Clock hours is required. 250 hours must be obtained at the graduate level. 35 clock hours must be obtained in Audiology.

The minimum requirements are:

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<tr>
<th>Speech</th>
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<th>Evaluation</th>
<th>Additional</th>
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<tr>
<td>Audiology</td>
<td>15</td>
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</table>

- **SPEECH**
  - Adult
  - Pediatric

- **LANGUAGE**
  - Adult
  - Pediatric

- **AUDIOLOGY**
GRADUATION

Requirements

Students are eligible for graduation when they have:

- completed all academic and clinical course work.
- have maintained no less than a 3.0 (on a 4.0 scale) grade point average.
- taken the National Examination in Speech-Language Pathology and Audiology (NESPA).
- filed the NESPA scores with the Program
- had the final exit interview

NOTE: Students must realize that each time the NESPA examination is taken ALL scores should be reported to ASHA and the Program. Thus, not reporting a failing score at the time of occurrence will not keep that score from being reported.

A student's opportunity for passing the examination on the first try is enhanced by that student's having completed all course work before taking the exam. DO NOT TAKE THIS EXAMINATION UNTIL YOUR FINAL SEMESTER.

The Program will conduct a review workshop each term approximately two weeks prior to the NESPA administration date. This workshop is available only to those students who are in their final academic term or who have not taken the examination previously. The workshop is provided at no charge to eligible NSU students. (Completion of this workshop does not guarantee success on the NESPA exam).

Degree Award Dates

Nova Southeastern University awards degrees on the last day of every month. The Program must clear a student with the registrar's office at least 15 working days prior to the end of the month. Students must complete ALL requirements and all grades must have been submitted to the Program one-week prior to the above stated deadline to have their degrees conferred. Students who are unable to meet this deadline will be processed for degree conferral the following month. There are no exceptions to this policy.

Procedure

During the student's first off-campus internship, he or she must make an appointment for a preliminary exit interview with the Coordinator of Student Services or his/her designee. At this appointment the procedures for graduation, ASHA membership and certification, and state licensure will be reviewed.
During the last month of the student's second off-campus internship, he or she must make an appointment for an exit interview for final clearance for graduation.

The following documents must be presented at the exit interview:

- Completed ASHA application for membership and certification
- Completed degree application with appropriate fee
- Copy of NESPA score or proof that the exam has been taken and the results filed with the department
- Completed application for state licensure

EXPLANATORY NOTES:

To graduate on the anticipated date a student is responsible for making sure that:

- All Incomplete grades have been removed and passing grades are on file in the registrar's office
- All fees, tuition, and other charges are paid in full
- All forty-eight or fifty-two required credit hours are recorded on the transcript
- All transfer credit has been accepted and recorded by the registrar

FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN A DELAY IN GRADUATION AND IMMEDIATE AVAILABILITY FOR EMPLOYMENT.
SPEECH-LANGUAGE PATHOLOGY DOCTORATE (SLP.D)
Post Master's degree
Post Baccalaureate degree

AUDIOLOGY DOCTORATE (Au.D.)
DOCTORAL PROGRAM

Au.D. (Doctor of Audiology)
SLP.D. (Doctor of Speech-Language Pathology)

Organization

Plan of Study

Students’ (participants’) plans of study are customized based upon their preferences and upon the results of qualifying exams (if taken). All participants must enroll in a core curriculum consisting of the following study areas:

- CSD 7000  Technology in Communication Sciences  3
- CSD 7050  Research and Evaluation  3
- CSD 7080  Business Management Practices  3
- AUD 7140 or SLPD 7240  Professional Research Project  6

Au.D. participants must also enroll in:

- CSD 7070  Pharmacology  3

SLP participants must also enroll in:

- CSD 7070  Pharmacology OR
- CSD 7060  Genetics  3
- CSD 7040  Supervision  3

The participant’s plan of study must include a minimum of 29 credits, but may include a maximum of 59 credits. The results of qualifying examinations determine which of the non-core courses may be omitted from the plan of study.

Qualifying Examinations

Each of the non-core courses has a qualifying examination. Each consists of 50, 5-item, multiple-choice questions. The examination is designed to assess general understanding of the study area content. To successfully complete the examination, the participant must have broad knowledge of the study area and be able to answer questions that require problem solving and critical thinking skills. The participant must score at least 80% correct to achieve a passing score in each of the qualifying exams.

Taking the qualifying examination requires payment of a $1200 fee. For this fee, participants may take as many, or as few, examinations as desired. The examinations are administered on-campus, unless suitable alternate arrangements have been determined and approved by the doctoral committee. Qualifying examinations cannot be retaken.
After admission to the program, the participant confers with the Director of Doctoral studies to develop the plan of study. If qualifying examinations are desired, the participant submits a list of the examinations she or he wishes to complete. The study guides for these areas are available to students enrolled in the program and may be available for non-enrolled students at a fee.

**Study Areas**

The study areas are divided into professional development courses, and specialty area courses. Both Au.D. and SLP.D. participants enroll in professional development courses as listed below.

### Professional Development Study Areas

(All Doctoral candidates)

- **CSD 7000** Technology in Communication Sciences 3
- **CSD 7010** Clinical Instrumentation 3
- **CSD 7040** Supervision 3
- **CSD 7020** Medical Aspects 3
- **CSD 7030** Gerontology 2
- **CSD 7050** Research and Evaluation 3
- **CSD 7060** Genetics 2
- **CSD 7070** Pharmacology 2
- **CSD 7075** Counseling 3
- **CSD 7080** Business Management Practice 3
- **CSD 7085** Political Advocacy and Leadership 3
- **AUD 7140** or **SLPD 7240** Professional Research Project 6, 36

### In-Field Development Study Areas

#### Audiology

- **AUD 7100** Advanced Seminar in Hearing Aid Design/Selection 3
- **AUD 7110** Amplification Fitting/Selection 3
- **AUD 7130** Pediatric Audiology 3
- **AUD 7120** Electrophysiology I 3
- **AUD 7150** Hearing Conservation 2
- **AUD 7160** Electrophysiology II 3
- **AUD 7170** Advanced Seminar in Aural Habilitation/Rehabilitation 3
- **AUD 7180** Differential Diagnosis in Audiology 3

#### Speech-Language Pathology

- **SLPD 7210** Advanced Seminar in Pediatric Development 3
- **SLPD 7200** Seminar in Neuropathologies of Speech and Language 3
The Au.D. and SLP.D. programs represent an innovative, practical, and realistic approach to professional doctoral studies. Formal instruction takes place during weekend seminars, on campus, or at a variety of distance sites. Students participate in faculty-directed independent reading and writing assignments between class meetings. Each cohort is a group of 5 to 30 speech-language pathology and audiology professionals who live and work in a variety of settings, and begin the program at the same time. The cohort is intended to serve both administrative and educational purposes. Communication takes place through the cohort structure. The cohort format provides opportunities for sharing the expertise of individual cohort members and fosters professional dialog. Each cohort operates under the direction of a cohort facilitator/administrator, who coordinates administrative details and cohort activities and serves to support students through consistent and ongoing contact.

Students who are unable to attend an on-campus cohort due to geographic remoteness or other career/family constraints may elect to access the Au.D. or SLP.D. programs via distance technologies. This group will receive on campus orientation and instruction during two, four-day weekends each year, and will attend the on-campus summer institutes, during the entire period of the program. All other instruction will be delivered via electronic communication and technologies into the student’s homes.

Program Time Lines

The life of the program varies depending on each student’s Plan of Study and ranges from 24-36 months. Candidates who do not complete requirements within 3 years may be granted a fourth year of study by the program faculty. However, they must have an approved proposal for their professional research project by the end of 36 months in order to be granted the fourth year. Candidates may also register for a 6-month extension beyond the fourth year if approved by the doctoral committee. Requests for additional time must be made in a timely manner.
Doctoral candidates who are faced with a temporary personal or professional crisis and find that they cannot keep up with their cohort may withdraw or take a leave of absence from the program. Notification of withdrawal must be received in writing by the director of doctoral studies. To avoid being dismissed from the program, doctoral candidates must initiate the withdrawal process in writing prior to the last class session of a study area and the date designated for work on the Professional Research Project. Consult the Professional Research Project Guide for more information.

Doctoral candidates who officially withdraw may petition the doctoral committee if they wish to reenter the program. If readmitted the candidate will resume their course of study at the point following the last program component for which they received a grade. Doctoral candidates may reenter the program only once and will follow all regulations that apply to the new cohort.

Doctoral candidates, who withdraw from the program, are required to reenter at a point that will allow completion of all requirements within a 7-year period from the beginning of the original cohort. No extension is possible beyond this point. The reentering student must adhere to the catalog in effect at the time of reentry.

Residency

NSU residency is defined as full-time enrollment for a period of at least one year.

Academic Procedures

Insurance

Participants must maintain appropriate professional liability insurance. Proof of insurance may be required at the beginning of a study area.

Registration

On-site doctoral student registration takes place immediately before class. In cases where the participant is taking multiple study areas during the same general time frame, students will register for all study areas, although their payment may be held until the start of class. Students taking courses by distance technologies will be asked to submit payment before the beginning of the study area session. Tuition and fees are subject to change without notice. Tuition is currently $620 per credit hour.

Additional Fees

A payment of $3,550 is charged to doctoral candidates who require all or part of a fourth year in order to complete program requirements. Doctoral candidates may receive a 6-month extension beyond the fourth year with permission of the program director. A fee of $1,775 is charged for this additional period.
A one-time, nonrefundable application fee of $50 is required and must accompany the completed application. A $65 degree application fee is required and must be paid prior to degree conferral. If a graduate wishes to participate in commencement exercises, there is an additional cap and gown fee. A $50 registration fee is required three times annually. A nonrefundable $1,200 fee is required for students electing the qualifying examination.

**Late Fees and Reinstatement Fees**

All payments must be made according to the student’s cohort schedule. No exceptions will be made for delayed loan applications. A late payment penalty of $50 will be assessed each time a payment date is missed. When a payment is delayed excessively (beyond the midpoint of the study or professional development or infield area), the student will be dismissed from the program.

Reinstatement following withdrawal or as a result of being dismissed for nonpayment of tuition and fees must be discussed with the director of doctoral studies. A $250 reinstatement fee will be charged, and the student will be subject to the rules and regulations in effect at the time of reinstatement. Doctoral candidates who are dismissed from the program for academic reasons may not reenter the program at a later time.

**Refund Policy**

Students are entitled to a full refund of tuition if the registration agreement is cancelled by the student within 10 days of signing the registration agreement or when the payment is required, if these events are before the first class session. After the first class session registration/application fees will not be refunded, and students will receive prorated refund of the tuition.

In addition, students will receive a full refund of tuition payments and registration/application fees paid: 1. if they do not meet minimum admissions requirements; 2. if a course, seminar, or workshop is cancelled, or a cluster does not begin; 3. if they receive an involuntary call to active military duty; 4. upon documented death of the student or member of his or her immediate family (parent, spouse, child, sibling); 5. if severe illness of the student (as approved by the institution and confirmed in writing by a physician) precludes completion of the term; or 6. if there are exceptional circumstances approved by the president or his or her designee.

After the first day of instruction, students who inform the program dean of their intention to withdraw will be entitled to a tuition refund based on the following schedule: during the first 70 percent of a course, term, semester, study area, seminar, workshop, cycle, or summer institute, a withdrawing student will receive a prorated refund for the percentage of time not attended (the minimum refund would be 40 percent). Thereafter, no refund is available.

Refunds will be made within 30 days (10 days as required by the state of Wisconsin) after the effective date of withdrawal.
Unless withdrawal procedures have been completed within the stated deadline, students are assumed to be active and are responsible for tuition payments that may apply to their signed registration forms, whether or not an initial payment has been submitted.

**Example #1:** Student attended three classes (15 clock hours) of a nine-class (45 clock hours) course, for which the charge was $1,100.

*Based on no. of classes*

\[
9 - 3 = 6 \text{ classes not attended} \\
6 \div 9 = 67\% \text{ of the term not completed} \\
67\% \times 1,100 = 737 \text{ refunded.}
\]

*Based on clock hours*

\[
45 - 15 = 30 \text{ hours not received} \\
30 \div 45 = 67\% \text{ clock hours not completed} \\
67\% \times 1,100 = 737 \text{ refunded.}
\]

**Example #2:** Student attended 5 weeks (17 clock hours) of a 13-week (45 clock hours) term, for which the charge was $1,675.

*Based on no. of classes*

\[
13 - 5 = 8 \text{ weeks not attended} \\
8 \div 13 = 62\% \text{ not completed} \\
62\% \times 1,675.00 = 1,038.50 \text{ refunded}
\]

*Based on clock hours*

\[
45 - 17 = 28 \text{ hours not received} \\
28 \div 45 = 62\% \text{ clock hours not completed} \\
62\% \times 1,675 = 1,038.50 \text{ refunded}
\]

**Review of Student Files**

Students have the right to review their academic file. A student wishing to review her file may request the file from the Student Services Specialist. Students are not allowed to add or delete material or remove their files from the assigned area. Any student who removes his or her file will be placed on professional probation and is subject to suspension or dismissal from the program.

**Incomplete Grades**

Students who are unable to complete the requirements for a course within the term limits may request a grade of 'I' (incomplete) from the instructor. This request must be made of the instructor and the instructor must initiate the Incomplete Grade Form. The following regulations apply:
1. To be eligible for the grade of ‘I’, the student must have a grade of ‘B’ or better.

2. The instructor must submit an Incomplete Grade Form to the Director of Doctoral Studies. The form must be completed and signed by both the instructor and the student.

3. It is the student’s responsibility to complete the requirements of the incomplete contract within the prescribed time limits. Failure to complete the contract automatically results in an ‘F’.

Withdrawals

Doctoral candidates may withdraw from the program at any time. However, they are cautioned to consult the doctoral committee to determine the date by which written notification of intent to withdraw must be received if they wish to withdraw without penalty and remain in good standing, with the option of returning to the program at a later date.

Reinstatement

In order to be reinstated after a period of withdrawal, a student must submit to the director of doctoral studies, at least 30 days prior to the appropriate term:

- A letter of intention to reenroll.
- A completed reinstatement form. (This form is sent with the acknowledgment of withdrawal form/letter or is available from the central office.)
- A $250 reinstatement fee by check or money order (payable to Nova Southeastern University) attached to the reinstatement form.

Doctoral candidates, who are readmitted, will be required to pay tuition and fees and to follow the program guidelines in effect at the time of reinstatement.

Absence

Absences are not permitted in this program. The only exceptions are documented causes of extreme circumstances such as medical emergencies. Doctoral candidates must attend all class meetings in each of the study areas, the summer institutes, and the PRP workshops. Regular classroom interaction provides program consistency and content enrichment. Absence from any cohort meeting may result in termination from the program. There is no provision for readmission following dismissal for unsatisfactory attendance.

In the rare instance when an absence has been approved, an equal and appropriate make-up experience/assignment, specified by the study area faculty member, is to be completed within a designated period. The student is responsible for obtaining all materials presented to the missed class meeting and will provide a summary of class notes to the cohort facilitator. The cohort facilitator/administrator should be notified immediately if the student expects to be absent.

If a student is unable to attend a professional research project workshop, the director of doctoral studies should be contacted and a delay in program completion should be expected.
Tardiness

Extended tardiness or early departure (more than 30 minutes) is treated in the same manner as absence from a class session. Consistent tardiness or early departures must be discussed with the director of doctoral studies and will lead to appropriate administrative action.

Dismissal

The program reserves the right to dismiss doctoral candidates at any time if it becomes obvious that they are not able to satisfy the program’s scholarship requirements or if their academic or clinical behavior is inappropriate or unethical (e.g., cheating, plagiarizing, misrepresenting oneself). There is no provision for readmission following dismissal for unsatisfactory conduct. Candidates must receive a passing grade in each program component to remain in the program. No opportunity is provided to repeat a study area, infield study area, or professional research project in which the student receives a failing grade. If a candidate is dismissed from the program, he/she cannot be readmitted.

Student Review Committee (SRC)

The Program’s Student Review Committee is composed of departmental faculty whose responsibility is to review doctoral candidates’ academic, clinical, and professional progress on a periodic basis.

The purpose of SRC is to identify barriers to success in doctoral study, make recommendations for assistance to doctoral candidates, and determine the advisability of a student’s continuation in the doctoral program.

Doctoral Course Grading Information

The majority of the study areas evaluate student learning through completion of projects and papers rather than tests. The following standards apply.

Doctoral candidates who receive one FAILURE grade will be terminated from the program and are not eligible for readmission.

Each candidate will be provided a grade report by the registrar’s office at the end of each study area. A copy of each report will be placed in the candidate’s permanent file, which is maintained by the university.

NSU maintains up-to-date grade reports on each student. The university periodically furnishes each student with a working transcript that shows the current status of grades and earned semester hours for all courses completed and/or attempted.

Transcripts are maintained on a permanent basis after the student is no longer enrolled.
Grading Criteria

The final course grade is a combination of the grades in the study area; the final submission of each assignment must earn a grade of B or better. Failure to receive a passing grade on each assignment will result in study area failure.

A Represents truly superior performance on all criteria. Work is professionally written and represents a high conceptual level of content, over and above minimal requirements. Breadth and depth of coverage, comprehensiveness, and accuracy are excellent. Work may include new perspectives or original thought. (Note-simply “doing” work and minimally meeting the requirements of the assignment does not automatically mean an A.)

B+ Represents highly meritorious performance on most criteria; a few weaker aspects prevent the paper from warranting an A.

B Acceptable performance on paper showing academic and writing ability; content mastery appropriate for doctoral level study.

Below B Paper falls short of meeting minimal requirements for a B. Student is usually given an opportunity for a rewrite.

Grading System

The grading system for the doctoral studies program is as follows:

- A Excellent 4.0
- B+ Very Good 3.5
- B Good 3.0
- F Failure 0.0
- W Withdrawal 0.0
- I Incomplete 0.0

Rewrite policy

Only one rewrite per assignment will be allowed for work considered unsatisfactory (B or below) by an instructor. Rewrites must be submitted to the instructor no later than two weeks following receipt of the assignment evaluation form. The highest grade awarded for an assignment will be a ‘B’.

Written Assignment Option

In place of any of the assignments detailed in a study guide, the student may write an article on a specific topic for publication in a scholarly journal. The topic for the article must cover a similar scope delineated in the original assignment. Specify the
journal(s) targeted and conform to the appropriate format for that journal. Discuss this alternative with the instructor prior to starting work on the assignment and submit a written proposal of the alternative assignment. Other assignment alternatives may be negotiated with an individual instructor.

**Extensions**

Only one extension of any one assignment per study area is allowed. The extension request, in writing, must be addressed to the respective instructor, with copies to the Coordinator of Doctoral Studies and the Cohort Facilitator. The student’s request must be received a minimum of one week prior to the assignment due date. Approval must be given in writing by the instructor. A maximum of one month extension will be granted from the original due date. The highest grade awarded for an extended assignment will be B+.

**Guidelines for Preparation of Written Assignments**

1. All written work submitted must adhere to the style conventions stated in the current edition of the *Publication Manual of the American Psychological Association* (APA). Be sure to review all aspects of assignments using the APA Manual as a reference point.

2. All papers are to be typewritten or word-processed.

3. Keep a copy of everything you submit to Nova Southeastern faculty and staff.

**Other Policies**

Students are not permitted to bring audio pagers or cellular phones into the classroom. Students must make prior arrangements for family members to be able to take care of children, etc., so that the need to be interrupted is eliminated. Students are not permitted to use cell phones during class meetings either for receiving or making calls.

**Student / Faculty Conferences**

Students may call faculty members at the designated times outlined in the opening letter. Give your name, cohort number, and telephone number, and ask for a return call. The faculty person will return your call, thus absorbing the cost of the telephone conference.

**Professional Probation**

The Program maintains a Student Review Committee (SRC) that is responsible for reviewing student professional and academic performance and making recommendations for probation. There is one type of probation at the doctoral level: professional probation. All probation requirements must be satisfied before a student is eligible for graduation. A student may be placed on probation only once. A second probation of any kind will result in the student’s dismissal from the program.
Professional

Students are expected to comply with the legal and ethical standards of the profession. Students who fail to demonstrate behavior that indicates reasonable stability, maturity, understanding, and aptitude judged necessary for predicted success as a doctoral-level speech-language pathologist or audiologist may be placed on professional probation or dismissed from the program by the Student Review Committee. These judgments are made by the faculty.

Repeating Courses

Repeating of courses that have been failed is not allowed.

Appeals Process

Students who have been suspended or terminated from the program have the right to petition for reinstatement. A request for reinstatement must be submitted in writing within 15 days of receipt of the certified mail advising the student of suspension or termination. The petition should be addressed to the Chair of the Student Review Committee and should include the student's rationale for being reinstated. The SRC will review the petition and render a decision. The student will be notified of the SRC decision by certified mail. All decisions are final and the student may petition only once.

Grievance

A student who feels he/she has a valid grievance must adhere to the following procedure.

1. Discuss the concern with the instructor, clinical supervisor, or administrator involved.

2. If no resolution results from step 1, the student must notify the Director of Doctoral Studies of the lack of resolution. The Director of Doctoral Studies will schedule a meeting with the faculty member and the student to discuss the specific issue(s).

3. If no resolution results from step 2, the student must petition the chair of the student review committee to convene the Student Review Committee.

4. If no resolution results in step 3, the student has the right to contact the Dean of Student Services, Fischler Center for the Advancement of Education to pursue a formal grievance following the procedures listed below.
STUDENT GRIEVANCE PROCEDURE

The purpose of this procedure is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University. Students and faculty are encouraged to informally resolve disputes prior to instituting a formal grievance.

A. Any student who has a grievance concerning administrative action or a member of the faculty or staff shall file such a grievance in writing within 15 days from the date of the action taken against him/her to the Dean of Student Services.

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

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

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

   a. Informal Resolution Procedure: The Dean of Student Services may informally meet with all parties and try to resolve the issues raised.

   b. Formal Resolution Procedure: If the Dean of Student Services is unable to informally resolve the issue, then a Grievance Committee will be convened to make a final determination of the issue.

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

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

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

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

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

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

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

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

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

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

For Arizona Students Only

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

Dean of Student Services
FCAE
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, Florida 33314
(800) 986-3223, Ext. 8688

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

Arizona State Board for Private Postsecondary Education
Room 206
1400 W. Washington
Phoenix, Arizona 85007
(602) 542-5709
The student must contact the State Board for further details.
Graduation

Requirements

Students are eligible for graduation when they have:

- Completed all admissions requirements
- Completed their program of study
- Complete an approved PRP final report
- Made payment of all tuition, fees, materials and texts
- Submitted their follow-up questionnaire.
- Submitted an Application for Degree Conferral Form.

At the conclusion of study and upon verification of completion of degree requirements, the candidate’s name is submitted by the faculty to the associate provost, the provost, and the board of trustees. The board officially confers the degree. All doctoral candidates who have successfully completed program requirements and who have achieved degree conferral will be invited to participate in university commencement exercises held annually in June.

Doctoral Candidacy Policy

Beginning with doctoral students in the Fischler Center for the Advancement of Education (FCAE) eligible for graduation in June, 1996, students must reach doctoral candidacy status prior to the Provost recommending their graduation to the President and the Board of Trustees. This addition to the graduation requirements for FCAE doctoral students reflects the belief that the rigor and quality of the doctoral faculty from all center doctoral programs and by demonstrating the programs are meeting the spirit of the criteria of Nova Southeastern University’s regional accrediting body.

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

Requirements for Candidacy

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

1. be currently enrolled in the program and be in good standing at the University;
2. successfully completed all study areas and seminars;
3. completed all Summer Institute requirements;
4. successfully completed any required comprehensive examination;
5. Approved final applied research proposal.
Candidacy Committee

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

Composition and Organization

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

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

Meeting Time and Quorum

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

Candidacy Process

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

This Committee Chairperson (The Dean for Student Services) will review the documentation for completeness and forward to the Candidacy Committee in advance of a candidacy meeting.
At a formal meeting of the Committee, with at least four members present, a majority may make one of the following recommendations to the Provost of FCAE.

- Recommendation for candidacy without reservation.
- Recommend to defer candidacy awaiting further documentation for satisfy candidacy requirements.
- Recommendation to deny candidacy based on a stated cause(s).

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

In the event of a negative decision, the student has a right to grieve the decision using the FCAE’s grievance procedure.
Nova Southeastern University has established specific policies, procedures, and guidelines defining its relationship with its students. The term "student" defines the student, or parents of the student if the student qualifies as a dependent under the provisions of the Internal Revenue Code.

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

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

The Office of the University Registrar is designated as the policy coordinator to assure compliance with all federal, state, and local laws and regulations relative to nondiscrimination.

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

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecent, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.
As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

1. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.

2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures.

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

STUDENT PARTICIPATION IN UNIVERSITY GOVERNANCE

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

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

Additionally, students are regularly appointed to committees, task forces, and ad hoc groups dealing with issues of concern to students, including appointment to each self-study subcommittee.
LEARNING RESOURCES

LIBRARY RESOURCES

The Albert and Birdie Einstein Library, located in the Parker Building, houses the university’s major collection of books and journals in the humanities, business, education, and sciences. Specialized indexes in CD-ROM format are available in-house, and an additional 70 databases, many full text, are available via the Internet and campus network. The Nova Southeastern University libraries’ online catalog (NovaCat) is accessible for remote searching, as well as for searching catalogs from other university libraries.

The Einstein Library is a member of SEFLIN and FILL, cooperative library networks that provide quick access to library materials throughout Florida. The library also has lending agreements with large research libraries in the Midwest, which provide priority document delivery services to students. The Einstein Library is a cooperating library of the Foundation Center in New York, which gives students access to collections for grants and foundation research.

Distance education students have access to books, journal articles, microfiche, dissertations, index searches, catalog searches, and reference librarians. Librarians travel to class sites to teach students at a distance from the campus. Distance students can request library materials using fax, mail, or computer. To contact Distance Library Services by phone, call 800-541-6682, Ext. 4602 or (954) 262-4602. Use the toll-free fax to order library materials at: 888-DLS-DOCS or 888-357-3627. Contact DLS by Internet: library@nsu.nova.edu or by Web: http://www.nova.edu/library.

The Einstein Library also maintains the East Campus Branch Library. It is located on the second floor of the Tower Building of the east campus. This branch library supports the academic programs at the east campus with reference service, library instruction, document delivery, and online services. For more information about these services, call (954) 262-4629.

The Health Professions Division Library, located on the main campus, is open 105 hours per week. It contains books, continuations, journals, and audiovisual and other materials pertaining to osteopathic medicine, pharmacy, optometry, physical and occupational therapy, dentistry, and public health, as well as a core collection in the preclinical basic sciences. The librarians maintain an Internet Web site, which allows access to several health-related electronic data bases, many of them full text. Users can also search the integrated NSU catalog; view library publications, tutorials, and class schedules; and generate purchase and interlibrary loan requests online. Membership with the National Library of Medicine and various consortia provides cooperative lending relationships, which afford HPD students and faculty access to international library holdings.

The Shepard Broad Law Center’s Law Library and Technology Center houses a collection of nearly 300,000 volumes. The library has over 300 data ports with direct Ethernet connections to the Law Center’s network. In addition, a wireless network ensures network access form the library and Law Center classrooms. Students, faculty, and staff can access the network from anywhere in the world. Memberships in SEFLIN and COSELL provide resource-sharing opportunities.
library is a selective U.S. Government Depository and one of only two Florida UN Documents full depository libraries. The Law Center/Law Library and Technology Center’s Web page provides access to administrative, student, and research information at www.nsu.law.nova.edu.

The William Springer Richardson Library, at the Oceanographic Center, houses a specialized collection of books and periodicals in physical, biological, geological, and chemical oceanography.

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

INFORMATION TECHNOLOGY

The Office of Information Technology and Media Services (OIT) provides the university community with technological resources and support to complement teaching, learning, research, and outreach, as well as to serve administrative operations. OIT consists of the departments of:

- Systems and Computing Services
- Network Services
- Telecommunication Services
- MicroLab
- Educational Technology
- Media Services
- Technical Support Services

Systems and Computing Services supports the administrative and academic computer technologies for students, faculty and staff with a variety of hardware and software systems. Several mid-range computer systems, from Digital Corporation, Hewlett-Packard, and Sun Microsystems, provide a modern network computer environment. Systems and Computing services develops and maintains custom computer applications to meet the information needs of the university.

Network Services plans, designs, implements, and manages state-of-the-art data networks on all campuses. Local area networking is supported via fiber-optic networks, digital phone lines, and high-speed dial-up modems. Worldwide networking is supported via AT&T information access service and a T-1 connection to the Internet. Telecommunications Services provides local and long distance telecommunication for voice, video, and data connectivity. The MicroLab provides the hardware and software resources in a microcomputer lab environment for faculty and students based on applied and emerging technologies.

The labs are conveniently located on the main campus and east campus, including the Leo Goodwin Sr. Residence Hall, the Health Professions Division, and University Park Plaza. The Collaboration and Decision Support Lab has been established at the east campus. The facilities are available to all currently enrolled NSU students. An Open Lab is maintained seven days a week, with lab monitors available to assist students with hardware and software problems.

The multi-lab design of the User Services and the variety of computer systems provide flexibility to support student and faculty needs in structured class and Open Lab.
computer systems include Windows, Macintosh, SunOS, and Ultrix. Peripherals such as CD-ROMs, scanners, and touch screens are also located in the labs. The extensive software collection provided for students and faculty ranges from educational application programs to the most sophisticated business applications. Multimedia workstations are also available.

All labs are networked to the university's online computer systems. The online connectivity provides student and faculty access to applications software, electronic mail, the electronic classroom, the Campus-Wide Information System, and the Internet. In addition, User Services provides daily telephone and online help desk functions for faculty, students, and staff.

Educational Technology Services is responsible for the Internet and World Wide Web (WWW) resources throughout the university. Custom programming and WWW development are completed utilizing the latest Internet strategies and resources.

Media Services provides faculty, students, and staff at all Nova Southeastern University locations with instructional tools, develops and produces instructional media, assists faculty in the development of instructional media, and provides consultation on media selection and the effective use of technology.

Media Services staff is dedicated to helping clients overcome personal, psychological, social, and geographic barriers to learning through technology, particularly in the use of full, two-way videoconferencing in distance education.

A fully-equipped video production studio provides service to NSU academic and support centers. In addition to video production, Media Services circulates videotapes and other instructional resources to faculty from an extensive in-house catalog, as well as from other universities and commercial rental sources. Other services offered include:

- Teleconference downlinking
- Equipment scheduling and circulation
- Copyright clearance
- Photography
- Digital film-to-slide production
- Video and audio duplication

STUDENT ACCESS TO TELECOMMUNICATIONS

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

To get online, students need an MS-DOS compatible or Macintosh* computer, VT100 terminal emulation software (Kermit is provided by NSU), and a 14,400 baud ** or faster modem (or Telnet capability) for connection to NSU over local telephone lines. Students are provided NSU UNIX accounts; however, students may have to pay an access fee to reach the Internet to connect to NSU resources.
To be assigned an account on the UNIX system, students need to complete a Request for UNIX Account Form, which is available from their program office. After the form is processed by the user's program, the Fischler Center's Office of Technology will provide account information.

For information about the system's capabilities or answers to technical questions, call the NSU general communications Help Desk at 800-541-6682, Ext. 4357 or (954) 262-4357. Your call will be transferred to the Help Desk and handled by the staff member on duty.

E-mail: help@nsu.nova.edu
Web site: http://www.nova.edu/help

* Limited Macintosh Support is available from NSU.
** Modems as slow as 2400 baud may be used

TEXTBOOKS

Textbooks should be purchased before the first day of class and are available at Nova Books in the Rosenthal Student Center. Students should have their course numbers and site information at hand when they order or request book information.

Nova Books carries an extensive line of reference materials; the latest editions of medical, law, psychology, and teaching reference books; study aids and test preparations guides. Books that are not in stock can be ordered, usually within one week.

Software can be purchased at Nova Books at academic prices (up to 75 percent off retail prices). Customer service can provide a complete catalog of software available at student prices.

Students at off-campus locations can order textbooks by phone, fax, or e-mail. Shipping is done via UPS, usually within 24 hours. Packages cannot be shipped to P.O. Boxes.

Nova Books' hours of operation are Monday-Friday, 8:30 a.m. – 6:15 p.m., and Saturday, 10:00 a.m. – 1:30 p.m. (Call for information about extended hours during "rush" periods). Nova Books can be reached by phone at (954) 262-4750 or 800-509-BOOK, by fax at (954) 262-4759, or by e-mail at novabook@nsu.nova.edu. Correspondence should be sent to Nova Books at P.O. Box 290670, Fort Lauderdale, Florida 33329.
STUDENT RIGHTS AND RESPONSIBILITIES

THE CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY

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

NOVA SOUTHEASTERN UNIVERSITY STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

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

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

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

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

A. Academic Standards

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

1. Original Work

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

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

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

   At Nova Southeastern University, it is plagiarism to represent another person's work, words,
   or ideas, as one's own without use of a center-recognized method of citation. Deviating from
   center standards I(A) (1) or I(A) (2) is considered plagiarism at Nova Southeastern
   University.

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

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

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

   a. Plagiarism;
   b. Any form of cheating;
   c. Conspiracy to commit academic dishonesty;
   d. Misrepresentation;
   e. Bribery in an attempt to gain an academic advantage;
   f. Forging or altering documents or credentials; and
   g. Knowingly furnishing false information to the institution.

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

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

a. Theft;
b. Vandalism;
c. Disruptive behavior;
d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items;
e. Possession, transfer, sale, or use of illicit drugs;
f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals;
g. Violations of housing regulations;
h. Any act or conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group;
i. Threats of or actual damage to property or physical harm to others;
j. Nova Southeastern University prohibits any activity that may be construed as hazing ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university); and
k. Failure to pay tuition and fees in a timely manner.

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

C. Supplementary Standards

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

D. Violations

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

STUDENT CODE OF COMPUTER ETHICS

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

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

In addition, a student accessing any of Nova Southeastern University's computer systems, whether a multi-user time-sharing system or a single-user terminal or personal computer, must:

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

As with all matters of law and ethics, ignorance of the rules does not excuse violations. Inappropriate conduct and violations will be dealt with under the guidelines of the Nova
Southeastern University Code of Student Conduct and Academic Responsibility as defined and determined by the Office of the Academic Vice-President and the Office of the Dean of a student’s academic program.

**DRUG-FREE SCHOOLS AND CAMPUSES**

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

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and the abuse of alcohol are prohibited in and on Nova Southeastern University owned or controlled property and as a part of any of its activities. No Nova Southeastern University employee or student is to report to work or school while under the influence of illicit drugs or alcohol.

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

**On Campus:**
Nova Southeastern University Student Counseling Service  
Mailman Building  
(954) 262-7070

Nova Southeastern University Community Mental Health  
Davie (954)262-7070  
Lauderhill (954)486-3663  
Coral Springs (954)753-7020

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

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

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

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

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

*The term “illicit drugs” refers to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician.*

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

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

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

Nova Southeastern University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. In order to comply with federal law, Nova Southeastern University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the workplace. Any criminal drug convictions in the workplace must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.
Any Nova Southeastern University employee or student determined to have violated this policy shall be subject to referral for prosecution by the appropriate authorities. Other sanctions include evaluation/treatment for drug use disorder, which may include mandatory completion of a drug/alcohol abuse rehabilitation program, expulsion, and/or termination.

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

SMOKING AND NONSMOKING

Smoking is prohibited in any Nova Southeastern University facility where, regardless of physical separation, non-smokers share a ventilation system with smokers.

This policy does not apply to living quarters (dormitories) which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

ALCOHOL AND OTHER DRUGS

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

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

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

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

3. Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community who has a substance abuse problem lead a productive work and/or academic life free of substance abuse.
4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

SUBSTANCE ABUSE AWARENESS, EDUCATION, AND PREVENTION

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

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

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

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

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

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

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

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

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

**COMMUNICABLE DISEASES POLICY GUIDELINES**

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

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

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

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

   a. Members of the Board of Trustees
   b. Guest lecturers
   c. Vendors

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

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

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

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

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

2. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.

4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may
include, subject to administrative limitations, job reassignment or class reassignment to place
the infected person in a less demanding position.

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

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

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

**POLICY ON SEXUAL HARASSMENT**

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

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

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

1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or
sexual advances considered unacceptable by another individual.

2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests
for any type of sexual favor accompanied by an implied or stated promise of preferential
treatment or negative consequence concerning one's employment status.
3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual’s body or appearance when such comments go beyond mere courtesy; telling jokes that are clearly unwanted and considered offensive by others; or other tasteless, sexually-oriented comments or innuendoes or actions that offend others.

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

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

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

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

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

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

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

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

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

4. Unwelcome patting, pinching, or touching;

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

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

Any employee who violates any portion of this policy shall be subject to disciplinary action.
At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

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

PRIVACY OF RECORDS

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

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

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

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

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

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

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