2009

College of Allied Health and Nursing Student Handbook 2009-2010

Nova Southeastern University

Follow this and additional works at: https://nsuworks.nova.edu/hpd_coursecatalogs

Part of the Medicine and Health Sciences Commons

NSUWorks Citation
https://nsuworks.nova.edu/hpd_coursecatalogs/261

This Student Handbook is brought to you for free and open access by the NSU Course Catalogs and Course Descriptions at NSUWorks. It has been accepted for inclusion in Health Professions Divisions Course Catalogs by an authorized administrator of NSUWorks. For more information, please contact nsuworks@nova.edu.
Nova Southeastern University
Student Handbook

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

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

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

**MESSAGE FROM THE PRESIDENT** .................................................. 1

**OVERVIEW OF NSU**
- Mission Statement .................................................................... 5
- University Administrators .......................................................... 5
- Council of Deans ........................................................................ 6
- Centers, Colleges, and Schools ...................................................... 6
- Professional Accreditations .......................................................... 7
- NSU History ................................................................................ 8

**STUDENT LIFE**
- Student Affairs .......................................................................... 13
- Campus Traditions ....................................................................... 15
- Newspaper ................................................................................... 16
- Radio Station ................................................................................ 16
- Student Organizations ................................................................. 16
- Web Space for Student Organizations ........................................... 16

**STUDENT RIGHTS AND RESPONSIBILITIES**
- Reservation of Power ................................................................. 23
- Nondiscrimination Statement ...................................................... 23
- Code of Student Conduct and Academic Responsibility .............. 23
- Code of Student Conduct Statement ........................................... 24
- NSU Statement of Student Rights and Responsibilities .............. 24
- Academic Standards .................................................................... 24
- Conduct Standards ..................................................................... 26
- Supplementary Standards ............................................................ 27
- Violations ..................................................................................... 28
- Sanctions ..................................................................................... 28
- Appeal Process ............................................................................ 29

**SPECIFIC UNIVERSITY POLICIES AND PROCEDURES**
- Admissions Policy ....................................................................... 33
- Alcohol Policy ............................................................................. 33
- Abuse/Physical Assault ............................................................... 35
- Acceptance of Professional Fees .................................................. 35
- Arson ........................................................................................ 35
- Bomb Threats ............................................................................. 35
- Breaking and Entering ................................................................. 35
- Campus Security Report ............................................................. 36
- Cellular Phone Policy ................................................................. 36
- Closing Hours .............................................................................. 36
- Complicity .................................................................................. 36
- Computers .................................................................................... 36
- Acceptable Use of Computing Resources .................................... 36
- Computing Account Security Agreement .................................... 38
- Access to NSU Online Systems .................................................. 39
- Electronic Mail Communications ................................................ 39
- Web Pages—Use of Material ......................................................... 39

**Consensual Relations Between**
- Faculty Members and Students ................................................... 40
- Contracting on Behalf of the University ....................................... 40
- Disabilities ................................................................................... 41
- Academic Accommodation(s) ..................................................... 41
- Facility and Grounds Accommodation(s) ..................................... 42
- Discriminatory Conduct .............................................................. 43
- Drug-Free Schools and Campuses .............................................. 43
- Drug Policy—Zero Tolerance ........................................................ 44
- Emergency Situations ................................................................. 44
- Failure to Comply ......................................................................... 45
- False Information ......................................................................... 45
- Falsification of Records ............................................................... 45
- Fire Safety .................................................................................... 45
- Fraud .......................................................................................... 45
- Gambling ..................................................................................... 45
- Grievance Procedures for Nonacademic Disputes .................... 46
- Guests ........................................................................................ 46
- Health Policies ........................................................................... 46
- Communicable Diseases Guidelines .......................................... 46
- Immunization Requirements ....................................................... 47
- Health Insurance ........................................................................ 48
- Hurricane Procedures ............................................................... 49
- Hurricane Watch ....................................................................... 49
- Hurricane Warning .................................................................... 49
- Procedures for Residence Halls .................................................. 49
- Safety Procedures ....................................................................... 49
- Broadcast Information ................................................................ 50
- Reopening Information ............................................................... 50
- Identification Cards .................................................................... 50
- Interference with University ....................................................... 51
- Investigations and Disciplinary Proceedings ............................ 51
### Computing Facilities

- [Campus](#)
- [Enrollment and Worthless Checks](#)
- [ATMs](#)
- [Academic Services](#)
- [Books of Bookstore](#)
- [Weapons](#)
- [Trespass](#)
- [Travel](#)
- [Title IX Compliance](#)
- [Theft or Unauthorized Possession](#)
- [Vandalism or Destruction of University Property](#)
- [Smoking Policy](#)
- [Solicitation and Posting Policy](#)
- [Stalking](#)
- [Student Publications](#)
- [Theft or Unauthorized Possession](#)
- [Title IX Compliance Policy](#)
- [Travel](#)
- [Trespass Policy](#)
- [Unauthorized Entry](#)
- [Unauthorized Possession of University Property](#)
- [Use of University Vehicles](#)
- [Vandalism or Destruction of University Property](#)
- [Weapons](#)
- [Worthless Checks](#)

### NSU RESOURCES

- [Alumni Association](#)
- [Academic Services](#)
- [ATMs](#)
- [Bookstore](#)
- [Campus Shuttle](#)
- [Career Development](#)
- [Computing Facilities](#)
- [Don Taft University Center](#)
- [Enrollment and Student Services](#)
  - Office of Student Financial Assistance
  - Office of the University Bursar
- [Student Employment](#)
- [Veterans Benefits](#)
- [One-Stop Shop](#)
- [Office of the University Registrar](#)
- [Libraries](#)
- [Miami Dolphins Training Facility](#)
- [Nova Singers](#)
- [NSU Athletics](#)
- [NSU Student Counseling](#)
- [Office of International Students and Scholars (OISS)](#)
- [Pay-for-Print](#)
- [Public Safety](#)
- [Recreation](#)
- [Residential Life and Housing](#)
- [Shark Dining Services](#)
  - Dining Locations
  - Meal Plans
- [Student Medical Centers](#)
  - Sanford L. Ziff Health Care Center
  - Campus Pharmacy
- [Volunteerism and Civic Engagement](#)
- [Wireless Networking—NSU WINGS](#)
- [Women's Resource Institute](#)

### Academic Center Specific Policies and Procedures—Health Professions Division

- Building Hours

### Financial Affairs

- Yearly Fees and Expenses
- Charges and Payments
- Late Payment Fee
- Late Registration
- Consequences for Nonpayment
- Tuition Refund Policy
- Student Financial Aid
- Short-Term Preloans
- Return of Title IV Funds
- HPD Library
- Lost and Found
- Microcomputer Laboratories
- Student Lounge/Student Area

### HPD Policies and Procedures

- Acceptance of Professional Fees
- AIDS Policy
Attendance Policy ........................................ 93
Background Checks ........................................ 94
Certificate of Physical Examination ..................... 95
Core Performance Standards ................................ 95
Dress Code .................................................... 97
Food in the Lecture Halls ................................... 98
Identification Badges ....................................... 98
Identification Requirements ................................ 98
Immunization Requirements ................................ 99
Email .......................................................... 99
Notices, Messages, and Posters ............................. 99
Parking Lot .................................................... 99
Photographs and Recordings ................................ 100
Return of University Property ............................... 100
Security Checks .............................................. 100
Social Events and Extracurricular Activities ............... 100
Student Assistance Program ................................ 101
Student Employment ........................................ 101
Student Insurance Requirement ............................ 102
Telephone Calls .............................................. 102
Visitors ....................................................... 102
Visits to Other Institutions .................................. 102

COLLEGE OF ALLIED HEALTH AND NURSING
College Administration ..................................... 105
Department Chairs ......................................... 105
Program Directors ......................................... 106
Reservation of Power ....................................... 108
Discrimination .............................................. 108
Harassment .................................................. 108
HIPAA Statement .......................................... 108
Disability ..................................................... 108

ACADEMIC AFFAIRS
Requirements for Graduation .............................. 109
Attendance .................................................... 113
Faculty Advisers ............................................ 114
Email Accounts ............................................. 114
Computer Requirements ................................... 114
Internet Service Provider .................................. 114
Audio and Videotaping .................................... 115

EXAMINATIONS AND GRADING
Policy on Returning Examinations ......................... 115
Grading System ............................................. 115
Transcript Notations ....................................... 115
Grade Disputes .............................................. 116
Student Evaluation of Courses and Faculty .............. 117

ACADEMIC STANDING
Transcripts .................................................... 117
Course Failures .............................................. 117
Academic Withdrawal from a Course ....................... 117
Leave of Absence ......................................... 117
Chancellor's List ........................................... 118
Dean's List .................................................. 118
Graduation with Honors ................................... 118
Committee on Student Progress ............................ 118
Process and Procedure ................................... 118
Academic Warning, Probation, and Professional Probation 119
Academic Honesty Policy and Procedure .................. 119
Suspension/Dismissal ...................................... 120
Course Remediation Cost .................................. 120

STUDENT APPEALS
Policy and Procedure ...................................... 121
Appeals Committee Responsibilities ....................... 121
Appeals Committee Membership .......................... 121
Hearings Protocol and Procedure .......................... 121
Appeals Committee Hearing Process ....................... 122
Notification of the Appeals Committee Decision ........... 122

BEHAVIORAL STANDARDS
Dress Code ................................................... 122
Classroom Behavior ....................................... 123
Netiquette .................................................... 123
Drug Screening ............................................. 123

ACCREDITATION, NATIONAL EXAMINATIONS, AND LICENSURE
Audiology Department ...................................... 123
Physician Assistant Program ................................ 124
Nursing Department ........................................ 124
Occupational Therapy Department ......................... 124
Physical Therapy Department ............................. 124
Department of Health Science ............................ 125

STUDENT ORGANIZATIONS
Health Professions Division ................................ 125
Audiology Department ...................................... 125
Department of Health Science ............................ 125
Nursing Department ........................................ 125
Occupational Therapy Department ......................... 126
Physical Therapy Department ............................. 126
Physician Assistant Department .......................... 126
Academic Advising ............................................. 155
Clinical Rotations .......................................... 155
Disciplinary and Appeals Policies .................... 155
Academic Calendar ........................................... 156

Jacksonville
Laptop Requirement ......................................... 157
Academic Promotions ....................................... 158
Attendance ...................................................... 158
Grading Policies and Procedures ...................... 158
Remediation Policy .......................................... 158
Incomplete Coursework ...................................... 159
Academic Probation .......................................... 159
Academic Advising ........................................... 159
Clinical Rotations ........................................... 159
Disciplinary and Appeals Policies .................... 159
Academic Calendar ........................................... 160

DEPARTMENT OF HEALTH SCIENCE
Departmental Policies for
Online Health Science Degree Programs
Course Registration and WebSTAR .................. 161
Online Course Access and WebCT ................. 161
Email and Course Communication .................. 161
Withdrawal from a Course ............................... 161
Add/Drop ....................................................... 162
Refunds ......................................................... 162
Military Leave of Absence
for Online Programs .................................... 162
Academic Advising and
Administrative Support ................................. 162
Graduation Ceremonies .................................. 162
Graduation Fees ............................................. 162
Online Programs Academic Calendar .............. 163

Departmental Policies for
All Health Science Programs
Textbooks ....................................................... 163
Program Leave of Absence ............................. 163
Incomplete Coursework ................................... 163
Dress Code ...................................................... 164

Additional Departmental Policies
for On-Campus Programs
Military Leave of Absence
for On-Campus Programs ................................ 164
Student Code of Conduct, Academic Dishonesty,
Committee on Student Progress, and Student
Disciplinary/Appeals Policies and Procedures... 164

BACHELOR OF HEALTH SCIENCE
ONLINE DEGREE COMPLETION PROGRAM
Attendance ..................................................... 165
Grading Policies and Procedures ..................... 165
Transfer Credits ............................................. 165
Assessment of Prior Experiences
for Academic Credit ..................................... 166
Academic Advising and
Administrative Support ................................... 167
Textbooks ....................................................... 167
Add/Drop ....................................................... 167
Withdrawal from a Course ............................. 167
Continuous Enrollment .................................... 167
Administrative Withdrawals ........................... 168
Program Leave of Absence ............................. 168
Military Leave of Absence .............................. 168
Refunds ......................................................... 168
Dress Code ...................................................... 168
Computer Use ............................................... 168
Email ............................................................ 168
Course Registration and WebSTAR ............... 169
Online Course Access and WebCT ............... 169
Online Student Center—Program
and Course Communication .......................... 169
Graduation with Honors ................................. 169
Nondegree-Seeking Students ......................... 169

DEPARTMENT OF HEALTH SCIENCE—
VASCULAR SONOGRAPHY
Attendance ..................................................... 170
Lateiness ......................................................... 170
Disruptive Behavior ........................................ 170
Academic Progress ......................................... 170
Grading Policies and Procedures ................... 171
Graduation with Honors—B.H.Sc. ................. 171
Graduation with Honors—M.H.Sc. ................. 171
Retake Policy .................................................. 171
Incomplete Coursework ................................... 172
Requirements for Graduation ......................... 172
Academic Advising and
Administrative Support ................................... 173
Textbooks and Supplies .................................. 173
Leave of Absence .......................................... 173
Clinical Rotations .......................................... 173
Dress Code ...................................................... 173
Clinical Experience and Placement ............... 174
Chronotek ....................................................... 174
Electronic Communication ............................ 174
Clinical Extension of Program ....................... 175
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASTER OF MEDICAL SCIENCE PROGRAM</td>
<td></td>
</tr>
<tr>
<td>MASTER OF HEALTH SCIENCE PROGRAM</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>178</td>
</tr>
<tr>
<td>Grading Policies and Procedures</td>
<td>178</td>
</tr>
<tr>
<td>Requirements for Graduation</td>
<td>178</td>
</tr>
<tr>
<td>Graduation with Honors</td>
<td>179</td>
</tr>
<tr>
<td>Retake Policy</td>
<td>179</td>
</tr>
<tr>
<td>Credit Transfer</td>
<td>179</td>
</tr>
<tr>
<td>Continuous Enrollment</td>
<td>179</td>
</tr>
<tr>
<td>Continuing Services</td>
<td>179</td>
</tr>
<tr>
<td>MASTER OF HEALTH SCIENCE PROGRAM—ANESTHESIOLOGIST ASSISTANT</td>
<td></td>
</tr>
<tr>
<td>Requirements for Graduation</td>
<td>179</td>
</tr>
<tr>
<td>Accreditation, National Examinations, and Licensure</td>
<td>180</td>
</tr>
<tr>
<td>Attendance</td>
<td>180</td>
</tr>
<tr>
<td>Grading Policies and Procedures</td>
<td>180</td>
</tr>
<tr>
<td>Academic Promotions</td>
<td>181</td>
</tr>
<tr>
<td>Retake Policy</td>
<td>181</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>181</td>
</tr>
<tr>
<td>Clinical Rotations</td>
<td>182</td>
</tr>
<tr>
<td>Dress Code</td>
<td>182</td>
</tr>
<tr>
<td>Clinical Experience and Placement</td>
<td>182</td>
</tr>
<tr>
<td>Clinical Extension of Program</td>
<td>183</td>
</tr>
<tr>
<td>Clinical Time Log</td>
<td>183</td>
</tr>
<tr>
<td>Clinical Case and Procedure Log</td>
<td>183</td>
</tr>
<tr>
<td>Clinical Evaluations</td>
<td>183</td>
</tr>
<tr>
<td>Personal Leave Policy</td>
<td>184</td>
</tr>
<tr>
<td>Procedures for Requesting Personal Leave</td>
<td>185</td>
</tr>
<tr>
<td>Student Code of Conduct, Academic Dishonesty, and Student Disciplinary Procedures Policy</td>
<td>186</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>186</td>
</tr>
<tr>
<td>ACCELERATED DUAL-DEGREE M.H.SC./D.H.SC. PROGRAM</td>
<td></td>
</tr>
<tr>
<td>Course Requirements for Awarding the M.H.Sc. Degree in the Accelerated Dual-Degree</td>
<td>187</td>
</tr>
<tr>
<td>DOCTOR OF HEALTH SCIENCE PROGRAM</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>187</td>
</tr>
<tr>
<td>Grading Policies and Procedures</td>
<td>187</td>
</tr>
<tr>
<td>Retake Policy</td>
<td>188</td>
</tr>
<tr>
<td>Credit Transfer</td>
<td>188</td>
</tr>
<tr>
<td>Online Student Center</td>
<td>188</td>
</tr>
<tr>
<td>Graduation Fees</td>
<td>188</td>
</tr>
<tr>
<td>NURSING DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>Mission Statement</td>
<td>188</td>
</tr>
<tr>
<td>Undergraduate Nursing Program</td>
<td></td>
</tr>
<tr>
<td>Code of Academic and Clinical Conduct</td>
<td>188</td>
</tr>
<tr>
<td>Preamble</td>
<td>188</td>
</tr>
<tr>
<td>A Code for Nursing Students</td>
<td>189</td>
</tr>
<tr>
<td>Study Habits</td>
<td>189</td>
</tr>
<tr>
<td>Textbooks and Supplies</td>
<td>190</td>
</tr>
<tr>
<td>Using the Web</td>
<td>190</td>
</tr>
<tr>
<td>WebCT</td>
<td>190</td>
</tr>
<tr>
<td>WebMail</td>
<td>190</td>
</tr>
<tr>
<td>WebSTAR</td>
<td>190</td>
</tr>
<tr>
<td>Course Assignment Format</td>
<td>191</td>
</tr>
<tr>
<td>Communication</td>
<td>191</td>
</tr>
<tr>
<td>Business Hours</td>
<td>191</td>
</tr>
<tr>
<td>Community Activities</td>
<td>191</td>
</tr>
<tr>
<td>Professional Behavior</td>
<td>191</td>
</tr>
<tr>
<td>Channels of Communication</td>
<td>191</td>
</tr>
<tr>
<td>Grading Policies</td>
<td>192</td>
</tr>
<tr>
<td>Withdrawal and Readmission</td>
<td>192</td>
</tr>
<tr>
<td>Transfer Credits</td>
<td></td>
</tr>
<tr>
<td>B.S.N.</td>
<td>193</td>
</tr>
<tr>
<td>Prior Learning</td>
<td>193</td>
</tr>
<tr>
<td>Advisement and Registration</td>
<td>193</td>
</tr>
<tr>
<td>Health Forms (Student Health Records)</td>
<td>193</td>
</tr>
<tr>
<td>Liability (Malpractice) Insurance</td>
<td>194</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>194</td>
</tr>
<tr>
<td>Florida Nursing Students Association</td>
<td>194</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>194</td>
</tr>
<tr>
<td>Client Safety</td>
<td>194</td>
</tr>
<tr>
<td>Completing the Program</td>
<td>195</td>
</tr>
<tr>
<td>Eligibility for Florida R.N. Licensure and Required Disclosure</td>
<td>195</td>
</tr>
<tr>
<td>Graduation</td>
<td>195</td>
</tr>
<tr>
<td>Student Complaints</td>
<td>196</td>
</tr>
</tbody>
</table>
Message from the President

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

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

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

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

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

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

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

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

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

Centers, Colleges, and Schools

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**NSU History**

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

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

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

The university awards associate's, bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields, including business, counseling, computer and information sciences, education, medicine, dentistry, pharmacy, various health professions, law, marine biology, psychology, and other social sciences. The university offers 34 undergraduate majors through the Farquhar College of Arts and Sciences, the Fischler School of Education and Human Services, the H. Wayne Huizenga School of Business and Entrepreneurship, and the College of Allied Health and Nursing.
Nova Southeastern University has the only college of optometry in Florida and the only college of dentistry in South Florida, and had the first college of pharmacy in South Florida. The institution also enjoys an excellent reputation for its programs for families offered through the Mailman Segal Institute for Early Childhood Studies and University School, including innovative parenting, preschool, primary, and secondary education programs. University School of Nova Southeastern University, a fully accredited independent college preparatory day school, enrolls students in prekindergarten through 12th grade and operates from NSU’s main campus in Fort Lauderdale.

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

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

Office of Career Development

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

Office of Student Leadership and Civic Engagement

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

Office of Residential Life and Housing

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

Office of Campus Recreation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Radio Station—WNSU

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

Student Organizations

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

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

Web Space for Student Clubs and Organizations

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

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

Nursing Department
- Student Government Association

Occupational Therapy Program
- Student Occupational Therapy Association

Physician Assistant Program
- Class Councils
- Student Government Association

Physical Therapy Program
- Class Councils
- Student Government Association

Vascular Sonography Program
- Class Councils
- Student Government Association

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

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

Service
- Alpha Phi Omega (coed service fraternity)

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

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

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

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

Honor Societies
- Beta Beta Beta (Tri-Beta) (biological honor society)
- Delta Epsilon Iota
<table>
<thead>
<tr>
<th>College of Dental Medicine</th>
<th>Graduate School of Computer and Information Sciences</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Academy of Pediatric Dentistry</td>
<td>Epsilon Pi Epsilon</td>
</tr>
<tr>
<td>ASDA (American Student Dental Association)</td>
<td>Association for Computing Machinery</td>
</tr>
<tr>
<td>Class Councils</td>
<td>Institute of Electrical and Electronics Engineers</td>
</tr>
<tr>
<td>Hispanic Dental Student Association</td>
<td>Graduate School of Humanities and Social Sciences</td>
</tr>
<tr>
<td>International Dental Graduates</td>
<td>Americans for an Informed Democracy</td>
</tr>
<tr>
<td>Omicron Kappa Upsilon</td>
<td>DCAR Action Network</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>PEARLS</td>
</tr>
<tr>
<td>Student National Dental Association</td>
<td>Student Association</td>
</tr>
<tr>
<td>Women's Dental Society Student Organization</td>
<td></td>
</tr>
<tr>
<td>College of Medical Sciences</td>
<td></td>
</tr>
<tr>
<td>Student Government Association</td>
<td></td>
</tr>
<tr>
<td>Oceanographic Center</td>
<td></td>
</tr>
<tr>
<td>College of Optometry</td>
<td></td>
</tr>
<tr>
<td>Student Government Association</td>
<td></td>
</tr>
<tr>
<td>Shepard Broad Law Center</td>
<td></td>
</tr>
<tr>
<td>American Bar Association</td>
<td></td>
</tr>
<tr>
<td>American Constitution Society</td>
<td></td>
</tr>
<tr>
<td>Asian Pacific American Law Student Association (APALSA)</td>
<td>Association of Business Law Students</td>
</tr>
<tr>
<td>Association of Trial Lawyers of America</td>
<td></td>
</tr>
<tr>
<td>Black Law Student Association</td>
<td></td>
</tr>
<tr>
<td>Caribbean Law Student Association</td>
<td></td>
</tr>
<tr>
<td>Celtic American Law Society</td>
<td></td>
</tr>
<tr>
<td>Criminal Law Society</td>
<td></td>
</tr>
<tr>
<td>Christian Legal Society</td>
<td></td>
</tr>
<tr>
<td>Delta Theta Phi</td>
<td></td>
</tr>
<tr>
<td>Environmental Law Society</td>
<td></td>
</tr>
<tr>
<td>Evening Division Student Association</td>
<td></td>
</tr>
<tr>
<td>Federalist Society</td>
<td></td>
</tr>
<tr>
<td>Florida Association of Women Lawyers</td>
<td></td>
</tr>
<tr>
<td>Foreign Lawyers Association</td>
<td></td>
</tr>
<tr>
<td>Hispanic Law Student Association</td>
<td></td>
</tr>
<tr>
<td>International Citation</td>
<td></td>
</tr>
<tr>
<td>International Law Student Association</td>
<td></td>
</tr>
<tr>
<td>Italian American Law Student Association</td>
<td></td>
</tr>
<tr>
<td>Jessup International Moot Court</td>
<td></td>
</tr>
<tr>
<td>Jewish Law Student Association</td>
<td></td>
</tr>
<tr>
<td>Lambda Law Society</td>
<td></td>
</tr>
<tr>
<td>Moot Court Honor Society</td>
<td></td>
</tr>
<tr>
<td>National Lawyer Guild</td>
<td></td>
</tr>
<tr>
<td>National Security Law</td>
<td></td>
</tr>
<tr>
<td>Native American Law Student Association</td>
<td></td>
</tr>
<tr>
<td>Nova Law Families</td>
<td></td>
</tr>
<tr>
<td>Nova Law Review</td>
<td></td>
</tr>
<tr>
<td>Phi Alpha Delta</td>
<td></td>
</tr>
<tr>
<td>Phi Delta Phi</td>
<td></td>
</tr>
<tr>
<td>Public Health Law Society</td>
<td></td>
</tr>
<tr>
<td>Public Interest Law Society</td>
<td></td>
</tr>
<tr>
<td>Real Estate Law Society</td>
<td></td>
</tr>
<tr>
<td>Sports and Entertainment Law Society</td>
<td></td>
</tr>
<tr>
<td>Student Animal Legal Defense Fund</td>
<td></td>
</tr>
<tr>
<td>Student Bar Association</td>
<td></td>
</tr>
<tr>
<td>Student Bar Initiative</td>
<td></td>
</tr>
<tr>
<td>College of Medical Sciences</td>
<td></td>
</tr>
<tr>
<td>Student Government Association</td>
<td></td>
</tr>
<tr>
<td>Oceanographic Center</td>
<td></td>
</tr>
<tr>
<td>College of Optometry</td>
<td></td>
</tr>
<tr>
<td>Student Government Association</td>
<td></td>
</tr>
</tbody>
</table>
- Optometry Student Association for Ocular Disease
- Student Government Association

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

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

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

Reservation of Power

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

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

Nondiscrimination Statement

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

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

Code of Student Conduct and Academic Responsibility

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

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

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

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

Nova Southeastern University
Statement of Student Rights and Responsibilities

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

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

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

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

A. Academic Standards

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

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

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

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

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

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

Students are expected to comply with the following academic standards:

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

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

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

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

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

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

Students in violation will be subjected to disciplinary action.

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

B. Conduct Standards

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

Violations of conduct standards include, but are not limited to

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

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

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

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

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

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

r. failure to comply with the directives of NSU officials

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

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

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

v. plagiarism

w. possession of drug paraphernalia

x. use of another student’s ID card

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

C. Supplementary Standards
Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the Code of Ethics for Computer Usage. The university and each center or program may prescribe additional standards for student conduct. Reasonable notice may be provided when additions or changes are made to the standards for student conduct. Students should refer to their center and/or Student Affairs Web site for policy updates or changes.
D. Violations
Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the university. Violations of academic standards will be handled through the student's academic college, school, or center. Violations of conduct or supplemental standards will be handled by the Office of the Dean of Student Affairs or by the individual academic college, school, or center as deemed appropriate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Guidelines for the Use of Alcohol at University Student Events

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

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

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

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

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

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

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

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

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

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

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

**Abuse/Physical Assault**

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

**Acceptance of Professional Fees**

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

**Arson**

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

**Bomb Threats**

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

**Breaking and Entering**

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

Nova Southeastern University, through the Public Safety Department, annually publishes the Campus Safety and Traffic Handbook, which includes security policies, procedures, practices, and statistics for offenses. Information is also available on the NSU public safety Web site at www.nova.edu/cwis/pubsafety.

Cellular Phone Policy

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

Closing Hours

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

Complicity

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

Computers

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

Acceptable Use of Computing Resources

The following policy is also available at www.nova.edu/common-lib/policies/aucr.policy.html.

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

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

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

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

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

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

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

Related policies that also apply to Web pages are as follows:
• Student-related: Student Code of Conduct and Academic Integrity
• Faculty-related: Faculty Policy Manual
• Staff-related: Employee Handbook
• General policies: Copyright and Patent Policy, Computing Account Security Agreement

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

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

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

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

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

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

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

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

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

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

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

Relationship between NSU computer account and email address:

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

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

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

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

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

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

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

Related policies that also apply to Web pages are as follows:
2. Student-related: Code of Student Conduct and Academic Responsibility
3. Faculty/administrator-related: Faculty Policy Manual
4. Staff-related: Employee Handbook

**Consensual Relations Between Faculty Members and Students**

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

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

**Contracting on Behalf of the University**

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

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

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

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

Academic Accommodation(s) Process

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

Academic Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the ADA coordinator shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.

2. The student shall have the opportunity to present relevant documents for review by the committee.

3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.

4. Proceedings of the committee shall be kept in strict confidence.
The following are prohibited in all committee meetings:

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

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

Facility and Grounds Accommodation(s) Process

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

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

Facility and Grounds Accommodation Appellate Committee Guidelines

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

The following are prohibited in all committee meetings:

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

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

Discriminatory conduct based on such factors as race, color, religion or creed, sex, national origin, disability, age, ancestry, marital status, sexual orientation, pregnancy, unfavorable discharge from the military, veteran status, or political beliefs, including but not limited to, violations under all federal and state laws, rules, regulations, and/or acts including, but not limited to, Title VII, Title VI, Title IX, Title II, Title III, Americans with Disability Act and the Rehab Act are unacceptable and prohibited in the university. In the event a student feels discriminated against by another student, an NSU faculty or staff member, or an employee, the student should contact the appropriate academic center representative or the university Title IX coordinator, Gay Holliday, associate dean of student affairs, at (954) 262-7280. Students may also want to refer to the NSU Grievance Procedures for Nonacademic Disputes.

Drug-Free Schools and Campuses

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Drug Policy—Zero Tolerance

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

Emergency Situations

To report an on-campus emergency situation from an on-campus phone, contact the police at 9-911 and public safety at extension 28999. If calling from off campus, dial the police at 911 and public safety at (954) 262-8999.
Failure to Comply

All students and guests of NSU are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices; participation in administration and/or judicial proceedings; and the compliance by the stated deadline with all the terms and conditions of all disciplinary sanctions. Administrative discretion may be used to place a hold on a student’s account (registration, grades, etc.) if the student fails to comply with the directions of a university official.

False Information

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

Falsification of Records

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

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

Fire Safety

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

Fraud

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

Gambling

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

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

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

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

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

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

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

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

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

Guests

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

Health Policies

Communicable Diseases Guidelines

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

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

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

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

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

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

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

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

1. Meningococcal meningitis

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Hurricane Watch

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

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

Hurricane Warning

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

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

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

Procedures for Residence Halls

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

Safety Procedures

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

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

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

Keep a portable radio and plenty of spare radio batteries.

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Television Stations</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIOD AM 610</td>
<td>WFOR Channel 4</td>
</tr>
<tr>
<td>WINZ AM 940</td>
<td>WTVJ Channel 6</td>
</tr>
<tr>
<td>WFTL AM 1400</td>
<td>WSVN Channel 7</td>
</tr>
<tr>
<td>WHYI FM 100.7</td>
<td>WPLG Channel 10</td>
</tr>
<tr>
<td>WBGG FM 105.9</td>
<td>WLTV Channel 23</td>
</tr>
<tr>
<td>WRMA FM 106.7</td>
<td>WYHS Channel 69</td>
</tr>
</tbody>
</table>

Reopening Confirmation
For reopening information, please call the NSU Hurricane Hotline at (954) 262-7300. NOVALERT is part of NSU's public safety program that includes safety, security, protection, and service. For other nonemergency information, services, or reporting, call the public safety office at (954) 262-8999. For additional information visit their Web site at www.nova.edu/cuis/pubsafety.

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

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

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

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

Interference with University Investigations and Disciplinary Proceedings

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

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

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

Jurisdiction of University Policies and Procedures

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

Lake Swimming

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

Life-Threatening Behavior

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

Right of University to Refuse Access
The university or division reserves the right to refuse inspection of the following records:

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

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

- the student has an unpaid financial obligation to the university
- there is an unresolved disciplinary action against the student
Health Care Privacy (HIPAA) Statement

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at Nova Southeastern University health care centers whether the information is electronic, paper, or spoken.

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

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

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

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

Public Laws

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

Sexual Misconduct and Harassment

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

Sexual Misconduct Policy

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Sexual Harassment Policy
It is the intent of Nova Southeastern University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission’s promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if

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

At Nova Southeastern University, sexual harassment of or by employees or students includes:
1. unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
2. requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one’s employment or academic program status.
3. verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual’s body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually oriented comments, innuendoes, or actions that offend others.

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

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

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

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.

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

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

1. submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. submission to or rejection of such conduct affects academic decisions
3. such conduct has the purpose or effect of unreasonably interfering with a student’s academic performance, or creating an intimidating, hostile, or offensive academic environment
4. unwelcome physical contact, including but not limited to patting, pinching, or touching
5. offensive or demeaning sexual remarks, jokes, or gestures

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

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

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

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

**Smoking Policy**

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

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

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

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

**Solicitation and Posting Policy**

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

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

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

Academic centers, colleges, schools, residence halls, and campus buildings may have their own specific solicitation and posting policies. Visit [www.nova.edu/studentleadership/forms/posting_policy.pdf](http://www.nova.edu/studentleadership/forms/posting_policy.pdf) for more information.
Stalking
Any individual who willfully, knowingly, maliciously, or repeatedly follows; harasses; attempts to contact or communicate (written, verbal or electronic); and makes a credible threat placing the individual in reasonable fear of death or bodily harm may be in violation of NSU's stalking policy. Such conduct is prohibited. Stalking causes substantial emotional distress in individuals and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

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

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

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

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

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

The Title IX coordinator at NSU is Gay Holliday, associate dean of student affairs, who can be reached at (954) 262-7280. Students are entitled to file a grievance or complaint with the Office of the Title IX Coordinator if they perceive they have been a victim of discrimination on the basis of sex.
Travel

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

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

Trespass Policy

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

Unauthorized Entry

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

Unauthorized Possession of University Property

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

Use of University Vehicles

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

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

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

Weapons
Weapons are prohibited on campus. A weapon includes

• any item designed to inflict a wound or cause injury to another person
• any item used to harass, threaten, intimidate, assault, or commit battery
• any item the university deems dangerous

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

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

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

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

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

Academic Services

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

Tutoring

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

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

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

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

Testing

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

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

ATMs

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

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

The NSU Bookstore contact information is below:

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

Return Policy
Course Materials Required for Class or Full-Semester (15–18 Weeks) Courses
A refund is given one week (seven days) from the first day of class with proof of purchase (student must show proof of the first day of class). A refund is given 30 days from the first day of class with proof of withdrawal from the course and proof of purchase (student must show proof of the first day of class).

Course Materials for Partial/Half-Semester (8–10 Weeks) Courses
A refund is given one week (seven days) from the first day of class with proof of purchase (student must show proof of the first day of class). A refund is given two weeks (14 days) from the first day of class with proof of withdrawal from the course and proof of purchase (student must show proof of the first day of class).

Course Materials for Classes Meeting Less Than 8 Weeks
A refund is given one week (seven days) from the first day of class with proof of purchase and proof of withdrawal from the course (student must show proof of the first day of class). No refunds will be issued once the first week of class has passed.

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

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

Bursar
See Enrollment and Student Services section.

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

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

Career Development
Career Development is available to assist students and alumni in all aspects of career decision making and planning and in the job-search process. The purpose is to support Nova Southeastern University undergraduate students, graduate students, and alumni in the implementation of successful career plans. Through consulting and career-related resources, the center strives to educate students and alumni by teaching them how to
• develop a career life plan, from choosing a major to conducting a job search
• explore career and/or graduate/professional school opportunities
• secure employment

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

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

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

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

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

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

Counseling

See NSU Student Counseling section.

Dining Services

See Shark Dining Services section.

Don Taft University Center

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

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

Enrollment and Student Services

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

The Office of Student Financial Assistance

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

Means of Communication with Students

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

The University Bursar’s Office

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

Bursar’s Office policies

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

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

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

Students may make credit card payments online at www.webstar.nova.edu. Students must have User ID and PIN to log in to WebSTAR. Electronic check and credit card payments can also be made through NSU eBill. Credit card authorization forms can be downloaded from the Bursar’s Web site at www.nova.edu/cwis/bursar/forms/ccauthform.pdf and faxed to (954) 262-2473.

Payment Plans
Some graduate program offices offer payment plan options. Please check the program’s Web site for details. In addition, NSU offers the following plans:

• Installment Plans
NSU offers a three-month (one term) and a ten-month (fall and winter term) payment plan.

  – There is a $50, nonrefundable application fee.
  – With the three-month payment plan, one-third of tuition is due at the time of registration, one third in 30 days, and the last third in 60 days.
  – The 10-month payment plan begins in June and ends in March.
  – A nominal monthly maintenance fee is also charged.
  – Details are on the Bursar’s Web page: www.nova.edu/cwis/bursar/payment.html. International students are not eligible.

• Employer Tuition Assistance Plans
Undergraduates eligible for employment tuition assistance programs must submit a letter of eligibility or purchase order from their employer.

  – First payment due at set-up includes a $50 deferment fee plus all student fees.
  – Payment of postdated checks or credit card authorizations for tuition only may be deferred for five weeks after course completion.

• Florida Prepay Plan
Students will be invoiced based on their term credit hours and the current Florida state tuition rate. If a student is on the unrestricted plan, the student must designate a dollar amount for up to the cost of tuition and fees. Transfer students must contact Florida Prepay to transfer the account to NSU. A copy of the front and back of the ID card is required each term.
Student Employment

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

Federal Work Study Program

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

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

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

Nova Student Employment

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

Job Location and Development

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

Veterans Benefits

Department of Veterans Affairs educational benefits are designed to provide eligible individuals with an opportunity for educational and career growth. Eligible veterans and their dependents should contact a veterans benefit specialist at (954) 262-7236; toll free 800-541-6682, ext. 27236, Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m., or visit the veterans benefits Web page at www.nova.edu/financialaid/veterans/index.html. If you have any questions concerning eligibility, you may also contact the U.S. Department of Veterans Affairs (DVA) at 888-442-4351 or visit their Web site at www.gibill.va.gov.

Standards of Progress for Veterans

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

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

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

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

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

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

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

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

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

The One-Stop Shop is closed on holidays observed by NSU.
The University Registrar's Office

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

Transcript Requests

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

Grades

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

Name and/or Social Security Number Changes

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

Address Changes

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

Loan Deferment/Enrollment and Degree Verification

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

Commencement

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

Transfer Evaluation Services

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

Health Care Centers
See Student Medical Centers section.

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

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

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

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

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

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

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

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

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

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

Athletics Web Site

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

NSU Student Counseling

Student Counseling offers individual, couples, and group counseling, as well as psychiatric services, in our offices in the Parker Building (suite 150). If you are an NSU student, you may see a counselor as many as 10 times per year at no charge; if you see our psychiatrist, we will either bill your insurance or we will charge you a reasonable fee. If you need some help getting a handle on something that is troubling you—
- an emotion that is getting you down
- thoughts that won't leave you alone
- a substance or habit that is getting the better of you
- an exam or assignment that is shutting you down
- relationship or sexual difficulties
- sleep disturbance and/or concentration problems

—then call (954) 262-7050 to schedule an appointment, or drop by during our walk-in hours, Tuesdays from 12:30-2:30 p.m. and Wednesdays from 4:00-6:00 p.m. Our staff members are sensitive to and respectful of everyone's ethnic and cultural background, religious beliefs, and sexual orientation. Our office hours are Monday, Thursday, and Friday, 9:00 a.m.-5:00 p.m., and Tuesday and Wednesday, 9:00 a.m.-8:00 p.m. Our main number also serves as a 24-hour crisis line, where an operator will connect you to an on-call crisis counselor. You can find more information on our Web site: www.nova.edu/studentcounseling.
Office of International Students and Scholars (OISS)
The Office of International Students and Scholars is enthusiastically committed to providing essential services to assist international students and visiting scholars at NSU achieve their academic goals. OISS serves as a resource to the university community and provides services and counseling expertise aimed at guiding individual students and scholars through the complexities of U.S. government visa regulations. The OISS acts as a liaison with federal agencies such as the USCIS, USIA, U.S. Department of State, and foreign governmental agencies.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The Rolling Hills Graduate Hall complex is made up of 10 separate communities, 3 of which are based upon themes.
- Two HPD Communities (one in the seven-story and one in the three-story building)
- Law Community (seven-story building)

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

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

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

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

Dining Locations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Wireless Networking—NSU WINGS**

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

**Women's Resource Institute (WRI)**

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

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

FINANCIAL AFFAIRS

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

* Per student, per term for fall and winter

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

Late Payment Fee
Students with any balance unpaid by the 30th day of the semester will be assessed a $50 late payment fee and a hold will be placed on their account. In addition, no further registrations will be accepted until the balance is paid in full.
Late Registration
Students who have completed one full year at the university and who cannot meet their financial obligations by the 30th day of class are considered late registrants. Students who register after the late registration date established by their college will be charged a late fee or penalty established by the university or the division.

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

Consequences for Nonpayment
The student's failure to meet financial obligations in accordance with university policy at the end of 70 days will result in an automatic letter of notification being sent to the student informing him/her that failure to resolve his/her financial obligation within 10 days will result in administrative withdrawal from class. The university bursar shall
• identify those students who have still failed to meet their financial obligation at the end of each 30-day period
• notify those students of their failure to pay
• forward to the program office the names of all students in delinquent status for the program office to take appropriate administrative action

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

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

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

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

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

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

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

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

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

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

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

Office of Student Financial Assistance hours of operation:

Horvitz Administration Building
Monday–Thursday, 8:30 a.m.–7:00 p.m.
Friday, 8:30 a.m.–6:00 p.m.
Saturday, 9:00 a.m.–noon
(No Sunday hours)

Terry Administration Building
Monday–Thursday, 8:30 a.m.–6:00 p.m.
Friday, 8:30 a.m.–5:00 p.m.
(No Saturday or Sunday hours)

Student Educational Center
Jacksonville
Monday–Friday, 9:30 a.m.–6:00 p.m.
(No Saturday or Sunday hours)

Student Educational Center
Orlando
Monday–Friday, 9:00 a.m.–5:30 p.m.
(No Saturday or Sunday hours)

Student Educational Center
West Palm Beach
Monday–Friday, 9:00 a.m.–6:30 p.m.
(No Saturday or Sunday hours)

For further assistance, please call (954) 262-3380 or 800-806-3680.
Short-Term Preloans
The Office of Student Financial Assistance at HPD administers preloans for students who encounter emergency situations prior to receipt of financial aid refunds. Students must be enrolled for the term, have a completed financial aid file, and must be receiving financial aid with sufficient funds to cover total charges due the university, the loan amount, and the processing fee charged. When approved, disbursement is made electronically through direct deposit within two weeks of disbursement date.

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

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

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

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

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

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

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

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

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

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

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

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

**Lost and Found**

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

**Microcomputer Laboratories**

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

Computer Lab hours:

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

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

**Student Lounge/Student Area**

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

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

Acceptance of Professional Fees

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

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

AIDS Policy

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

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

Attendance Policy

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

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

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

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

2. Unexcused absences

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

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

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

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

3. Clinical rotations

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

4. Promptness

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

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

5. Religious holidays

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

Background Checks

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

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

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

**Certificate of Physical Examination**

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

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

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

**Core Performance Standards for Admission and Progress**

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

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

Candidates for degrees offered by the Health Professions Division must have, with or without reasonable accommodation, multiple abilities and skills including intellectual, conceptual, integrative, and quantitative abilities; interpersonal communication; mobility and strength; motor skills; and hearing, visual, tactile, behavioral, and social attributes. Candidates for admission and progression must be able to perform these abilities and skills in a reasonably independent manner.
Intellectual, Conceptual, Integrative, and Qualitative Abilities
These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving—a critical skill—requires all of these intellectual abilities. Candidates and students must have critical thinking ability sufficient for good clinical judgment. This is necessary to identify cause-effect relationships in clinical situations and to develop plans of care. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. An individual is expected to be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging learning environment. All individuals are expected to meet their program requirements on a satisfactory level as determined by HPD administration or the applicable college/program administration. Osteopathic medical students must be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging environment. They must be able to think quickly and accurately in an organized manner, despite environmental distractions.

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

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

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

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

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

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

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

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

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

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

1. Students must wear their white consultation jackets with their names and appropriate college designation embroidered over or on the left breast pocket. A white jacket is to be worn daily over the prescribed attire.
2. Shirt, tie, slacks, socks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes.
3. Matching scrub sets, socks, and shoes.
4. In addition to the above attire, students must wear their white clinical jackets.
5. Identification badges will be issued at the Health Professions Division Badge Room, in the Horvitz
Administration Building, or from the Office of Student Affairs for distance program students, and must be worn at all times when the student is on campus or clinical rotation. Please note that on campus, ID badges are necessary for proper use of auditoriums, library and recreational facilities, offices, laboratories, and certain restricted parking areas.

Students may not wear the following:
- shorts
- cut-offs
- mini-skirts (higher than mid-thigh)
- jeans
- see-through clothing or halter-tops
- open-toed shoes—including beach/flip-flops, sandals, thong footwear, or plastic clogs with holes on sides or top (Croc type)
- T-shirts (as the outer shirt)
- jogging or exercise clothing
- hats or caps, unless of a religious nature

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

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

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

**Food in the Lecture Halls**

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

**Identification Badges**

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

**Identification Requirements and Fieldwork Prerequisites**

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

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

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

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

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

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

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

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

**Email**

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

**Notices, Messages, and Posters**

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

**Parking Lot**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Student Employment

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

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

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

**Telephone Calls**

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

**Visitors**

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

**Visits to Other Institutions**

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

College Administration
Richard E. Davis, PA-C, Ed.D., DFAAPA
Dean, College of Allied Health and Nursing
Room 1203/Ext. 21203

Guy M. Nehrenz, Ed.D., M.A., RRT
Executive Associate Dean, College of Allied Health and Nursing
Room 1204/Ext. 21213

William H. Marquardt, M.A., PA-C, DFAAPA
Associate Dean for Physician Assistant Education
Room 1202-A/Ext. 21208

Diane K. Whitehead, R.N., M.S.N., Ed.D.
Associate Dean for Nursing, College of Allied Health and Nursing
Chair, Nursing Department
Room 1570/Ext. 21962

Stanley H. Wilson, PT, Ed.D., CEAS
Associate Dean for Clinic Operations, College of Allied Health and Nursing
Chair, Physical Therapy Department
Room 1266/Ext. 21662

Jodie Berman, B.A., M.S.
Assistant Dean of Student Affairs, College of Allied Health and Nursing
Room 1574/Ext. 21574

Beth Harman, B.S., M.B.A., M.S.
Director of Administration, College of Allied Health and Nursing
Room 1206/Ext. 21707

Department Chairs
Glenn E. Bigsby III, D.O.
Chair, Physician Assistant Department—Orlando
(407) 264-5151

Melissa J. Coffman, M.P.A., PA-C
Chair, Physician Assistant Department—Fort Lauderdale
Room 1252/Ext. 21252

Erica B. Friedland, Au.D.
Chair, Audiology Department
Room 1210/Ext. 27765

Sandrine Gaillard-Kenney, M.A., Ed.D.
Chair, Health Science Department
Room 1208/Ext. 21260

Deborah A. Gerbert, M.S., PA-C
Chair, Physician Assistant Department—Jacksonville
(904) 245-8977
Julie B. Keena, M.M.S., PA-C  
Chair, Physician Assistant Department—Southwest Florida  
(239) 274-1028

Judith Parker, O.T.D., Ed.S., OTR/L, FAOTA  
Chair, Occupational Therapy Department  
Room 1242/Ext. 21216

Program Directors

Mary Blackinton, Ed.D., PT  
Director, Transitional Doctor of Physical Therapy Program  
Room 1272/Ext. 21278

Dawn Brown-Cross, PT, M.B.A., Ed.D.  
Director, Entry-Level Physical Therapy Program  
Room 1282/Ext. 21286

Terrence D. Case, M.Ed., RVT, F.S.V.U.  
Director, Vascular Sonography  
Room 4333A/Ext. 21220

Patricia Dittman, B.S.N., M.S.N., Ph.D.  
Director, Nursing Graduate Programs  
Room 1555/Ext. 21991

Sandra Dunbar, D.P.A., OTR/L, FAOTA  
Director, Postprofessional Doctoral Program in Occupational Therapy  
Room 1230/Ext. 21243

Director, Master of Health Science Program  
(321) 262-2053

Madeleine Hellman, Ed.D., M.H.M., PT  
Director, Physical Therapy Doctor of Philosophy Program  
Room 1270/Ext. 21282

Max A. Ito, Ph.D., OTR/L  
Director, Occupational Therapy Doctor of Philosophy Program  
Room 1227/Ext. 21227

Diane John, R.N., M.S.N., ARNP-BC  
Director, R.N. to B.S.N.—Fort Lauderdale  
Room 1205/Ext. 21944

Patricia E. Kelly, M.H.S., Ed.D., PA-C  
Director, Doctor of Health Science Program  
(231) 547-1817  
pkelly@nsu.nova.edu
Christopher Mitchell, B.A., M.S.
Director, Bachelor of Health Science Program
(954) 288-9695

Terry E. Ogilby, Ph.D., M.S.N., M.P.H., R.N.
Director, Entry-Level Nursing—Southwest Florida
Ext. 46964

William Orr, M.M.Sc., AA-C.
Director, M.H.Sc.—Anesthesiologist Assistant, Tampa
Ext. 45308

Linda Strommen, B.S.N., M.S.N.
Director, R.N. to B.S.N. Program—Southwest Florida
Ext. 27661

Robert Wagner, M.M.Sc., AA-C
Director, M.H.Sc.—Anesthesiologist Assistant, Fort Lauderdale
Ext. 21661

Gale Woolley, B.S.N., M.S.N., Ed.D.
Director, Entry-Level R.N. Program
Room 1571/Ext. 21973
Reservation of Power

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

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in judgment of the administration such changes are required in the exercise of its educational responsibility.

Discrimination


Harassment


Health Care Privacy (HIPAA) Statement

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

Disability

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

In order to be eligible for a degree from Nova Southeastern University College of Allied Health and Nursing, each student shall meet the program requirements (following) for his or her specific program.

Bachelor of Science in Nursing:
- satisfactorily complete all courses within the program of study required for the degree with a C or better
- attainment of a 2.0 cumulative GPA
- fulfillment of all obligations to the university
- successfully complete all didactic and clinical coursework

Bachelor of Health Science Online Degree Completion Program of Study:
- satisfactorily complete the program of 30 semester hours (minimum) of study in the B.H.Sc. major required for the degree (not including CLEP, proficiency examinations, or experiential learning credits)
- completion of general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attainment of a 2.0 cumulative grade point average
- attainment of a 2.25 grade point average in the major area
- submission of a degree application form before completing registration for the last semester
- fulfillment of all obligations to the library, the student's program, and the bursar's office

Bachelor of Health Science—Vascular Sonography Course of Study:
- completion of general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 126 semester hours
- attainment of a 2.0 cumulative grade point average
- submission of a degree application form before completing registration for the last semester
- fulfillment of all obligations to the library, the student's program, and the bursar's office
- attendance at rehearsal and graduation ceremonies
- completion of the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year

Master of Health Science:
- satisfactorily complete the program of 36 semester hours of study required for the degree with a minimum cumulative grade point average of 2.7
- successfully complete the M.H.Sc./M.M.S. internship and practicum
- be of good moral character
Master of Health Science—Anesthesiologist Assistant Course of Study:
- complete all anesthesia didactic and clinical coursework with a minimum cumulative GPA of 2.7
- complete the M.H.Sc. 36 semester hours of study required for the degree with a minimum cumulative GPA of 2.7
- complete the M.H.Sc. internship and practicum
- demonstrate professional behavior and required attendance throughout the program

Master of Health Science—Vascular Sonography:
- be of good moral character
- satisfactorily complete the M.H.Sc. program of 105 hours (minimum) of study required for the degree (includes the 36 credits of online MHS coursework and the on-campus vascular sonography coursework), with a cumulative GPA of 2.7 or higher in the M.H.Sc. program (80 percent numerical cumulative GPA)
- successfully complete the M.H.Sc. internship and practicum projects
- receive a recommendation by the M.H.Sc. program director to the dean of the College of Allied Health and Nursing
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year

Accelerated Dual-Degree M.H.Sc./D.H.Sc. Program:
- be of good moral character
- satisfactorily complete the 20 credits in the M.H.Sc. program and the 61 credits in the D.H.Sc. program
- receive a recommendation by the M.H.Sc. and D.H.Sc. program directors to the dean of the College of Allied Health and Nursing

The M.H.Sc. degree can be awarded upon completion of 43 credits (the 20 credits of the M.H.Sc. core courses and the D.H.Sc. ethics course, the D.H.Sc. research course, a 4-credit D.H.Sc. course of the student’s choice, the D.H.Sc. internship/practicum preparation course, and the D.H.Sc. internship and practicum courses).

Master of Medical Science in Physical Assistant:
- satisfactorily complete the program of study required for the degree with a minimum cumulative GPA of 2.0 (C)
- successfully complete all didactic and clinical coursework
- demonstrate professional behavior throughout the program

Master of Occupational Therapy:
- be of good moral character
- have satisfactorily completed the program of study required for the degree (102 semester hours) with a minimum grade of 75 percent in each occupational therapy course
- successfully complete the clinical internships within 24 months of completion of didactic courses
- fulfillment of all obligations to the university
Master of Science in Nursing:
- successfully complete a minimum of 36 semester hours of coursework
- satisfactorily complete the program requirements for the degree, including all required courses for the chosen track with a minimum GPA of 3.0 and with no course with a grade lower than B applied toward the degree
- apply for graduation
- have satisfactorily met all financial and library obligations
- receive a recommendation for graduation from the program director

Doctor of Audiology:
- be of good moral and ethical character
- satisfactorily complete 119 credit hours of didactic and clinical coursework required for the degree
- complete the program of study required for the degree with an overall minimum GPA of 2.7 or 80 percent

Doctor of Audiology—UK:
- be of good moral and ethical character
- satisfactorily complete the prescribed didactic coursework required for the degree
- complete the program of study required for the degree with an overall minimum GPA of 2.7 or 80 percent

Doctor of Health Science:
- satisfactorily complete the program of a minimum 61 semester hours for the generalist curriculum as required for the degree with a minimum grade in each course of 80 percent as represented by a grade of “Pass”
- successfully complete the D.H.Sc. internship, practicum, and doctoral analysis
- be of good moral character

Doctor of Occupational Therapy:
- be of good moral and ethical character
- complete 39 credits in the program specifically approved to meet NSU doctoral program requirements within six years
- successfully complete the capstone course OCT 7007, which includes a capstone paper and OCT 7003, clinical residency
- complete the program of study required for the degree with a minimum overall GPA of 3.0 or 80 percent and a minimum grade of 80 percent in all required coursework and 75 percent for electives
- satisfactorily meet all financial and library obligations

Doctor of Philosophy in Occupational Therapy:
- be of good moral and ethical character
- complete a minimum of 60 credits of graduate coursework, dissertation, and residency specifically approved to meet NSU doctoral program requirements within nine years from beginning of program
- complete the program of study required for the degree with a minimum overall of 80 percent and a minimum grade of 80 percent in all required and elective coursework
- successfully pass the entire qualifying process and examination within one year from completion of core courses
• successfully complete research residency
• successfully defend the dissertation in person or by face-to-face technology within five years from passing the qualification examination
• submit documented evidence that dissertation research will be, or has been, presented or published in a peer-reviewed venue at the national or international level
• provide four copies of the dissertation, bound in accordance with program requirements
• satisfactorily meet all financial and library obligations
• submit dissertation to UMI/ProQuest for publishing

Doctor of Physical Therapy:
• complete all academic requirements semester hours and coursework including self assessment
• satisfactorily complete the program of study required, in sequence and in prescribed time, with a minimum grade of 75 percent in all courses
• successfully complete the TIER I and TIER II clinical internships
• successfully complete and present the findings of a critical inquiry research project
• successfully pass a comprehensive examination at the end of the didactic component of the program
• fulfill all professional activity requirements including professional association membership
• fulfill all community service requirements
• have satisfactorily complied with all university, Health Professions Division, College of Allied Health and Nursing, and Department of Physical Therapy policies and procedures including dress code and all student handbook policies and procedures
• demonstrate professional behavior and required attendance throughout the program
• compliance with other requirements as advised during curriculum

Doctor of Philosophy, Physical Therapy:
• satisfactorily complete the program of study required for the degree with a minimum of 80 percent in each course completed
  - student has seven years to complete degree from the first day of classes
  - 60 credits are required to complete degree
• successfully complete a comprehensive exam
• successfully defend the dissertation before a dissertation committee
• verify submission of dissertation research for publication or presentation of dissertation results at a professional conference
• submit dissertation abstract to UMI Dissertation Publishing

Transition Doctor of Physical Therapy:
• be of good moral character
• complete the required number of semester hours based on entry-level degree
  - NSU physical therapy graduates—24 credits
  - graduates with a master's degree from another university—36 credits
  - graduates with a bachelor's degree—48 credits
• satisfactorily completed all program requirements for the degree within six years from the first date of classes
• have a minimum grade of 80 percent in each D.P.T. course
• complete a self-assessment and program evaluation
Attendance
At the NSU Health Professions Division, attendance at all scheduled instructional periods is mandatory. Failure to meet this requirement is considered in the evaluation of a student’s academic performance and professional attitude and may result in a failing grade for the course or other disciplinary action. Students shall report, in writing, to the office of the individual program director and/or department chair the reasons for all absences within 24 hours of each occurrence. Unless otherwise specified by a particular department or degree program, students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, requests for an excused absence must be made to the individual program director and/or department chair for a decision.

Excused Absences
Illness—The division must be notified as soon as possible of all absences due to illness, or at the latest, on return to school or specified by a particular department or degree program. For unusual or prolonged illness, the appropriate program director and/or department chair must be notified as soon as possible. These absences will be evaluated on an individual basis. Special—Absences due to unusual circumstances, e.g., death in the immediate family, must be cleared with the appropriate program director and/or department chair on an individual basis, preferably before the student is absent.

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

Unexcused absence(s) may result in disciplinary action including, but not limited to, a written reprimand from the program director and/or department chair with a copy to be placed in the student’s permanent file, a loss of 10 percentage points in the course, or failure of the course. Each laboratory, assignment, or examination missed must be made up at the discretion and convenience of the instructor. If, in the judgment of the program or department, a pattern of absences appears to surface, action may be taken, up to and including failure of the course(s) involved or dismissal from school.

Clinical Rotations, Placements, Fieldwork, or Externship
Attendance, while on clinical rotations, follows different procedures. These are noted in the policy and procedures Clinical Rotation Handbook or Fieldwork Externship Manual distributed by the program or department prior to going on rotations.

Promptness
Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class and is thus markedly inconsiderate and rude. University class hours are from 8:00 a.m. to 10:00 p.m. daily, Monday through Friday.

Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice. Classes generally begin at 10 minutes after the hour unless otherwise specified by a particular department or degree program. Any student not seated in his or her assigned seat by the time class begins will be marked absent. Classes finish on the hour. If the student arrives within 20 minutes after the start of the class, the absence will be reduced to half absence. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person.
Religious Holidays
Absences for major religious and ethnic holidays may be excused at the discretion of the administration. Students are required to obtain approval for their absences one week prior to the holiday.

Faculty Advisers
Prior to the start of classes, each new entry-level student is assigned to a faculty adviser for academic counseling. Incoming students meet with their adviser during orientation period and are encouraged to meet periodically with their adviser to review coursework in order to avoid any academic problems.

Email Accounts
Internet-based email is one of the primary communication methods between programs and students at NSU. All students are assigned an email account upon matriculation. Students must maintain and regularly check mail addressed to their NSU email address. NSU faculty and staff members will only use the student's NSU email address for correspondence.

As a convenience to the student, it is possible to have your NSU mail forwarded to an off-campus email address by using the NSU Email Forwarding System located at www.nova.edu/commonlib/docs/emailfwd.html.

Further information about email can be obtained from the NSU Help Desk at (954) 262-4357 or at www.nova.edu/help. NSU mail can be checked from any Internet browser at: http://webmail2.nova.edu.

Computer Requirements
Each student in the College of Allied Health and Nursing is required to have a computer with the following recommended minimum specifications:
- Intel or AMD processor at 1.5 GHZ or equivalent Macintosh processor
- 512 MB RAM
- Video capable of 1024 x 768 resolution or better
- CD ROM capability
- full duplex sound card and speakers
- Cable or DSL unless not available in students area. Dial-up only as last resort.
- Internet connection with Internet service provider (ISP) (DSL, cable, or satellite highly recommended)
- Windows XP or NT or MAC OS
- Microsoft Office 2003 with PowerPoint, Word, and Excel (minimum) or equivalent such as OpenOffice 2.0
- surge suppresser electrical outlet
- printer capability

Internet Service Provider
In order to access the university's computing resources, all Nova Southeastern University students must obtain Internet access through a suitable Internet service provider (ISP). There are many ISP providers across the country. It is the responsibility of each student to arrange for and maintain his or her Internet connection. You may choose any reliable provider of your choice. Students enrolled in online programs are recommended to access through a DSL or cable Internet connection subscription. Contact the NSU Help Desk with any questions at (954) 262-4357 or at www.nova.edu/help.
Audio and Videotaping
In some programs of study, students are audiotaped and/or videotaped in certain academic classes and clinical labs for teaching, learning, and/or grading purposes. Program offices will obtain authorization and releases from the student prior to any taping. Students wishing to videotape or audiotape lectures must first obtain written permission from the individual course instructor. However, absolutely no audio or videotaping is authorized during exam reviews and exams.

EXAMINATIONS AND GRADING

Policy on Returning Examinations
In order that they may be a learning experience, as well as a means of evaluation, all examinations will be returned or made available to the students for review in a timely manner after the examination.

Grading System
At the end of each course, the course director or course professor enters the grade in WebSTAR and submits a grade for each student to the office of the department chair or program director. Each program determines the method of grading using pass (P)/fail (F), numeric, or alpha (letter) grading scales. Grades will be issued for clinical rotations as well as didactic courses.

Transcript Notations
Failing grades will be included in calculating the GPA for that term and the cumulative GPA to that point. Unless otherwise specified under a particular program, if a student does not pass a course, the failing grade will be noted on the transcript. When the student successfully repeats the course, an E will be noted after the prior failing grade, and the failing grade will then be exempt from GPA calculation. The course will then appear a second time on the transcript with the passing grade indicated followed by a notation of I, indicating this grade will be included in the calculation of the GPA. When a student passes a course by a retake of the course, the minimum passing grade for that degree program will be recorded as the final grade followed by the notation R on the transcript.

When a student passes a course by remediation examination, the minimum passing grade for that degree program will be recorded as the final grade followed by the notation E [C-(E)] on the transcript.

Transcript Notations (in addition to numerical and alpha grades)
I Incomplete
IF Incomplete Fail
IP Incomplete Pass or In Progress
IW Incomplete Withdraw
W Withdrawal
WP Withdrawal Passing
WF Withdrawal Failing
WU Administrative Withdrawal
AU Audit
P Pass
PH Pass with Honors
PR Progress
F Fail
LE Leave of Absence
E Exempt from GPA (If a student successfully repeats or remediates by reexamination a failed course, an E may be noted after the prior failing grade, and the failing grade will then be exempt from GPA calculation)
I Included in GPA (If a student successfully repeats or remediates by reexamination a failed course, an I may be noted after the prior failing grade, and the failing grade will then be included in GPA calculation)
70R Remediation of Course (remediation through retake of course)
70E Failed Course Remediated by Reexamination
75R Remediation of Course (remediation through retake of course Physical Therapy Department only)
75E Failed Course Remediated by Reexamination (Physical Therapy Department only)
80R Remediation of Course (Audiology Department and Occupational Therapy Doctoral Programs only)
80E Failed Course Remediated by Reexamination (Audiology Department and Occupational Therapy Doctoral Programs only)
AP Academic Probation
AW Academic Warning
DA Academic Dismissal
DC Academic Misconduct Dismissal
AS Academic Suspension
CE Credit by Exam
CD Conditional Dismissal
CL CLEP
CP Continued Probation
DI Disciplinary Probation (may also be used to indicate issues related to unprofessional behavior)
DU Disciplinary Suspension (may also be used to indicate issues related to unprofessional behavior)
DE Disciplinary Expulsion (may also be used to indicate issues related to unprofessional behavior)
EQ Credit awarded based on prior experience
EX Expelled
RA Readmitted
RS Reinstated

Grade Disputes

The responsibility for course examinations, assignments, and grades resides with the expertise of faculty members who are uniquely qualified by their training and experience. Such evaluations and grades are the prerogative of the instructor and are not subject to formal appeal unless there is compelling evidence of discrimination, arbitrary or capricious action, and/or procedural irregularities. Grievances and grade disputes must be in writing and directed to the course instructor within five business days prior to any retake. If unresolved, the dispute may be forwarded to the program director or department chair within five business days. Failure to submit a timely appeal will be considered a waiver of the student’s grade dispute appeal rights. The department chair is the final appeal for all grade disputes.
Student Evaluation of Courses and Faculty

All courses and course instructors are subject to evaluation each time the course is offered, except courses of an individual or independent study nature (e.g., independent study courses, special research projects, theses, etc.). Students shall complete course and instructor evaluations.

ACADEMIC STANDING

Transcripts

Each student's academic achievement is reviewed each semester and a transcript is sent to the student, the department chair or program director, the dean's office, and the financial aid office, where applicable. The transcript includes

1. grades earned
2. deficiencies (Incompletes, Failures, Probation, etc.)
3. semester GPA and cumulative GPA
4. honors (Chancellor's List, etc.)
5. withdrawals

Course Failures

Failing any course, didactic or fieldwork, will result in the matter being referred to the department's Committee on Student Progress and may lead to disciplinary action up to and including dismissal. In some programs, one or more courses may be designated as prerequisite or core competency coursework and critical for successful completion of the curriculum such that failure of a single prerequisite or core competency course may lead to dismissal. Course failures that require remediation by retake may significantly extend the length of the program of study or require the student to withdraw from the program until the course is offered again. Students may be charged additional tuition for repeated courses.

Academic Withdrawal from a Course

A student may withdraw from a course or program of study with consultation and approval of the adviser and program director and/or department chair. A grade of W will appear on the student's transcript. Students on clinical placement, rotation, or internship require prior approval from the program director and/or department chair to withdraw from placement. In making the request, the student understands that he or she may not be eligible to return to the program before the next academic year. Withdrawal from a clinical site may significantly extend the length of the program of study.

Leave of Absence

A student seeking a voluntary Leave of Absence must submit his or her request in writing to the program director and/or department chair. The dean, in collaboration with the director and/or the chair will review the written request, weigh the need for the request with the need for the student to continue in the program uninterrupted, review the student's academic standing and the length of the request, and determine whether the Leave of Absence is warranted. In collaboration with the dean, the director and/or chair will make this determination and then notify the student in writing whether a Leave of Absence will be granted and the conditions and timeframe under which the student may return to school.
Chancellor's List
Students receiving a 3.8 GPA or better are placed on the Chancellor's List for that semester. A letter of commendation is sent from the chancellor to the student and the honor is recorded on the student's official transcript.

Dean's List
Students receiving a 3.6 GPA or better are placed on the Dean's List for that semester. A letter of commendation is sent from the dean to the student, and the honor is recorded on the student's official transcript.

Graduation with Honors
Students with a cumulative GPA of 3.8 or better will receive a diploma inscribed with Highest Honors. Students with a cumulative GPA of 3.6 to 3.79 will receive a diploma inscribed with Honors. Students should refer to their program-specific sections of this handbook for variations on these criteria.

Committee on Student Progress
Each department within the College of Allied Health and Nursing has a Committee on Student Progress (CSP). It is the CSP's responsibility to conduct proceedings to determine whether a student is experiencing problems with academic progress or has violated regulation, policy, and/or professional or behavioral codes of conduct. The CSP examines individual cases and makes appropriate recommendations to the department chair, who determines the final status of the individual student.

Process and Procedure
• When informed of the alleged violation or academic deficiency by the department chair or program director, the chair of the Committee on Student Progress, (CSP) will conduct a preliminary investigation.
• The CSP chair will then call a meeting of the committee and shall notify the student in question. The student shall receive written notice of the time, place, and subject of the meeting. Legal representation or any other form of representation is prohibited during the hearing.
• If necessary, the student will provide the CSP chair with a list of any witnesses he or she may have, in writing, no less than two business days before the hearing date. The student will be responsible for ensuring the presence of his or her witness.
• Witnesses will be called in individually to be questioned and to provide any statements. Any witness may be asked to remain outside the meeting room for later recall. The student will not be present during the questioning of any witness.
• The student will be given ample opportunity to present his or her statements to the committee. The student will only be present during his or her statement and to respond to any questions from the committee.
• The CSP chair will dismiss the student and any witnesses and close the meeting for discussion.
• At the conclusion of the discussion, the committee shall make recommendations to the department chair. The various actions that may be recommended by the CSP include, but are not limited to, warning, probation, suspension, dismissal, and administrative leave of absence.
• The department chair shall review the committee's recommendations and shall notify the student in writing by certified mail (return receipt requested), and by email with response requested.
• The recommendations of the CSP and all reports, letters, and investigative records shall be
maintained by the department for not less than five years. This information is not part of the
student's permanent record or the student's transcript.

Students have the right to appeal the decision within five business days of notification from the chair
of their department. A request for appeal must follow the procedures outlined in the College of Allied
Health and Nursing Handbook section titled Student Appeals.

Academic Warning, Probation, and Professional Probation

The departmental Committee on Student Progress will make recommendations to the department
chair when a student is not making progress toward meeting degree requirements or fails to meet the
attitudinal and behavioral objectives and/or professional standards of the program or department.
The department chair reviews the CSP recommendations, and notifies the student in writing of
their decision, which may include, but is not limited to, academic warning, academic probation,
or disciplinary probation. This will be noted on the official transcript either as AW (academic
warning), AP (academic probation), or DI (disciplinary probation) to indicate issues related to
unprofessional behavior.

Warning

A warning is an oral or written notification to the student that any continuation of repetitive
wrongful conduct or academic conduct will result in additional disciplinary action. Whether the
warning is oral or written, the student will sign a document in which the warning is explained and
a copy of the document will be given to the student and placed in the student's file.

Probation

Probation is defined as a trial period during which a student has the opportunity to demonstrate that
he or she can academically redeem failing grades or can effectively cease behavioral misconduct.
Probation can be for the remainder of a current term or may be for the remainder of the time the
student is enrolled in the college.

While on probation, the student is prohibited from (1) participating in sponsored student activities
such as mission trips and health fairs; (2) holding an office or being elected to an office in the class
or any NSU organizations, clubs, fraternities, and sororities; and (3) being elected to any honorary
or other school organization. Participation in any of the aforementioned activities by a student
on probation is a violation of the probationary period. A student may choose to petition to the
dean's office through the Office for Student and Administrative Services in order to request an
exemption to this policy.

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

Academic Honesty Policy and Procedure

Academic dishonesty is addressed in the university-wide section of this student handbook, under
NSU Code of Student Conduct and Academic Responsibility, Student Rights and Responsibilities,
as defined under Academic Standards.
The following policy and procedure applies specifically to the College of Allied Health and Nursing as a supplement to the policy in the university-wide student handbook. Faculty members, directors, and/or chairs, with reasonable cause to believe that a student has committed an act of academic dishonesty, may refer the infraction directly to the Academic Honesty Committee (AHC). Based on the review by the Academic Honesty Committee, a recommendation will be sent to the dean for final disposition. Actions taken in these cases may include, but are not limited to, no action, assignment failure, course failure, suspension, or dismissal.

The Academic Honesty Committee is composed of faculty representatives from each discipline within the College of Allied Health and Nursing.

- Once a student is referred to the AHC, the student is notified in writing as to his or her right to a formal hearing before the committee.
- The student's department chair will also be notified once the hearing date and time are set or if the student gives up the right to be heard.
- The AHC chair will advise the dean of the committee’s recommendations, following review of the evidence.
- The dean will review the recommendations of the AHC and notify the student in writing of the final disciplinary decision.
- Students have the right to appeal the dean's decision within five working days of receipt of notification by submitting a written appeal to the chair of the appeals committee.
- Appeals not submitted within the aforementioned timeframe shall not be heard.
- Appeals must follow the procedures outlined in the section entitled Student Appeals, later in this section.

**Suspension/Dismissal**

Failure to successfully complete any remediation, repeated course, or clinical segment will result in automatic suspension, and may lead to dismissal, regardless of the student's GPA. This applies to didactic and field coursework. Failing two or more courses, didactic or fieldwork, will result in automatic suspension and may lead to dismissal. In some programs, one or more courses may be designated as prerequisite or core competency coursework and critical for successful completion of the curriculum such that failure of a single prerequisite or core competency course may lead to dismissal. Any student falling in the above categories may be required to repeat courses (at his or her expense) at the recommendation of the department chair or the program director and at the discretion of the dean. Any student with a grade point average below the minimum established in their individual program of study for two semesters will be suspended and may be dismissed. Unprofessional conduct may result in dismissal. All dismissals are evaluated by, and based on, the recommendations of the departmental Committee on Student Progress. For further information on academic dismissal and the process of appeals, refer to the Student Appeals section of the student handbook.

**Course Remediation Cost**

The cost of repeating a course is not covered in the regular tuition. Students who fail a course, didactic or fieldwork, will be required to repeat the course and will be charged a per semester hour rate as determined by the executive vice chancellor and provost.
STUDENT APPEALS

Policy and Procedure
The Student Appeals Hearing is an informal proceeding conducted by the College-Wide Appeals Committee (CWAC) upon the written request of the student in question. This written notice must be received by the chair of the CWAC within five business days of student notification from the chair of the department. No rules of evidence will be used. The hearing shall be internal, private, and closed to those not associated with the university. Nonuniuniversity personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the appeal hearing is prohibited. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Allied Health and Nursing.

Appeals Committee Responsibilities
The CWAC will hear all student appeals of decisions recommended by the committee and concurred with by the department chair of each of the individual departments of the College of Allied Health and Nursing relating to dismissal or disciplinary actions involving academic and/or professional issues. If a student appeals the decision of the department chair, the appeal must be in writing and submitted to the chair of the CWAC within five business days (excluding holidays and weekends) after the date of receiving notification of the department chair’s decision. Any appeals not submitted to the chair of the Appeals Committee within this timeframe shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought.

Appeals Committee Membership
The Appeals Committee shall consist of the chancellor or vice chancellor of the Health Professions Division or designee; six faculty members from the College of Allied Health and Nursing, one of whom will be elected by the members of the committee to serve as chair; and one representative from the dean’s office and/or Office of Student Affairs. The dean’s office/student affairs representative is a nonvoting member and assures that policies and procedures are carried out to protect the rights of the student and to assure that the policies of the college are followed. Each department chair will be responsible for appointing one faculty representative. The chair of the Departmental Committee on Student Progress from the department that referred the student to the committee will attend the hearing, but will not participate during any votes. The chair of the CWAC will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

Hearings Protocol and Procedure
- The student will be notified of the date, place, and time of the hearing via certified mail to the student’s last known address or hand delivered with receipt.
- Any student who fails to appear at the designated date and time will automatically waive his or her right to appeal.
- The Appeals Committee hearing will proceed under the direction of the chair.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.
- The student will provide the committee chair with a list of any witnesses he or she may have, in writing, no later than two business days before the hearing date. Only witnesses with direct information that is new and relevant and has not been presented previously to the program director/department chair or the Department Committee on Student Progress will be considered.
• The student will be present only during his or her testimony.
• Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student.
• The Appeals Committee may question any witnesses present during the hearing.
• The Appeals Committee will have the option of calling more witnesses. The student shall not be present during the questioning of any witnesses.

Appeals Committee Hearing Process
• The chair will convene the hearing with only committee members present.
• The chair will advise the committee members of the violation(s) and the department decision, review the evidence, respond to any questions, and provide opportunity for preliminary discussions.
• Witnesses will be called individually by the committee and questioned without the student being present.
• Witnesses may be asked to remain outside the hearing room for later recall or dismissed at the committee's discretion.
• When all evidence has been heard and witnesses questioned, the chair will call the student into the hearing room.
• The chair will introduce the student to the committee members.
• The student will have an opportunity to present his or her appeal, provide statements and evidence in defense of alleged violation(s), appeal the degree of disciplinary action, summarize his or her position, and respond to any questions from the committee members.
• The chair will then dismiss the student from the hearing.
• The committee members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The committee may delay the vote if it determines that additional information or facts are needed before a vote.

Notification of the Appeals Committee Decision
The decision of the committee will be forwarded in writing by the chair to the student by certified mail to his or her last official address or hand delivered with receipt. Copies will be delivered to the department chair. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.

BEHAVIORAL STANDARDS

Dress Code
Students must maintain a neat and clean appearance befitting students attending a professional program. Therefore, attire should convey a professional appearance whenever the student is on campus or at any off-campus educational site. The dress code is to be maintained at all times in the Administration Building, classrooms, laboratories, and all areas involved in providing patient care. Additionally, the dress code is in force Monday through Friday from 8:00 a.m. until 5:00 p.m. in the library and in other areas not mentioned above. Those failing to comply may be dismissed from the classroom and/or campus. A written warning describing the infraction will be entered into the student's file.

The following constitutes acceptable and professional attire:
• white clinical jackets at all times for students enrolled in all entry-level programs
• shirts, tie, slacks, and regular shoes for men
• professional business dress, which includes slacks, pants, or skirts with blouses, or dresses, and appropriate shoes for women
• matching scrub sets and shoes
• No institutional scrubs may be worn by any College of Allied Health and Nursing student at any time while on campus. Institutional scrubs are those that have the identification symbols or lettering from the institution that owns or issues them. Those scrubs are marked in locations that are easy to identify as being part of the inventory of that institution.

Students may not wear the following: shorts or cutoffs, mini-skirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, T-shirts (as the outer shirt), jogging or exercise clothing, inappropriately mismatched garments, hats, or caps. Students must wear their approved NSU ID badges while on campus.

Classroom Behavior
Talking during lectures to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone from class who is involved in disruptive behaviors while in class or laboratory. Hats, other than religious cover, are not to be worn indoors. Food and drinks are not permitted in auditorium, laboratories, or library.

Netiquette
In a traditional classroom, students are reminded that behavior that disrupts the class or interferes with other students and their ability to learn is unacceptable. Any person engaged in disruptive behavior receives a written warning from the instructor. Students who continue to engage in disruptive behavior after this warning may be administratively withdrawn from the course. Similarly, in an online course, any electronic postings, emails, or electronic messages that disrupt the class or interfere with learning goals and objectives are unacceptable. Electronic communication—the backbone of online courses—must be civil, respectful, and cordial at all times. Any posting that disrupts or interferes with learning will be removed, and the author of the posting will receive a written warning. A second disruptive posting will cause the author to be administratively withdrawn from the course.

Drug Screening
The College of Allied Health and Nursing maintains affiliation agreements with many health care institutions. These affiliation agreements allow for student clinical training experiences within these institutions. Students may be required to undergo random drug screening, at the request of these institutions, prior to entering the facility for training.

ACCREDITATION, NATIONAL EXAMINATIONS, AND LICENSURE

Audiology Department
The Audiology Department is accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA). Graduates will have completed the academic and clinical requirements necessary to be eligible to apply for a license as an audiologist and will have the option of a clinical placement that will make them eligible to pursue board certification in audiology from the American Board of Audiology, and the Certificate of Clinical Competence (CCC) from the ASHA.
Physician Assistant Program
The Nova Southeastern University Physician Assistant Program at Fort Lauderdale-Davie is fully accredited by the Accreditation Review Commission for Physician Assistant education (ARC-PA) and is a member of the Physician Assistant Education Association (PAEA). The Nova Southeastern University Physician Assistant Program in Southwest Florida is also fully accredited by the ARC-PA, Inc. and is a member of the PAEA.

The Nova Southeastern University Physician Assistant Program at Orlando has been awarded provisional accreditation by the ARC-PA and is a member of the PAEA.

The Nova Southeastern University Physician Assistant Program in Jacksonville has been awarded provisional accreditation by the ARC-PA and is a member of the PAEA.

Application for licensure in the state of Florida is obtained through the Department of Health in Tallahassee. To be eligible for a Florida license, the PA must be a graduate of an ARC-PA-accredited program and must successfully pass the Physician Assistant National Certification Examination (PANCE).

Application for the PANCE is submitted to the National Commission on Certification of Physician Assistants (NCCPA) in Atlanta, Georgia, which works closely with the PA Department to coordinate eligibility and appropriate dates for testing.

Nursing Department
The NSU Bachelor of Science in Nursing and Master of Science in Nursing Programs are accredited by the Commission on Collegiate Nursing Education (CCNE) (One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791).

The Nova Southeastern University Baccalaureate Nursing Program also is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC) (61 Broadway, 33rd Floor, New York, NY 10006, 800-669-1656).

Full-time status is 9 credits for the B.S.N. Program.

Occupational Therapy Department
The Occupational Therapy Department is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. The AOTA's telephone number is (301) 652-AOTA. Graduates of the program will be eligible to take the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this examination, the individual will become an occupational therapist, registered (OTR). Most states require licensure in order to practice; however, state licenses are usually based on the results of the examination for occupational therapists administered by the NBCOT.

Physical Therapy Department
The Physical Therapy Department was reaccredited in April 2002 for 10 years by the Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). Graduates of the entry-level program will be eligible to take the National Physical Therapy Licensure Examination administered by the Federation of State Boards of Physical Therapy.
Department of Health Science
The degree programs in the department, Bachelor of Health Science (B.H.Sc.), Master of Health Science (M.H.Sc.), and Doctor of Health Science (D.H.Sc.) are established programs within the College of Allied Health and Nursing of Nova Southeastern University. 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 associate’s, bachelor’s, master’s, educational specialist, and doctoral degrees. The Vascular Sonography course of study is accredited by the Commission for the Accreditation of Allied Health Programs (CAAHEP).

The Master of Health Science—Anesthesiologist Assistant course of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates will be eligible to take the national certification examination administered by the National Commission for Certification of Anesthesiologist Assistants (NCCAA) in conjunction with the National Board of Medical Examiners (NBME).

STUDENT ORGANIZATIONS OFFICIALLY RECOGNIZED BY THE UNIVERSITY
A variety of organizations are available in which students may participate.

Health Professions Division

Health Professions Division Student Government
The Health Professions Division Student Government is recognized by the Health Professions Division administration as the official student voice on all university issues. The student members of the organization are composed of the president and vice president of each college’s, department’s and program’s student councils.

Audiology Department

Student Academy of Audiology (SAA)
Becoming a professional in the field of audiology means becoming part of a community of dedicated scholars and practitioners. Students are encouraged to become members of our student chapter of SAA, which sponsors an annual conference with nationally recognized speakers, develops campaigns for social causes, and participates in the activities of the national organization.

Department of Health Science

Doctor of Health Science Student Association
This association is composed of all students in the Doctor of Health Science degree program and functions to enhance leadership and learning activities for the student body.

Nursing Department

Florida Nursing Student Association
Membership is required in the Florida Nursing Student Association (FNSA) for all students enrolled in the entry-level B.S.N. Program. FNSA is the official liaison between the Nursing Department and the Student Government Association.
**Occupational Therapy Department**

**Student Occupational Therapy Association**
The Student Occupational Therapy Association is open to all students enrolled in the Occupational Therapy Department. The association promotes professional growth through education and service programs and provides its members with opportunities for organizational leadership.

**Phi Theta Epsilon**
Phi Theta Epsilon is the occupational therapy national honorary society. The society recognizes and encourages superior scholarship among students enrolled in entry-level programs throughout the United States. Membership is based on academic excellence and professional promise.

**Occupational Therapy Doctoral Student Council**
The Occupational Therapy Doctoral Student Council will strive to enrich and improve the distance learning experience for students in the Doctor of Occupational Therapy (Dr.OT) and Doctor of Philosophy (Ph.D.) in Occupational Therapy programs through building a supportive network and developing a distance student community.

**Physical Therapy Department**

**Student Physical Therapy Association**
The Student Physical Therapy Association is composed of first-year, second-year, and third-year students currently attending NSU. The association provides a channel for communication with local and national organizations and allows students the opportunity to build leadership skills for the future. The association functions to benefit local charities and civic activities as well as the student body.

**Physician Assistant Department**

**The Benjamin J. Parvin Physician Assistant Student Society of NSU**
This formal organization was established to benefit the PA students, the PA profession, the college's PA department at Fort Lauderdale, and the surrounding communities.

**The Sean P. Grimes Physician Assistant Student Society of NSU**
This formal organization was established to benefit PA students, the PA profession, the college's PA department in Southwest Florida, and surrounding communities.

**John L. Shanklin Physician Assistant Student Society of NSU**
This formal organization was established to benefit PA students, the PA profession, the college's PA department in Orlando, and the surrounding communities.

**Thomas J. Lemley Physician Assistant Student Society of NSU**
This formal organization was established to benefit PA students, the PA profession, the college's PA department in Jacksonville, and the surrounding communities.
DEPARTMENT OF AUDIOLOGY

Academic Promotions
The progress of each student through the curriculum requires continuous satisfactory academic and clinical performance. Since many of the curriculum’s courses are offered only one time per year, a student may have to alter his or her plan of study if he or she does not progress each semester.

Grading Policies and Procedures
A minimum grade of 80 percent must be earned in each course. A course must be repeated when a grade below 80 percent is earned. The course must be repeated the next semester that the course is offered. Due to the course sequence in the curriculum, students may need to take a leave of absence from the program until the course is offered again. A course may be repeated only one time. Only two grades below 80 percent are allowed, and a student repeating a course must earn a grade of 80 percent or better in the repeated course. A student will be dismissed from the program if a third grade below 80 percent is earned, regardless of the new grades earned for the repeated courses. Students in clinical courses who do not earn a passing grade of at least 80 percent from one or more of their preceptors will be referred to the Committee on Student Progress (CSP) for determination as to whether the earned clinical clock hours are retained. Regardless of the CSP decision, the student is required to repeat the clinical rotation.

Retake Policy
A course must be repeated when a grade below 80 is earned. The course must be repeated the next semester that the course is offered. Due to the course sequences in the curriculum, students may need to temporarily withdraw or take a leave of absence from the program. A course may be repeated only once. Only two grades below 80 are allowed and a student repeating a course must earn a grade of 80 or better in the repeated course.

Upon successfully repeating the failed course, an E will be notated after the prior failing grade, and the failing grade will then be exempt from GPA calculation. The new course grade will be notated on the transcript followed by an I, indicating the new grade will be included in GPA calculation.

Any course failed on first taking will be considered a course failure. Passing a course through retake or reexamination does not negate the original failure for purposes of retention in the program. A student will be dismissed from the program when a third grade below 80 is achieved, regardless of the new grades earned for the repeated courses.

Incomplete Coursework
Students who are unable to complete the requirements for a course within the term limits may request, in writing, a grade of I (incomplete) from the professor. This request must be made in writing to the professor, who has the sole discretion to accept or reject the request.

To be eligible for a grade of I, the student must be earning a grade of 80 percent or better. If the request is accepted by the professor, the professor shall provide to the student the terms and conditions of an “incomplete contract.” 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 a failing grade.
Probation

A student who earns a grade below 80 percent in an academic or clinical course may be placed on academic probation in accordance with the College of Allied Health and Nursing Committee on Student Progress (CSP) policy.

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 warning, be placed on professional probation, or be dismissed from the program based on CSP recommendation. Each case will be reviewed by the CSP using the protocols and process found in this student handbook under the Committee on Student Progress section of the college section.

Accreditation

The NSU Audiology Department Doctor of Audiology program has been awarded accreditation by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association. Grievances about the program must relate to the standards for accreditation of education programs in audiology and include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted all institutional grievance and review mechanisms before submitting a complaint to the CAA.

All grievances must be signed and submitted in writing to the chair, Council on Academic Accreditation, American Speech-Language-Hearing Association, 2200 Research Blvd., Rockville, MD 20850-3289. The complaint must clearly describe the specific nature of the complaint and the relationship of the complaint to the accreditation standards, as well as provide supporting data for the charge. The burden of proof rests with the complainant. All written testimony must include the complainant’s name, address, and telephone contact information, as well as the complainant’s relationship to the program. Complaints will not be accepted by email or facsimile.

Academic Advising

Each student is assigned an academic adviser who will provide academic guidance, direction, and encouragement while monitoring the student’s progress in the program.

Attendance

The attendance policy of the Health Professions Division applies to audiology students. Students hold the responsibility of attending class and clinical assignments, adhering to the specific policies regarding attendance within a course or clinic placement, and understanding the policies and penalties for absences. Tardiness or early departure from class or clinical placements will be treated in the same manner as an absence. Consistent tardiness or early departures must be discussed with the course professor or clinical preceptor.

Program Leave of Absence

A student seeking a voluntary leave of absence must submit the request in writing to the department chair. In collaboration with the dean, the chair will determine whether a leave of absence will be granted and the conditions and timeframe under which the student may return to school. In making the request, the student understands that he or she may not be eligible to return to the program before the next academic year.
Clinical Experience and Placement

Students registering for both on- and off-campus clinical activities must complete a schedule of times that they are available for clinic placements. A minimum of 12 hours per week, including morning and afternoon time slots, must be made available in the first two years of the program. A minimum of two full days per week during the third year must be made available. In the fourth year, the student must be available to complete their supervised professional experience. This schedule will be used to determine the student's clinical assignments. The student's initial clinic schedule is assigned at the beginning of each semester. However, the program reserves the right to alter assignments during the semester using the student's schedule of available times as a reference.

Failure to meet scheduled appointments is considered to be unethical and unprofessional behavior and may result in the student's placement on professional probation.

Students will be assessed on expected clinical competencies. Each clinical activity and competency 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 by his or her preceptor(s) and faculty.

Confidentiality involves protection of the information obtained from conversation with patients and families, written information, and electronic communication. Conversations regarding any patient should not involve the name of the patient. Written work, including diagnostic reports and management, and treatment notes, including notes and reports from other professionals, should never be left in any place where others may have access to the information. Grand rounds or class presentations must not include identifying information. Faxes must adhere to university policy. Electronic communication regarding patient information is not permitted.

Students in off-site clinical rotations or placements will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, drug testing, and a background check. 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 participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility will result in the student 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 timeline for completion of the program will be impacted.

Students are videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from professors to videotape or audiotape lectures. Verbal permission is acceptable.

Authorship and Scholarly Activity Policy

This policy addresses scholarly projects such as journal articles and conference presentations that involve contributions of more than one individual. It applies to both students and faculty members. The policy is intended to serve as a guide when deciding who should be considered for authorship and in what order authors should be listed. Multiple authorship is considered when more than one individual
makes significant contribution to the work. Significant contributions can include, but are not limited to, conceptualization of the project, development of the methodology, interpretation of the data, and other forms of input that improve the quality of the paper or presentation. In these cases, authorship should be determined by the impact each individual had on the final project. For example, a research study that was conceptualized and designed by a faculty member and implemented and written up jointly by the faculty member and a student would probably list the faculty member as the first author and the student as the second author.

In other cases, several people may be involved in a project with only some of them being considered authors of the final paper or presentation. This may occur, for example, if some of the participants assisted in implementation (e.g., copying articles, preparing materials, running subjects, entering data, etc.), but were not involved in the conceptualization, design, analysis, interpretation, or writing. While the individuals who helped with the implementation should be acknowledged, it is not appropriate to consider them as coauthors. Individuals who provide only editorial feedback (e.g., grammar, APA, etc.) are generally not considered for authorship. In the case of students’ papers or presentations that grow out of a class requirement, the decision as to whether the course instructor should be listed as first or second author or a coauthor must be made on an individual basis. In all cases where collaborative writing and/or presenting are planned, faculty members and students are encouraged to address issues of authorship at the earliest stages of a project. Discussing these issues in an open and frank manner can prevent difficult and painful misunderstandings.

**Affiliation Policy**

Faculty members and students disseminating information that emanates from their work in the audiology program must list Department of Audiology, College of Allied Health and Nursing, Health Professions Division, Nova Southeastern University in the affiliation byline.

**Audiology Department Academic Calendar 2009–2010**

May 4, 2009........................................ Summer semester begins
May 25, 2009......................................... Memorial Day, university closed
July 3–4, 2009...................................... Independence Day holiday, university closed
August 9, 2008...................................... Summer semester ends
August 24, 2009................................... Fall semester begins
August 26–28, 2009............................... New student orientation
August 27, 2009................................. Graduation rehearsal
August 28, 2009................................. Graduation awards dinner
August 30, 2009................................. Graduation ceremony
September 7, 2009............................... Labor Day, university closed
September 19, 2009............................. Rosh Hashanah, university closed
September 28, 2009............................. Yom Kippur, university closed
November 26–27, 2009........................... Thanksgiving holiday, university closed
December 13, 2009.............................. Fall semester ends
December 24, 2009.............................. Christmas Eve, university closed at noon
December 25, 2009.............................. Christmas Day, university closed
December 31, 2009–January 1, 2010........ New Year’s holiday, university closed at noon
OCCUPATIONAL THERAPY DEPARTMENT

Academic Promotions
The progress of each student through the curriculum requires continuous satisfactory academic performance. No student may advance to the second year of study without satisfactorily completing all first-year courses. Since the curriculum courses are offered only one time per year, a student will have to suspend his or her studies by withdrawal in order to comply with the following academic policies.

Grading Policies and Procedures
Grading for master of occupational therapy students is based on a scale of 0–100 percent.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>75 percent or above in each course</td>
</tr>
<tr>
<td>F</td>
<td>Below 75 percent</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

Grading for doctor of occupational therapy students (Ph.D. or Dr.OT) is based on a scale of 0–100 percent. Some courses may be pass/fail. Doctoral students must maintain an overall grade point average of 80. Ph.D. students must pass all coursework with an 80 percent or higher.
P or Pass  80 percent or above in core courses and 75 percent for Dr.OT electives
F or Fail  Below 80 percent in core courses and 75 percent for Dr.OT electives
I        Incomplete

A student who receives a failing course grade in Anatomy and/or Neuroanatomy may be given an opportunity to remediate the course by taking a comprehensive reexamination for that course. Should the student fail the comprehensive examination in Anatomy and/or Neuroanatomy, the student will decelerate from the program with an opportunity for re-entrance in the following year at the point of first-course failure. If the student fails the course a second time, he or she will not be given another chance to remediate and will be dismissed from the occupational therapy program.

A student who receives a failing course grade (below 75 percent in any OCT prefix didactic course or below 70 percent in anatomy or neuroanatomy) may be given an opportunity to remediate the course by taking a comprehensive reexamination for that course. A student who fails the comprehensive examination may be given an opportunity to decelerate from the OT program and resume the following year at the point of course failure, with adequate evidence that the conditions and/or factors that caused the prior performance have changed significantly and that there is reasonable expectation of satisfactory performance. A student who does not successfully remediate (pass a comprehensive reexamination), will meet with the Committee on Student Progress. **Students may only remediate one OCT prefix didactic course.** If the course is failed a second time, or any two courses overall are failed, the student will not be given another chance to remediate and will be dismissed from the occupational therapy program.

Students who receive a failing course grade below 75 percent in any OCT prefix didactic course (or below 65 percent in anatomy or neuroanatomy) will not be given an opportunity for remediation. The results of course failure are the same as failure to remediate, and the student will have an opportunity for deceleration and resuming coursework the following year. The Committee on Student Progress will be responsible for tracking decelerated students as the student works with his or her adviser in documenting a plan of action for the year of suspended course attendance. The committee will also review the student's potential for resuming courses in a satisfactory manner prior to his or her resuming the curriculum. Final consideration of the student's request to resume the curriculum will be made in consultation with the department chair.

Students will be permitted to participate in Level I fieldwork rotations only after having successfully completed all corresponding didactic coursework. Students will be permitted to participate in Level II fieldwork rotations only after having successfully completed all required academic coursework. Students may only remediate one Level I fieldwork. Should the student fail a second fieldwork, after successfully remediating one failed Level I fieldwork, the student will not be allowed a second opportunity to remediate and will be automatically dismissed from the program. Students may only remediate one Level II fieldwork rotation. Students who fail their first Level II fieldwork rotation will move to their second Level II rotation. Only upon successful completion of the second Level II fieldwork rotation will student be given an opportunity to remediate the unsuccessful first Level II fieldwork rotation. Should students fail the second rotation, they will be considered to have failed two Level II fieldwork rotations and they will be dismissed from the program without an opportunity to remediate.

Additional tuition will be charged for repeated courses including Level II fieldwork. The maximum final grade a student can earn on any course after any remediation will be a 75 percent in the master's degree program and an 80 percent in doctoral programs.
Incomplete Coursework
When a student fails to complete all the requirements of a course or fieldwork experience, the student shall receive a grade of I (incomplete). An incomplete will be changed to an earned grade upon a student's satisfactory completion of the course or fieldwork requirements. A change from an incomplete to an earned grade must occur prior to the first day of the next academic year, or the student's grade will be converted to an F. The taking of incompletes is strongly discouraged and requires written approval of the course instructor.

Academic Probation
Students in the master's degree programs who do not maintain a minimum of 75 percent or 2.0 overall GPA will be placed on academic probation. Students in doctoral degree programs who do not maintain a minimum of 80 percent overall will be placed on academic probation. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization and may face other restrictions by the Health Professions Division. The first semester a student in a master's degree program has an overall GPA of less than 2.0 or 75 percent he or she will be required to meet with the department's Committee on Student Progress as a cautionary measure in addressing potential academic difficulties. Documentation will be placed in the student's file, with notification to the chair regarding a plan of action for improved performance.

Academic Advising
Each student is assigned an academic adviser during each academic year. The goal of an academic adviser is to provide students with assistance to enable them to get the most from their educational experiences. The adviser will provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources.

Attendance and Behavioral Standards
The overall attendance policy of the College of Allied Health and Nursing of Nova Southeastern University applies to all occupational therapy students. However, professors may have more specific requirements listed in their syllabi and all students should refer to the syllabus for individual courses for additional attendance and professional behavior policies. Each student holds the responsibility for attending class and for understanding the specific policies regarding attendance within a course, including policy and penalty for unexcused absences, within the parameters of the Health Professions Division. Points will be deducted for late arrival and for unexcused absences. If missed laboratories, assignments, or examinations are to be made up, they will be done at the direction and discretion of the course instructor. Attendance and professionalism, including dress code adherence, are expected for all fieldwork and service-learning experiences. Attendance and participation in doctoral online courses will be defined by the course instructor.

Code of Student Conduct, Academic Dishonesty, and Student Disciplinary/Appeals Procedures
The Occupational Therapy Department adheres to the Nova Southeastern University Code of Student Conduct, the College Committee on Student Progress, Academic Dishonesty and Student Disciplinary/Appeals Policies and Procedures located in the university and college sections of this handbook.
Withdrawal from a Course

The student will receive a 100 percent refund for each course if written or online withdrawal notice is sent to the program office by the 10th calendar day of matriculation each term; 75 percent will be refunded between the 10th and 15th calendar days; and 50 percent will be refunded between the 15th and 20th calendar days. No refund will be due the student if a written course withdrawal request is not sent to the program by the 21st calendar day (third week) of the term. Requests to withdraw from a class will be considered a drop for the first 10 calendar days of the term and not recorded on the university transcript. Requests to withdrawal between the 11th and 20th calendar days of the term must be placed in writing to the program director. Students may receive a W, WP, or WF on their transcript. If the student retakes the course, the grade of W will be replaced by an earned grade.

Problem Resolution

Students are encouraged to first discuss a problem, issue, or difficulty with the appropriate administrative staff or faculty members to clarify and resolve an issue. Many problems are often misperceptions or misunderstandings that can easily be resolved by discussing it with the individual involved.

Authorship Credit and Order Guidelines and Policy

- Principal authorship, order of authorship, and other publication credits should accurately reflect the relative scientific, technical, professional, or scholarly contributions of the individuals involved.
- No authorship credit should be given to someone whose suggestion/idea/feedback may have influenced a project, but did not actively participate in project development and implementation. This person could be acknowledged as described in bullet number 5 (below).
- Authorship is not merited solely for administrative support, financial contribution, or a supervisor/adviser's position.
- Authorship credit should go to those who do the actual writing and to those who have made significant scientific or scholarly contributions to a study, such as formulating hypotheses, structuring the design, conducting the analysis, interpreting results, or writing a major portion of a manuscript.
- Those with minor contributions to the manuscript are appropriately acknowledged in footnotes, an introductory statement, or acknowledgements.
- Student as author
  - A student is usually listed as a principal author on a multiple-authored paper that is substantially based on the student's dissertation, report, or project.
  - However, he or she is not automatically entitled to authorship if only some or minor material from the project is used in a paper, proposal, or progress or final report written by the student's adviser, a faculty member, or supervisor. Reference to the material's origin is sufficient in these cases.
  - If the student's dissertation or project is based on data collected as part of a larger research project under the supervision of one or more faculty members, it is appropriate to include those supervisors or faculty members as co-authors.
  - Submissions for publication or professional presentations (to include posters) that originated from a previous class assignment (papers, reports, projects, etc.) should first be discussed and agreed upon with the course instructor.
• Co-authorship may be a complex issue in certain cases. It is suggested that authorship credit and order be discussed with all possible collaborators before and during the project. There should be an agreement, especially with projects that involve multiple key contributors, to minimize the chance of misunderstandings.
• Major revisions to a manuscript for publication or professional presentation may result in a change of responsibilities or work effort. This may require a revision in authorship order and/or credit. These changes should be discussed and agreed upon before and during any major revision process.
• Institutional Affiliation
  - Publishers usually require each author's institutional affiliation.
  - Authors should acknowledge the department and institution where the primary work was done, as well the current institutional affiliation of each author.
  - Occupational Therapy Department, College of Allied Health and Nursing, Nova Southeastern University is the institutional affiliation.
• Authors must obtain approval from the chair, Occupational Therapy Department, Nova Southeastern University, prior to submitting an abstract or manuscript to a publisher or a conference committee. Department approval serves to (1) protect the department, college, and university by allowing the chair (or designee) to review all submissions for appropriateness and acceptable standards; (2) recognize and record all department-related publications and presentations as program outcomes; and (3) assure that submissions provide appropriate credit and recognition.

This policy applies to publication submissions; professional presentations; and posters by students, former students, alumni, and current and former faculty and staff members of the Occupational Therapy Department, Nova Southeastern University, when applicable.

References:

Occupational Therapy Master's Degree Program
Academic Calendar 2009–2010

July 3–4, 2009.......................... Independence Day holiday, university closed
August 28, 2009.......................... Allied Health and Nursing graduation rehearsal
August 29, 2009.......................... Allied Health and Nursing graduation senior awards dinner
August 30, 2009.......................... Allied Health and Nursing graduation
September 7, 2009................... Labor Day, university closed
September 19, 2009................... Rosh Hashanah, university closed
September 28, 2009................... Yom Kippur, university closed
November 23–27, 2009............ Thanksgiving holiday, university closed
December 24, 2009................... Christmas Eve, university closed at noon
December 25, 2009................... Christmas Day, university closed
December 31, 2009–January 1, 2010... New Year’s holiday, university closed at noon
January 18, 2010..................... Martin Luther King Day, university closed
March 29–April 2, 2010............ Spring break, no classes—OT-I
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2, 2010</td>
<td>Good Friday, university closed</td>
<td></td>
</tr>
<tr>
<td>May 31, 2010</td>
<td>Memorial Day, university closed</td>
<td></td>
</tr>
<tr>
<td>July 4–5, 2010</td>
<td>Independence Day holiday, university closed</td>
<td></td>
</tr>
<tr>
<td>August 27, 2010</td>
<td>Graduation rehearsal and senior awards dinner</td>
<td></td>
</tr>
<tr>
<td>August 28, 2010</td>
<td>Graduation</td>
<td></td>
</tr>
</tbody>
</table>

**OT-I**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Term Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31, 2009</td>
<td>Orientation day</td>
<td>201010</td>
</tr>
<tr>
<td>June 1–July 24, 2009</td>
<td>Summer term</td>
<td></td>
</tr>
<tr>
<td>June 2, 2009</td>
<td>Classes begin</td>
<td></td>
</tr>
</tbody>
</table>

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Term Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 24–December 16, 2009</td>
<td>Fall term</td>
<td>201020</td>
</tr>
<tr>
<td>December 16, 2009</td>
<td>Classes end</td>
<td></td>
</tr>
</tbody>
</table>

**WINTER SEMESTER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Term Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4–April 30, 2010</td>
<td>Winter term</td>
<td>201030</td>
</tr>
<tr>
<td>March 29–April 2, 2010</td>
<td>Spring break</td>
<td></td>
</tr>
<tr>
<td>April 30, 2010</td>
<td>Winter term ends</td>
<td></td>
</tr>
</tbody>
</table>

**OT-II**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Term Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1, 2009</td>
<td>Practice I class begins</td>
<td>201010</td>
</tr>
<tr>
<td>July 3, 2009</td>
<td>Practice I class ends</td>
<td></td>
</tr>
<tr>
<td>July 6, 2009</td>
<td>Fieldwork begins</td>
<td></td>
</tr>
<tr>
<td>July 24, 2009</td>
<td>Fieldwork ends</td>
<td></td>
</tr>
<tr>
<td>August 24, 2009</td>
<td>Practice II class begins</td>
<td></td>
</tr>
<tr>
<td>November 20, 2009</td>
<td>Practice II class ends</td>
<td></td>
</tr>
<tr>
<td>November 30, 2009</td>
<td>Fieldwork begins</td>
<td></td>
</tr>
<tr>
<td>December 18, 2009</td>
<td>Fieldwork ends</td>
<td></td>
</tr>
</tbody>
</table>

**WINTER SEMESTER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Term Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4, 2010</td>
<td>Practice III class begins</td>
<td>201030</td>
</tr>
<tr>
<td>March 29–April 2, 2010</td>
<td>Spring break</td>
<td></td>
</tr>
<tr>
<td>April 9, 2010</td>
<td>Practice III class ends</td>
<td></td>
</tr>
<tr>
<td>April 12, 2010</td>
<td>Fieldwork begins</td>
<td></td>
</tr>
<tr>
<td>April 30, 2010</td>
<td>Fieldwork ends</td>
<td></td>
</tr>
<tr>
<td>May 3, 2010</td>
<td>Professionalism and Leadership class begins</td>
<td></td>
</tr>
<tr>
<td>May 7, 2010</td>
<td>Professionalism and Leadership class ends</td>
<td></td>
</tr>
<tr>
<td>May 10, 2010</td>
<td>Fieldwork begins</td>
<td></td>
</tr>
<tr>
<td>May 21, 2010</td>
<td>Fieldwork ends</td>
<td></td>
</tr>
</tbody>
</table>
OT-III
May 24–August 17, 2010..................Level II fieldwork experience I
August 27–28, 2010.........................Graduation weekend
August 30–November 20, 2010...........Level II fieldwork experience II

Occupational Therapy Doctoral Degree Program
Academic Calendar 2009–2010
May 4, 2009..............................Begin summer semester
June 1–5, 2009.............................Begin Summer Research Institute (SRI)
June 5–7, 2009.............................Mid-session (on campus)
July 3–4, 2009..............................Independence Day holiday, university closed
August 21, 2009...........................End summer semester
August 28–29, 2009......................Orientation for new students
August 28, 2009............................Graduation rehearsal
August 29, 2009............................Graduation awards dinner
August 30, 2009............................Graduation
August 31, 2009...........................Begin fall semester (201020)
September 7, 2009......................Labor Day, university closed
September 19, 2009......................Rosh Hashanah, university closed
September 28, 2009......................Yom Kippur, university closed
October 23–25, 2009.....................Mid-session (on campus)
November 26–27, 2009................Thanksgiving holiday, university closed
December 18, 2009......................Fall classes end
December 24, 2009......................Christmas Eve, university closed at noon
December 25, 2009......................Christmas Day, university closed
December 31, 2009–January 1, 2010...New Year’s holiday, university closed at noon
January 4, 2010...........................Begin winter semester (201030)
January 18, 2010.........................Martin Luther King Day, university closed
February 19–21, 2010....................Mid-session (on campus)
April 2, 2010..............................Good Friday, university closed
April 23, 2010.............................Winter classes end (201030)
May 3, 2010.................................Begin summer semester (201050)
May 31, 2010...............................Memorial Day, university closed
July 4–5, 2010.............................Independence Day holiday, university closed
August 20, 2010...........................End summer semester (201050)
August 27, 2010...........................Graduation rehearsal and awards dinner
August 28, 2010...........................Graduation
November 25–26, 2010................Thanksgiving holiday, university closed
December 24, 2010......................Christmas Eve, university closed at noon
December 25, 2010......................Christmas Day, university closed
December 31, 2010–January 1, 2011...New Year’s holiday, university closed at noon
PHYSICAL THERAPY DEPARTMENT

Entry-Level D.P.T. Program

Academic Promotions
The progress of each student through the curriculum requires continuous satisfactory academic performance. In order to complete the program in the normally scheduled three years, students must successfully complete the courses in the time and sequence that they are offered. In order to progress through the program, students may be required to pass comprehensive examinations given at the end of the first and second years of the program. In order to graduate from the program, each student must pass a comprehensive examination given at the end of the third year of the program.

Grading Policies and Procedures
Grading for physical therapy doctoral students is based on a scale of 0–100 percent. Some courses may be pass/fail.

P  Pass  75 percent or above
F  Fail  below 75 percent

Grades on the transcript will be qualified to indicate a repeated course or a remediation examination. When a student passes a course by a remediation examination, a minimum passing grade of 75E will be recorded as the final grade for the course on the transcript. When a student passes a course by a retake of the course, the passing grade will be qualified with an R following the grade on the transcript.

Students must successfully pass each course by achieving a minimum grade of 75 percent for examinations and assignments, and a distinct minimum grade of 75 on the practical(s). If a student fails a core/foundational course, a cumulative remediation written and or practical examination will be administered. A final course grade of less than 75 percent in any given course will constitute a course failure. (This includes a grade achieved through a remediation examination.) The grade from a remediation examination can be no more than 75 percent. Students who fail a core/foundational course and/or the remediation examination will be sent to the Committee on Student Progress and may be dismissed. Students who fail a noncore/foundational course may continue in those classes that do not require the failed course as a prerequisite. A student who fails a noncore/foundational course will be put on academic warning and referred to the Committee on Student Progress. While matriculating through the entry-level D.P.T. program, each student is permitted to remediate a total of two courses. A student will be allowed to sit for only one remediation examination per course. The ultimate calculation and disposition of a student’s final course grade rests with information provided on the course syllabus.

Incumbent upon approval by the program director, a student who fails to complete all the requirements of a course because of documented medical reasons or extenuating personal circumstances may receive a grade of incomplete (I). An incomplete will be changed to an earned grade upon the student’s satisfactory completion of the course requirements. A change from an incomplete to an earned grade must occur prior to the end of the next semester or the course grade will be converted to an F and the student will be dismissed from the program. Exceptions to this rule may be considered in cases in which the course is not offered the following semester or a medical leave is granted for more than one semester.
Grade Disputes
The responsibility for course examinations, assignments, and grades resides with the expertise of faculty members who are uniquely qualified by their training and experience. Such evaluations and grades are the prerogative of the instructor and are not subject to formal appeal unless there is compelling evidence of discrimination, arbitrary or capricious action, and/or procedural irregularities. Grade disputes must be made in writing and directed to the grading faculty member before retesting or five business days from the time the student receives his or her grade, whichever comes first. The written request must contain a rationale based on the merits (facts) of the case and not on how other students were graded or what was accepted or done in the past. Students can not pick and choose which portions of the test, paper, or project will be graded; faculty members may look at the entire test so that all items can be viewed in context of the overall performance. Therefore, in requesting reconsideration of a grade, students assume the risk that the regrading of a test, paper, or project may result in a lower grade than was initially given. If the student is not satisfied with the decision of the grading faculty member, he or she may request to meet with the department chair for a final resolution of the dispute. The decision of the department chair is final. Failure to submit a timely appeal will be considered a waiver of the student’s right to appeal the grade.

Academic Warning, Probation, and Professional Probation
The Doctor of Physical Therapy Program abides by the College of Allied Health and Nursing’s academic warning, probation, and professional probation policy as stated under the college section of this handbook.

Dismissal
Failure to successfully complete any course, didactic or clinical, will result in automatic dismissal from the program pending review by the Committee on Student Progress. See the Committee on Student Progress procedures in the college section of this handbook. Students who are dismissed from the program may appeal their dismissal to the College-Wide Appeals Committee of the College of Allied Health and Nursing. See procedures on student appeals in the college section of this handbook under Student Appeals.

Withdrawal from a Course
A request for withdrawal from a course shall be made in writing to the program director within four weeks after the beginning of the class block in which the student is currently enrolled. The grade of W will be replaced by an earned grade if the student retakes the course. The student may request withdrawal only if he or she is in good standing. A withdrawal from a course requires approval of a request for leave of absence from the program.

Academic Advising
Each student is assigned a faculty member as his or her academic adviser at the time of matriculation. The academic adviser shall provide the student with assistance that will enable him or her to gain the most from this educational experience; provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources when professional counseling may be indicated.

Critical Inquiry Research Project
Doctor of physical therapy students are expected to successfully complete and present the findings of a critical inquiry research project.
Attendance at FPTA/APTA Conferences
All physical therapy students are required to attend the district, state, and national conferences/meetings as determined by the program director. This is required coursework and cannot be missed for personal reasons. A student failing to attend said conferences is at risk of not graduating with his or her class.

Dress Code
While on campus, the dress code for physical therapy students shall be the same as that stated in the College of Allied Health and Nursing Student Handbook. While on internships, the dress code shall be that which is specified in the NSU Physical Therapy Clinical Education Manual, or as required by the clinical education site.

Attendance
The Doctor of Physical Therapy Program is governed by, and enforces, the Health Professions Division attendance policy as stated earlier in this handbook. Any unexcused absence may result in disciplinary action including, but not limited to, written reprimand from the program chair with a copy in the student's permanent files, a loss of 10 percentage points deducted from the final course grade, or course failure. Please read and commit to memory the definition of excused absences stated in the HPD policy on attendance.

Submission of Assignments
Any assignment submitted after the assignment deadline will have 5 percentage points automatically deducted from the final course grade. Any assignment submitted in such condition that it has to be redone will receive no more than 75 percent.

Physical Therapy Postprofessional Programs (Ph.D. and Transition D.P.T.)
Students enrolled in either the doctor of philosophy in physical therapy (Ph.D.) or transition doctor of physical therapy (T-D.P.T.) programs must follow all university policies and procedures. The following paragraphs highlight policies specific to each postgraduate doctoral program in physical therapy.

Textbooks
Students will receive information about course textbooks in the course syllabi. Students can order texts from any source; however, it is highly recommended that students order the texts before the first day of the semester.

Web Access and Registration: SharkLink, Email/WebMail, WebCT, and WebStar
A brief description of access to email, registration, and electronic classes is provided here; please refer to your program's student guidebook for more information.

- Email: Your NSU email name is created automatically when you become a new student at NSU. To access your NSU identity, go to www.nova.edu/resources/nsuidentity.html. Your NSU email name serves as your access to the SharkLink login, the WebCT login, and NSU WebMail. All official NSU correspondence, including links to course evaluations, will be sent to your NSU email address. Students are expected to check this account regularly OR forward all NSU email to their personal email addresses.
• **WebStar**: Students register for all classes using the online system called WebStar. This is also where all final grades are posted and where the bursar's office posts tuition bills. It is available through the NSU home page directly (under “QuickLinks”) or through the SharkLink System. To register online, students must access WebStar by entering their student number (N number) and a PIN number. The PIN is different from the email password. You can access your PIN number by going to the NSU identity Web page described previously and click on “Access your NSU Identity and PIN.”

• **WebCT**: WebCT is the electronic classroom system that can be accessed on the home page (under “QuickLinks”) or through SharkLink. Each postprofessional program has a student center specifically designed for all students in that program. It can only be accessed through the WebCT portal on the home page under the “QuickLinks” menu. Access to all classes is through WebCT, and tutorials are available to orient new students to the system. If you need assistance, please contact your program office.

• **SharkLink**: SharkLink is an electronic system that provides access to all NSU electronic sites through one single login. One caveat of SharkLink is that it does not give access to the electronic student centers in WebCT or previous semester courses in WebCT. For this reason, we suggest that students access WebCT at least once weekly outside of SharkLink to check the student centers.

**Computer Services**

Distance students are required to register online for all courses each semester. Students register through the WebStar system that can be accessed from the home page or through the SharkLink system. The Help Desk is an online resource available 21 hours/day. There you can get assistance with academic computer and technology problems. The Help Desk is available by phone at (954) 262-4357 or by email at help@nova.edu.

**Travel, Housing, and Parking**

Although the postprofessional programs are primarily online, students in both programs are required to attend two days of on-campus time for most classes in which they are enrolled. Students are required to arrange their own travel and housing based on the schedule provided by the program office. Limited on-campus housing is available for these sessions. Contact the program office at (954) 262-1806 for more information. While on campus, students with cars should have a parking permit or a temporary pass that allows parking in any student area. NSU has a reliable, free on-campus shuttle system, and some of the nearby hotels offer free shuttle service as well. Travel to and from the airport is the responsibility of each student.

**Student ID Cards: The Shark Card**

NSU requires that students wear the NSU Shark Card (ID card) at all times. Students can complete an NSU Shark Card application (available online) and mail a passport-size photo to NSU Campus Card Services. Students can also obtain the shark card when they arrive on campus at the Shark Card Services Desk located in the Don Taft University Center (open Monday–Friday, 8:30 a.m.–6:00 p.m.). The Shark Card provides access to all buildings, libraries, and the fitness center located in the University Center. Each year, the NSU Shark Card provides students with $75 toward printing costs associated with printing at the computer labs on campus.
Attendance

All postprofessional courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for assignment submission and exams. Students are required to access and participate in their Web-based class as defined by the course instructor. Policies regarding participation on discussion boards are usually defined in the course syllabus.

Attendance at the on-campus component for each class is mandatory. Students who do not attend the on-campus component will receive an incomplete for the class until the on-campus requirements have been met (in the subsequent semester in which the class is offered). Students can assume that all on-campus classes are scheduled from 9:00 a.m. through 4:30 p.m. unless otherwise indicated by the course instructor. Return flights should be scheduled no earlier than 6:00 p.m. on the last day of any course. Course instructors may assign an incomplete to students who do not complete a full day of on-campus classes.

Academic Advising and Administrative Support

Each student is required to contact the program director for academic advising before beginning the program. The program director and her or his designee will advise the student during matriculation through the program. Students may communicate with the director via phone, fax, email, or in person.

Grading Policies and Procedures

Grades for the Ph.D. and the T.D.P.T. programs are based on a 0–100 scale; 90–100 is equivalent to an A, and 80–89 is equivalent to a B. Students are considered to have failed a course if they score below an 80. Failure of a course in the Ph.D. program may result in dismissal from the program. In addition to percentage grading, the postprofessional programs may use transcript notations outlined in the College of Allied Health and Nursing section of the student handbook.

Administrative Withdrawals

Unless prior approval or a leave of absence has been granted, students who do not enroll in any classes for two consecutive semesters may be administratively withdrawn (WU) from the postprofessional program. If a student is administratively withdrawn from the program, he or she would be required to petition the program director in writing for reinstatement in the program.

Suspension/Dismissal

Students enrolled in postprofessional programs have an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. Students can be suspended and/or dismissed from the postprofessional program for failure to meet academic standards, failure of two courses, and/or unprofessional conduct. Please refer to the section of this handbook entitled Statement of Students Rights and Responsibilities.

Academic Promotion

The progress of each doctoral student through the curriculum requires continuous, satisfactory academic performance. Students must complete each course with a grade of 80 percent or higher to advance in the curriculum. Students who fail a course have one opportunity to repeat the course. If students elect to repeat the course, they are required to register and pay for the course the next time it is offered, and must complete it with an 80 percent or higher in order to continue in the program.
Incomplete Coursework
A grade of incomplete (I) is issued only in cases of unexpected personal or professional emergencies, and must be made up within one term (or sooner) of the final class meeting of the course, as stipulated by the instructor. If the incomplete grade (I) is not made up accordingly, it will be converted into a failing grade (F). Courses that are only offered once per calendar year must be completed by the end of the following calendar year. Students must request any extension, in writing, from the course instructor with a copy to the program director.

Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form prior to the end of the course. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of I can only be assigned if 50 percent or more of the coursework has been completed. All assignments up to the date of the request must have been successfully completed. Incomplete grades that have not been changed by the official date in this agreement will be converted to an F. The student must send this form via email to the instructor before the official end of the course. The subject line of the email must include the student's name and Incomplete Grade Agreement.

Withdrawal from a Course
(The following is the controlling policy for the Ph.D. and T-D.P.T. programs only.)

The student will receive a 100 percent refund for each course if written or online withdrawal notice is sent to the program office by the 10th calendar day of matriculation each term; 75 percent will be refunded between the 10th and 15th calendar days; and 50 percent will be refunded between the 15th and 20th calendar days. No refund will be due the student if a written course withdrawal request is not sent to the program by the 21st calendar day (third week) of the term.

Requests to withdraw from a class will be considered a drop for the first 10 calendar days of the term and not recorded on the university transcript. Requests to withdraw between the 11th and 20th calendar days of the term must be placed in writing to the program director. Students may receive a W, WP, or WF on their transcript. If the student retakes the course, the grade of W will be replaced by an earned grade.

Dissertation
The Ph.D. students are expected to conduct individual research, successfully defend their dissertation before a dissertation committee, and have verification of presentation or publication. Process and requirements are detailed in the Dissertation Guide.

Students Rights and Responsibilities
See Nova Southeastern University Statement of Student Rights and Responsibilities.

Specific University Policy and Procedures
See Nova Southeastern University, Specific University Policies and Procedures.
Physical Therapy Department Academic Calendar 2009–2010

May 4, 2009..............................................Start of summer semester, Ph.D.
May 11, 2009.............................................Start of summer semester, D.P.T. full-time class of 2011 including Tier 1B and part-time class of 2012 including Tier 1B
May 25, 2009.............................................Memorial Day, university closed
May 31, 2009.............................................Orientation, full-time class of 2012 and part-time class of 2014
June 1, 2009.............................................Start of summer semester, all full-time and part-time D.P.T. classes except full-time D.P.T. class of 2011 and part-time classes of 2012/2013
June 1–5, 2009.........................................Physical therapy orientation and classes, D.P.T. full-time class of 2012 and part-time class of 2014
June 5, 2009.............................................End of Tier 1B, D.P.T. full-time class of 2011 and part-time D.P.T. class of 2012
June 8, 2009.............................................Start of summer semester, part-time class of 2013
June 8, 2009.............................................Summer semester continues, D.P.T. class of 2011 and part-time class of 2012
June 10–13, 2009.................................APTA National Conference, Baltimore, MD
June 19, 2009.........................................End of winter semester, T-D.P.T.
July 4, 2009.............................................Independence Day, university closed
July 31, 2009.............................................End of summer semester, D.P.T. full-time class of 2011 and part-time class of 2012
August 3–7, 2009....................................Summer break, D.P.T. full-time class of 2011 and part-time classes of 2011/2012
August 10, 2009......................................Start of fall semester, D.P.T. full-time class of 2011 and part-time classes of 2011/2012
August 21, 2009......................................End of summer semester, D.P.T. full-time classes of 2010/2012, part-time class of 2014
August 21, 2009......................................End of summer semester, Ph.D.
August 24, 2009......................................Start of fall semester, T-D.P.T. and Ph.D.
August 31, 2009......................................Start of fall semester, D.P.T. full-time classes of 2010/2012 and part-time classes of 2013/2014
September 7, 2009.................................Labor Day, university closed
September 9–13, 2009.............................FPTA Fall Conference
September 19, 2009.................................Rosh Hashanah, university closed
September 28, 2009.................................Yom Kippur, university closed
October 16–23, 2009...............................T-D.P.T. students on campus
October 23, 2009.....................................End of Tier IIA, full-time D.P.T. class of 2010
October 26, 2009.....................................Start of Tier IIB, full-time D.P.T. class of 2010
October 26–30, 2009...............................Ph.D. students on campus
November 20, 2009.................................End of fall semester (regular classes), D.P.T. full-time class of 2011 and part-time class of 2012
November 23, 2009.................................Start Tier IC, D.P.T. full-time class of 2011 and part-time class of 2012
November 26–27, 2009............................Thanksgiving holiday, university closed
December 13, 2009..............................End of fall semester, Ph.D.
December 18, 2009..............................End of fall semester, T-D.P.T. and all full-time and part-time classes
December 21, 2009–January 1, 2010........Winter break
January 4, 2010..............................Start Tier IIIC, D.P.T. class of 2010
January 4, 2010..............................Start of winter semester, all D.P.T., Ph.D., and T-D.P.T.
January 18, 2010..............................Martin Luther King Day, university closed
February 26, 2010..............................End of Tier IIIC, full-time D.P.T. class of 2010
March 1, 2010..............................Start of Tier IID, full-time D.P.T. class of 2010
March 1–5, 2010..............................Ph.D. students on campus
March 5–11, 2010..............................T-D.P.T. students on campus
March 29–April 2, 2010........................Spring break
April 2, 2010..............................Good Friday, university closed
April 23, 2010..............................End of Tier IID, full-time D.P.T. class of 2010
April 26–30, 2010..............................Travel week, full-time D.P.T. class of 2010
April 30, 2010..............................End of winter semester (regular classes), D.P.T. full-time class of 2012 and part-time classes of 2013/2014
May 2, 2010..............................End of winter semester, Ph.D.
May 3, 2010..............................Wrap up begins, D.P.T. class of 2010
May 3, 2010..............................Start of summer semester, Ph.D.
May 3–7, 2010..............................Break, D.P.T. full-time class of 2012 and part-time class of 2013
May 7, 2010..............................End of winter semester, T-D.P.T.
May 10, 2010..............................Start Tier IIA, D.P.T. full-time class of 2012 and part-time class of 2013
May 14, 2010..............................End of winter semester, full-time D.P.T. class of 2011 and part-time classes of 2011/2012
May 28, 2010..............................Wrap up ends, full-time D.P.T. class of 2010
May 31, 2010..............................Memorial Day, university closed
June 1, 2010..............................Start of summer semester, T-D.P.T.
June 6, 2010..............................Orientation, D.P.T. full-time class of 2013 and part-time class of 2015
Academic Promotions
The progress of each student through the curriculum requires continuous, satisfactory academic performance. No student may advance to the clinical year of study without satisfactorily completing all of the didactic year's courses. In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the required clinical-year courses.

Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress. (See the Committee on Student Progress in the college section of this handbook.)

Attendance
The mandatory attendance policy of the Health Professions Division applies to all PA students. During the clinical year, the policies are somewhat different and are outlined in the student's clinical year handbook. Each student is responsible for attending class and clinical rotations and for understanding the specific policies regarding attendance for each, including the policy and penalty for unexcused absences. Missed labs, assignments, examinations, or clinical coursework are made up at the direction and/or discretion of the department chair, associate director, academic director, and/or clinical director.

Grading Policies and Procedures
Grading for academic and clinical-year PA students is based on an alpha scale as shown.

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>75-76</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0-74</td>
</tr>
</tbody>
</table>

Additional tuition will be charged for repeated courses. A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant.

Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.
Remediation Policy
A student who receives a failing course grade in a PA didactic course will be given a comprehensive remediation exam. If the remediation examination is passed, the student will receive a grade of C(E) for the course. If this remediation examination is failed, the student has failed the course and will be referred to the Committee on Student Progress for disposition.

Incomplete Coursework
The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of I (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an F.

Academic Probation
A student who does not attain a 75 percent (C) or better overall GPA (2.0) in all PAC courses will be placed on academic probation. A student with a course failure after meeting the conditions of the remediation policy will be placed on academic probation until the course is successfully repeated and passed. Both the original and repeated courses will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization and may be restricted from other extracurricular activities until academic probation status is lifted.

Academic Advising
Each student is assigned an academic adviser at matriculation. The goal of an academic adviser is to provide students with assistance in attaining the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor the overall progress; and identify appropriate resources. Each student in the academic and clinical year should meet with his or her adviser at least once a semester.

Clinical Rotations
The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine required rotations: six core rotations and three elective rotations. PA students on clinical rotations must maintain a functional pager or cell phone at all times. This expense will be the student's responsibility. To facilitate communications, PA students must provide the PA Program with their pager or cell phone numbers and inform the program in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and NSU.

Disciplinary and Appeals Policies
Students who do not adhere to stated policies, procedures, and the Code of Student Conduct and Academic Responsibility are subject to disciplinary action. Infractions may involve deficiencies in performance and/or professional behavior. All infractions are evaluated by either the course director, academic/clinical director, associate director, and/or the department chair. Where warranted, written disciplinary warning will be entered into the student's file or he or she may be placed on disciplinary probation, which will be noted on the transcript. If the infraction is serious such that it violates ethical codes of the PA profession, the student may be subject to dismissal. Only one such serious infraction as described above is required for referral to the Committee on Student Progress, who may recommend dismissal to the department chair. (See the Committee on Student Progress section under the college section of this handbook). All disciplinary actions may be appealed following the process previously outlined in the section of the College of Allied Health and Nursing Student Handbook titled Student Appeals.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8, 2009</td>
<td>Winter term ends, class of 2009</td>
</tr>
<tr>
<td>May 11, 2009</td>
<td>Summer term begins, class of 2009</td>
</tr>
<tr>
<td>May 15, 2009</td>
<td>Winter term ends, class of 2010</td>
</tr>
<tr>
<td>May 23–29, 2009</td>
<td>AAPA Conference—San Diego, California</td>
</tr>
<tr>
<td>May 25, 2009</td>
<td>Memorial Day, university closed</td>
</tr>
<tr>
<td>May 31, 2009</td>
<td>Orientation, class of 2011</td>
</tr>
<tr>
<td>June 1, 2009</td>
<td>Summer term begins, classes of 2010 and 2011</td>
</tr>
<tr>
<td>July 3, 2009</td>
<td>Independence Day holiday, university closed</td>
</tr>
<tr>
<td>August 21, 2009</td>
<td>Summer term ends, classes of 2010 and 2011</td>
</tr>
<tr>
<td>August 24, 2009</td>
<td>Fall term begins, classes of 2010 and 2011</td>
</tr>
<tr>
<td>August 28, 2009</td>
<td>Summer term ends, graduation rehearsal</td>
</tr>
<tr>
<td>August 29, 2009</td>
<td>Senior awards banquet</td>
</tr>
<tr>
<td>August 30, 2009</td>
<td>Graduation, class of 2009</td>
</tr>
<tr>
<td>September 7, 2009</td>
<td>Labor Day, university closed</td>
</tr>
<tr>
<td>September 28, 2009</td>
<td>Yom Kippur, university closed</td>
</tr>
<tr>
<td>November 26–27, 2009</td>
<td>Thanksgiving holiday, university closed</td>
</tr>
<tr>
<td>December 23, 2009</td>
<td>Fall term ends, classes of 2010 and 2011</td>
</tr>
<tr>
<td>December 24, 2009</td>
<td>Christmas Eve, university closed at noon</td>
</tr>
<tr>
<td>December 25, 2009</td>
<td>Christmas Day, university closed</td>
</tr>
<tr>
<td>December 31, 2009–January 1, 2010</td>
<td>New Year’s holiday, university closed at noon</td>
</tr>
<tr>
<td>January 4, 2010</td>
<td>Winter term begins, classes of 2010 and 2011</td>
</tr>
<tr>
<td>January 18, 2010</td>
<td>Martin Luther King Day, university closed</td>
</tr>
<tr>
<td>March 29–April 1, 2010</td>
<td>Spring break, class of 2011</td>
</tr>
<tr>
<td>April 2, 2010</td>
<td>Good Friday, university closed</td>
</tr>
<tr>
<td>May 7, 2010</td>
<td>Winter term ends, class of 2010</td>
</tr>
<tr>
<td>May 10, 2010</td>
<td>Summer term begins, class of 2010</td>
</tr>
<tr>
<td>May 28, 2010</td>
<td>Winter term ends, class of 2011</td>
</tr>
<tr>
<td>May 29–June 3, 2010</td>
<td>AAPA Conference—Atlanta, Georgia</td>
</tr>
<tr>
<td>May 31, 2010</td>
<td>Memorial Day, university closed</td>
</tr>
<tr>
<td>June 6, 2010</td>
<td>Orientation, class of 2012</td>
</tr>
<tr>
<td>June 7, 2010</td>
<td>Summer term begins, classes of 2011 and 2012</td>
</tr>
<tr>
<td>July 5, 2010</td>
<td>Independence Day holiday, university closed</td>
</tr>
<tr>
<td>August 13, 2010</td>
<td>Summer term ends, class of 2011</td>
</tr>
<tr>
<td>August 23, 2010</td>
<td>Fall term begins, class of 2011</td>
</tr>
<tr>
<td>August 26, 2010</td>
<td>Graduation rehearsal</td>
</tr>
<tr>
<td>August 27, 2010</td>
<td>Summer term ends, classes of 2010 and 2012</td>
</tr>
<tr>
<td>August 28, 2010</td>
<td>Senior awards banquet</td>
</tr>
</tbody>
</table>
August 29, 2010 .................................. Graduation class of 2010
August 30-September 3, 2010 ............... Labor Day break, class of 2012
September 6, 2010 ................................ Labor Day, university closed
September 7, 2010 ................................ Fall term begins, class of 2012
September 9, 2010 ................................ Rosh Hashanah, university closed
November 25-26, 2010 ......................... Thanksgiving holiday, university closed
December 17, 2010 ............................... Fall term ends, class of 2012
December 23, 2010 ............................... Fall term ends, class of 2011
December 24, 2010 ............................... Christmas Eve, university closed
December 31, 2010 ............................... New Year's Eve, university closed at noon
January 3, 2011 .................................... Winter term begins, classes of 2011 and 2012

PHYSICIAN ASSISTANT DEPARTMENT
Southwest Florida

Dress Code

Students in the NSU PA Program—Southwest Florida campus are expected to comply with the dress code as outlined by the College of Allied Health and Nursing policy. In addition, students in the didactic phase of the curriculum will be required to wear a uniform for physical diagnosis lab. Students also may be required to wear this uniform during end-of-rotation seminars within the clinical year. This uniform will include a gray, short-sleeved T-shirt with the PA program logo. No logo or writing should be on the back of the T-shirt. Pants must be navy blue gym-type shorts with an elastic waistband and draw strings with the logo on the pant leg. All students must be prepared and able to remove the T-shirt for thoracic, cardiac, chest wall, and abdominal examination at any time during physical examination labs. Therefore, females must wear a sports bra or similar under attire beneath the T-shirt. Athletic shoes and socks or clogs such as Crocs must be worn at all times in the lab, except as dictated by the instructor. The physical diagnosis uniform is permitted to be worn only in the physical diagnosis lab.

Academic Promotions

The progress of each student through the curriculum requires continuous, satisfactory academic performance. No student may advance to the clinical year of study without satisfactorily completing all of the didactic year's courses. In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the required clinical-year courses. Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress. (See Committee on Student Progress in the college section of this handbook).

Attendance

The overall mandatory attendance policy of the Health Professions Division relates to all PA students. During the clinical year, the policies are somewhat different and are outlined in the student's clinical year handbook. Each student holds the responsibility for attending class and clinical rotations and for understanding the specific policies regarding attendance for each, including policy and penalty for unexcused absences, within the parameters of the PA program and the Health Professions Division. If missed labs, assignments, examinations, or clinical coursework are to be made up, they will be done at the direction and/or discretion of the department chair, academic director, and/or clinical director.
Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94–100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90–93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83–86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80–82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77–79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>75–76</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0–74</td>
</tr>
</tbody>
</table>

During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component in order to pass the clinical rotation. Students receiving failing grades in clinical courses will be referred to the Committee on Student Progress (CSP) for disposition.

Additional tuition will be charged for repeated courses. A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant.

Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

Remediation Policy

A student who receives a failing course grade in a PA didactic course may be given a comprehensive remediation exam. If the remediation examination is passed, the student will receive a grade of C(E) for the course. If this remediation examination is failed, the student has failed the course and will be referred to the CSP for disposition.

Incomplete Coursework

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of I (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student’s grade will be converted to an F.

Academic Probation

A student who does not attain a 75 percent (C) or better overall GPA (2.0) in all courses will be placed on academic probation. A student with a course failure after meeting the conditions of the remediation policy will be placed on academic probation until the course is successfully repeated and passed. Each course can only be repeated once. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization and may be restricted from other extracurricular activities until academic probation status is lifted.
Academic Advising

Each student is assigned an academic adviser during each academic year. The goal of an academic adviser is to provide students with assistance to enable them to get the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources.

Clinical Rotations

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine required rotations: six core rotations and three elective rotations. All core rotations must be completed in the state of Florida. Each student should expect to complete at least one clinical rotation in a rural or underserved area.

During the clinical year, PA students will be required to document clinical experiences via a Web-based program. Students may elect to print out hard copies of the tracking tables and hand write these clinical experiences for input into the Web-based program at each day's end, or they may elect to purchase an IBM-compatible laptop, a Windows-compatible PDA, or a cell phone with Internet connectivity in order to electronically track the clinical experiences. Students will be given training on using the tracking software during the advanced didactic semester.

All PA students on clinical rotations must maintain a functional pager or cell phone at all times during their clinical rotations. This expense will be the student's responsibility. To facilitate communications, PA students must provide the PA program with their pager or cell phone numbers and inform the program in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and NSU.

Disciplinary and Appeals Policies

Students who do not adhere to stated policies, procedures, and the Code of Student Conduct and Academic Responsibility are subject to disciplinary action. Infractions may involve deficiencies in performance and/or professional behavior. All infractions are evaluated by either the course director, academic/clinical director, associate director, and/or the department chair. Where warranted, written disciplinary warning will be entered into the student’s file or he or she may be placed on disciplinary probation, which will be noted on the transcript. If the infraction is serious such that it violates ethical codes of the PA profession, the student may be subject to dismissal. Only one such serious infraction as described above is required for referral to the Committee on Student Progress, who may recommend dismissal to the department chair. (See the Committee on Student Progress section under the college section of this handbook.) All disciplinary actions may be appealed following the process previously outlined in the section of the College of Allied Health and Nursing Student Handbook titled Student Appeals.

Physician Assistant Program Academic Calendar 2009–2010
Southwest Florida

All attempts have been made to ensure accuracy. Changes to the academic calendar are possible. Students will be notified of any changes as soon as possible.

May 8, 2009..............................................Winter term ends, class of 2009
May 11, 2009..........................................Summer term begins, class of 2009
May 15, 2009..........................................Winter term ends, class of 2010
May 23–28, 2009...................................AAPA Conference, San Diego, California
May 25, 2009..........................................Memorial Day, university closed
June 1, 2009. Summer term begins, classes of 2010 and 2011
July 3-4, 2009. Independence Day holiday, university closed
August 14, 2009. Summer term ends, class of 2010
August 21, 2009. Summer term ends, class of 2011
August 24, 2009. Fall term begins, class of 2011, rotations begin, class of 2010
August 28, 2009. Summer term ends, class of 2009
August 28, 2009. Graduation rehearsal, class of 2009
August 29, 2009. Senior awards banquet, class of 2009
August 30, 2009. Graduation, class of 2009
September 5-7, 2009. Labor Day break, class of 2011
September 7, 2009. Senior awards banquet, class of 2009
September 18, 2009. Rosh Hashanah, university closed
September 28, 2009. Yom Kippur, university closed
November 25, 2009. Thanksgiving break begins at 5:00 p.m.
November 26-27, 2009. Thanksgiving holiday, class of 2011, university closed
November 30, 2009. Classes resume, class of 2011
December 18, 2009. Fall term ends, class of 2011
December 23, 2009. Fall term ends, class of 2010
December 24, 2009. Christmas Eve, university closed at noon
December 31, 2009. New Year's Eve, university closed at noon
January 1, 2010. New Year's Day, university closed
January 18, 2010. Martin Luther King Day, university closed
March 29-April 2, 2010. Spring break, class of 2011, no classes
April 2, 2010. Good Friday, university closed
April 5, 2010. Classes resume, class of 2011
May 7, 2010. Winter term ends, class of 2010
May 10, 2010. Summer term begins, class of 2010
May 28, 2010. Winter term ends, class of 2011
May 29-June 2, 2010. AAPA Conference, Atlanta, Georgia
May 31, 2010. Memorial Day, university closed
June 5, 2010. Orientation, class of 2012
June 7, 2010. Summer term begins, classes of 2011 and 2012
July 4-5, 2010. Independence Day holiday, university closed
August 13, 2010. Summer term ends, class of 2011
August 23, 2010. Fall term begins, rotations begin, class of 2011
August 27, 2010. Summer term ends, rotations end, class of 2010
August 27, 2010. Summer term ends, class of 2012
August 27, 2010. Graduation rehearsal, class of 2010
August 28, 2010. Senior Awards Banquet, class of 2010

College of Allied Health and Nursing—Physician Assistant Department, Southwest Florida
August 29, 2010 ..................................... Graduation, class of 2010
August 30–September 3, 2010 .............. Labor Day break, class of 2012
September 6, 2010 ................................. Labor Day, university closed
September 7, 2010 .................................. Fall term begins, class of 2012
September 9, 2010 ................................. Rosh Hashanah, university closed
November 25–26, 2010 ....................... Thanksgiving holiday, university closed
December 17, 2010 ................................ Fall term ends, class of 2012
December 23, 2010 ................................. Fall term ends, class of 2011
December 24, 2010 ................................. Christmas Eve, university closed
December 25, 2010 ................................. Christmas Day, university closed
December 31, 2010 ................................. New Year's Eve, university closed at noon
January 1, 2011 ..................................... New Year's Day, university closed
January 3, 2011 ..................................... Winter term begins, classes of 2011 and 2012

PHYSICIAN ASSISTANT DEPARTMENT
Orlando

Academic Promotions
The progress of each student through the curriculum requires continuous, satisfactory academic and
professional performance. No student may advance to the clinical year of study without satisfactorily
completing all of the didactic year's courses.

In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily
completing all of the required clinical-year rotations and the graduate project and attending the NSU PA
program's graduation ceremony. Any student failing a course or failing to exhibit satisfactory professional
behavior will be referred to the Committee on Student Progress. (See Committee on Student Progress
in the college section of this handbook.)

Attendance
The mandatory attendance policy of the Health Professions Division relates to all PA students. During
the clinical year, the policies are somewhat different and are outlined in the student's clinical year
handbook. Each student holds the responsibility for attending class and clinical rotations and for
understanding the specific policies regarding attendance for each, including policies and penalties for
excused and unexcused absences, within the parameters of the PA program's academic and clinical
student handbooks, the College of Allied Health and Nursing (CAHN) Student Handbook, and the
Health Professions Division Catalog. If missed labs, assignments, examinations, or clinical coursework
are to be made up or remediated with re-evaluation, they will be done according to the respective
course syllabi, the Orlando Academic and Clinical Year Handbooks as approved by the Curriculum
Committee, or at the direction of the department chair, with consideration to recommendations
by the associate program director, academic director, clinical director, and/or the Committee on
Student Progress.
Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

<table>
<thead>
<tr>
<th>Class of 2011</th>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94–100</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90–93</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87–89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83–86</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80–82</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77–79</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>75–76</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0–74</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class of 2010</th>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94–100</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90–93</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87–89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83–86</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80–82</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77–79</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73–76</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70–72</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0–69</td>
<td></td>
</tr>
</tbody>
</table>

During the clinical year, the clinical rotation grade is composed of various components. Students must attain a passing grade on the end-of-rotation examination, as well as a passing cumulative score of all remaining components in order to pass the clinical rotation. Students receiving failing grades in clinical rotations following remediation/re-evaluation will be referred to the Committee on Student Progress (CSP) for disposition. (See the Committee on Student Progress section in the college section of this handbook.)

Additional tuition will be charged for repeated courses and rotations. A student who is dismissed on the basis of inadequate academic, professional, and/or clinical performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant.

Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat and pass all required coursework, including courses completed previously.

Remediation Policy

A student who receives a failing course grade in a PA didactic course will be given a comprehensive remediation/re-evaluation examination. If this examination is passed, the student will receive a grade of C(E) for the course. If this examination is failed, the student has failed the course and will be referred to the Committee on Student Progress for disposition.

Incomplete Coursework

The course director, with the academic director or the clinical director, in concurrence with the program director, will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of I (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student’s grade will be converted to an F.
Academic Probation

A student who does not attain a 75 percent (C) or better with an overall GPA (2.0) in all academic courses will be placed on academic probation with any other stipulations recommended by the Committee on Student Progress. A student with a course failure after meeting the conditions of the remediation policy will be placed on academic probation until the course is successfully repeated and passed. Each course can only be repeated once. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization and may be restricted from other extracurricular activities until academic probation status is lifted.

Academic Advising

Each student is assigned an academic adviser during each academic and clinical year. The goal of these advisers is to provide students with assistance to enable them to get the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources.

Clinical Rotations

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine total rotations: six core required rotations, one selective rotation, and two elective rotations. The core, selective, and one elective rotation are each six weeks; the other elective rotation is four weeks. All PA students on clinical rotations must maintain, at their expense, a functioning pager or cell phone. To facilitate communications, PA students must provide the PA program with their pager and/or cell phone numbers and their residence phone number and inform the PA program in advance of any changes. Students must comply with all policies and procedures of the clinical sites, assigned hospitals, and NSU.

Disciplinary and Appeals Policies

Students who do not adhere to stated policies, procedures, and the Code of Student Conduct and Academic Responsibility are subject to disciplinary action. Infractions may involve deficiencies in performance and/or professional behavior. Discussions concerning any possible/actual deficiencies shall be documented on a counseling form by the involved faculty member(s). All infractions are appropriately referred to, and considered by, the course director, academic/clinical director, associate program director, and department chair/program director. A student who is on professional probation will be restricted from holding office in any student organization and may be restricted from other extracurricular activities until professional probation status is lifted. Where warranted, verbal warnings may be documented, a written disciplinary warning will be entered into the student's file, or he or she may be placed on disciplinary probation, which may be noted on the transcript. If there are recurrent significant infractions or the infraction is serious (including violation of the ethical codes of the PA profession), then the student may be subject to dismissal. A student with one such serious infraction as described above or multiple significant infractions will be referred to the Committee on Student Progress. The committee shall make recommendations, up to dismissal of the student, to the department chair, who will make the final decision on disciplinary actions. (See the Committee on Student Progress section under the college section of this handbook). All disciplinary actions may be appealed following the process previously outlined in the section of the College of Allied Health and Nursing Student Handbook titled Student Appeals.
Physician Assistant Program Academic Calendar 2009–2010
Orlando

All attempts have been made to ensure accuracy. Changes to the academic calendar are possible. Students will be notified of any changes as soon as possible.

April 27–May 1, 2009............................ EOR Week, class of 2009
May 1, 2009................................. Winter term ends, class of 2009
May 4, 2009................................. Summer term begins, class of 2009
May 15, 2009................................. Winter term ends, class of 2010
May 23–29, 2009................................. AAPA Conference, San Diego, California
May 25, 2009................................. Memorial Day, university closed
May 29, 2009................................. EOR, class of 2009
May 29, 2009................................. Orientation, class of 2011
June 1, 2009................................. Summer term begins, classes of 2010 and 2011
June 1–5, 2009................................. Orientation week, class of 2011
June 26, 2009................................. EOR, class of 2009
July 3–4, 2009................................. Independence Day holiday, university closed
July 24, 2009................................. EOR, class of 2009
August 21, 2009................................. Summer term ends, classes of 2010 and 2011
August 24, 2009................................. Fall term begins, classes of 2010 and 2011
August 24–28, 2009................................. EOR/EOY Week, class of 2009
August 28, 2009................................. Summer term ends, class of 2009
August 28, 2009................................. Graduation rehearsal, class of 2009
August 28, 2009................................. Senior awards banquet, class of 2009
August 30, 2009................................. Graduation, class of 2009
September 7, 2009................................. Labor Day, university closed, class of 2011
September 28, 2009................................. Yom Kippur, university closed, class of 2011
October 2, 2009................................. EOR, class of 2010
November 12–13, 2009................................. ARC-PA accreditation visit
November 13, 2009................................. EOR, class of 2010
November 26–27, 2009................................. Thanksgiving holiday, university closed, class of 2011
December 23, 2009................................. Fall term ends, classes of 2010 and 2011
December 24, 2009................................. Christmas Eve, university closed at noon
December 25, 2009................................. Christmas Day, university closed
December 31, 2009–January 1, 2010................................. New Year’s holiday, university closed at noon
January 4, 2010................................. Winter term begins, classes of 2010 and 2011
January 18, 2010................................. Martin Luther King Day, university closed
February 7, 2010................................. FAPA’s Challenge Bowl, 6:00 p.m.
February 10, 2010................................. EOR, class of 2010
March 26, 2010................................. EOR, class of 2010
March 29–April 2, 2010................................. Spring break, no classes, class of 2011
April 2, 2010................................. Good Friday, university closed, class of 2011
May 7, 2010................................. EOR, class of 2010
May 7, 2010................................. Winter term ends, class of 2010
May 10, 2010................................. Summer term begins, class of 2010
May 28, 2010................................. Winter term ends, class of 2011
May 28–June 2, 2010................................. AAPA Conference, Atlanta, Georgia
May 31, 2010..........................Memorial Day, university closed
June 4, 2010..........................Orientation day, class of 2012
June 7, 2010..........................Summer term begins, classes of 2011 and 2012
June 7–11, 2010......................Orientation, class of 2012
June 18, 2010..........................EOR, class of 2010 (six weeks)
July 4–5, 2010..........................Independence Day holiday, university closed
July 30, 2010..........................EOR, class of 2010
August 13, 2010.....................Summer term ends, class of 2011
August 23, 2010.....................Fall term begins, class of 2011
August 26, 2010.....................Graduation rehearsal
August 27, 2010.....................Summer term ends, classes of 2010 and 2012
August 27, 2010.....................Senior awards banquet, class of 2010
August 29, 2010.....................Graduation, class of 2010
August 30–September 3, 2010....Labor Day break, class of 2012
September 6, 2010.................Labor Day, university closed, class of 2012
September 7, 2010..................Fall term begins, class of 2012
September 9, 2010.................Rosh Hashanah, university closed, class of 2012
October 1, 2010.....................EOR, class of 2011
November 12, 2010................EOR, class of 2011
November 25–26, 2010.............Thanksgiving holiday, university closed, class of 2012
December 17, 2010................Fall term ends, classes of 2011 and 2012
December 23, 2010................EOR, class of 2011
December 23, 2010................Fall term ends, class of 2011
December 24–25, 2010.............Christmas holiday, university closed at noon
December 31, 2010–January 1, 2011.New Year’s holiday, university closed at noon
January 3, 2011........................Winter term begins, classes of 2011 and 2012

PHYSICIAN ASSISTANT DEPARTMENT
Jacksonville

Laptop Requirement
Upon admission, all students are required to have a laptop computer and printer. The computer
must have the following minimum specifications
• Intel Pentium or AMD dual core processor
• 1012 MB RAM
• video capable of 800X600 screen display or better
• DVD/CD ROM capability
• full duplex sound card and speakers
• 56K or higher modem
• Internet connection with private Internet service provider (ISP) for access from home to the Internet
• Windows XP, Vista, or NT
• Microsoft Office 2003 or 2007 with PowerPoint, Word, and Excel minimum
• Netscape Communicator or Communicator Gold 4.x or Microsoft Explorer
• printer
• surge suppressor electrical outlet
• wireless capability
• suggested option: ZIP drive and/or DVD writer.
Academic Promotions

The progress of each student through the curriculum requires continual, satisfactory academic performance. No student may advance to the clinical year of study without satisfactorily completing all of the didactic year's courses. In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the required clinical-year courses.

Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress. (See the Committee on Student Progress in the college section of this handbook.)

Attendance

The mandatory attendance policy of the Health Professions Division applies to all PA students. During the clinical year, the policies are somewhat different and are outlined in the student's clinical year handbook. Each student is responsible for attending class and clinical rotations and for understanding the specific policies regarding attendance for each, including the policy and penalty for unexcused absences. Missed labs, assignments, examinations, or clinical coursework are made up or remediated at the direction and/or discretion of the department chair, academic director, and/or clinical director.

Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94–100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90–93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83–86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80–82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77–79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>75–76</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0–74</td>
</tr>
</tbody>
</table>

During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component in order to pass the clinical rotation. Students receiving failing grades in clinical courses will be referred to the Committee on Student Progress (CSP) for disposition.

Additional tuition will be charged for repeated courses. A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant.

Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

Remediation Policy

A student who receives a failing course grade in a PA didactic course will be given a comprehensive remediation exam. If the remediation examination is passed, the student will receive a grade of C(E) for the course. If this remediation examination is failed, the student has failed the course and will be referred to the Committee on Student Progress for disposition.
Incomplete Coursework
The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of I (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an F.

Academic Probation
A student who does not attain a 75 percent (C) or better overall GPA (2.0) in all PAJ courses will be placed on academic probation. A student with a course failure after meeting the conditions of the remediation policy will be placed on academic probation until the course is successfully repeated and passed. Each course can only be repeated once. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization and may be restricted from other extracurricular activities until academic probation status is lifted.

Academic Advising
Each student is assigned an academic adviser at matriculation. The goal of an academic adviser is to provide students with assistance in attaining the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor the overall progress; and identify appropriate resources. Each student in the academic and clinical year should meet with his or her adviser at least once a semester.

Clinical Rotations
The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine required rotations: six core rotations and three elective rotations. PA students on clinical rotations must maintain a functional pager or cell phone at all times. This expense will be the student's responsibility. To facilitate communications, PA students must provide the PA Program with their pager or cell phone numbers and inform the program in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and NSU.

Disciplinary and Appeals Policies
Students who do not adhere to stated policies, procedures, and the Code of Student Conduct and Academic Responsibility are subject to disciplinary action. Infractions may involve deficiencies in performance and/or professional behavior. All infractions are evaluated by the course director, academic/clinical director, associate director, and/or department chair. Where warranted, a written disciplinary warning will be entered into the student's file or he or she may be placed on disciplinary probation, which will be noted on the transcript. If the infraction is serious such that it violates ethical codes of the PA profession, the student may be subject to dismissal. Only one such serious infraction as described above is required for referral to the Committee on Student Progress, which may recommend dismissal to the department chair. (See the Committee on Student Progress section under the college section of this handbook). All disciplinary actions may be appealed following the process previously outlined in the section of the College of Allied Health and Nursing Student Handbook titled Student Appeals.
Physician Assistant Program Academic Calendar 2009–2010
Jacksonville

June 1, 2009 .................................. Summer term begins, class of 2011
July 3–4, 2009 ................................. Independence Day holiday, university closed
August 21, 2009 .............................. Summer term ends, class of 2011
August 24, 2009 .............................. Fall term begins, class of 2011
September 7, 2009 ........................... Labor Day, university closed
September 28, 2009 ........................... Yom Kippur, university closed
November 26–27, 2009 ....................... Thanksgiving holiday, class of 2011
December 23, 2009 ........................... Fall term ends, class of 2011
December 24, 2009 ........................... Christmas Eve, university closed at noon
December 25, 2009 ........................... Christmas Day, university closed
December 31, 2009–January 1, 2010.. New Year's holiday, university closed at noon
January 4, 2010 ............................... Winter term begins, class of 2011
January 18, 2010 ............................. Martin Luther King Day, university closed
March 29–April 2, 2010 ...................... Spring break, no classes
April 2, 2010 ................................. Good Friday, university closed
May 28, 2010 ................................ Winter term ends, class of 2012
May 29–June 3, 2010 .......................... AAPA Conference, Atlanta, Georgia
May 31, 2010 .................................. Memorial Day, university closed
June 6, 2010 ................................. Orientation, class of 2012
June 7, 2010 ................................ Summer term begins, classes of 2011 and 2012
July 4–5, 2010 ................................ Independence Day holiday, university closed
August 13, 2010 .............................. Summer term ends, class 2011
August 23, 2010 .............................. Fall term begins, class 2011
August 27, 2010 .............................. Summer term ends, class of 2012
August 30–September 6, 2010.............. Labor Day break, class of 2012
September 6, 2010 ........................... Labor Day, university closed
September 7, 2010 ........................... Fall term begins, class of 2012
September 9, 2010 ........................... Rosh Hashanah, university closed
November 25–26, 2010 ...................... Thanksgiving holiday, university closed
December 17, 2010 ........................... Fall term ends, class of 2012
December 23, 2010 ........................... Fall term ends, class of 2011
December 24, 2010 ........................... Christmas Eve, university closed
December 25, 2010 ........................... Christmas Day, university closed
December 31, 2010–January 1, 2011.. New Year's holiday, university closed
January 3, 2011 ............................... Winter term begins, classes of 2011 and 2012
DEPARTMENT OF HEALTH SCIENCE

The Department of Health Science is an interdisciplinary group of programs offering educational opportunities from entry-level undergraduate to postprofessional doctoral education. Offering three distance online programs at the bachelor’s, master’s, and doctoral levels for working health professionals and two on-campus courses of study (vascular sonography and anesthesiologist assistant), the Department of Health Science uses innovative online and on-campus components to achieve its mission of preparing professionals for today's health care market.

- Bachelor of Health Science (B.H.Sc.)
- Bachelor of Health Science (B.H.Sc.)—Vascular Sonography
- Master of Health Science (M.H.Sc.)
- Accelerated Dual-Degree M.H.Sc./D.H.Sc.
- Master of Health Science (M.H.Sc.)—Anesthesiologist Assistant
- Master of Health Science (M.H.Sc.)—Vascular Sonography
- Doctor of Health Science (D.H.Sc.)

Departmental Policies for Online Health Science Degree Programs

Course Registration and WebSTAR

Once students have been accepted to their program, they will be issued or can apply online for a WebSTAR personal identification number (PIN) that will give them access to register online. The PIN also provides access to account information. Students can apply for their WebSTAR PIN by going to the NSU Office of Information Technology PIN Request Form Web page: https://www.nova.edu/webforms/help/pinreq.html and following the directions.

Online Course Access and WebCT

Online courses, as well as the student center will be accessed through WebCT. Students must use their NSU email login and password to login to their courses posted on WebCT. The WebCT login can be accessed through the following Web address: www.nova.edu/webct.

Email and Course Communication

For online programs and courses, students will register for all classes online. In addition students need an NSU email account to access their courses and emails. Once students are officially accepted into the program, they must request an NSU email account online by visiting the NSU Office of Information Technology Web page at www.nova.edu/cwis/oit/services.html, clicking on the link “Create Your Email” and following the directions to request a new email account. All online students must use the WebCT student center when communicating with their program. Course communication will be done through the particular course that the student is attending.

Withdrawal from a Course

A request for withdrawal from a course shall be made in writing to the program director between the 11th and 20th calendar days after the beginning of the class in which the student is enrolled. The student may request withdrawal only if he or she is in good standing and not failing the course. A grade of W (withdrawal) or WP (withdrawal passing) will be recorded. The grade of W or WP will be replaced by an earned grade only if the student retakes the course. A withdrawal from a course requires approval from the program director. Unofficial, late, or poor standing withdrawals may result in a grade of WF (withdrawal failing).
Add/Drop
Students can add or drop courses on WebSTAR until the 10th calendar day from the beginning of the term. No academic or financial penalties will be assessed during that time frame. No grade notation will be entered on the transcript. No classes may be added or dropped after the 10th calendar day of the term. Dropping a course may affect the loans, scholarships, or grant aid that has been awarded prior to the drop. A student may have tuition refunded when dropping a course; however, this may cause a reduction in certain types of financial aid, which would possibly result in a balance due.

Refunds
This is the controlling policy for the Department of Health Science online programs. The student will receive a 100 percent refund for each course dropped online through the WebSTAR system by the 10th calendar day of the start of the term. If an online written withdrawal notice is sent to the program office between the 11th and 15th calendar days, 75 percent will be refunded; 50 percent will be refunded for a withdrawal between the 16th and 20th calendar days. No refund will be due the student if a written course withdrawal request is not sent to the program before the 21st calendar day of the term.

Military Leave of Absence for Online Programs
Students in the military—whether active, reserve, or National Guard—desiring to take a leave of absence because of military deployment or changes in orders may request a leave of absence for the duration of the time indicated in their orders. In order to request military leave of absence the student must contact and supply the Department of Health Science Program Office with a copy of the orders.

Because the B.H.Sc., M.H.Sc., and D.H.Sc. programs are distance based, students are encouraged, if at all possible, to continue their studies. Students who have coursework in progress and request a military leave of absence will be given a grade of I (Incomplete) for the duration of their deployment. Upon the completion of military duty and return to the program, the student will have 90 days to complete the incomplete coursework.

Academic Advising and Administrative Support
Each student is required to contact the program director for academic advising prior to beginning the program. The program director and the department coordinator will advise and assist the student during their matriculation into the program. Students may communicate with the director and coordinator via phone, fax, email, or in person if they visit campus.

Graduation Ceremonies
Attendance of graduation ceremonies is not a requirement for distance education students. It is, however, an option that we encourage that takes place once a year (in August). Attendance at graduation ceremonies is required for the B.H.Sc.—Vascular Sonography and for the M.H.Sc.—Anesthesiology Assistant courses of study. Please contact the department coordinator for more information.

Graduation Fees
- $75 covers all final costs including degree printing, distribution, and recording.
- Add approximately $250 for the on-campus ceremony, the student’s dinner, and regalia.
Health Science Online Programs Academic Calendar 2009–2010

July 7, 2009 .................................. Summer classes begin
September 7, 2009 .......................... Labor Day, university closed
September 19, 2009 .......................... Rosh Hashanah, university closed
September 26, 2009 .......................... Summer term ends
September 28, 2009 .......................... Yom Kippur, university closed
September 28, 2009 .......................... Fall term begins
October 7, 2009 .............................. Last day to add/drop classes on WebSTAR
November 26–27, 2009 ................... Thanksgiving holiday, university closed
December 23, 2009 .......................... Fall term ends
December 24, 2009 .......................... Christmas Eve, university closed at noon
December 25, 2009 .......................... Christmas Day, university closed
December 31, 2009–January 1, 2010 .... New Year’s holiday, university closed
January 4, 2010 ............................. Classes resume
January 13, 2010 ............................ Last day to add/drop classes on WebSTAR
January 18, 2010 ............................ Martin Luther King Day, university closed
March 29–April 2, 2010 .................... Spring break (not for online programs)
April 2, 2010 ................................. Good Friday, university closed
April 4, 2010 ................................. Winter term ends
April 5, 2010 ................................. Spring term begins
April 14, 2010 ................................. Last day to add/drop classes on WebSTAR
May 31, 2010 ................................. Memorial Day, university closed
July 3, 2010 .................................. Spring term ends

Departmental Policies for All Health Science Programs

Textbooks
Specific recommendations can and will be made by the program and individual professors. Students may purchase their books from any convenient source.

Computer Use
See the NSU policy for Acceptable Use of Computing Resources.

Program Leave of Absence
The department requires continuous enrollment. However, a student desiring a voluntary leave of absence must first submit a written request to the program director, who will determine the time leave is granted and conditions under which the student may re-enter the program.

Incomplete Coursework
A grade of incomplete (I) is issued because of unexpected emergencies and must be made up within one semester following the final class date of the course, as stipulated by the course instructor and with approval of the program director. Students requesting extensions due to medical or military reasons are expected to provide official documentation.
It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available in each student center) prior to the end of the course. The form must be signed by the student and the course instructor and approved by the program director. The student must have completed at least 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of I cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an F by the program director and chair of the Department of Health Science.

**Dress Code**
When on the NSU campus during regular business hours (Monday through Friday, 8:30 a.m.-5:00 p.m.) B.H.Sc., M.H.Sc., and D.H.Sc. students are to comply with the Health Professions Division's dress code previously outlined in the Health Professions Division section of the student handbook. Students in the on-campus programs will also comply with the HPD dress code while on clinical rotations.

**Additional Departmental Policies for On-Campus Programs**

**Military Leave of Absence for On-Campus Programs**
Students in the military—whether active, reserve or National Guard—desiring to take a leave of absence because of military deployment or changes in orders may request a leave of absence for the duration of the time indicated in their orders. In order to request military leave of absence, the student must contact and supply the Department of Health Science and program director with a copy of his or her orders. As the B.H.Sc.—Vascular Sonography and the M.H.Sc.—Anesthesiologist Assistant are on-campus, lock-step specializations, students will be required to meet with the directors upon returning from leave in order to assess and determine the method in which they may continue their studies. Students who are in progress of coursework and require a military leave of absence will be given a grade of I (Incomplete) for the duration of their deployment and waiting period. Upon the completion of military duty and return to the program, the student will be required to start at the beginning of the courses that were in progress at the time of his or her leave.

**Student Code of Conduct, Academic Dishonesty, Committee on Student Progress, and Student Disciplinary/Appeals Policies and Procedures**
The Health Science Department adheres to the Nova Southeastern University Code of Student Conduct and Academic Responsibility, the College of Allied Health and Nursing Committee on Student Progress, the Academic Honesty Policy and Procedure, and the Student Appeals Policy and Procedure sections located in the university and college sections of this handbook.

**Bachelor of Health Science—Online Degree Completion Program**
Because the Bachelor of Health Science (B.H.Sc.) Online Degree Completion Program is delivered in a distance format, not all of the policies contained in this handbook are applicable to B.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to Bachelor of Health Science Online Degree Completion Program students.
Attendance
All of the B.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for assignment submission and exams. Students are required to access and participate in their Web-based class at least once per week in order to complete assignments.

Grading Policies and Procedures
Courses for the Bachelor of Health Science program are graded on an alpha scale.

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B Good</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C Satisfactory</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D Marginal</td>
<td>1.0</td>
</tr>
<tr>
<td>F Failure</td>
<td>0.0</td>
</tr>
</tbody>
</table>

In addition to alpha grading, the B.H.Sc. program may use transcript notations outlined in the College of Allied Health and Nursing section of this handbook. Effective for new matriculants in or after January 2006, students will be required to obtain a grade of C or better in every required core course. Students receiving a C-, D+, or D in a required core course will be required to take the course at its next scheduled offering. For purposes of retention in the B.H.Sc. online degree completion program, any core-course grade below a C will be considered a course failure. No more than two courses may be passed through remediation.

All students receiving an F in a required core course will be required to remediate it by repeating the scheduled course and achieving a C or better at its next scheduled offering. Upon achieving a C or better in a repeated course, an E will be noted after the original grade, and that grade will then be exempt from GPA calculation. The new course grade will be noted on the transcript followed by an I indicating the new grade will be included in the GPA calculation. Additional tuition will be charged for any repeated course.

A student who has experienced two or more course failures while in the Bachelor of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake or reexamination does not negate the original failure for purposes of retention in the program.

Transfer Credits
Students who have earned college credits at other regionally accredited colleges or universities can transfer these credits into the B.H.Sc. program. Students should contact the B.H.Sc. admissions counselor to discuss how prior college credits can be used to obtain the B.H.Sc. degree. An evaluation of transfer credit will be completed prior to the first semester of enrollment, and applicable credit will be transferred based on all final official transcripts received. Students will be advised to take courses based on the official evaluation in their file.
Transfer students must provide final official transcripts from all of their previous colleges; their previous academic work will then be evaluated. The B.H.Sc. program will transfer a maximum of 90 eligible semester credits (grades of C or better, GPA of 2.0 on a 4.0 grading scale), including credit for CLEP, proficiency exams, and prior experiential learning, toward a degree.

To be eligible to graduate with the B.H.Sc. degree a student must have completed 30 semester hours of general education coursework in addition to the B.H.Sc. curriculum with a resulting minimum total of 120 semester hours. If this requirement is not met at the time of admission to the program, it can be obtained concurrently while enrolled in the B.H.Sc. program. A student can obtain and transfer these courses through NSU's Farquhar College of Arts and Sciences or another regionally accredited college or university. A limited number of D grades may be considered, depending on the total number of credits being transferred and where the D grades are being applied to the curriculum.

Effective January 1, 2006, prior to matriculation, all applicants must have completed a minimum of three semester hours (or the equivalent) of a college level written composition course from a regionally accredited college or university with a minimum grade of a C (GPA of 2.0 on a 4.0 grading scale).

Students must complete a minimum of 25 percent (30 semester hours) of their coursework within the B.H.Sc. program major.

Students with credits, health care or academic experiences, certificates, diplomas or degrees from nationally accredited colleges, military training, or other educational training/experiences should refer to the section below titled Assessment of Prior Experiences for Academic Credit in order to apply to convert these prior experiences into academic credit.

### Assessment of Prior Experiences for Academic Credit

Students matriculated in the B.H.Sc. program may petition for transfer of credits to the program. Up to, and not exceeding, 90 credit hours may be considered for transfer from a regionally accredited or recognized allied health or related program. Students with either a diploma or certificate of completion in a field of health care may apply for credit based on prior experience by submitting a student prepared learning portfolio requesting Assessment of Prior Experiences for Academic Credit.

Nova Southeastern University has established four different mechanisms for students to convert their prior experiences into academic credit. Students must initiate all requests for experiential learning credit before they complete 24 credits at NSU. Credits will be transcribed after 12 credits are successfully earned at NSU. For additional information, contact the B.H.Sc. Program or the Office of Prior Learning Assessment at (954) 262-8414 or 800-356-0026, ext. 28414, or via email at miletsky@nsu.nova.edu.

#### 1. CLEP/DANTES/ACT-PEP/Computer Test-Out

Students can demonstrate their knowledge in a variety of areas by taking objective tests. The coordinator of experiential learning can provide further information about these tests as can the testing office in Academic Services.

#### 2. Nationally Accredited School Portfolios

Students who have attended nationally accredited institutions have the opportunity to write school portfolios. The coordinator of experiential learning works with each student in reviewing the student's nationally accredited institutional transcript to identify courses that may be applied toward his or her academic goal.
3. Full Portfolio—Course Challenge
The full portfolio is the process for challenging a college-level course for credit. Through this mechanism, a student presents his or her knowledge on a topic and has it evaluated by a faculty member. A maximum of 25 percent of a student's credits may be earned through the full portfolio process. This will describe all traditional, online, military, and other health care education, as well as work-related experience and health care related conferences attended. A resume or CV, transcripts, and/or official documentation of attendance must accompany all prior learning portfolios. The admissions committee will review the portfolio to determine the amount of credit given for prior learning.

4. Standard Grant
Certain training courses, military experiences, or licenses may be converted into college credit. This can be done by supplying some very basic documentation. For military training programs, the recommendations contained in the Guide to the Evaluation of Educational Experiences in the Armed Forces from the American Council on Education will be utilized to evaluate such training for credit transfer. Examples include Combat Casualty and Right Medicine Courses of training.

Academic Advising and Administrative Support
Students should contact the B.H.Sc. program director for academic advising. The program director and the department coordinator will advise and assist the student during matriculation and throughout his or her studies in the program. Students may communicate with the director and coordinator via the online B.H.Sc. student center, phone, or email.

Administrative Support: 800-356-0026, ext. 21209, 21923, 21239
Academic Advising: (954) 288-9695

Textbooks
Specific recommendations can and will be made by the program and individual professors. Students may purchase their books from any convenient source.

Add/Drop
Students can add or drop courses on WebSTAR until the 10th calendar day from the beginning of the term. No academic or financial penalties will be assessed during that time frame. No grade notation will be entered on the transcript. No classes may be added or dropped after the 10th calendar day of the term. Dropping a course may affect the loans, scholarships, or grant aid that has been awarded prior to the drop. A student may have tuition refunded when dropping a course; however, this may cause a reduction in certain types of financial aid, which would possibly result in a balance due.

Withdrawal from a Course
A request for withdrawal from a course shall be made in writing to the program director between the 11th and 20th days after the beginning of the class in which the student is enrolled. The student may request withdrawal only if he or she is in good standing. A withdrawal from a course requires approval from the program. A grade of W (withdrawal) or WP (withdrawal passing) will be recorded. The grade of W or WP will be replaced by an earned grade only if the student retakes the course. Unofficial, late, or poor standing withdrawals may result in a grade of WF (withdrawal failing) or unearned F.

Continuous Enrollment
Although continuous enrollment is not a requirement, the program strongly recommends that students enroll in at least two courses per semester for the duration of their B.H.Sc. studies.
Administrative Withdrawals
Unless prior approval or a leave of absence has been granted, students who do not enroll in any classes for two consecutive semesters may be administratively withdrawn (WU) from the B.H.Sc. program. If a student is administratively withdrawn from the program, he or she would be required to petition the program director in writing for reinstatement in the program.

Program Leave of Absence
A student desiring a voluntary leave of absence must first submit a written request to the program director, who will determine the time leave is granted and conditions under which the student may re-enter the program.

Military Leave of Absence
Students in the military—whether active, reserve, or National Guard—who are required to take a leave of absence because of military deployment or changes in orders may request a leave of absence for the duration of the time indicated in their orders. To request military leave of absence, the student must contact and supply the B.H.Sc. Program Office with a copy of his or her orders. Because the B.H.Sc. program is distance based, students are encouraged, if at all possible, to continue their studies.

Students who are in progress of coursework and request a military leave of absence will be given a grade of I (Incomplete) for the duration of their deployment. Upon the completion of military duty and return to the program, the student will have 90 days to complete the incomplete coursework.

Refunds
This is the controlling policy for the Bachelor of Health Science Program only. The student will receive a 100 percent refund for each course dropped online through the WebSTAR system by the 10th calendar day of the start of the term. If an online withdrawal notice is sent to the program office between the 11th and 15th calendar days, 75 percent will be refunded; 50 percent will be refunded between the 16th and 20th calendar days. No refund will be due the student if a written course withdrawal request is not sent to the program before the 21st calendar day (third week) of the term.

Dress Code
When on the NSU campus during regular business hours (M–F, 8:30 a.m.–5:00 p.m.), B.H.Sc. students are to comply with the Health Professions Division’s dress code previously outlined in the Health Professions Division section of the student handbook.

Computer Use
The Department of Health Science defers to the controlling NSU university-wide policy on acceptable use of computing resources.

Email
Since the B.H.Sc. program is an online program, students shall register for all classes online. In order to do so, students need an NSU email account. Once students are officially accepted into the program they should request an NSU email account online by going to the NSU Office of Information Technology page www.nova.edu/cwls/cit/services.html, clicking on the ‘Create Your Email’ link, and following the directions to request a new email account.
Course Registration and WebSTAR
Once students have been accepted into the program, they will be issued, or can apply online for, a WebSTAR personal identification number (PIN) that will give them access to register online. The PIN also provides access to account information. Students can apply for their WebStar PIN by going to the NSU Office of Information Technology PIN Request Form Web page at https://www.nova.edu/webforms/help/pinreq.html and following the directions. B.H.Sc. students may only take BHS classes during winter, spring, summer II, and fall terms. However B.H.Sc. students may take any missing general education classes through NSU’s Farquhar College of Arts and Sciences during any term in which they are offered.

Online Course Access and WebCT
All of the B.H.Sc. online courses which a student has registered for will be accessed through WebCT. Students must use their NSU email login and password in order to log in to their courses posted on WebCT. The WebCT login can be accessed through the following Web address: www.nova.edu/webct/index.html.

Online Student Center—Program and Course Communication
All students are required to visit the online student center at least once every two weeks. All communication and programmatic information will be posted in the online student center. It is required that all B.H.Sc. students use the online student center when communicating with the program. All class communication must take place through the WebCT course itself.

Graduation with Honors
A student eligible for graduation with a cumulative grade point average of 3.8 or higher who has completed at least 54 credits at NSU is eligible to receive the degree with distinction. Degree candidates must complete all of the requirements as specified above.

Nondegree-Seeking Students
A nondegree-seeking student is one who wishes to take coursework in the Bachelor of Health Science Program, but does not intend to pursue the B.H.Sc. degree at the time of application. The nondegree-seeking student must meet the following admission requirements in order to take classes in the B.H.Sc. program:

- a minimum of an associate's degree or equivalent credit hours in a field of health from a regionally accredited college or university
- a diploma or certificate of completion in a field of health care

Due to the limited number of seats available in the program, preference for admission and registration will be given to degree-seeking students. Nondegree-seeking students are limited to taking a maximum of 9 semester hours of B.H.Sc. coursework. Enrollment in these courses does not guarantee acceptance into the B.H.Sc. degree program or any other Nova Southeastern University program. If, after taking classes in the B.H.Sc. program, a nondegree-seeking student decides to pursue the B.H.Sc. degree, the student must resubmit an application to the program to be a degree-seeking student and must meet all the admission requirements for the B.H.Sc. degree program.
A nondegree-seeking student who, after taking classes in the B.H.Sc. program, decides to apply to be a degree-seeking student may request a transfer of credits taken as a nondegree-seeking student in accordance with the transfer policy of the B.H.Sc. program. All applicants must show evidence of computer skills through coursework or self-study prior to the end of the first term. Students may obtain instruction through the NSU Student Microcomputer Laboratory or other training facilities.

**Vascular Sonography**
This entry-level course of study is designed to prepare students in the field of vascular sonography and testing. Students spend the first year on campus and receive both hands-on and laboratory training, with some hours reserved for clinical immersion at the end of the third semester. During the second year, students will receive clinical training that focuses on vascular testing in a vascular laboratory or an ultrasound department under the supervision of a registered vascular technologist (RVT). In addition to the clinical training in the second year, students will be required to continue online courses.

**Attendance**
The overall mandatory attendance policy of NSU’s Health Professions Division relates to all sonography students. During the clinical year, the student is required to complete a total of 1,680 clinical hours in three 16-week semesters. These hours are mandatory for receiving a B.H.Sc.—Vascular Sonography or M.H.Sc.—Vascular Sonography degree. Each student holds the responsibility for attending class and clinical externship and for understanding the specific policies regarding attendance for each, including policy and penalty for unexcused absences, within the parameters of vascular sonography and the Health Professions Division. If missed labs, assignments, examinations, or clinical coursework are to be made up, they will be done at the direction and/or discretion of the vascular sonography director.

**Lateness**
Any student who is determined by the instructor to be late three times in one course will be given an absent-from-class penalty and will be given a written warning via email on WebCT. Any additional lateness by the student will be treated as a second absence from class and the student will be sent a certified letter stating that he or she will be referred to the dean for a written reprimand and a loss of 10 percentage points in the course or failure in the course. A copy of the certified letter will be placed in the student’s permanent file.

**Disruptive Behavior**
Any student who is determined to be disruptive, disrespectful, or in any way displays unprofessional behavior will be given a written warning via email on WebCT. Any additional adverse behavior by the student, as determined by the course instructor, and the student will be sent a certified letter stating that he or she will be referred to the dean for a written reprimand and a loss of 10 percentage points in the course or failure in the course. A copy of the certified letter will be placed in the student’s permanent file.

**Academic Progress**
Any student who is determined by the instructor to be demonstrating substandard academic progress will meet with the instructor to identify specific areas of concern and to outline a plan and date for correction. The program director, the instructor, and the student will sign the document and a copy will be placed in the student’s file.
Grading Policies and Procedures

Courses for the Bachelor of Health Science—Vascular Sonography and Master of Health Science—Vascular Sonography degrees are graded on an alpha scale. During the clinical year, the clinical externship is composed of various components. Students must successfully pass each component in order to pass the clinical externship. Students receiving a failing grade in a clinical course will be referred to the Committee on Student Progress (CSP) for disposition. Additional tuition will be charged for repeated courses.

Bachelor of Health Science

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94–100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90–93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>84–86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80–83</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77–79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73–76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70–72</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>66–69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>63–65</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0–62</td>
</tr>
</tbody>
</table>

Master of Health Science

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94–100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90–93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>84–86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80–83</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77–79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73–76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70–72</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0–69</td>
</tr>
</tbody>
</table>

Each student must pass all courses with a C or better in all required courses for the B.H.Sc.—Vascular Sonography or the M.H.Sc.—Vascular Sonography degree.

Graduation with Honors—B.H.Sc.

A student eligible for graduation with a cumulative grade point average of 3.8 or higher who has completed at least 90 credits at NSU is eligible to receive the degree with distinction.

Graduation with Honors—M.H.Sc

A student eligible for graduation with a cumulative grade point average of 3.7 or higher is eligible to receive the degree with honors. A student eligible for graduation with a cumulative grade point average of 3.7 is eligible to receive the degree with distinction.

Retake Policy

Students must pass all required courses for the B.H.Sc.—Vascular Sonography and M.H.Sc.—Vascular Sonography degrees with a C or better. A student who receives a grade of C-, D+, D, or F in any course (excluding clinical externships) must remediate through repeat of the course at its next scheduled offering or reexamination, achieving a C or better. A subsequent grade of C-, D+, D, or F in any course may result in dismissal from the program.

Upon achieving a C or better in a repeated course, an E will be noted after the original grade, and that grade will then be exempt from GPA calculation. The new course grade will be noted on the transcript followed by an I, indicating the new grade will be included in the GPA calculation. Additional tuition will be charged for any repeated course.
For purposes of retention in the B.H.Sc. — Vascular Sonography and M.H.Sc. — Vascular Sonography courses of study, any course grade below a C will be considered a course failure. No more than two courses may be passed through remediation. Each student is allowed only one C-, D+, D, F, or W in one didactic vascular (BSV) course. Receipt of a second such grade may result in dismissal from the program.

If a student fails a clinical course, he or she will be referred to the CSP for disposition. If it is determined that the student must repeat the entire clinical segment, and does so successfully, an E will be notated after the prior failing grade, and the failing grade will be exempt from GPA calculation. The new clinical grade will be notated on the transcript and followed by an I, indicating the new grade will be included in GPA calculation.

A student who has experienced two or more course failures while in the program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake or reexamination does not negate the original failure for purposes of retention in the program.

Incomplete Coursework

For the M.H.Sc. program, a grade of incomplete (I) is issued because of unexpected emergencies and must be made up within one month, based on instructor recommendation and program director approval. For the B.H.Sc. program, the student will have one semester to complete a course after the conditions of the incomplete have been agreed to, based on instructor recommendation and program director approval. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available from the B.H.Sc. and M.H.Sc. Student Center) prior to the end of the course. The form must be signed by the student, instructor, and the B.H.Sc. or M.H.Sc. program director. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of I cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an F by the administrative staff members of the Department of Health Science.

Requirements for Graduation

Bachelor of Health Science—Vascular Sonography:
- completion of general education, major, and elective requirements as specified by the program at time of admission, resulting in a minimum total of 126 semester hours
- attainment of a 2.0 cumulative grade point average
- submission of a degree application form before completing registration for the last semester
- fulfillment of all obligations to the library, the student's program, and the bursar's office
- attendance at rehearsal and graduation ceremonies
- completion of ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
Master of Health Science—Vascular Sonography:

- be of good moral character
- satisfactorily complete the M.H.Sc. program of 105 hours (minimum) of study required for the degree (includes the 36 credits of online MHS coursework and the on-campus vascular sonography coursework), with a cumulative GPA of 2.7 or higher in the M.H.Sc. program (80 percent numerical cumulative GPA)
- successfully complete the M.H.Sc. internship and practicum projects
- receive a recommendation by the M.H.Sc. program director to the dean of the College of Allied Health and Nursing
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year

Academic Advising and Administrative Support

Each student is required to contact the director for academic advising prior to beginning vascular sonography. The director will advise and assist students during their matriculation in sonography. Students may communicate with the director and coordinator via phone, fax, email, or in person if they are on campus.

Textbooks and Supplies

Specific recommendations can and will be made by individual professors. Students may purchase their books and supplies from any convenient source.

Leave of Absence

A student desiring a voluntary leave of absence must first submit a written request to the director, who will determine the time for which the leave is granted and the conditions under which the student may re-enter.

Clinical Rotations

The second year will consist of a clinical assignment of 48 weeks for a total of 1,680 hours, as prescribed by the ARDMS guidelines. All vascular sonography students on a clinical site must maintain a functional pager or cell phone at all times during their clinical training. This expense will be the student’s responsibility. To facilitate communications, vascular sonography students must provide the sonography program with their pager or cell phone numbers and inform the program in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and Nova Southeastern University.

Dress Code

While on campus, the dress code for vascular sonography students shall be the same as that stated in the College of Allied Health and Nursing Student Handbook. Students in off-site clinical rotations must wear acceptable and professional attire consisting of

- prescribed burgundy-colored scrub suits
OR
- for men—shirts, ties, slacks, and appropriate shoes
- for women—dresses; slacks, pants, or skirts with blouses; and appropriate shoes
- white clinical jackets at all times
Students may not wear shorts or cutoffs, mini-skirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, T-shirts (as the outer shirt), jogging or exercise clothing, inappropriately mismatched garments, or hats or caps on campus or to clinical sites. Students must wear their approved NSU ID badges while on campus and on clinical sites at all times.

**Clinical Experience and Placement**

The student’s initial clinic schedule is assigned during the third semester of the first year. However, the administration reserves the right to alter assignments during the semester using the student’s schedule of available times as a reference. Failure to meet clinical obligations is considered to be unethical and unprofessional behavior and may result in the student’s placement on professional probation. Students will be assessed on expected clinical competencies. Each clinical activity and competency 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 by his or her supervisor(s) and faculty members.

Confidentiality involves protection of all patients and families in conversations, written information, and electronic communication. Conversations regarding any patient should not involve the name of the patient. Written work (including diagnostic reports and management) and treatment notes (including notes and reports from other professionals) should never be left in any place where others may have access to the information. Grand rounds or class presentations must not include identifying information.

**Chronotek**

Students at clinical sites are required to sign in and out using the Chronotek time documentation system. Only phones at the clinical site will qualify for documenting time for clinical training. Any student found to be tampering with or manipulating the documentation process may receive disciplinary action and/or fail the clinical rotation.

**Electronic Communication**

Electronic communication, including faxes and electronic mail, must adhere to the university policy. Students in off-site clinical sites will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and so on. The college 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 participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation, if possible.

Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.
**Clinical Extension of Program**

If, for any reason, the student doesn’t fulfill his or her clinic obligations due to excessive absences, poor clinical evaluations and/or performance, or other reasons, the Bachelor of Health Science—Vascular Sonography or Master of Health Science—Vascular Sonography courses of study have the authority to extend the student’s clinical rotations at the student’s cost.

**Student Code of Conduct, Academic Dishonesty, and Student Disciplinary Procedures Policy**

The Health Science Department adheres to the Nova Southeastern University Code of Student Conduct and Academic Responsibility, Academic Honesty Policy and Procedure, Student Appeals Policy and Procedure, and student disciplinary procedures sections located in the college and university sections of this handbook.

**Technical Standards**

The professional responsibilities include, but are not limited to,

- being able to lift 50 pounds
- obtaining and recording an accurate patient history
- performing diagnostic procedures and obtaining diagnostic images
- analyzing technical information
- using independent judgment in recognizing the need to extend the scope of the procedure according to the diagnostic findings
- providing an oral or written summary of the technical findings to the physician for medical diagnosis
- providing quality patient care
- collaborating with physicians and other members of the health care team

Sonographers must be knowledgeable about, and limit the risk of possible exposure to, blood and other bodily fluids. Many sonographers also assist in electronic and clerical scheduling, record keeping, and computerized image archiving. Sonographers also may have managerial or supervisory responsibilities.

**Accreditation, National Examinations, and Registry**

The Vascular Sonography course of study is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Joint Review Commission on Education in Diagnostic Medical Sonography (JRC-DMS). JRC-DMS Address: 2025 Woodlane Drive, St. Paul, MN 55125-2998, Telephone: 651-731-1582, Web-site: www.jrcdms.org. Amanda Glassing, Accreditation Manager, Email: aglassing@jcahpo.org, Telephone: 651-731-1582.

Graduates will be eligible to take the national registry examination administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

American Registry of Diagnostic Medical Sonographers (ARDMS)
51 Monroe Street, Plaza East One
Rockville, Maryland 20850-2400

Phone: (301) 738-8401 or 800-541-9754
Fax: (301) 738-0312
Safe Guards

Though included as an important adjunct to the curriculum, participation as a diagnostic ultrasound subject in the ultrasound training laboratory is considered voluntary. Student grades and/or evaluations of performance will not be affected or influenced by refusing to participate as a subject.

Computer Use

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

Course Registration and WebSTAR

Once students have been accepted to the vascular sonography program, they will be issued, or can apply online for, a WebSTAR personal identification number (PIN) that will give them access to online registration. The PIN also provides access to account information. Students can apply for their WebSTAR PIN by going to the NSU Office of Information Technology PIN Request Form Web page at https://www.nova.edu/webforms/help/pinreq.html and following the directions.

Online Course Access and WebCT

All of the B.H.Sc.—Vascular Sonography and M.H.Sc.—Vascular Sonography online courses that a student has registered for will be accessed through WebCT. Students must use their NSU email login and password in order to log in to their courses posted on WebCT. The WebCT login can be accessed through www.nova.edu/webct/index.html.

Bachelor of Health Science—Vascular Sonography

Academic Calendar 2009–2010

August 24, 2009 ..................................... Term I begins
September 7, 2009 .................................. Labor Day, university closed
September 19, 2009 .................................. Rosh Hashanah, university closed
September 28, 2009 .................................. Yom Kippur, university closed
September 29, 2009 .................................. Fall online term begins
November 26–27, 2009 .............................. Thanksgiving holiday, university closed
December 18, 2009 ................................... Term I ends
December 23, 2009 .................................. Fall online term ends
December 24, 2009 .................................. Christmas Eve, university closed at 12:15 p.m.
December 25, 2009 .................................. Christmas Day, university closed
December 26–30, 2009 .............................. Term break
December 31, 2009 .................................. New Year’s Eve, university closed at 12:15 p.m.
January 1, 2010 ..................................... New Year’s Day, university closed
January 4, 2010 ..................................... Term II and winter online term begin
January 18, 2010 .................................... Martin Luther King Day, university closed
April 2, 2010 ........................................... Good Friday, university closed
April 3, 2010 ........................................... Winter online term ends
April 4, 2010 ........................................... Easter Sunday
April 23, 2010.................................Term II ends
May 3, 2010.................................Term III begins
May 31, 2010.................................Memorial Day, university closed
July 4–5, 2010.................................Independence Day holiday, university closed
August 20, 2010.................................Term III ends

Master of Health Science—Vascular Sonography
Academic Calendar 2009–2010
July 6, 2009.................................Summer term begins
August 24, 2009.................................Vascular sonography on-campus term I begins
September 7, 2009.............................Labor Day, university closed
September 19, 2009.............................Rosh Hashanah, university closed
September 25, 2009.............................Summer term ends
September 28, 2009.............................Yom Kippur, university closed
September 29, 2009.............................Fall term begins
November 26–27, 2009........................Thanksgiving holiday, university closed
December 18, 2009.............................Vascular Sonography on-campus term I ends
December 23, 2009.............................Fall online term ends
December 24, 2009.............................Christmas Eve, university closed at noon
December 25, 2009.............................Christmas Day, university closed
December 31, 2009.............................New Year’s Eve, university closed at 12:15 p.m.
January 1, 2010.................................New Year’s Day, university closed
January 4, 2010.................................Winter online term and vascular sonography on-campus term II begin (201030)
January 18, 2010.................................Martin Luther King Day, university closed
April 2, 2010.................................Good Friday, university closed
April 3, 2010.................................Winter term ends
April 4, 2010.................................Easter Sunday
April 5, 2010.................................Spring term begins
April 5, 2010.................................MHS spring online courses begin (201040)
April 23, 2010.................................Vascular Sonography on-campus term II ends
May 3, 2010.................................Vascular Sonography on-campus term III begins
May 31, 2010.................................Memorial Day, university closed
July 3, 2010.................................Spring term ends
August 20, 2010.................................Vascular sonography on-campus term III ends

Master of Medical Science Program
The Master of Medical Science online degree program has been transferred to the Department of Health Science under the new degree name of Master of Health Science. Current students in the Master of Medical Science program shall refer to the Master of Health Science policies and requirements. No further students will enter the Master of Medical Science online program.

Master of Health Science Program
Because the Master of Health Science Program is delivered in a distance format, not all of the policies contained in this handbook are applicable to M.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to Master of Health Science program students.
**Attendance**

All M.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for assignment submission and exams. There are no on-campus requirements, except for students in the Health Law Track, who will have to attend an on-campus seminar once over the course of their M.H.Sc. studies. The program reserves the right to administratively withdraw students who have registered for a course but have not logged into that course or contacted the program by the end of the first two weeks of the semester. All students are also required to log in to the student center at least once a week.

**Grading Policies and Procedures**

Grading for courses in the Master of Health Science program is based on an alpha scale.

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94–100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90–93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>84–86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80–83</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77–79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73–76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70–72</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0–69</td>
</tr>
</tbody>
</table>

**Requirements for Graduation**

Students are required to submit applications for degrees once they have enrolled in their final semester. Exceptions to this policy can be granted on a case-by-case basis by the program director for students who wish to continue their studies to complete additional coursework or an additional specialty track. Students who plan to continue their studies to complete additional coursework or an additional specialty track, must submit their requests in writing and have documented plans to complete the educational program to which they were admitted within five (5) years from date of admission into the program. (Final semester is defined as the semester in which the student obtains the 36 required hours for the generalist, sports medicine, or higher education tracks; 39 required hours for the forensic investigative technology track; or 41 hours for the health law track.). Information regarding the degree application process can be found on the M.H.Sc. Student Center on WebCT. If you are receiving financial aid, you need to contact the financial aid office at (954) 262-3380 or toll free at 800-806-3680 to obtain their advice on how your decision to continue beyond your degree requirements may or may not affect your financial aid eligibility.

To be eligible to receive the M.H.Sc. degree, students shall

- be of good moral character
- satisfactorily complete the program of 36 hours (minimum) of study required for the degree, with a cumulative GPA or 2.7 or higher in the M.H.Sc. program (80 percent numerical cumulative GPA)
- successfully complete the M.H.Sc. internship and practicum projects
- receive a recommendation by the M.H.Sc. program director to the dean of the College of Allied Health and Nursing

178 College of Allied Health and Nursing—Master of Health Science Program
Graduation with Honors
A student graduating with a cumulative GPA of 3.7 or higher is eligible to receive the degree with honors. A student graduating with a cumulative GPA of 4.0 is eligible to receive the degree with high honors.

Retake Policy
If a required course is failed, the student must repeat the course at its next regularly scheduled offering. When the student successfully repeats the course, an E will be noted after the prior failing grade, and the failing grade will then be exempt from GPA calculation. The course will then appear a second time on the transcript with the passing grade indicated followed by a notation of I, indicating this grade will be included in the calculation of the GPA. Additional tuition will be charged for repeated courses. A student who has experienced two or more course failures while in the Master of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake or reexamination does not negate the original failure for purposes of retention in the program.

Credit Transfer
Students matriculated in the M.H.Sc. program may petition for transfer of credits to the program. Up to, but not to exceed, 6 credit hours of graduate work may be considered for transfer from a regionally accredited institution. The courses considered for transfer must meet the goals and objectives of the M.H.Sc. courses in question, and cannot have been previously applied toward another awarded degree in or outside of NSU.

Continuous Enrollment
The program requires students to enroll in at least one course per semester for the duration of their M.H.Sc. studies. If a student needs to take a semester off during the academic year, a formal request for a leave of absence shall be submitted to the program director, and will be subject to approval.

Continuing Services
The program is designed to be completed in three years. Continuing services fees will be imposed after 36 months in the program. All students must finish the program within five years of the date of acceptance, or they will be dismissed. After the 36th month in the program, students will be enrolled in the continuing services at a cost of $825 per semester.

Master of Health Science—Anesthesiologist Assistant
Fort Lauderdale and Tampa

Requirements for Graduation
- complete all anesthesia didactic and clinical coursework with a minimum cumulative grade of 80 percent
- complete the M.H.Sc. 36 semester hours of study required for the degree with a minimum cumulative grade of 80 percent
- complete the M.H.Sc. internship and practicum
- demonstrate professional behavior and required attendance throughout the program
- comply with all university, Health Professions Division, College of Allied Health and Nursing, Department of Health Science, and student handbook policies and procedures, including dress code
- participate in rehearsal and graduation ceremonies
Accreditation, National Examinations, and Licensure

The Master of Health Science—Anesthesiologist Assistant course of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates will be eligible to take the national certification examination administered by the National Commission for Certification of Anesthesiologist Assistants (NCCAA) in conjunction with the National Board of Medical Examiners (NBME).

Committee on Student Progress

See the Committee on Student Progress section under the college section of this handbook.

Attendance

The overall mandatory attendance policy of the Health Professions Division relates to all AA students. Each student holds the responsibility for attending class and clinical rotations and for understanding the specific policies regarding attendance for each, including policy and penalty for unexcused absences, within the parameters of the AA specialization and the Health Professions Division. If missed labs, assignments, examinations, or clinical coursework are to be made up, they will be done at the direction and/or discretion of the director, assistant director, academic director, and/or clinical director.

Grading Policies and Procedures

Grading for academic and clinical-year AA students is based on the following alpha scale:

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80-83</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70-72</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0-69</td>
</tr>
</tbody>
</table>

In addition to alpha grading, the anesthesiologist assistant course of study may use transcript notations outlined in the College of Allied Health and Nursing section of this handbook.

A minimum grade of a C is required in all anesthesia specialization courses with a minimum of C- in all M.H.Sc. and College of Medical Science courses with an overall minimum GPA of 2.7 (80 percent). All students receiving an F in any course will be required to remediate it by repeating the scheduled course and achieving a C- or better at its next scheduled offering. This may impact the student’s individual timeline for completion of coursework.

Upon achieving a C in a repeated anesthesia course or C- or better in a repeated M.H.Sc. course or College of Medical Science an E will be noted after the original grade; that grade will then be exempt from GPA calculation. The new course grade will be noted on the transcript followed by an I, indicating the new grade will be included in the GPA calculation.
Additional tuition will be charged for any repeated course. A student who has experienced two or more course failures while in the program will be dismissed. (See the Committee on Student Progress section under the college section of this handbook.) Any course failed on first taking will be considered a course failure. Passing a course through retake or reexamination does not negate the original failure for purposes of retention in anesthesiologist assistant.

During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component in order to pass the clinical rotation. Students receiving failing grades in clinical courses will be referred to the Committee on Student Progress (CSP) for disposition. (See the Committee on Student Progress section under the college section of this handbook.) Additional tuition will be charged for repeated courses. A student dismissed on the basis of inadequate academic performance, has the right to appeal. (See the College-Wide Appeals Committee section under the college section of this handbook.) Students who are removed on the basis of inadequate academic performance have the right to reapply to the program for the following year. The application will be treated in the same manner as a first-time applicant. Any student who is readmitted will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

**Academic Promotions**

The progress of each student through the curriculum requires continuous, satisfactory academic performance. No student may advance to the clinical year of study without satisfactorily completing all of the didactic year's courses. In addition, no student may complete the clinical year's curriculum and graduate without satisfactorily completing all of the required clinical year's courses. Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the CSP.

A student who does not maintain an 80 percent or better overall GPA will be placed on academic probation. A student with a course failure will be placed on academic probation until the course is successfully repeated and passed. This will be recorded on the official transcript. A student who is on academic probation will be restricted from holding office in any student organization until academic probation status is lifted.

**Retake Policy**

A student who receives a failing course grade in an AA didactic course may be given a comprehensive remediation exam. If the remediation examination is passed, the student will receive a grade of a C-E for the course. If this remediation examination is failed, the student has failed the course and will be referred to the CSP for disposition.

**Academic Advising**

Each student is assigned an academic adviser during each academic year. The goal of an academic adviser is to provide students with assistance to enable them to get the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor the overall progress of the student; and direct the student to appropriate resources.
Clinical Rotations

The first year of study focuses on the foundations of anesthesia practice through classroom, mock operating room scenarios and studies, and laboratory work. Clinical experience during the first year will increase as the year progresses.

The senior year (semesters five, six, and seven) will consist of clinical rotations assigned in two- and four-week intervals. During the senior year, clinical rotations are full time and involve all specialty areas in anesthesia, including general surgery, pediatrics, obstetrics and gynecology, otolaryngology, orthopedics, neurosurgery, ophthalmology, genito-urinary surgery, vascular surgery, cardiac surgery, thoracic surgery, transplantation, and trauma. Clinical rotations include days, evenings, nights, weekends, and on-call—depending upon the rotation.

All AA students on clinical rotations must maintain a functional pager or cell phone at all times during their clinical rotations. This expense will be the student's responsibility. To facilitate communications, AA students must provide the AA program with their pager or cell phone numbers and inform the program in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and Nova Southeastern University.

Dress Code

While on campus, the dress code for anesthesiologist assistant students shall be the same as that stated in the College of Allied Health and Nursing Student Handbook. Students in off-site clinical rotations must wear acceptable and professional attire consisting of

- white clinical jackets at all times
- for men—shirt, ties, slacks, and appropriate shoes
- for women—dresses; slacks, pants, or skirts with blouses; and appropriate shoes

Students may not wear scrubs to and from clinical rotation sites. Students may not wear the following: shorts or cutoffs, mini-skirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, T-shirts (as the outer shirt), jogging or exercise clothing, inappropriately mismatched garments, hats, or caps on campus or to clinical sites. Students must wear their approved NSU ID badges while on campus and on clinical rotations at all times.

Clinical Experience and Placement

The student's initial clinic schedule is assigned at the beginning of each semester. However, the administration reserves the right to alter assignments during the semester using the student's schedule of available times as a reference. Failure to meet clinical rotation obligations is considered to be unethical and unprofessional behavior and may result in the student's placement on professional probation.

Students will be assessed on expected clinical competencies. Each clinical activity and competency 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 by his or her supervisor(s) and faculty members.
Confidentiality involves protection of all patients and families in conversations, written information, and electronic communication. Conversations regarding any patient should not involve the name of the patient. Written work, including diagnostic reports and management, and treatment notes, including notes and reports from other professionals, should never be left in any place where others may have access to the information. Grand rounds or class presentations must not include identifying information. Electronic communication, including faxes and electronic mail, must adhere to the university policy.

Students in off-site clinical rotations or placements will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and so on. The college 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 participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation if possible.

Students are videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

**Clinical Extension of Program**

If, for any reason, the student doesn’t fulfill his or her clinic obligations due to excessive absences, poor clinical evaluations and/or performance, or other reasons, the Master of Health Science—Anesthesiologist Assistant course of study has the authority to extend the student’s clinical rotations at the student’s cost.

**Clinical Time Log**

Logging of clinical hours is mandatory. NSU will provide each student with the mechanism to record clinical hours. If a student fails to clock in or out on any given clinical day, the Master of Health Science—Anesthesiologist Assistant course of study has the authority to have that student make up that clinical day. Noncompliance with logging of clinical hours may result in the extension of the student’s program.

**Clinical Case and Procedure Log**

Logging of clinical cases and procedures is mandatory. NSU will provide each student with the mechanism to record clinical cases and procedures. If a student fails to log clinical cases and procedures for a clinical day, the Master of Health Science—Anesthesiologist Assistant course of study has the authority to have that student make up that clinical day. Noncompliance with logging of clinical cases and procedures may result in the extension of the student’s program.

**Clinical Evaluations**

It is the student’s responsibility to send each clinical preceptor an electronic clinical evaluation form. Paper evaluation forms may be used at the discretion of the program. Noncompliance may result in the extension of the student’s program.
Personal Leave Policy
A. During the basic science phase, the student adheres to the college calendar. The first year, the student is permitted three personal leave days.
B. During the clinical phase of the program, the student has six personal leave days. The days may be used for absences due to vacation, illness, or other absences that have received approval from the program director.
C. Personal Leave
1. Approval of five personal days will normally permit the student to be absent for one calendar week. The accompanying weekend days may be given if the student is obligated to work weekends, at the discretion of the clinical site coordinator.
2. The program director must approve any personal leave.
3. Personal leave will generally be limited to one week during any one month. Both the program director and clinical site coordinator must approve any exceptions. A physician's medical excuse will be required for any extended leave requested for a medical condition.
4. Personal leave will not be granted during the first month of the clinical phase of the program.
5. Personal leave will not be granted during the first two weeks of a student's initial rotation at any clinical site. It is permissible to request leave during the first week of a rotation to which the student has previously rotated.
6. Personal leave will not be granted on the last day of the program (see Terminal Leave below).
7. After personal leave has been fully approved, it may not be cancelled. Any requests for exception must be approved by both the program director and clinical site coordinator.
D. Holidays
1. Students will adhere to the holidays observed at the individual clinical sites. Please note that each clinical site may observe different holidays. It is the responsibility of the student to follow the holiday schedule of the individual clinical site with disregard for NSU holidays.
2. Clinical sites that require call: Personal leave that is granted on a holiday may result in the use of the student's personal leave time.
3. Clinical rotations that do not require call: Students will be granted the day off on all holidays observed by the individual institutions. Holidays do not result in the loss of personal time.
E. Professional Interviews
1. All senior students are permitted to request up to three days off for scheduled employment interviews. A Time-Off Request Form must be completed and approved by the program director at least two weeks in advance of the time requested.
2. Days off granted for interviews do not need to be made up by the student.
F. Illness
1. Absence due to illness results in the use of personal leave time.
2. Time taken for illness in excess of allowable personal days shall be made up.
3. The student must notify the clinical site of illness pursuant to the specific clinical site's policy.
4. The student must also notify the program director of the absence during business hours on the day of the absence. (If the illness occurs on a weekend or holiday, notification must occur the following business day.)
5. Calling in absent on the morning of a clinical assignment is unacceptable, unless the student is gravely and acutely ill, and is unable, for personal and patient safety reasons, to complete the clinical assignment. In the event of such an illness, the student should call in sick and use accrued personal leave time off.
6. Excessive unexcused absences from didactic or clinical assignments shall necessitate reporting of the student to the Committee on Student Progress for disciplinary action.
7. Within 48 hours of returning from the absence, the student must submit a completed M.H.Sc.-AAP Time-Off Request Form to the program director.

8. Absence from a clinical assignment due to illness will be accounted for as follows:
   a. absence from an 8-hour shift = 1 personal leave day
   b. absence from a 12-hour shift = 1.5 personal leave days
   c. absence from a 16-hour call shift = 2 personal leave days
   d. absence from a 24-hour call shift = 3 personal leave days

G. Meeting Time
1. Personal leave days may be taken for attendance at professional meetings not already required by the anesthesiologist assistant course of study.
2. The anesthesiologist assistant course of study strongly encourages student attendance at the following annual meetings (exact dates will be made available to the student as soon as they become available to allow adequate schedule preparation and travel arrangement time):
   a. American Academy of Anesthesiologists Assistant Annual Meeting
      1) The students will be granted administrative leave for the duration of all scheduled educational and professional conferences related to this annual meeting.
      2) At the discretion of the program director, the student may be granted administrative time as travel days immediately surrounding the scheduled conference time.
   b. Florida Society of Anesthesiologists Annual Meeting
      1) The students will be granted administrative leave for the duration of all scheduled educational and professional conferences related to this annual meeting.
      2) At the discretion of the program director, the student may be granted administrative time as travel days immediately surrounding the scheduled conference time.
   c. American Society of Anesthesiologist Annual Meeting (mid-October)
      1) The students will be granted administrative leave for the duration of all scheduled educational and professional conferences related to this annual meeting.
      2) At the discretion of the program director, the student may be granted administrative time as travel days immediately surrounding the scheduled conference time.
      3. Students making professional presentations at meetings, subject to the approval of the program director, may be granted administrative leave to attend and present at the meeting.
      4. All other days missed due to professional meeting attendance will be charged to the student's personal leave time.

H. Terminal Leave (i.e., absence on the last day that the student is scheduled on a clinical rotation) is not permitted and will result in delayed graduation.

Procedures for Requesting Personal Leave
A. The student must submit a completed M.H.Sc.-AAP Time-Off Request Form to the program director. Requests shall not be submitted directly to any clinical site.
B. Early requests are encouraged.
C. Requests for personal leave must be submitted no later than the 10th of the preceding month.
D. Following approval by the program director, the request will be forwarded to the appropriate clinical site coordinator. If the request is denied, the student will be so informed.
E. Following approval by the clinical site coordinator, the student will be notified.
F. Students are strongly discouraged from making any form of nonrefundable reservations until receiving official notification that personal leave has been granted by both the program and the clinical site, when applicable.
Student Code of Conduct, Academic Dishonesty, and Student Disciplinary Procedures Policy

The Health Science Department adheres to the Nova Southeastern University Code of Student Conduct and Academic Responsibility, Academic Honesty Policy and Procedure, Student Appeals Policy and Procedure, and student disciplinary procedures sections located in the college and university sections of this handbook.

Master of Health Science—Anesthesiologist Assistant
Academic Calendar 2009–2010

May 31, 2009.................................Orientation, class of 2010
June 1, 2009.................................Summer term begins, classes of 2009, 2010, and 2011
June 22–26, 2009..........................NCCAA Exam Study Week, class of 2009
June 27, 2009.................................NCCAA Exam, class of 2009
July 3–4, 2009...............................Independence Day holiday, university closed
August 21, 2009............................Last clinical day, class of 2009
August 21, 2009............................Summer term ends, class of 2010
August 28, 2009............................Summer term ends, class of 2011
September 1, 2009........................Fall term begins, class of 2010
September 7, 2009........................Labor Day, university closed
September 8, 2009........................Fall term begins, class of 2011
September 19, 2009........................Rosh Hashanah, university closed
September 26, 2009........................Fall MHS courses end, classes of 2010 and 2011
September 28, 2009........................Yom Kippur, university closed
September 29, 2009........................Fall MHS courses begin, classes of 2010 and 2011
October 16–20, 2009......................ASA Meeting—New Orleans
November 26–27, 2009...................Thanksgiving holiday, university closed
December 18, 2009........................Fall term ends, class of 2011
December 22, 2009........................Fall term ends, class of 2010
December 23, 2009........................Fall MHS courses end, classes of 2010 and 2011
December 24–25, 2009...................Christmas holiday, university closed
December 31, 2009........................New Year's Eve, university closed at noon
January 1, 2010.............................New Year's Day, university closed
January 4, 2010.............................Winter term and MHS courses begin, classes of 2010 and 2011
January 18, 2010........................Martin Luther King Day, university closed
March 29–April 2, 2010..................Spring break, class of 2011 only
April 2, 2010.................................Good Friday, university closed
April 5, 2010.................................Winter MHS courses end, classes of 2010 and 2011
April 10–14, 2010..........................AAAAA Conference, classes of 2010 and 2011
May 28, 2010.................................Winter term ends, classes of 2010 and 2011
May 31, 2010.................................Memorial Day, university closed
June 6, 2010.................................Orientation, class 2012
July 4–5, 2010..............................Independence Day holiday, university closed
August 20, 2010............................Summer term ends, class of 2010
August 26, 2010............................Graduation rehearsal, class of 2010
August 27, 2010............................Summer term ends, classes 2011 and 2012
August 28, 2010............................Graduation awards dinner, class of 2010
August 29, 2010............................Graduation, class of 2010
Accelerated Dual-Degree M.H.Sc./D.H.Sc. Program

Students in the Accelerated Dual-Degree M.H.Sc./D.H.Sc. program fall under the policies of the M.H.Sc. and D.H.Sc. programs.

To be eligible to receive the M.H.Sc. and D.H.Sc. degrees, students must
- be of good moral character
- satisfactorily complete the 20 credits in the M.H.Sc. program and the 61 credits in the D.H.Sc. program
- receive a recommendation by the M.H.Sc. and D.H.Sc. program directors to the dean of the College of Allied Health and Nursing.

Course Requirements for Awarding the M.H.Sc. Degree in the Accelerated Dual-Degree

The M.H.Sc. degree can be awarded upon completion of 43 credits (the 20 credits of the M.H.Sc. core courses and the D.H.Sc. ethics course, the D.H.Sc. research course, a 4-credit D.H.Sc. course of the student's choice, the D.H.Sc. internship/practicum preparation course, and the D.H.Sc. internship and practicum courses).

Doctor of Health Science Program

Because the Doctor of Health Science Program is delivered in a distance format, not all of the policies contained in this handbook are applicable to D.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to the Doctor of Health Science Program students.

Attendance

The D.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the designated deadlines for assignment submission and exams. Students will have to attend two on-campus seminars over the course of their D.H.Sc. studies. All students are also required to log in to the student center at least once every two weeks.

Grading Policies and Procedures

Grading for the Doctor of Health Science Program is based on pass/fail.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Pass (80 percent or above)</td>
</tr>
<tr>
<td>F</td>
<td>Fail (Below 80 percent)</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
Retake Policy
If a required course is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses. A student who has experienced one course failure may be placed on academic probation. A student with two or more course failures while in the Doctor of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake or reexamination does not negate the original failure for purposes of retention in the program.

Credit Transfer
Students matriculated in the D.H.Sc. program may petition for transfer of credits to the program. Up to, but not to exceed, 8 credit hours may be considered for transfer from a regionally accredited doctoral program of study and only if the transferred courses meet the goals and objectives of the D.H.Sc. course in question. Doctoral courses taken at NSU also may be transferred at the discretion of the program director and dean. Exceptions to this policy are at the discretion of the dean of the College of Allied Health and Nursing. Courses transferred cannot have been previously applied toward another awarded degree in or outside of NSU.

Online Student Center
All students are required to visit the online student center at least once every two weeks. All communication and programmatic information will be posted in the online student center.

Graduation Fees
• $75 covers all final costs including degree printing, distribution, and recording.
• Add approximately $250 for on-campus ceremony, dinner, and regalia.

NURSING DEPARTMENT

Mission Statement
The mission of the Nova Southeastern University nursing department is to provide quality, professional undergraduate and graduate nursing education. We will prepare culturally sensitive and competent nursing leaders who have knowledge and skills that are relevant, futuristic, and responsive to rapidly changing health care trends and environments within an atmosphere of scholarly inquiry, professional values, interdisciplinary collaboration, and community partnerships.

Undergraduate Nursing Program

Code of Academic and Clinical Conduct
The Nursing Department supports the following Code of Academic and Clinical Conduct adopted by the National Student Nurses Association (NSNA) House of Delegates in 2001.

Preamble
Students of nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in a variety of health care environments.
The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust that society has placed in us. The statements of the code provide guidance for the nursing student in the personal developments of an ethical foundation and need not be limited strictly to the academic or clinical environment, but can assist in the holistic development of the person.

A Code for Nursing Students
As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we

- advocate for the rights of all clients
- maintain client confidentiality
- make appropriate action to ensure the safety of clients, self, and others
- provide care for the client in a timely, compassionate, and professional manner
- communicate client care in a truthful, timely, and accurate manner
- actively promote the highest level of moral and ethical principles and accept responsibility for our actions
- promote excellence in nursing by encouraging lifelong learning and professional development
- treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual belief
- collaborate in every reasonable manner with academic faculty and clinical staff members to ensure the highest quality of client care
- use every opportunity to improve faculty and clinical staff members’ understanding of the learning needs of nursing students
- encourage faculty members, clinical staff members, and peers to mentor nursing students
- refrain from performing any technique or procedure for which the student has not been adequately trained
- refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others
- assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research
- abstain from the use of substances in the academic and clinical setting that impair judgment
- strive to achieve and maintain an optimal level of personal health
- support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues
- uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy

Study Habits
Effective study habits will help achieve your goal. Should you experience difficulty adjusting to college-level study, consult with your professor and/or adviser. In addition, there are learning resources on campus that can help.

Map out a schedule that includes some study time every day. Read assignments before class time so that the value of attendance and participation is maximized. Work with your base groups to establish study times. The faculty recommends that you plan at least three hours of prep/study time for every hour of class.
If you desire to record a faculty member's lecture or discussion on tape, please obtain his or her permission. In addition to taping, if it is permitted, you should continue to take notes while in class. Repetition facilitates learning. Working while enrolled in the entry-level nursing program is not advised.

**Textbooks and Supplies**

The textbooks and other related reading materials and supplies required for nursing are available for purchase at the Nova Southeastern University campus bookstore or online. Many of the textbooks purchased for nursing will be purchased during the first nursing course and used throughout the program. Unless advised otherwise, we recommend that you do not purchase textbooks required at other course levels until you are ready to enroll in these courses. This will enable you to have the most current required editions. We suggest that you put your name in all of your textbooks. We strongly suggest that you do not leave them unattended in the classroom or elsewhere.

We recommend that you buy your books early. After the first few weeks of the semester the bookstore returns all books that have not been purchased to the publishers. Books are expensive, but financial aid is available. Books may also be purchased online through the NSU bookstore.

In addition to the printed materials, you will also need the following supplies: a watch with a second hand, bandage scissors, and a stethoscope. These are available for purchase at any local uniform shop or via the Internet. All students will be measured for an NSU lab coat and the nursing department-approved uniform during the orientation. All entry-level students need to purchase a PDA. The department will notify students during the first term regarding the specifications of the PDA. Students must have access to a computer with Microsoft Office software.

**Using the Web**

Nova Southeastern University handles much of its business online. The NSU Web site www.nova.edu provides links for current students to access most of the NSU services. The Nursing Department maintains its own Web pages at www.nova.edu/nursing.

**WebCT**

Online and/or hybrid courses will be conducted through WebCT. This is a secure course management platform where you must have a password to access the course. Access to WebCT can be found via a link on the NSU Web site www.nova.edu in the upper, right-hand corner.

**WebMail**

All official NSU business such as information on your account, financial aid, class emails, etc., is done through your NSU email account—the one that you are signed up for at the beginning of the program and that ends in @nsu.nova.edu. Make sure to check this email account frequently. You can do this via WebMail 2, which can also be accessed at www.nova.edu. The link is found in the upper, right-hand corner of the home page.

**WebSTAR**

WebSTAR is the area where you can check on course availability, register, check your grades, or check your account. You will receive a special PIN to access WebSTAR. It will come to the mailing address listed as your local address at NSU. Do not lose this! You can change your PIN to a password of choice if desired. You may also set a password reminder.
Course Assignment Format
Unless specifically indicated by the professor or when prior arrangements have been made, all written work turned in for grading must be typewritten and follow the latest edition of the APA format. Students must have basic computer skills, including, but not limited to, the ability to send and receive emails and attachments, save files, format documents.

Communication
The nursing department phone number is (954) 262-1703. You will receive your professor's direct phone number on the syllabus. The department has a student center on WebCT where all students can receive department messages and other useful information. You will also be able to communicate with each other there. All official college communication will be done through your NSU email. Please make a habit of checking this frequently for messages.

Business Hours
The nursing department schedules classes during the day and evening depending on the track. Due to the variety of class hours, the faculty members will vary their office hours. Appointments with faculty members, program directors, or the department chair can be scheduled at mutually convenient times.

Students may have weekend course requirements. These hours will be posted well in advance to assist students with planning. The department will attempt to make every reasonable effort to notify students of class changes as far in advance as possible and feasible. Changes are made to benefit the quality of the education that you and your fellow students receive.

Community Activities
The nursing department endeavors to be integral to the community's health. We recognize the importance of community participation. Our institution and our department are dependent upon the community for clients, employers, and support just as the community is dependent on our institution for employment opportunities and for our services. The nursing program will be participating in service activities that contribute to the community's health. You will be given advanced notice so that you can plan your schedule accordingly.

Professional Behavior
You will soon become familiar with the ANA Code of Ethics, which guides the behavior of the professional nurse. You are a representative of the Nova Southeastern University Health Professions Division and the Nursing Department. We hope that you will take this responsibility seriously and represent the department and the college in a professional manner at all times and be proud of your association with NSU.

Channels of Communication
Because most student concerns are directly related to their experiences in the classroom and/or clinical course, the faculty member most directly involved is usually your first and best resource. The following guidelines should prove helpful.
- Your professor's schedule will be made available to you. NSU has an open door policy; however, you will find that scheduling an appointment will be most helpful.
- You are encouraged to confer with the professor whenever this is perceived as necessary.
• Conferences may periodically be scheduled by your professor during the school term. A written summary of your progress will be shared with you and signed by you and the professor.
• The program director is available to mediate any unresolved problems between you and the course professor after you have discussed them with your professor.
• If you, the professor, and program director cannot successfully resolve an issue, the next line in the chain of command is your department chairperson.
• To summarize, you are encouraged to use the following channels of communication in their respective order:
  - course faculty (lecture class and/or clinical courses)
  - program director
  - nursing department chairperson
• The grievance procedure for nonacademic disputes is outlined elsewhere in this handbook.

Grading Policies
Although the faculty does not believe that grades should be your primary motivation for learning, grades are a reality we all face. The Nursing Department has several policies.
• Each nursing course consists of unique learning objectives, activities, evaluations, and grading procedures. Make sure that you understand how grades are determined in each course and what your accompanying responsibilities are. Faculty members will distribute specific policies related to each course on paper or via the Internet. You are responsible for obtaining a copy and following those course policies.
• You must earn a grade of C or better in all courses required for the B.S.N., including prerequisite courses, general education, and health science (BHS) courses. Students who receive a grade of C-, D+, D, F, or W in one course must repeat the course and achieve a C or better. A subsequent grade of C-, D+, D, F, or W in any course will result in referral to the committee on student progress and possible dismissal from the program.
• You must earn a grade of C or better in each nursing course that is a prerequisite in order to advance to the next semester in the nursing program.
• You must demonstrate a grade of C or better in the didactic nursing course and a P in the clinical component in order to receive a final grade of C or better.
• You must meet with the program director to initiate a withdrawal. A student who withdraws without meeting with the program director may be ineligible to return to the program.
• Entry-level students are required to maintain competence in pharmacology and math. Failure to maintain this knowledge may result in a course failure.
• Students enrolled in general education or BHS courses will follow the academic course calendar and policies of those departments.

Withdrawal and Readmission
No classes will be added or dropped unless approved by the program director or associate dean. Dropping a course may affect the loans, scholarships, or grant aid that has been awarded prior to the drop. If a student has a tuition refund when dropping a course, this may result in a reduction of aid and a change in the balance due.

You may withdraw from any nursing course during the first week of class. If you are withdrawing from a nursing course, you should make an appointment to see the program director prior to withdrawal. If you wish to be readmitted to a nursing course, notify the program director at least one term prior to your desired re-entry date. Every effort will be made to accommodate your desire for re-enrollment. Re-enrollment in the clinical courses is on a space-available basis.
Because the second enrollment is the last time for you to successfully accomplish course objectives, you are encouraged to realistically assess those factors that inhibited your accomplishment during the previous enrollment (financial limitations, family obligations, personal concerns, reading skills, etc.). Only when such an assessment has been made and necessary corrective steps taken, should you attempt a nursing course for the second time.

If you are out of a program area for 12 months or longer, for purposes of re-entry you will be required to pass a test or tests measuring theoretical and/or clinical competencies.

**Transfer Credits**

**B.S.N.**

Undergraduate general education credits are evaluated and transferred through the Farquhar College of Arts and Sciences. Courses will be evaluated for credit towards the B.S.N. by the program director and associate dean for nursing, whose decision will be final. To be considered for credit, a course must have been taken at an accredited B.S.N. program and be the equivalent of a course offered in the student's chosen track. The student must have earned a grade of B or higher in the course. Students must submit the syllabus of any course for which they are seeking credit directly to the program director. Additional documentation may be required by the program director before credit may be granted. Only courses completed prior to matriculation in the B.S.N. program will be considered for transfer credit.

The nursing department does not transfer nursing credits from clinical nursing courses from other nursing programs. Students who transfer credits must meet the residency requirement of the university.

**Prior Learning**

Because Nova Southeastern University recognizes that much learning takes place outside the classroom, we have established a prior learning program that allows undergraduate students to earn credits in addition to college class credit hours. Students must initiate all prior learning requests, as well as examinations for credit, before obtaining 24 credits at NSU. The C.L.E.P. is a mechanism for NSU nursing students.

**Advisement and Registration**

Upon admission to the nursing program, students will be assigned a nursing adviser to assist them with academics. A designated nursing faculty member will help the student with course selections for each semester. Prior to selecting courses for the next semester, the student should review all nursing program course requirements and tracking. See advisement policy and procedure in this handbook. If the student has difficulty with registration or financial aid issues he or she should contact the program director immediately for assistance.

**Health Forms (Student Health Records)**

We are required to submit to clinical sites satisfactory evidence that each program participant is free from contagious disease and does not otherwise present a health hazard to hospital clients, employees, volunteers, or guests prior to his or her participation in the program. You will be required to follow the requirements of the Health Professions Division and the clinical agencies. Performance standards for all Health Professions Division students are identified in this student handbook. If you are unable to meet the performance standards, you will be asked to obtain clearance from a physician or nurse practitioner prior to returning to the program. Each year you will provide an update to your health form, which can be completed at the Student Health Center.
**Liability (Malpractice) Insurance**

All nursing students enrolled in clinical nursing courses will pay an insurance fee per academic year to cover the cost of malpractice insurance.

**Health Insurance**

You are required to carry health insurance to cover your health care. You must use this health insurance for any needs during your clinical/class times. Any college student may be seen at the Student Health Center. Please bring your school identification card and your insurance card. At the end of your visit, you will receive a statement showing the services performed. Payment of all copayments and deductibles is expected at the time services are rendered. Students who do have private health insurance must apply for a waiver at [www.rec.nova.edu/insure_reg.html](http://www.rec.nova.edu/insure_reg.html). Also, review this site for the coverage requirements for private insurance. Students are responsible for complying with this requirement.

Some insurance policies require a primary care provider (PCP) designation. In such cases, please be sure to designate an NSU provider prior to visiting our Health Care Center. For a list of providers and participating insurance carriers, please visit the Health Care Center Web site at [www.nova.edu/HCC/doctor](http://www.nova.edu/HCC/doctor).

If you wish to purchase insurance through the NSU Student Health Plan, contact the Wellness Office at (954) 262-7305.

**Florida Nursing Students Association**

The Florida Nursing Student Association (FNSA) is the professional organization for nursing students in the state of Florida. It serves to prepare nursing students to be a member of a professional organization and provides a voice for students at public, institutional, and governmental bodies. Nova Southeastern University Nursing Department has a district chapter of FNSA. All entry-level students are required to become members. Participation in various local, district, state, and national activities is encouraged.

**Financial Aid**

The Health Professions Division financial aid office is located on the first floor of the Terry Building. Scholarships, loans, and information on student employment may be provided according to a student’s needs. Please use this service if you have the need and be prepared to substantiate your situation in writing. The earlier you apply, the better your chances of receiving the aid you need.

**Client Safety**

The faculty recognizes that, as a nursing student, you are a learner; however, the physical and emotional safety of a client cannot be placed in jeopardy. The inability of a student to provide consistent, safe care or to follow the policies and procedures of the affiliating agency or the school will require that the student be asked to leave the clinical area and may result in the student’s being required to withdraw from the program.

**Background Checks**

See the Health Professions Division section on Background Checks.
Completing the Program

Entry-Level Students
During your enrollment in the semester in which you are scheduled to complete all of the program requirements, you are responsible for applying for graduation and to the Florida Board of Nursing to sit for the National Council Licensure Exam for Registered Nurse Practice (NCLEX-RN). Students will be required to submit the completed applications for licensure and the NCLEX-RN exam with accompanying checks to the program director before receiving grades for the final course.

R.N. to B.S.N. Students
One general education course can be taken concurrently with nursing courses offered in the last term. All other general education courses must be completed prior to the last term.

All B.S.N. Program Students
You will be notified close to the end of the program of time and dates to fill out paperwork for graduation. Remember, it is your responsibility to apply for graduation. Attendance at graduation is mandatory. Picture times will be scheduled through the department.

Eligibility for Florida R.N. Licensure and Required Disclosure
Applicants to the nursing program who meet all university and departmental requirements will be considered for admission. Final determination of eligibility to take the NCLEX-RN rests with the Florida Department of Professional Regulation and Board of Nursing. The licensure application requires disclosure of any criminal history and the disposition of all cases prior to board review. Applications with previous arrest or disciplinary action on a license will not be authorized to practice nursing until all documentation is cleared by board staff or reviewed by the board. The only permanent barrier to licensure in Florida is not having your civil rights. Entry into the nursing education program is the prospective student's decision, based upon the knowledge that he or she may, or may not, be granted a nursing license. Applicants will notify the program director and/or department chair of any arrest record prior to application for licensure. The graduate is required to meet all reporting requirements of the Board of Nursing at the time of application to sit for the NCLEX-RN.

Florida Board of Nursing
4052 Bald Cypress Way
BIN CO2
Tallahassee, Florida 32399-3252

(850) 488-0595

Graduation
Students earning the bachelor of science in nursing degree are required to participate in the college graduation ceremony held during the month of August. The college will provide each student with a cap and gown to be worn during the graduation ceremony. In addition to the ceremony, there is a dinner for graduates and their families.
The Nova Southeastern University nursing pin, which can only be purchased by NSU nursing program graduates, will be available for order during your last nursing course. Students with a cumulative GPA of 3.8-4.0 will receive a diploma inscribed with highest honors. Students with a cumulative GPA of 3.70–3.799 will receive a diploma inscribed with honors. In order to be eligible for a degree from the nursing program, students shall

- successfully complete all academic courses and requirements for the degree with a C or higher
- have satisfactorily completed the program of study required for the degree with a minimum cumulative grade point average of 2.0
- have satisfactorily discharged all financial and library obligations

**Student Complaints**
Complaints that do not fall into the categories of academic issues or grade appeals or issues related to discrimination and harassment should try to be resolved with the other party involved. If the student is unable to do this, the student should seek assistance from his or her academic adviser. If the issue is still not resolved to the student’s satisfaction, the student should meet with the program director.

The program director will meet individually with the student and the individual or individuals involved. Depending on the nature of the complaint, a joint meeting among all parties may be scheduled. If the complaint is not resolved to the student and/or other party’s satisfaction, either party may request a meeting with the department chair. The associate dean will make recommendations for the complaint resolution.

**Progression Through Nursing Programs**

**Policy**
A student must demonstrate required theoretical and clinical nursing competencies at each level before progressing to more advanced nursing courses.

**Procedure**
- All students must successfully complete nursing course prerequisites with a grade of C or better.
- Students must earn a grade of C or better in all courses required for the B.S.N. degree, including prerequisite courses, general education, and health science (BHS) courses. Students who receive a grade of C-, D+, D, F, or W in one course must repeat the course and achieve a C or better. A subsequent grade of C-, D+, D, F, or W in any course will result in the student being referred to the student progress committee for disposition and possible dismissal.
- Students must demonstrate a grade of C or better in the didactic nursing course and a P in the clinical component in order to receive a final grade of C or better.
- Students are allowed only one C-, D+, D, F, or W in one nursing course. Receipt of a second such grade will be cause for the student to be referred to student progress for disposition and possibly dismissed.
- All students are required to maintain competence in pharmacology/math. Failure to maintain this knowledge may result in a course failure.
- Students must complete all pre- and co-requisite nursing courses and be enrolled in the final general education/BHS course prior to enrolling in NUR 4050 or NUR 4180. Students who withdraw from general education/BHS courses during the final term must withdraw from the nursing courses.
• Failing grades will be included in calculating the GPA for that term and the cumulative GPA to that point. When the student successfully repeats the course the failing grade will then be exempt from the GPA calculation.
• See the HPD tuition refund policy for information on voluntary withdrawals.

Exit Requirement

Entry-Level Students
Students will be required to successfully complete one or more diagnostic exams that will measure the readiness to successfully complete the NCLEX-RN examination and a review course for the NCLEX-RN examination prior to receiving the final practicum course grade in NUR 4180. The requirements for final exit from the program will be given to you, in writing, at the beginning of your second year in the program.

R.N. to B.S.N. Students
Students will meet with the program director prior to completion of the last nursing course.

Identification of the Chemically Impaired Nursing Student

Policy
A student who has been identified as chemically impaired and has been dismissed from the nursing program may petition for reinstatement through the department chair. Nova Southeastern University endorses the federal government's efforts in implementing the Drug Free Schools and Community Amendments of 1989 (Public Law 101-226).

Students are prohibited from reporting to clinical or lecture classes under the influence of alcohol or any substance that impairs physical or mental abilities. Faculty members are responsible for identifying students who appear to be chemically impaired. The student will be responsible for any costs associated with testing for alcohol or controlled substances.

Students who report to class while chemically impaired will be required to participate in the Intervention Project for Nurses (IPN) through the Board of Nursing to be eligible to continue in the Nursing Department. Students will be responsible for any associated costs.

Students are subject to disciplinary action in accordance with this student handbook. The following behaviors are examples of indications for suspecting that a student is under the influence of alcohol or any controlled substance.
• bizarre or unusual behavior
• frequent errors
• unexplained mood change
• smell of alcohol
• disheveled appearance or poor hygiene
• blatant impairment of judgment
• chronic absenteeism and tardiness
• unexplained absence from nursing unit
• other suspicious behavior
**Procedure**

When a faculty member has reason to suspect that a student is under the influence of alcohol or any controlled substance, the student will have no further client contact until the faculty member reports the incident to the program director or chairperson. The program director or chairperson will meet with the student and the faculty member at the site. The faculty members will document the incident in writing and further procedures will ensue according to university policy.

**Grading Scale**

**Theory**

The NSU Nursing Program grading system is based on a scale of 0–100 percent. The passing grade for the didactic nursing courses is 75 percent (C). A grade of less than 75 percent is a failing grade.

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94–100</td>
</tr>
<tr>
<td>A-</td>
<td>90–93</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>84–86</td>
</tr>
<tr>
<td>B-</td>
<td>80–83</td>
</tr>
<tr>
<td>C+</td>
<td>76–79</td>
</tr>
<tr>
<td>C</td>
<td>75</td>
</tr>
<tr>
<td>C-</td>
<td>70–74</td>
</tr>
<tr>
<td>D+</td>
<td>67–69</td>
</tr>
<tr>
<td>D</td>
<td>64–66</td>
</tr>
<tr>
<td>F</td>
<td>Below 64</td>
</tr>
</tbody>
</table>

**Clinical**

Students must successfully complete all the components of the clinical evaluation for the course in order to receive a P in the course.

**Clinical Assignment**

**Policy**

Nursing students may be required to collect client data that is pre-assigned by the faculty members. If prior collection of client data is not permitted by the facility, other arrangements will be made to facilitate pre-assignment preparation.

**Procedure**

- When in the health care agency collecting clinical data, students will comply with the HPD dress code.
- Upon arrival, students will identify themselves to the nurse in charge and explain their reason for reviewing the chart.
- Students will limit their data collection to those clients to whom they have been assigned.
- Students cannot care for clients or talk to clients on client pre-assignment days unless the instructor is present.
- Client care can only be given on clinical class days when the faculty member is available.
- Students will adhere to the confidentiality laws that protect clients' identities and health information (Health Information Portability and Accountability Act: HIPAA).

College of Allied Health and Nursing—Nursing Department
Infectious Diseases

Policy

Concern for the welfare of students, faculty members, and clients requires attention to control of infections of all types. The Nursing Department will use the latest available known medical information to achieve this goal.

At the same time, the Nursing Department is committed to a policy of nondiscrimination for students and faculty members and a fundamental responsibility to provide care to all clients. Refusal to care for clients with infectious diseases, including clients infected with HIV, is contrary to the ethics of the nursing profession.

Nova Southeastern University will offer students diagnosed with diseases such as HIV and hepatitis the same opportunities and benefits offered to other students. These include access to educational programs, advisement and counseling services, employment opportunities, and financial aid.

The Nova Southeastern University faculty believes that HIV and Hepatitis B disease education exercises some control over the spread of these infections and better helps students and employees to understand the nature of these infections. The college is, therefore, committed to educating its students about the transmission and control of infection and about the rights and responsibilities of the infected.

The coursework in nursing will require exposure to body fluids. Because of the added risk to the student, special procedures will be used to support these client care activities. The student is ultimately responsible for applying the principles of Standard/Universal Blood and Body Fluid Precautions in any contact with clients. All body fluids should be considered contaminated.

Procedure

- The Nursing Department will follow the Centers for Disease Control (CDC) guidelines and apply current knowledge about infectious disease processes.
- The student will be provided with additional education, in the nursing curriculum, on the normal protective mechanisms of the body, asepsis and personal hygiene, and impairment in the immune system including HIV/AIDS.
- The current federal (CDC, OSHA) and state regulations (statutes) will apply with regard to testing, disclosure, control, and exposure.
- The HIV-positive nursing student may consult with the department representative for student disability services for information or assistance in dealing with specific needs.
- Students must be able to participate fully in the activities required for client care. Students who require special accommodations are expected to request them through the department representative. Students who have not been able to participate fully in client care activities due to illness must present a statement from a physician, nurse practitioner, or physician assistant reflecting their ability to adequately and safely perform client care duties. Students may not be cleared to participate in "light duty."
- The nursing student is expected to care for infectious clients when assigned. Unique or at-risk aspects of a student's health status may preclude assignment to a client with a certain specific infectious disease. Students must inform the faculty member of personal needs involving client assignments. Reasonable accommodations will be made unless undue hardship can be demonstrated. Students seeking such accommodations are expected to request those through the department representative.
The clinical assignments will be made using the following parameters:
- The professional judgment of the faculty member indicates that the student possesses the necessary cognitive, psychomotor, and affective skills.
- The nursing needs of the client are consistent with course content and the student's expected level of knowledge.
- Students may be assigned to care for clients who have, or are suspected of having, infectious diseases, including HIV, after they have completed program content on standard blood and body fluid precautions.
- The nursing student will attempt to avoid accidental injuries by treating sharp items (needles, scalpels, blades, etc.) as potentially infected and as objects that are to be handled with extraordinary care. Nursing students are expected to follow the policies and procedures of the affiliating agency and the Nursing Department related to the use and disposal of sharp objects. A nursing student who is specifically exposed, by contact with blood or body fluids, in a manner known to be able to transmit infectious organisms will immediately report the exposure to the nursing faculty member and the clinical facility in which the exposure occurred. Appropriate steps will be taken to assist the student in following OSHA rules for exposure to blood and body secretions and obtaining appropriate health care.

Uniform Dress Code

Policy
Students will wear the prescribed uniform during designated clinicals and be neatly groomed. Scrub suits are worn when the student is in the hospital, nursing lab, or health care agency under the supervision of a professor. When on campus, students may wear professional business casual attire with their NSU lab coat or scrubs. The nursing uniform consists of teal scrubs with the student's name and NSU embroidered on the left side of the scrub top and a white lab coat with the official NSU program patch. The scrubs are to be ordered and purchased through the NSU bookstore or the approved vendor. No other uniform is acceptable. Students must adhere to the Health Professions Division Dress Code outlined in this student handbook.

Procedure
- The nursing uniform consists of teal scrubs and a white lab coat with the official NSU Program patch. The scrubs should be purchased through the NSU bookstore. You will be fitted for the lab coat at orientation.
- The uniform includes all-white, clean, professional shoes and plain, unpatterned, white hose or socks. Closed toe shoes will be polished and clean. No colored sneakers or backless shoes will be worn.
- Required equipment includes a watch with a second hand, bandage scissors, protective eye gear, a stethoscope, and a pen light. This equipment may be purchased through the NSU bookstore.
- Hair will be neatly arranged and worn off the collar. No adornments will be worn in the hair.
- A wedding band and small stud earrings may be worn. Other jewelry is not acceptable when in uniform.
• Fingernails will not extend beyond the fingertips. Nail polish will be unchipped and a neutral color. No acrylic nails or silk wraps are permitted.
• The NSU white lab coat with nursing program patch may be worn over the uniform for warmth.
• Students in the health care agency collecting clinical data should wear professional attire along with the student’s name pin/identification badge and NSU white lab coat (no shorts, jeans, tank tops, miniskirts, sandals, etc.).
• The wearing of a Nova Southeastern University identification badge is required at all times while on HPD property or in a clinical agency. A specific agency may also require students to wear agency identification.
• Some health care facilities require students to purchase a hospital ID badge in addition to their college name tag.
• Baths or showers are to be taken on the morning or afternoon preceding clinicals and on the first opportunity after clinical experiences. Perfumes and body odor may be offensive or cause allergies to ill clients; therefore antiperspirant/deodorant is required.
• Fragrant colognes and perfumes should not be worn to clinical.
• Excessive makeup should not be worn to clinical.

CPR and Health Records

Policy
A current medical and physical examination is due upon admission. The NSU Health Professions Division Mandatory Immunization Form and Certificate of Physical Examination must be completed prior to the orientation date. Additional testing and requirements may be needed based on individual hospital/agency requirements. These costs will be the responsibility of the student.

Students are not permitted in the on-campus lab or in the clinical setting until the completed medical records are on file. The health form must be updated annually at the student health center. If the renewal date for physical requirements occurs during a term, the student must renew prior to the beginning of the term in which the renewal date occurs. Approved status must be valid for the entire semester in which the student enrolls. A student who experiences a health problem that may interfere with the ability to provide client care (e.g., surgery, fracture) must provide a release from their health care provider indicating the ability to participate fully in client care situations. “Light duty” is not permissible.

Procedure
• A Nova Southeastern University Health Form will be included with acceptance materials. The completed, signed form must be presented according to the admissions department guidelines.
• Basic Life Support (BLS) certification must be valid prior to each term for the duration of the term.
• The student should carry a copy of their health/hospitalization insurance card with them to the clinical agency, as well as their BLS card.
Agreement for Incomplete Grade

Policy
When a student has failed to complete the requirements of a course, the student may be given an incomplete or I grade.

Procedure
• An incomplete is submitted when the student's work in a course is incomplete and the student has obtained the faculty member's permission to finish the course after the conclusion of the term. An incomplete grade must be approved by the program director and the associate dean prior to the contract with the student.
• An incomplete is normally given only where extenuating circumstances exist or where research or performance needs to be extended beyond the normal limits of the term and the student is likely to pass the course. Students who claim extenuating circumstances will be referred to the Committee on Student Progress for a decision.
• Students may request a grade of incomplete only after the drop/add date has passed. The decision to grant such a request will rest with the individual course faculty member. Students have an opportunity to appeal a negative decision to the program director. The decision of the program director is final.
• If the decision is reached to grant an incomplete, this must be accompanied by a written and signed agreement between the faculty member and the student. The agreement form will contain the following points:
  - The time period in which the course requirements must be completed. This work must be completed by the last day of the next major term (summer, fall, winter). No further extension is possible.
  - The specific requirements that must be completed and the manner in which they are to be completed, including timeline and grading criteria.
  - A provision that if the requirements have not been met by the end of the next major term, a grade of F will be recorded as the grade for the course.
• A student cannot remove an incomplete by registering in a subsequent term to retake the course.
• A student who is failing the course at the time extenuating circumstances prevent continuing will not be granted an incomplete grade.

Student Code of Conduct, Academic Dishonesty, and Student Disciplinary Procedures

Policy
The Nursing Department adheres to the Nova Southeastern University Code of Student Conduct, Academic Dishonesty, and Student Disciplinary Procedures located elsewhere in this College of Allied Health and Nursing Student Handbook. Additionally, nursing students are expected to adhere to the NSNA Code on Academic and Clinical Conduct.
Testing Protocol

Policy
Testing is a means of providing the student with an opportunity to demonstrate learning. Sharing of information related to test items is a violation of the Student Code of Conduct and is considered academic dishonesty.

The following guidelines for test taking are to be observed by all nursing students. Special guidelines, referring to laboratory (performance) testing, classroom (paper and pencil) testing, or computerized testing are given on the following page.

Procedure

For All Testing Situations
• Be on time for all testing situations. No additional time beyond the scheduled testing time will be given for students who arrive late.
• Place all books and personal belongings in the front of the room or out of the testing area. Keep personal items to a minimum.
• Do not talk to or look at other students while they are anywhere in the testing area.
• If assistance from the proctor is needed, remain seated and raise your hand. Do not move or stand up during the testing session unless requested to do so by the proctor.
• Leaving and re-entering the testing room during the testing session will not be permitted. Please take care of personal needs before testing begins.
• Recorders are not to be brought into the testing area. Cell phones and pagers must be turned off and left in front of the room.
• After completing the test and leaving the room, do not re-enter while testing is in progress.
• Do not behave in any way commonly associated with or inferring academic dishonesty.

For Classroom (paper and pencil) Testing Situations
• Write your name and student number on the test and on the answer sheet.
• Keep the test and answer sheet flat on the desk.
• Follow the instructions of the proctor before leaving your seat.
• Do not write on the answer sheet or test booklet after leaving your desk to turn in the test.
• Turn in both the test and answer sheet and any scrap paper before leaving the room.

For Post-Test Reviews
• Place all books, papers, etc., at the front or back of the room.
• Absolutely no recording of test reviews is permitted.
• Students who attempt to record any test reviews, either on paper or on tape, will be subject to academic dishonesty procedures.
Advisement

Policy
Nursing students will be advised by a designated faculty member within the Nursing Department at least once a semester, for the purpose of assisting students in meeting progression and graduation requirements and timelines, ensuring that the student is aware of and/or receiving any needed support services, and that the student is aware of the course schedule for the next term.

Procedure
- Students will be assigned to a designated faculty member in the Nursing Department while enrolled in their first nursing course.
- Each faculty member will notify their assigned advisees of his or her available appointment times.
- Once they have received notification of available times, it is the responsibility of the student to contact the adviser for an appointment.
- A written record of adviser appointments will be maintained for each student.

Tuition Refund Policy—College of Allied Health and Nursing
Since many nursing courses are online or do not meet every day, tuition refunds are based on calendar, not class, days.

Students who wish to withdraw must contact the program director, who will evaluate the student's request. After completing the required withdrawal form(s), an eligible student may receive partial refund of the tuition, according to the following formula:

First three calendar days from start of term .................. 70 percent
Four or five calendar days from start of term ............... 60 percent
Six or seven calendar days from start of term ............. 40 percent
Eight, nine, or ten calendar days from start of term .... 20 percent
After ten calendar days from start of term ................. 0 percent

Attendance

Class Attendance Policy
Attendance at all scheduled didactic (theory) instructional periods is mandatory. Absences may result in a written reprimand from the program director with a copy placed in the student’s permanent file and a loss of percentage points or failure in the class. Any student who misses more than one day in a course less than 15 weeks in length or two days in a course 15 weeks or more in length will receive a 5 percent reduction in his or her final grade. Students with absences in excess of the above will be referred to the Committee on Student Progress. Clinical attendance is mandatory.
Master of Science in Nursing and Post-M.S.N. Certificate Programs

Academic Policies
The following academic policies apply to all students in a graduate nursing program (M.S.N. and post-M.S.N. certificate). The College of Osteopathic Medicine’s Master of Public Health Program academic policies also apply to students taking courses through the M.P.H. program.

Academic Advising
It is the student’s responsibility to seek advice as needed and to apply for graduation according to the university procedure. The program director of the graduate program is available by email or phone for advisement. In the absence of the program director, students may be advised by the program chairperson.

Grading Scale
The NSU graduate nursing program grading system is based on a scale of 0–100 percent.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94–100</td>
</tr>
<tr>
<td>A-</td>
<td>90–93</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>84–86</td>
</tr>
<tr>
<td>B-</td>
<td>80–83</td>
</tr>
<tr>
<td>C+</td>
<td>76–79</td>
</tr>
<tr>
<td>C</td>
<td>75</td>
</tr>
<tr>
<td>C-</td>
<td>70–74</td>
</tr>
<tr>
<td>D+</td>
<td>67–69</td>
</tr>
<tr>
<td>D</td>
<td>64–66</td>
</tr>
<tr>
<td>F</td>
<td>Below 64</td>
</tr>
</tbody>
</table>

Licensure
Active, current professional nursing (R.N.) U.S. licensure must be maintained throughout the program in the jurisdiction where the practicum occurs. If applicant does not hold this license, the applicant’s license must be approved by the nursing department chair and the dean of the College of Allied Health and Nursing.

Progression Requirements
To progress in a graduate nursing program, the student must take a minimum of one course per semester, with no more than one semester taken off per year. All coursework must be completed within five years. All courses must be completed with a minimum grade of B- for credit to be received toward the M.S.N. degree or post-M.S.N. certificate. A course may be repeated once if a grade less than B- is obtained. Only one repeated course can be applied toward the M.S.N. degree or post-M.S.N. certificate. A second course with a grade less than B- will preclude completion of the program and the student will be dismissed from the program.
A GPA of 3.0 or above must be maintained throughout the program in order for the student to progress. A student whose GPA falls below 3.0 will be placed on probation and must increase the GPA to 3.0 or above within the next semester attended to remain in the program. Otherwise, the student is automatically dismissed from the program.

Students who have been dismissed may petition the program director for reinstatement if a year has passed since the dismissal. The applicant is required to present adequate evidence that the factors that caused the prior inadequate academic performance have changed significantly so that there is reasonable expectation that the applicant can perform satisfactorily if permitted to resume his or her study. Readmission will be at the discretion of the program director.

**Transfer Credits**

No more than 6 graduate credits may be transferred into the M.S.N. program from other graduate programs. No credits from other graduate programs may be applied toward the post-M.S.N. certificate. Courses will be evaluated for credit towards the M.S.N. by the program director and the associate dean; their decision will be final. To be considered for credit, a course must have been taken at an accredited graduate program and be the equivalent of a course offered in the student's chosen track. The student must have earned a grade of B or higher in the course. Students must submit the syllabus of any course for which they are seeking credit directly to the program director. Additional documentation may be required by the program director before credit may be granted. Only courses completed prior to matriculation in the M.S.N. program will be considered for transfer credit.

**Nursing B.S.N. and M.S.N. Programs**

**Academic Calendar 2009–2010**

- August 14, 2009 ................................ Summer term (200950) ends, class of 2009
- August 24, 2009 ................................ Summer term (201020) begins
- September 7, 2009 ................................ Labor Day, university closed
- September 28, 2009 ................................ Yom Kippur, university closed
- October 18, 2009 ................................ End of first eight weeks
- October 19, 2009 ................................ Begin second eight weeks
- November 26–27, 2009 .................. Thanksgiving holiday, university closed
- December 13, 2009 ................................ Fall term (201020) ends
- December 24, 2009 ................................ Christmas Eve, university closed at noon
- December 25, 2009 ................................ Christmas Day, university closed
- December 31–January 1, 2010 ........... New Year's holiday, university closed at noon
- January 4, 2010 ................................ Winter term (201030) begins
- January 18, 2010 ................................ Martin Luther King Day, university closed
- February 27, 2010 ................................ End of first eight weeks
- March 29–April 2, 2010 ...................... Spring break
- April 2, 2010 ................................ Good Friday, university closed
- May 2, 2010 ................................ Winter term (201030) ends, class of 2010
- May 3, 2010 ................................ Summer term (201050) begins, class of 2010
- May 31, 2010 ................................ Memorial Day, university closed
- July 4–5, 2010 ................................ Independence Day holiday, university closed
- July 8, 2010 ................................ End of first eight weeks
- July 9, 2010 ................................ Begin second eight weeks
- August 15, 2010 ................................ Summer term (201050) ends, class of 2010
- August 23, 2010 ................................ Fall term (201120) begins, class of 2010
Ph.D. in Nursing Education
Students enrolled in the Ph.D. in Nursing Education program must follow the College of Allied Health and Nursing and Health Professions Division policies. A separate Ph.D. in nursing handbook is provided to students.

Licensure
Active, current professional nursing (R.N.) U.S. licensure must be maintained throughout the program in the jurisdiction where the practicum occurs. If applicant does not hold this license, the applicant's license must be approved by the nursing department chair and the dean of the College of Allied Health and Nursing.

Ph.D. Transfer Nursing Credits
No more than 6 graduate credits may be transferred into the Ph.D. program from other Ph.D. in nursing programs. Courses will be evaluated by the program director and the associate dean on an individual basis for credit toward the Ph.D. Their decision will be final. To be considered for credit, a course must have been taken at an accredited graduate program and be the equivalent of a course offered in the Ph.D. in nursing education track. The student must have earned a grade of B or higher in the course. Students must submit the syllabus of any course for which they are seeking credit directly to the program director. Additional documentation may be required by the program director before credit may be granted. Only courses completed prior to the matriculation in the Ph.D. program will be considered for transfer credit.

Ph.D. in Nursing Program Academic Calendar 2009–2010 (2011)
The Ph.D. in Nursing Education is part of the Health Professions Division interdisciplinary program. The calendar reflects dates for all Health Professions Division Ph.D. core courses.

May 4, 2009................................. Summer term (200950) begins
May 30–31, 2009............................. New Ph.D. candidates to nursing program on campus
June 1–5, 2009.............................. Summer Institute, nursing and OT programs
July 3–4, 2009............................... Independence Day holiday, university closed
July 14, 2009................................. Faculty/Administration Council Meeting
August 21, 2009............................. Summer term Ph.D. core courses end
August 24, 2009............................. Fall term (201020) Ph.D. core courses begin
September 7, 2009.......................... Labor Day, university closed
September 19, 2009.......................... Rosh Hashanah, university closed
September 28, 2009.......................... Yom Kippur, university closed
September, TBA.............................. Faculty/Administration Council Meeting
October 19–23, 2009...................... OT/Ph.D. students, on-campus week
November 26–27, 2009................. Thanksgiving holiday, university closed
December 13, 2009.......................... Fall term (201020) Ph.D. core courses end
December 24, 2009.......................... Christmas Eve, university closed at 12:30 p.m.
December 25, 2009.......................... Christmas Day, university closed
December 31, 2009–January 1, 2010..... New Year's holiday, university closed at 12:30 p.m.
January 4, 2010............................. Winter term (201030) Ph.D. core courses begin
TBA ...................................... Faculty/Administration Council Meeting
January 18, 2010 ................................ Martin Luther King Day, university closed
February 22–26, 2010 ................................ Ph.D. core courses, on-campus week
March 29–April 2, 2010 ................................ Spring break
April 2, 2010 ................................... Good Friday, university closed
May 2, 2010 ...................................... Winter term (201030) Ph.D. core courses end
May 3, 2010 ...................................... Summer term (201050) Ph.D. core courses begin
May 31, 2010 ...................................... Memorial Day, university closed
TBA .......................................... Summer Institute
July 4–5, 2010 ...................................... Independence Day holiday, university closed
August 15, 2010 ................................... Winter Ph.D. core courses end
August 24, 2010 ................................... Fall term Ph.D. core courses begin
December 13, 2010 ................................ Fall term Ph.D. core courses end
January 4, 2011 ................................... Winter term Ph.D. core courses begin
May 2, 2011 ...................................... Winter term Ph.D. core courses end
May 3, 2011 ...................................... Summer term Ph.D. core courses begin
August 15, 2011 ................................... Summer term Ph.D. core courses end
Appendices
## Appendix A
### Controlled Substances—Uses and Effects

<table>
<thead>
<tr>
<th>Narcotics</th>
<th>Schedule</th>
<th>Drug of Other Names</th>
<th>Medical Use</th>
<th>Physical Dependence</th>
<th>Tolerance</th>
<th>Dosage (usual)</th>
<th>Route of Administration</th>
<th>Possibility of Abuse</th>
<th>Effects &amp; Overdose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Opium</strong></td>
<td>II, III, V</td>
<td>Dover's Powder, Parcezine, Parexpectin</td>
<td>Analgesic, antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>Oral, smoked (see above)</td>
<td>Euphoria, dryness, respiratory depression, constricted pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
</tr>
<tr>
<td><strong>Morphine</strong></td>
<td>II, III</td>
<td>Morphine, MS-Contin, Roxanol, Roxanol-SR</td>
<td>Analgesic, antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>Oral, smoked, injected (see above)</td>
<td>(see above)</td>
<td>(see above)</td>
</tr>
<tr>
<td><strong>Codeine</strong></td>
<td>II, III, V</td>
<td>Tylenol with codeine, Emprin with codeine, Robitussin A-C, Floctinal with codeine</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>Oral, injected (see above)</td>
<td>(see above)</td>
<td>(see above)</td>
</tr>
<tr>
<td><strong>Heroin</strong></td>
<td>I</td>
<td>Diacetylmorphine, Horse, Smack</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>Injected, sniffed, smoked (see above)</td>
<td>(see above)</td>
<td>(see above)</td>
</tr>
<tr>
<td><strong>Hydromorphone</strong></td>
<td>II</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>Oral, injected (see above)</td>
<td>(see above)</td>
<td>(see above)</td>
</tr>
<tr>
<td><strong>Meperidine (Pethidine)</strong></td>
<td>II</td>
<td>Demerol, Mepergan</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>Oral, injected (see above)</td>
<td>(see above)</td>
<td>(see above)</td>
</tr>
<tr>
<td><strong>Methadone</strong></td>
<td>II</td>
<td>Dolophine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>High–Low</td>
<td>Yes</td>
<td>Oral, injected (see above)</td>
<td>(see above)</td>
<td>(see above)</td>
</tr>
<tr>
<td><strong>Other Narcotics</strong></td>
<td>II, III, IV, V</td>
<td>Narcan, Percocet, Percodan, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Taltin*</td>
<td>Analgesic, antitussive</td>
<td>High–Low</td>
<td>High–Low</td>
<td>Yes</td>
<td>Oral, injected (see above)</td>
<td>(see above)</td>
<td>(see above)</td>
</tr>
</tbody>
</table>

*Not designated a narcotic under the CSA.

---

Appendix A—Controlled Substances

211
### Depressants

<table>
<thead>
<tr>
<th>Depressant</th>
<th>Schedule</th>
<th>Trade or Other Names</th>
<th>Medical Use</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Toxicity</th>
<th>Usual Method of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chloral Hydrate</td>
<td>IV</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5-8 Oral</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Shallow respiration, clamy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>II, III, IV</td>
<td>Anytal, Butisol, Florinal, Lophol, Nembutal, Secobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, veterinary anaesthetic agent</td>
<td>High-Moderate</td>
<td>High-Moderate</td>
<td>Yes 1-16 Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>IV</td>
<td>Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranexane, Verstran, Versed, Halcon, Paxipam, Restoril</td>
<td>Antianxiety, anticonvulsant, sedative, hypnotic</td>
<td>Low</td>
<td>Low</td>
<td>Yes 4-6 Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Methaqualone</td>
<td>I</td>
<td>Quaalude</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes 4-8 Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Glutethimide</td>
<td>III</td>
<td>Doriden</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>Moderate</td>
<td>Yes 4-8 Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td>III</td>
<td>Equanil, Miltown, Nuvidar, Placidyl, Valmid</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes 4-8 Oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
<td></td>
</tr>
</tbody>
</table>

### Cannabis

<table>
<thead>
<tr>
<th>Cannabis</th>
<th>Schedule</th>
<th>Trade or Other Names</th>
<th>Medical Use</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Toxicity</th>
<th>Usual Method of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>I</td>
<td>Pot, Grass, Acapulco Gold, Reefer, Sinsemilla, Thai Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes 2-4</td>
<td>Smoked, oral</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
<td>Fatigue, paranoia, possible psychosis, insomnia, hyporactivity, and decreased appetite occasionally reported</td>
<td></td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>II</td>
<td>THC, Marinol</td>
<td>Cancer chemotherapy, antinauseant</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes 2-4</td>
<td>Smoked, oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Hashish</td>
<td>I</td>
<td>Hash</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes 2-4</td>
<td>Smoked, oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>I</td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes 2-4</td>
<td>Smoked, oral</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
</tbody>
</table>
### Stimulants

<table>
<thead>
<tr>
<th>Substance</th>
<th>Street Name(s)</th>
<th>Medical Use</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Urine Testing or Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine**</td>
<td>Coke, Ice, Snow, Rock, Big C, Crack, Lady, Rock</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1-2</td>
<td>Sniffed, smoked, injected</td>
<td>Increased alertness, excitement, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increase in body temperature, hallucinations, convulsions, possible death</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Biphetamine, Delcozene, Desoxyn, Dextroine, Cetrodine</td>
<td>Attention deficit disorders, narcolepsy, weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Methyphendate</td>
<td>Ritalin</td>
<td>Attention deficit disorders, narcolepsy</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>Adipex, Cylaert, Didrex, Ionamin, Meth, Regin, Synex, Tenuate, Pepiani, Prulu-2</td>
<td>Weight control</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2-4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
</tbody>
</table>

**Designated a narcotic under the CSA.

### Hallucinogens

<table>
<thead>
<tr>
<th>Substance</th>
<th>Street Name(s)</th>
<th>Medical Use</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Urine Testing or Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer and more intense &quot;trip&quot; episodes, psychosis, possible death</td>
</tr>
<tr>
<td>Mesecine and Peyote</td>
<td>Mesic, Buttons, Cactus</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8-12</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Amphetamine Variants</td>
<td>2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>PCP, Angel Dust, Hug</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Phencyclidine Analogues</td>
<td>PCP, PCP, TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>Buftentine, Dibutyl, DMT, DET, Psilocyn, Psilocin</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Possible</td>
<td>Variable</td>
<td>Smoked, oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
</tbody>
</table>

Appendix A—Controlled Substances

213
Appendix C

Telephone Resources

Emergency Resources
NOVALERT ...................... (954) 262-8999
Ambulance/Davie Police .................. 9-911
Public Safety Office .................. (954) 262-8981
Broward Crisis
Intervention Service .................. (954) 463-0911
Davie Mental
Health Clinic .................. (954) 262-5730
Davie Police—
Non-Emergency .................. (954) 693-8200
Hurricane Hotline .................. (954) 262-7300
Sexual Assault
Treatment Division .................. (954) 765-4159
NSU Student Counseling... (954) 262-7050

Departmental Listings
ADA Coordinator .................. (954) 262-7280
Athletics .................. (954) 262-8250
Bursar's Office.................. (954) 262-5200
Business Services.................. (954) 262-8830
Call Center .................. (954) 262-7300
Computer Support
HELP line .................. (954) 262-4357
Dining Services .................. (954) 262-5300
Facilities Management .................. (954) 262-8881
Financial Aid .................. (954) 262-4031
Flight Deck and
Student Union .................. (954) 262-7288
Information Technologies/
Media Services .................. (954) 262-4920
Mail Services—Goodwin.................. (954) 262-8875
Main Library .................. (954) 262-4601
Microcomputer
Lab—Parker .................. (954) 262-4949
NSU Bookstore.................. (954) 262-4750
NSU Student Counseling......... (954) 262-7050
Office of Career Services .... (954) 262-7201
Office of the Dean
of Student Affairs .................. (954) 262-7280
Physical Plant .................. (954) 262-8800

Radio Station—WNSU...... (954) 262-8457
Recreation
and Wellness .................. (954) 262-7301
Registrar .................. (954) 262-7255
Residential Life
and Housing .................. (954) 262-7052
Student Activities and
Leadership Development.... (954) 262-7290
Student Engagement .................. (954) 262-7283
Student Union
and Flight Deck.................. (954) 262-7288
The Current Newspaper ............. (954) 262-8455
Title IX Coordinator .................. (954) 262-7280
Travel Office .................. (954) 262-8888
Volunteerism/
Community Service ............. (954) 262-7297
Women's
Resource Institute ............. (954) 262-8451

Centers, Colleges, and Schools
Center for
Psychological Studies ............. (954) 262-5700
Farquhar College of
Arts and Sciences .................. (954) 262-8000
Fischler School of Education
and Human Services ............. (954) 262-8500
Graduate School
of Computer and
Information Sciences ............. (954) 262-2030
Graduate School
of Humanities and
Social Sciences ............. (954) 262-3000
H. Wayne Huizenga
School of Business
and Entrepreneurship ............. (954) 262-5000
Health Professions
Division ............. (954) 262-1000
Oceanographic Center ............. (954) 262-3600
Shepard Broad
Law Center ............. (954) 262-6100