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Message From the President

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

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

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

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

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

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

Mission Statement

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

History

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

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

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

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

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

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

Ray Ferrero, Jr., J.D.
President

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

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

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

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

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

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

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

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

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

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

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

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

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

Council of Deans

Jerome Chermak, Ed.D. – University School
Raul Cuadrado, Dr.P.H., Ph.D. – Health Professions Division College of Allied Health
Richard Dodge, Ph.D. – Oceanographic Center
Norma Goonen, Ed.D. – Farquhar Center for Undergraduate Studies
Joseph Harbaugh, LL.M. – Shepard Broad Law Center
William Hardigan, Ph.D. – Health Professions Division College of Pharmacy
Harold Laubach, Ph.D. – Health Professions Division College of Medical Sciences
Ronald Levant, Ed.D. – Center for Psychological Studies
Edward Lieblein, Ph.D. – Graduate School of Computer and Information Sciences
David Loshin, O.D., Ph.D. – Health Professions Division College of Optometry
Wendy Masi, Ph.D. – Family Center

Seymour Oliet, D.D.S. – Health Professions Division College of Dental Medicine
Randolph A. Pohlman, Ph.D. – Wayne Huizenga Graduate School of Business and Entrepreneurship
Anthony Silvagni, D.O., Pharm.D. – Health Professions Division College of Osteopathic Medicine
H. Wells Singleton, Ph.D. – Fischler Graduate School of Education and Human Services

Honggang Yang, Ph.D. – Graduate School of Humanities and Social Sciences
Centers, Colleges, and Schools

- Center for Psychological Studies, (954) 262-5750
- College of Allied Health, (954) 262-1200
- College of Dental Medicine, (954) 262-7319
- College of Medical Sciences, (954) 262-1301
- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- Family Center, (954) 262-6900
- Farquhar Center for Undergraduate Studies, (954) 262-8000
- Fischler Graduate School of Education and Human Services, (954) 262-8500
- Graduate School of Computer and Information Sciences, (954) 262-2000
- Graduate School of Humanities and Social Sciences, (954) 262-3000
- Oceanographic Center, (954) 262-3600
- Shepard Broad Law Center, (954) 262-6100
- University School, (954) 262-4400-Davie; (954) 262-4560-Coral Springs
- Wayne Huizenga Graduate School of Business and Entrepreneurship, (954) 262-5000

Professional Accreditations

- Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097: Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University was first accredited by the Southern Association of Colleges and Schools (SACS) as Nova University in 1971.

- The Shepard Broad Law Center is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (750 N. Lake Shore Drive, Chicago, Illinois 60611; telephone number: 800-285-2221). The Law Center is a member of the Association of American Law Schools (AALS).

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

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

- The College of Optometry is accredited by the Council on Optometric Education of the American Optometric Association and is a member of the Association of Schools and Colleges of Optometry.

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

- The College of Dental Medicine programs in dentistry, endodontics, orthodontics and dentofacial orthopedics, periodontics, pediatric dentistry, and prosthodontics are accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the United States Department of Education and can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.
- The Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.
- The Physician Assistant Program is accredited by the Accreditation Review Commission—Physician Assistant.
- The Master of Public Health Program is pre-accredited by the Council on Education for Public Health.
- The Psy.D. and Ph.D. clinical psychology doctoral programs for the Center for Psychological Studies are accredited by the American Psychological Association (APA). The center also has two predoctoral internship programs. The Community Mental Health Center Internship is accredited by APA, and the Consortium Internship is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). The APA, the Florida Department of Health, and Florida's Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling have approved the awarding of continuing education by the center.
- The Family Center's preschool and prekindergarten programs are accredited by the National Association for the Education of Young Children.
- The Graduate School of Humanities and Social Sciences' M.S. degree program in family therapy is accredited by the Commission on Accreditation for Marriage and Family Therapy Training and Education of the American Association for Marriage and Family Therapy (AAMFT).
- Nova Southeastern University, through its Wayne Huizenga Graduate School of Business and Entrepreneurship, is accredited by the International Assembly for Collegiate Business Education (IACBE).
- The master's degree program in speech-language pathology, offered through the Fischler Graduate School of Education and Human Services, is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA).
- The University School (grades pre-k–12) is accredited by the Southern Association of Colleges and Schools, the Florida Council of Independent Schools, and the Association of Independent Schools of Florida.
Student Rights
and Responsibilities
STUDENT RIGHTS AND RESPONSIBILITIES

Code of Student Conduct and Academic Responsibility

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

Code of Student Conduct

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

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

Nova Southeastern University Statement of Student Rights and Responsibilities

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

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

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

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

A. Academic Standards

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

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

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

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

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

4. Acts Prohibited. Students should avoid any impropriety or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to:
   - plagiarism
   - any form of cheating
   - conspiracy to commit academic dishonesty
   - misrepresentation
   - bribery in an attempt to gain an academic advantage
   - forging or altering documents or credentials
   - knowingly furnishing false information to the institution

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

**B. Conduct Standards**

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

a. theft

b. vandalism

c. disruptive behavior

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

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

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

g. violations of housing regulations

h. violations of university policies and procedures

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

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

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

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

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

C. Supplementary Standards

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

D. Violations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Alcohol Policy

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

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

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

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

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

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

Guidelines for the Use of Alcohol at University Student Events

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

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

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

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

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

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

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

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

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

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

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

Acceptable Use of Computing Resources

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

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

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

1. For purposes other than the university's programs of instruction and research and the legitimate business of the university

2. To harass, threaten, or otherwise cause harm to specific individuals or classes of individuals

3. To impede, interfere with, or otherwise cause harm to the activities of others

4. To download, post, or install to the university computers, or to transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution

5. To recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information

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

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

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

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

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

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

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

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

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

Communicable Diseases Guidelines

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

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

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

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

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

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

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

Complicity

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

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

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

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

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

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

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

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

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

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


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

3. Faculty/administrator-related: Faculty Policy Manual

4. Staff-related: Employee Handbook

Contracting on Behalf of the University

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

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

Disabilities

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

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

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

Academic Accommodation Appellate Committee Guidelines

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

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

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

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

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

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

**Discriminatory Conduct**

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

**Nondiscrimination Statement**

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

**Drug-Free Schools and Campuses**

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

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

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

**NSU Programs**

Student Counseling Service (Center for Psychological Studies students are referred out for counseling services because of the nature of the academic program.)

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

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

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

Under Sec. 893.13 (1) (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 if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. First conviction on such a DUI charge will result in a fine not less than $250 or more than $500 and imprisonment for not more than six months. A second conviction results in a fine of not less than $500 or more than $1,000 and not more than nine months' imprisonment. A third conviction will result in not less than a $1,000 fine or more than a $2,500 fine and imprisonment for not more than 12 months.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his or her consent to submit to breath, blood, and urine tests for alcohol, 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 Zero Tolerance Policy
Any student found in violation of the drug-free schools and campuses policy with regard to the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs will face serious university disciplinary action, which may include expulsion from the university (see Controlled Substances Chart in Appendix I).

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

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

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

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

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

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

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

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

**Guests**

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

**Harassment Statement**

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

**Hurricane Watches and Warnings**

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

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

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

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

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

**Hurricane Watch**

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

**Hurricane Warning**

**University Closing**

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

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

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

**Closing Preparation**

**Student Housing for On-Campus Residents**

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

**Safety Procedures**

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

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

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

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

Keep a portable radio and plenty of spare radio batteries.

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Television Stations</th>
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<tbody>
<tr>
<td>WNSU - FM 92.9</td>
<td>WFOR- Channel 4</td>
</tr>
<tr>
<td>WIOD - AM 610</td>
<td>WTVJ - Channel 6</td>
</tr>
<tr>
<td>WINZ - AM 940</td>
<td>WSVN - Channel 7</td>
</tr>
<tr>
<td>WFTL - AM 1400</td>
<td>WPLG - Channel 10</td>
</tr>
<tr>
<td>WHYI - FM 100.7</td>
<td>WLTV - Channel 23</td>
</tr>
<tr>
<td>WBGG - FM 105.9</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) 262-8981.

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

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

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

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

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

HPD students: See Center Specific Policies.

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

For measles (rubeola), you must show proof of two of the following:

- Immunization with two doses of measles vaccine,
  the first given on or after the first birthday,
  the second given at least 30 days after the first, and BOTH in 1958 or later
- Blood test showing the presence of the measles antibody
- A written, dated statement signed by a physician on his/her stationery stating the date you had the disease

For rubella (German measles), you must show proof of one of the below requirements:

- One dose of rubella vaccine on or after the first birthday, and in 1969 or later
- Blood test showing the presence of the rubella antibody

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

Or, the MMR combined (measles, mumps, rubella). This may be given instead of individual immunizations.

- One dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later

Immunization requirements are based on Florida state health regulations. Valid exemptions from providing immunity:

- Medical exemptions—Must produce a letter from a doctor, signed on his/her stationery, stating the reason for exemption and whether it is a temporary or permanent exemption
- Religious exemptions—On church stationery, signed by a minister, priest, rabbi, or head of church

Acceptable forms of documentation—The following documents are acceptable proof of immunity of measles and rubella. Forms must include specific dates, and the dates must satisfy the requirements stated previously.

- HRS (Department of Health and Rehabilitative Services)
- Childhood immunization records
- School immunization records
- Military service records
- Document indicating blood tests

**Interference with University Investigations, Disciplinary Proceedings, or Records**

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

**Jurisdiction of University Policies and Procedures**

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

**Lake Swimming**

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

**Legal Representation**

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

**Littering/Projecting Objects**

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

**Misuse of Telephones**

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

**Noise**

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

**Off-Campus Violations**

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

**Parent/Legal Guardian Notification**

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

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

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

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

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

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

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

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

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

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

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

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

Pets

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

Privacy of Records

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

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

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

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

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

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

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

**Publicity and Posting Policy**

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

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

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

**Public Laws**

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

**Reservation of Power**

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

**Sexual Assault Policy**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Sexual Harassment Policy**

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

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

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

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

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

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

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

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

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

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

**Theft or Unauthorized Possession**

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

**Travel**

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

**Trespass Policy**

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

**Unauthorized Entry**

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

**Unauthorized Possession of University Property**

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

**Use of University Vehicles**

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

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

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

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

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

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

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

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


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

3. Faculty/administrator-related: Faculty Policy Manual

4. Staff-related: Employee Handbook

**Worthless Checks**

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

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

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

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

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

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

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

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

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

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

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

Campus Shuttle

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

Career Services

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

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

Career Services encourages personal responsibility on the part of students and alumni in planning a career and exploring opportunities as they relate to educational and personal development throughout the college years and into the future. For further information, please contact Career Services at (954) 262-7201.
Community Service
NSU offers more than 50 different services to the community. Students are encouraged to get involved in the following services:

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

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

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

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

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

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

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

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

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

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

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

• 14-meal plan
  Any two meals per day

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

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

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

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

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

**Health Care Centers**

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

**Sanford L. Ziff Health Care Center:**

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

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

**Campus Pharmacy:**

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

Hours are as follows:
- Monday–Friday, 9:00 a.m.–5:00 p.m.
- Saturday, 9:00 a.m.–1:00 p.m.

For additional information, contact (954) 262-4550

**Homecoming**

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

**Intercollegiate Athletics**

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

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

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

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

Libraries

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

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

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

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

Miami Dolphins Training Facility

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

Newspapers

Undergraduate Student Newspaper – The Knight

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

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

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

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

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

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

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

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

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

Registrar

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

Residential Life and Housing

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

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

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

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

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

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

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

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

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

The objectives of the student employment programs are

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

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

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

**Student Financial Assistance**

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

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

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

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

**Student Health Insurance**

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

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

HPD students: See Center Specific Policies for insurance requirements.

**Student Organizations**

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

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

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

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

Student Organizations – Health Professions Division
NSUCOM
Student Academy of the American Academy of Physician Assistants (SAAAPA)
Florida Academy of Physician Assistants (FAPA)
Student Council of the Florida Academy of Physician Assistants
Ben Parvin Physician Assistant Student Society
Dental Medicine
Master's in Biomedical Science Program
College of Optometry
Student Physical Therapy Association
College of Pharmacy
American Pharmaceutical Association
Florida Society of Health Systems Pharmacists, student chapter
National Community Pharmacists Association, student chapter
American Society of Consultant Pharmacists, student chapter
Academy of Managed Care Pharmacy, student chapter
Phi Delta Chi
Kappa Psi
Class of 2002
Class of 2003
Class of 2004
Academy of Students of Pharmacy
Phi Lambda Sigma
Christian Pharmacist Fellowship
Rho Chi
American Optometry Association-Political Action Committee (AOA-PAC)
American Optometric Student Association (AOSA)
Beta Sigma Kappa
College of Optometrists in Vision Development (COVD)
Fellowship of Christian Optometrists (FCO)
Florida Optometric Student Association (FOSA)
Student Volunteer Optometric Service to Humanity (SVOSH)
Student Dermatological Association
DOCARE
Florida Osteopathic Medical Association (FOMA)
Jewish Association of Medical Students (JAMS)
National Osteopathic Women's Physician Association (NOWPA)
Sigma Sigma Phi National Honorary Osteopathic Service Fraternity
Student Osteopathic Internal Medicine Association (SOIMA)
Class of 2002
Class of 2001
Student Osteopathic Medical Association (SOMA)
American Medical Student Association (AMSA)
Each student organization is assigned a faculty or staff member to serve as an adviser and supporter. For further information, please contact the Office of Student Activities and Leadership Development at (954) 262-7290.
**Student Union and Flight Deck**

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

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

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

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

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

**University Bursar**

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

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

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

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

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

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

Building Hours

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

Library

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

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

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

Lost and Found

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

Mailbox and Message Center

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

Microcomputer Laboratory

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

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

**Student Lounge**

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

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

**Financial Affairs**

**Fees and Expenses**

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activities Fee (all students)</td>
<td>$100</td>
</tr>
<tr>
<td>Lab Fee (only for Osteopathic Medical, Dental, and Medical Sciences students)</td>
<td>$100</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>*</td>
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<tr>
<td>Graduation Fee (Seniors only)</td>
<td>$225</td>
</tr>
<tr>
<td>Graduation Fee (B.S./Vision Science)</td>
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<tr>
<td>Late Payment Fee</td>
<td>$50</td>
</tr>
<tr>
<td>I.D. Replacement</td>
<td>$7</td>
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<tr>
<td>Diploma Replacement</td>
<td>$35</td>
</tr>
<tr>
<td>Official Transcripts</td>
<td>$5</td>
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</tbody>
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* University fee to be announced; not to exceed $100.

**Late Payment Fee**

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

**Office of Student Financial Assistance**

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

Acceptance of Professional Fees

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

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

Food in the Lecture Halls

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

Identification Badges

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

Identification Requirements and Fieldwork Prerequisites

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

Immunization Requirements

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

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

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

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

**Notices, Messages, Posters**

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

**Photographs and Recordings**

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

**Social Events and Extracurricular Activities**

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

**Student Employment**

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

**Student Health Examinations**

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

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

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

**Student Insurance Requirement**

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

**Student Mail Boxes**

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

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

**Telephone Calls**

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

**Visits to Other Institutions**

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

Raúl R. Cuadrado, M.P.H., Dr.P.H., Ph.D.
Dean, College of Allied Health; Professor, Public Health Program
Room 1200/Ext. 1205
The dean is the chief academic officer of the College of Allied Health.

Richard E. Davis, Ed.D., P.A.-C.
Associate Dean, College of Allied Health
Director, Physician Assistant Program
Room 1252/Ext. 1252
The director plans, directs, and coordinates the Physician Assistant Program

Stephen M. Cohen, M.S., M.P.A.S., P.A.-C.
Assistant Dean, College of Allied Health
Director, Master of Medical Science Program
Room 1290/Ext. 1290
The director plans, directs, and coordinates the Master of Medical Science Program.

Cheryl Hill, M.S., PT, Ph.D. (c)
Assistant Dean, College of Allied Health
Director, Physical Therapy Program
Room 1266/Ext. 1662
The director plans, directs, and coordinates the Physical Therapy Program.

Carol Reed, Ed.D., OTR/L, F.A.O.T.A.
Assistant Dean, College of Allied Health
Acting Director, Occupational Therapy Program
Room 1242/Ext. 1243
The acting director plans, directs, and coordinates the Occupational Therapy Program.

Director, Public Health Program
Room 1213/Ext. 1613
The director plans, directs, and coordinates the Public Health Program.

Chris Mitchell, B.A., M.S.
Executive Director of Administration, College of Allied Health
Coordinator, Public Health Program
Room 1204/Ext. 1204
The executive director is responsible to aid the dean in the administration, development, management, and continued growth of the college and its programs and is responsible for the management of the college's financial resources.

Rosalie Miller, Ph.D.
Director, Occupational Therapy Doctoral Programs
Room 1227/Ext. 1227
The director plans, directs, and coordinates the Occupational Therapy Doctoral Programs.

Leah Nof, Ph.D., PT
Director, Physical Therapy Doctoral Program
Room 1276/Ext. 1276
The director plans, directs, and coordinates the Physical Therapy Doctoral Program.
Academic Affairs

Requirements for Graduation

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

In order to be eligible for a degree from the College of Allied Health, all students shall

1. Successfully complete all academic courses and requirements for the degree
2. Have satisfactorily completed the program of study required for the degree with a minimum grade of 70 percent in each course
3. Have satisfactorily discharged all financial and library obligations
4. Attend in person the rehearsal and commencement program at which time the degree is conferred (This is not required for the Master of Medical Science and Ph.D. in Physical Therapy Programs.)

In addition to the above minimum requirements, each program has specific graduation requirements.

Bachelor of Science in Physician Assistant Studies/Master of Public Health:

• Satisfactorily complete the program of study required for the degree with a minimum cumulative grade of 70 percent
• Successfully complete all didactic and clinical course work

Master of Medical Science Program:

• Satisfactorily complete the program of study required for the degree with a numerical GPA of 80 or above

Master of Physical Therapy Program:

• Successfully complete the clinical residency including a critical inquiry project

Doctor of Philosophy, Physical Therapy:

• Satisfactorily complete the program of study required for the degree, with a minimum grade of 80 percent in each course and on each assignment
• Successfully complete a comprehensive exam
• Successfully defend the dissertation before a dissertation committee composed of three faculty members
• Have verification of publication or presentation of dissertation results in a professionally organized venue
• Submit dissertation abstract to the University of Michigan's Dissertation Abstracts International

Master of Occupational Therapy Program:

• Successfully complete all clinical internships within 24 months of completion of academic course work
Doctor of Occupational Therapy Program:
- Satisfactorily complete the program of study required for the degree with a minimum cumulative grade of 80 percent

Doctor of Philosophy, Occupational Therapy:
- Successfully complete a qualifying examination
- Successfully complete the clinical and academic residencies
- Complete the program of study with a minimum cumulative grade of 80 percent
- Successfully defend the dissertation before a dissertation committee composed of three faculty members
- Have verification of publication or presentation of dissertation results in a professionally recognized venue, and present results at a doctoral colloquium
- Present dissertation research and findings at pre-graduation symposium
- Provide four copies of dissertation, two copies suitable for permanent binding
- Submit dissertation abstract to the University of Michigan's Dissertation Abstracts International

Master of Public Health Program:
- Satisfactorily complete the program of study required for the degree with a minimum score of 70 percent or pass in each course
- Successfully complete the M.P.H. Practicum
- Pass a Comprehensive Examination

Faculty Advisers
Prior to the start of classes, every new 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 course work in order to avoid any academic problems.

Computers
Students will have access to multiple computer labs on campus throughout the week and weekend. Students are also required to have access to computers outside the university to maintain communication with the program office and to aid in the completion of required course work.

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 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/common-lib/docs/emailfwd.html
Further information about email can be obtained from the NSU Help Desk at (954) 262-4357 or at: www.nova.edu/cwuis/oit/helpdeskinfo.html

NSU mail can be checked from any Internet browser at: http://mail.nova.edu

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.

Information about our preferred service provider, Earthlink, can be obtained at www.nova.edu/cwuis/student/earthlink.html. You may, however, choose any reliable provider of your choice. Contact the NSU Help Desk with any questions at (954) 262-4357 or at: www.nova.edu/cwuis/oit/helpdeskinfo.html

Examinations

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 submits to the Office of the Program Director a grade for each student. Percentage grades are used except in certain designated courses in which Pass (P) or Fail (F) is employed.

Grades will be issued for clinical rotations as well as didactic courses.

Grading

Grading for all university students will be based on the following:

- 90–100 = A
- 80–89  = B
- 70–79  = C
- Below 70 = F
- Incomplete = I
  (must be removed following the semester in which it is recorded)
- In Progress = IP
- Withdrawal = W
- Audit  = AU
- Pass   = P
- Fail   = F

Retake Policy

The maximum final grade a student can earn on any course after any remediation examination will be 70 percent.
Transcript Notations

Failing grades will be included in calculating the GPA for that term and the cumulative GPA to that point. When a student repeats a course, the new grade will be entered on the transcript, along with a double asterisk (**) used to indicate that it was a repeated course. The most recent grade replaces the previous grade in calculating subsequent GPAs.

Grade Disputes

Grade disputes should be in writing and directed to the course instructor within 10 days prior to any retake. If unresolved, the dispute is forwarded to the Committee on Student Progress. If subsequent appeal is made, the matter follows the same process outlined in the handbook section titled Committee on Student Progress.

Academic Standing

Each student's academic achievement is reviewed each semester and a transcript is sent to the student, the 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 (President's List, etc.)
5. Withdrawals

Course Failures

Failing two or more courses, didactic or fieldwork, or failing the same course twice will result in the matter being referred to the program's Committee on Student Progress and may lead to dismissal.

Withdrawal from a Course

A student may withdraw from a course up to the 10th school day of the term with consultation and approval of the adviser and program director. A grade of W will appear on the student's transcript. Students on clinical placement, rotation, or internship require prior approval from the adviser and program director to withdraw from placement. Withdrawal from a clinical site may significantly extend the length of the program.

Committee on Student Progress

Each program—physician assistant, occupational therapy, physical therapy, master of public health, and master of medical science—has a Committee on Student Progress that meets to review the performance of students in their respective programs. Their recommendations are made to the program director, who determines final status of individual students, subject to the approval of the dean.
Academic Promotion

Promotion is defined as progression from one academic term to the next. A student will be promoted to the next term if the student has maintained satisfactory academic progress, with no less than 70 percent in any course.

In the Occupational Therapy and Physical Therapy Programs, no student may advance to Year II of the study without having successfully competed all of the Year I curriculum. In the Physician Assistant Program, students may continue on the academic course of study while on probation only with the approval of the Committee on Student Progress and the dean. In the Master of Public Health Program, the student must remediate the failure upon the next offering of the class.

Chancellor's List

Students receiving a 95 percent 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 90–94 percent GPA 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 95 percent or better of their class will receive a diploma inscribed with “Highest Honors.” Students with a cumulative GPA of 90–94 percent of their class will receive a diploma inscribed with “Honors.”

Academic and Professional Probation

The Committee on Student Progress will make recommendations to the program director when the 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. The program director may then recommend to the dean that the student be placed on academic or professional probation. This will be recommended on the official transcript. The program director will then notify the student of this action. A student on academic or professional probation will be restricted from holding office in any student or college-sponsored organization, ineligible for placement on the Chancellor's or Dean's List, and may not receive funds for student-related activities. The college and division Offices of Student Affairs will also be notified. Students on academic and professional probation will also be prohibited from enrolling in dual degree programs. The program director and the dean may restrict other activities.

Failure to bring the GPA up to satisfactory level and to remove failure grades within the academic year may result in dismissal.

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

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, it 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:

- Students must wear their white clinical jackets at all times except in laboratories.
- Shirt, tie, slacks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes.
- Matching scrub sets and shoes.
- No institutional scrubs may be worn by any College of Allied Health 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.

Classroom Behavior

Talking during lecture to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone from class who is involved in disruptive 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.

Student Appeals

The student, when appealing administrative decisions, may take the following steps. A written request must be made by the student within five school days of the receipt of notification of each party. If decision of the appeal is not satisfactory to the student, he or she may then proceed as follows:

- First appeal is made to the program director
- Second appeal is made to the dean
- Third appeal is made to the provost
- Fourth appeal is made to the chancellor

The student will be notified of each appeal’s decision in a timely fashion. The decision of the chancellor is final.
Accreditation, National Examinations, and Licensure

Physician Assistant Program

The Physician Assistant Program at Nova Southeastern University is fully accredited by the Accreditation Review Commission for Physician Assistants (ARC-PA), the successor organization of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The program is a member of the national Association of Physician Assistant Programs (APAP).

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

Application for the PANCE is requested through the National Commission on Certification of Physician Assistants (NCCPA) in Atlanta, Georgia. The NCCPA automatically provides a supply of applications to the PA Program. The certification examination occurs in mid-October and mid-April.

Occupational Therapy Program

The Occupational Therapy Program 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 Program

The Physical Therapy Program was granted accreditation status for five years with commendation by the Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA) on October 30, 1996.

Master of Public Health Program

Nova Southeastern University is accredited by the Southern Association of Colleges and Schools (SACS). The Master of Public Health Program of the College of Allied Health of Nova Southeastern University is preaccredited by the Council on Education for Public Health (CEPH). The online courses offered by the program have not yet been reviewed by the CEPH.

Master of Medical Science Program

The Master of Medical Science Program is an established program within the College of Allied Health of Nova Southeastern University (NSU).

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

Occupational Therapy Program

Occupational Therapy Student Government
This student organization is the official liaison between the HPD student government and the occupational therapy student activities.

Student Occupational Therapy Association
The Student Occupational Therapy Association is open to all students enrolled in the Occupational Therapy Program. It is affiliated with the National Student Association. 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.

Physical Therapy Program

Student Physical Therapy Association
The Student Physical Therapy Association is composed of both first- and second-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 Program

The Ben Parvin Physician Assistant Student Society of NSU
This formal organization was established to benefit the PA students, the PA profession, the college's PA Program, and the surrounding communities.

Public Health Program

Public Health Student Association
The Public Health Student Association is officially associated with the Master of Public Health Program within the College of Allied Health at Nova Southeastern University's Health Professions Division. Membership is composed of interested students in any program at NSU's Health Professions Division, but officer positions are reserved for students enrolled in the M.P.H. Program. The mission of the Public Health Student Association is to create opportunities for students to broaden their
public health experience. The organization will encourage student involvement; promote awareness, advocacy, and education; and enhance the well-being of communities locally and globally.

**Occupational Therapy Program**

**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 of the first-year courses. Since many of the curriculum's courses are offered only one time per year, a student may have to temporarily suspend his or her studies by withdrawing from the program in order to comply with the following academic policies.

**Committee on Student Progress**

The Committee on Student Progress (CSP) has the responsibility for evaluating all students experiencing problems with academic progress (whether caused by grade deficit, unsatisfactory clinical performance, and/or unprofessional conduct) and making recommendations to the program chair. Any student failing a course will come before the Committee on Student Progress. The CSP shall be composed of at least three faculty members, to include the student's adviser, course instructor for the class (-es) in question, and an occupational therapy faculty member of the student's choice. The CSP may make one of the following recommendations to the program director: dismissal or withdrawal from the program, alternative remedial counseling, and limiting extracurricular activities and/or employment if either is believed to be interfering with academic performance.

**Grading Policies and Procedures**

Grading for occupational therapy students is based on a scale of 0–100 percent. Some courses may be Pass/Fail. P or Pass = 70 percent or above. F or Fail = 69 percent or below, I = Incomplete, and W = Withdrawal.

A student who receives a failing course grade in one OCT prefix didactic course may be given a comprehensive reexamination for that course. If this examination is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses including Level II fieldwork.

A student who has experienced two or more course failures while in the Occupational Therapy Program (including non-occupational therapy courses) will be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through reexamination does not negate the original failure for purposes of retention in the program.

A student who is dismissed on the basis of inadequate academic performance may reapply to the program director for readmission at a later time. The student will be considered, provided adequate evidence that the conditions and/or factors that caused the prior poor performance have changed significantly, and there is reasonable expectation of satisfactory performance if permitted to resume studies.

**Grade Disputes and Appeal Policy**

A student seeking to appeal a decision that has been established regarding specific grades or processes by which grades are determined, should seek solutions through the following administrative channels
by entering at the appropriate level and proceeding in the order stated: course instructor, Committee on Student Progress, program director, dean. The student seeking to resolve a problem or complaint through the administrative channels above must initiate such action in writing within five school days from the occurrence of the matter in question. Review of a student problem and complaint at each of the applicable steps will be carried out as expeditiously as possible. If the student is not satisfied with the decision given, he or she may appeal to the next administrative level. If he or she chooses to continue the appeal, it must be done so in writing within five days of the decision given. If, after consulting with the dean, satisfactory solution is not reached, the student may appeal to the executive vice chancellor and provost, and the chancellor of the Health Professions Division. The decision of the chancellor is final. Failure to follow the above chain of command will result in a written warning to the student for conduct unbecoming a professional.

**Incomplete Course Work**

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**

A student who does not maintain a 70 percent overall GPA (80 percent in doctoral programs) 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.

**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**

The overall attendance policy of the Health Professions Division of Nova Southeastern University applies to all occupational therapy students. 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. If missed laboratories, assignments, or examinations are to be made up, they will be done at the direction and discretion of the course instructor.

**Program Leave of Absence**

A student desiring a voluntary leave of absence must first submit a written request to the program director. In collaboration with the dean, the program director will determine whether or not the leave of absence is to be granted, and the conditions under which the student may return to school. In making such a request the student understands that he or she may not be eligible to return to school before the next academic year.
**Fieldwork Experience**

The second year of study in the master's program is devoted to advanced didactic course work and clinical training called clinical rotations or Fieldwork Level I. The rotations (older adults, mental health, children and adolescents, and physical disabilities/work) plus all other course work must be successfully completed before students can advance to their six months of internship or Fieldwork Level II. Students must comply with all policies and procedures of the clinical facility, Nova Southeastern University, and the American Occupational Therapy Association during the fieldwork experiences.

Once students have successfully completed their internships they will be eligible to take the national certification examination administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT, 800 S. Frederick Ave., Suite 200, Gaithersburg, MD 20877). Final university transcripts will be forwarded to NBCOT only after the university registrar has determined that the student has met all university requirements for graduation.

**Fieldwork Dress Code**

During all fieldwork experiences, students must comply with the Health Professions Division dress code policy unless the affiliating facility has different specific dress requirements.

Students inappropriately dressed or groomed may be required to leave the facility and this will be considered an unexcused absence. Repeated violations will be considered improper professional behavior and will result in disciplinary action, including termination of the fieldwork experience.

**Fieldwork Prerequisites and Requirements**

Students will be permitted to participate in fieldwork rotations only after having successfully completed all corresponding didactic course work. A student may fail no more than one fieldwork rotation. A repeated fieldwork failure either within the same course or another course will result in dismissal from the program. The stringency of this policy underscores the seriousness of this issue. Fieldwork experiences are an important matter where practitioner competency and professional behavior in a real clinical setting with genuine patients are required.

Level II fieldwork cannot begin until all curriculum course work has been successfully completed. Both internships must be successfully completed to be eligible for graduation. A student can earn no more than one failure for Fieldwork Level II experiences. A second failure will result in dismissal from the program. Students must complete all Level II work within a two-year time frame, starting from the date of completion of the formal course work. As a prerequisite, the student must read a copy of the contractual agreement between the university and the affiliated facility, submit personal data sheets, and meet additional requirements as described in the course syllabi for fieldwork.

The Nova Southeastern University College of Allied Health Student Handbook dictates that students have health and accident insurance, AIDS education, and immunizations for fieldwork. An affiliated facility may also require a student to pass a State of Florida Department of Health screening prior to rotation. Other requirements that 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 immunizations. If a student does not meet all requirements held by the affiliated facility prior to the first day of the scheduled placement, the student's placement will be cancelled, or if the placement has begun, the student will be asked to leave.
Assignment to Fieldwork Sites

Students should give proof of immunizations, physician's physical examination, medical insurance, evidence of successful completion of required CPR training and AIDS education, and background check to the academic fieldwork coordinator prior to the first Level I placement. Failure to submit the documents will result in cancellation or delay of the fieldwork placement. Students assume the responsibility for keeping the aforementioned records current through the last 18 months of the program.

1. Fieldwork Level I (Rotations)

Assignments to Fieldwork Level I experiences are made by the academic fieldwork coordinator in collaboration with the course instructor. The Level I experiences are part of the didactic courses to which they are linked. Factors that the faculty considers in making a placement include academic needs, previous fieldwork performances, learning style, and disciplinary warnings and actions in the student's records. The academic fieldwork coordinator may request students to identify whether or not they are able to be placed out of the immediate area. Students who have a unique situation that warrants exemption from the scheduled fieldwork dates must petition the academic fieldwork coordinator and the course instructor during the first week of classes for the course. No petitions after this deadline will be considered unless for reasons of illness or death in the immediate family. All students must have access to a computer with a modem for electronic mailing purposes and must attend a mandatory course wrap-up session scheduled the morning after the last day of rotation. Failure to attend the mandatory final class session will be considered an unexcused absence and will lower the student’s final course grade by 10 percent.

2. Fieldwork Level II (Internships)

Fieldwork Level II internships are assigned by the academic fieldwork coordinator with consideration given to students' request for placements. Since these internships are an extension of the academic education and training, the number one priority should be the quality of the learning experience. The internship experience gives the student an opportunity to develop and refine knowledge and skills that were initiated in the classroom, laboratory, and fieldwork experiences. Students must be placed in settings that facilitate experiences with a variety of populations, in accordance with AOTA guidelines. The academic fieldwork coordinator shall have ultimate authority in determining a student's fieldwork placements. In the event that a student has failed a Level I and/or Level II fieldwork experience, the student will be assigned only to local facilities selected by the academic fieldwork coordinator. This policy is for the student's benefit in that should further problems arise, the faculty can more readily intervene. Exceptions to this must be approved by the academic fieldwork coordinator and program director.

Fieldwork Selection Process

Students should not request to be placed in facilities where they are currently employed or have previously been employed in any capacity for both Level I or Level II fieldwork experience. Students will not be placed in the same facility with persons who are related to the student either as an occupational therapist or other professional employee.

Fieldwork Level II placement sites are assigned based on current availability. Availability is indicated by the fieldwork placement availability forms and fieldwork data forms, which are located in the fieldwork notebooks. These notebooks may be obtained from the fieldwork administrative assistant and must be used only in the occupational therapy office. Information may also be obtained via fieldwork search in the HPD Library. Information is kept as current as possible; however it is subject to change.
Additional information about the facilities can be obtained by reviewing the fieldwork evaluation forms, located in the OT office fieldwork filing cabinet and collected from the previous year's student interns. The student will use the Fieldwork Level II request form to make his or her preferences known to the academic fieldwork coordinator.

Under no circumstances is a student to telephone or meet anyone at a facility for the purposes of interviewing, touring, meeting staff members, or obtaining information in an attempt to establish a placement. If the particular facility requires an interview before selecting a Level I or Level II student, then the academic fieldwork coordinator will give permission to the student to contact the facility to arrange for the interview with the facility's clinical instructor. Failure to attend scheduled appointments with the clinical instructor on time is considered unprofessional conduct and will be entered into the student's file as a written warning. Once a site is confirmed by the academic fieldwork coordinator, the student and the facility will receive a written confirmation. Once confirmed, no changes in the fieldwork placements will be made. The only exceptions are as follows: if the facility cancels the confirmation or if there is a genuine and immediate emergency that was impossible to foresee (which is verified in writing by the academic fieldwork coordinator).

Recent changes in the health care industry have had a tremendous impact on the scheduling of Level II placements. Inability of a fieldwork site to meet contractual obligations as specified in our affiliation agreement will necessitate canceling the site placement and rescheduling a Level II placement at another site. In this event, the student's date of completion of Level II fieldwork may be delayed. This delay will not prevent a student's full participation in the graduation exercises. Students should make their fieldwork plans based on current and realistic projected financial and living arrangements.

In the event a student requests a Level II placement with a facility that does not have a current contract with the Occupational Therapy Program, new contracts may be established. Contract negotiations can be difficult and lengthy so the student should have a contingency plan in case contract negotiations stall or end. New contracts are established only if the facility meets the guidelines for providing fieldwork education and if there are no other available previously established placements in the desired geographical area. A student wanting to establish a new placement should give the facility name and address, type of internship, contact name, and telephone number to the academic fieldwork coordinator. If the contract is established by this method, then that student must go to that site. The student shall never confirm, reserve, nor change his or her own placement. Student fieldwork issues will be brought to the attention of the Committee on Student Progress, or decided at a faculty meeting.

To complete successfully a course involving either a Level I or Level II fieldwork experience, the following documents must be submitted at the conclusion of the fieldwork:

For Level I Internships: NSU fieldwork evaluation form, NSU student evaluation of fieldwork

Experience for Level II Internships: AOTA student evaluation of the placement, AOTA fieldwork evaluation for the occupational therapist

Fieldwork experiences are graded as Pass/Fail.

In order to pass the Fieldwork Level I rotation, the student must attain acceptable total scores for interpersonal interactions, professional behavior, data gathering/observational skills, program planning/implementation, and verbal and written communication as outlined on the NSU fieldwork evaluation form. To pass the Fieldwork Level II internship, the student must meet the minimum criterion scores for performance (125), judgment (132), and attitude (146) as described in the AOTA fieldwork evaluation for the occupational therapist. In both types of fieldwork experiences, the faculty is charged with the responsibility of determining course grades. A student who marginally...
passes a fieldwork experience, and has professional conduct issues or fails to turn in related fieldwork assignments as required by the course instructor, may fail the fieldwork placement.

**Fieldwork Attendance**

Each of the four Fieldwork Level I rotations is for a three-and-a-half-week period of time, which translates into 18 workdays (including facility-honored holidays). Attendance for this time frame is mandatory. Any changes in the student’s scheduled dates of the clinical rotation must be presented in writing to the academic fieldwork coordinator and the student’s clinical instructor prior to the start of the rotation. The petition must clearly describe the dates and times of the necessary variation, and include a suggested plan to make up the work missed. The academic fieldwork coordinator and the clinical instructor will determine whether the request and make-up plan can be collaboratively accommodated and will respond in writing. Failure to complete successfully a Level I placement as described above will result in a failure of the Level I experience.

Nova Southeastern University College of Allied Health Student Handbook policies and procedures are followed for absences. A maximum of two days of excused absence (illness or death of an immediate family member) is allowed during the Fieldwork Level I rotation. These days should be made up as determined by the clinical instructor. Any student absent from a Level I placement for more than two days (excused absences) will receive an Incomplete (I) and will be required to complete the 18-day placement at a later date. Unexcused absences are neither a right nor an expectation. A student with unexcused absences will receive a Failure (F) for that placement and must repeat the entire fieldwork rotation at a later date.

The Fieldwork Level II internship is for a 12-week period of time. All absences should be made up and scheduled as determined by the clinical instructor. This may include but is not limited to working weekends, holidays, and remaining past the scheduled end date for the rotation.

Students placed for a total of six months at facilities that schedule a 40-hour workweek may not miss more than a total of 2.5 days over the six-month period for whatever reason, e.g., facility closed for holidays, illness, religious holidays, and/or emergencies. If more than 2.5 days are missed during the six months (two placements) time must be made up in order to be eligible to take the national certification examination administered by NBCOT. Students placed at facilities with less than a 40-hour workweek must meet with the academic fieldwork coordinator to make certain that criteria to take the national certification examination are met. Students may not accelerate their progress to reduce a Level II placement to less than 12 calendar weeks.

**Disciplinary and Appeals Policies**

Students who do not adhere to stated policies and procedures are subjected to disciplinary action. Infractions may involve deficiencies in academic or clinical performances and professional behavior. All infractions are reviewed by the course instructor, Committee on Student Progress, and the program director. Where warranted, written disciplinary warnings will be entered into the student’s file. More than two warnings for the same infraction will result in immediate dismissal from the program. If the infraction is serious and violates ethical codes of the occupational therapy profession, the student will be dismissed from the program. Only one such serious infraction as described above is required for dismissal.

All academic or clinical failures, disciplinary warnings, and dismissals may be appealed. The student shall be entitled to present a formal written appeal to the program director. Students may appeal further through the normal appeal channels. If a student is dismissed from the program, he or she may
apply for readmission to the program director. The student will be considered, provided adequate evidence that the conditions and/or factors that caused the prior poor performance have changed significantly, and there is reasonable expectation of satisfactory performance if permitted to resume studies.

NSU Occupational Therapy M.O.T. Program
Academic Calendar 2001-2002

June 3, 2001 ................................................... Orientation Day – Summer Term OT-1
June 4, 2001 ................................................... Classes Begin – Summer Term OT-1
July 4, 2001 ................................................... Independence Day, University Closed
July 9, 2001 ................................................... Fall Term Begins – OT-2
July 9, 2001 ................................................... Rotation I Class Begins – OT-2
July 13, 2001 ................................................... Summer Recess Begins at 5:00 p.m.
August 6, 2001 ................................................... Fall Term Begins – OT-1
August 31, 2001 ................................................... Rotation I Class Ends – OT-2
September 3-26, 2001 ......................................... Rotation I Fieldwork – OT-2
October 1, 2001 ................................................... Rotation II Class Begins – OT-2
November 21, 2001 ........................................... Thanksgiving Recess Begins at 5:00 p.m.
November 22-23, 2001 ....................................... Thanksgiving Holiday, University Closed
November 23, 2001 ........................................... Rotation II Class Ends – OT-2
November 26, 2001 ........................................... Rotation II Fieldwork Begins – OT-2
December 7, 2001 ........................................... Classes End – OT-1
December 10-14, 2001 ....................................... Exam Week, OT-1
December 19, 2001 ........................................... Fall Term Ends – OT-1 and OT-2
January 2, 2002 ................................................... Winter Term Begins – OT-1
January 4, 2002 ................................................... Graduation Rehearsal – OT-3
January 5, 2002 ................................................... Graduation Senior Award Dinner
January 6, 2002 ................................................... Graduation Ceremony
January 7, 2002 ................................................... Winter Term Begins – OT-2
January 7, 2002 ................................................... Rotation III Class Begins – OT-2
January 21, 2002 ................................................... Martin Luther King Day, University Closed
March 1, 2002 ................................................... Rotation III Class Ends – OT-2
March 4-27, 2002 ................................................... Rotation III Fieldwork – OT-2
March 22, 2002 ................................................... Spring Break Begins at 5:00 p.m.
March 25-29, 2002 ............................................ Spring Break, No Classes
March 29, 2002 ................................................... Good Friday, University Closed
April 1, 2002 ................................................... Classes Resume, OT-1
April 8, 2002 ................................................... Rotation IV Class Begins – OT-2
May 3, 2002 ................................................... Classes End – OT-1
May 6-10, 2002 ................................................... Exam Week – OT-1
May 27, 2002 ................................................... Memorial Day, University Closed
May 31, 2002 ................................................... Rotation IV Class Ends – OT-2
June 3-26, 2002 ................................................... Rotation IV Fieldwork
June 26, 2002 ................................................... Winter Term Ends – OT-2
July 1, 2002 ................................................... Fall Term Begins – OT-3
July 2, 2002 ................................................... Fieldwork Begins – OT-3
July 4, 2002 ................................................... Independence Day, University Closed
September 21, 2002 ......................................... Fieldwork Ends – OT-3
October 1, 2002 ................................................... Rotation II Fieldwork Begins – OT-3
December 20, 2002 .......................................... Fieldwork Ends – OT-3
Physical Therapy Program

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 of the first year's courses. Since many of the curriculum's courses are offered only one time per year, a student may have to temporarily suspend his or her studies by withdrawing from the program in order to comply with the following academic policies.

Committee on Student Progress

The Committee on Student Progress (CSP) has the responsibility to review the academic and professional standing of physical therapy students for purposes of graduation, promotion, repetition, retention, and dismissal. If necessary, the CSP shall make one of the following recommendations to the program director and dean of the College of Allied Health: dismissal or withdrawal from the program, alternative remedial counseling, no action to be taken, or limiting extracurricular activities and/or employment if it is believed to be interfering with academic performance. The CSP is composed of three physical therapy faculty members and one non-physical therapy faculty member from the College of Allied Health.

NSU Occupational Therapy Doctoral Program
Academic Calendar 2001-2002

May 21, 2001 ............................................. Begin Online Summer Semester
June 5, 2001 ............................................. Begin On-Campus Summer Semester
July 4, 2001 ............................................. Independence Day, University Holiday
September 3, 2001 ..................................... Labor Day, University Holiday
September 7, 2001 ..................................... End On-Campus and Online Summer Sem.
September 8, 2001 ..................................... Orientation for New Students
September 10, 2001 ..................................... Begin On-Campus and Online Fall Sem.
September 18, 2001 ..................................... Rosh Hashanah, University Holiday
September 27, 2001 ..................................... Yom Kippur, University Holiday
October 20-28, 2001 ..................................... Fall Recess
November 21, 2001 ..................................... Thanksgiving Recess Begins at 5:00 p.m.
December 25, 2001 ..................................... Christmas, University Holiday
January 1, 2002 ......................................... New Year's Day, University Holiday
January 6, 2002 ......................................... Commencement
January 18, 2002 ......................................... End On-Campus and Online Fall Sem.
January 19, 2002 ......................................... Orientation for New Students
January 21, 2002 ......................................... Martin Luther King Day, University Holiday
January 22, 2002 ......................................... Begin On-Campus and Online Winter Sem.
March 25-29, 2002 ..................................... Spring Recess, No Classes
March 29, 2002 ......................................... Good Friday, University Holiday
May 17, 2002 ............................................. End On-Campus and Online Winter Sem.
May 20, 2002 ............................................. Begin Summer Semester
May 27, 2002 ............................................. Memorial Day, University Holiday
July 4, 2002 ............................................. Independence Day, University Holiday
September 6, 2002 ..................................... End of On-Campus and Online Summer Sem.
Students who do not adhere to stated applicable policies and procedures of the College of Allied Health are subject to disciplinary action. This action may be a verbal warning, a written warning in the student’s file, or dismissal from the program. If the infraction is such that it violates state, local, or federal criminal laws and regulations, places the student and/or others in unsafe circumstances, or violates the Physical Therapy Code of Ethics, the student will be dismissed from the program.

**Grading Policies and Procedures**

Grading for physical therapy students is based on a scale of 0–100 percent. Some courses may be Pass/Fail.

- **P or Pass** = 70 percent or above
- **F or Fail** = below 70 percent
- **I** = Incomplete
- **W** = Withdrawal

A student who fails a course must repeat the failed course in its entirety, or successfully pass a retake examination with a minimum grade of 70 percent. If the retake examination is failed, the student may request a second retake examination. If the second retake is failed, the student is dismissed from the program. During the two years of physical therapy education, a student is permitted two retake examinations. This may be accomplished in two different ways: The student who retakes a single exam twice (as described above) or the student who retakes an examination in two different courses. In either instance, if two retakes are failed, the student will be dismissed from the program.

A student who is dismissed on the basis of inadequate academic performance or professional conduct will be required to reapply to the program in order to be considered for the program.

*Note: The grading policies and procedures were under review at the time of handbook printing. Students will be advised of any changes during program orientation.*

**Incomplete Course Work**

When a student fails to complete all the requirements of a course (with the exception of the required thesis governed by grading criteria contained in the Thesis Guidelines, because of documented medical reasons or exhausting personal circumstances, contingent upon approval by the program director, the student shall 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 nine-week block, or the student’s grade will be converted to an F, and the student will be dismissed from the program.

**Grade Disputes**

Grade disputes must be put in writing and directed to the grading faculty member at the time the student receives his or her grade (and prior to taking any subsequent retake examination for students who have received a failing grade). The written request must contain a rationale based on the merits of the case (facts) and not on how other students were graded or what was accepted or done in the past. Students cannot pick and choose which portions of the test, paper, or project will be regraded; 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 appeal the matter to
the Grading Committee. If the student is not satisfied with the decision of the Grading Committee, he or she may request to meet with the program director for a final resolution of the dispute.

**Academic Probation**

Students will receive policies and procedures regarding academic probation during program orientation.

**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.

**Program Leave of Absence**

A request for voluntary leave of absence from the program and course shall be made in writing to the program director and the dean of the College of Allied Health. The student must be in good academic and professional standing to obtain a leave of absence. The student may not rejoin the program until the course is offered in the curriculum sequence. Approval of a request for a leave of absence is subject to the sole discretion of the program director and the dean of the College of Allied Health.

**Academic Advising**

Each student is assigned a faculty mentor 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 their education 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.

**Thesis**

Physical therapy students are expected to conduct a research project during their tenure in the program. Chapters 1, 2, and 3 must be completed and approved by the research adviser by the end of the winter/spring semester in order for students to continue to the second year of the program. In the second year, students must successfully conduct and present their research in order to graduate from the program.

**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 course work and cannot be missed for personal reasons. Students failing to attend said conferences are at risk of not graduating with their 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 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 Physical Therapy Program is governed by the Health Professions Division attendance policy as stated earlier in this manual. Because a fair amount of work in the Physical Therapy Program is group work, the absence of any one or more members of a group severely hampers the functioning of the group. Therefore, any unexcused absence will result in an automatic loss of 10 percentage points in the course, and may result in a written reprimand from the dean with a copy in the student’s permanent files, 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 grade. Any assignment submitted in such condition that it has to be redone will receive no more than a 70 percent.

Physical Therapy Doctoral Program

Because the Ph.D. PT Program is delivered in a distance format, not all of the policies contained within this handbook are applicable to the doctoral students. Policies that are not addressed in this section are similar to those stated in the handbook. The following policies are specific to doctoral students:

Textbooks
Students will receive information about course textbooks in the course syllabi. Students may purchase their books from any source.

Computer Services
Unlike on-campus students, distance students are required to register for an online orientation course during the first semester of their studies.

Housing
Accommodations for the on-campus sessions will be recommended to distance students by the program office. Students are responsible for making their own arrangements.

Parking on Campus
While on campus, distance students may park in any non-designated parking space.

Student ID Cards
Distance students will receive their student ID card during their first on-campus period.

Dress Code
Students must maintain a neat and clean appearance befitting students attending professional school during their on-campus experiences.

Attendance
Attendance at the on-campus class periods is mandatory in order to complete course requirements.

Faculty Advisers
Distance students will be assigned an adviser who will serve as a mentor during their matriculation in the program. Distance students may communicate with their adviser via phone, fax, email, or in person while on campus.
Completion of Course Work
Students who do not complete all assignments will receive an Incomplete (I) for the course, which must be removed following the semester in which it was recorded.

Students who otherwise cannot complete a course may, upon approval of the program director, receive an Incomplete (I) that will stand until the next time the course is offered.

Academic Promotion
Students must achieve no less than 80 percent in any course or assignment.

 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 in which the student is currently enrolled. The grade of W will be replaced by an earned grade if the student retakes the course.

Dissertation
The Ph.D. PT 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.

**NSU Physical Therapy Entry-Level Program (M.P.T.)**

**Academic Calendar 2001–2002**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, August 5, 2001</td>
<td>Registration/Orientation (Family)</td>
</tr>
<tr>
<td>Monday, August 6, 2001</td>
<td>Begin First 9-wk Semester – PT-1</td>
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<tr>
<td>Monday, August 6, 2001</td>
<td>Begin Sixth 9-wk Semester – PT-2</td>
</tr>
<tr>
<td>August 2–5, 2001</td>
<td>FPTA Fall Conference</td>
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<tr>
<td>September 3, 2001</td>
<td>Labor Day, University Holiday</td>
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<tr>
<td>September 18, 2001</td>
<td>Rosh Hashanah, University Holiday</td>
</tr>
<tr>
<td>September 27, 2001</td>
<td>Yom Kippur, University Holiday</td>
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<tr>
<td>October 5, 2001</td>
<td>End First 9-wk Semester – PT-1</td>
</tr>
<tr>
<td>October 5, 2001</td>
<td>End Sixth 9-wk Semester – PT-2</td>
</tr>
<tr>
<td>October 8, 2001</td>
<td>Begin Second 9-wk Semester – PT-1</td>
</tr>
<tr>
<td>October 8, 2001</td>
<td>Begin Seventh 9-wk Semester – PT-2</td>
</tr>
<tr>
<td>October 25–27, 2001</td>
<td>APTA Student Conclave</td>
</tr>
<tr>
<td>November 21, 2001</td>
<td>Thanksgiving Recess Begins at 5:00 p.m.</td>
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<tr>
<td>November 22–23, 2001</td>
<td>Thanksgiving, University Holiday</td>
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<tr>
<td>December 14, 2001</td>
<td>End Second 9-wk Semester (1B) – PT-1</td>
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<tr>
<td>December 14, 2001</td>
<td>End Seventh 9-wk Semester (2B) – PT-2</td>
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<tr>
<td>January 2, 2002</td>
<td>Begin Third 9-wk Semester (1C) – PT-1</td>
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<tr>
<td>January 2, 2002</td>
<td>Begin Eighth 9-wk Semester (2C) – PT-2</td>
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<tr>
<td>January 21, 2002</td>
<td>Martin Luther King, University Holiday</td>
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<tr>
<td>February 20–24, 2002</td>
<td>APTA Combined Sections</td>
</tr>
<tr>
<td>March 1, 2002</td>
<td>End Third 9-wk Semester (1C) – PT-1</td>
</tr>
<tr>
<td>March 1, 2002</td>
<td>End Eighth 9-wk Semester (2C) – PT-2</td>
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<tr>
<td>March 4, 2002</td>
<td>Begin Fourth 9-wk Semester (1D) – PT-1</td>
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<tr>
<td>March 4, 2002</td>
<td>Begin Tier II Clinical Education – PT-2</td>
</tr>
<tr>
<td>March 2002</td>
<td>FPTA Spring Conference</td>
</tr>
<tr>
<td>March 22, 2002</td>
<td>Spring Break Begins at 5:00 p.m.</td>
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<tr>
<td>March 25–29, 2002</td>
<td>Spring Break, No Classes</td>
</tr>
<tr>
<td>March 29, 2002</td>
<td>Good Friday, University Holiday</td>
</tr>
</tbody>
</table>
April 1, 2002 ........................................... Classes Resume
May 10, 2002 ........................................... End Fourth 9-wk Semester (1D) – PT-1
May 13, 2002 ........................................... Begin Fifth 9-wk Semester (1E) – PT-1
May 27, 2002 ........................................... Memorial Day, University Holiday
June 5–8, 2002 ........................................... APTA Annual Conference
July 4, 2002 ........................................... Independence Day, University Holiday
July 5, 2002 ........................................... End of Tier II Clinical Education, PT-2
July 8–12, 2002 ........................................... Wrap-up Week, PT-2
July 11, 2002 ........................................... Senior Graduation Rehearsal
July 12, 2002 ........................................... End Fifth 9-wk Semester (1E) – PT-1
July 13, 2002 ........................................... Senior Award Dinner Banquet
July 14, 2002 ........................................... Graduation

NSU Physical Therapy Doctoral Program (Ph.D., PT)
Academic Calendar 2001–2002

June 4, 2001 ........................................... Orientation Course (PHT 7000) for New Students Starts
June 11, 2001 ........................................... Summer/Fall Semester Begins (all courses with the exception of orientation class)
September 8–15, 2001 ................................... On-Campus Classes Begin
December 14, 2001 .................................... Summer/Fall Semester Ends
December 16, 2001–January 1, 2002 ................................ Winter Break
January 2, 2002 ........................................ Winter Semester Begins
March 2002 (dates TBA) ................................... On-Campus Classes
May 31, 2002 ........................................... Winter Semester Ends

Physician Assistant Program

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. Since many of the curriculum’s courses are offered only one time per year, a student may have to temporarily suspend his or her studies by withdrawing from the program in order to comply with the program’s academic policies. Any student failing a course or failing to exhibit satisfactory professional behavior will come before the Committee on Student Progress.

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 during a clinical-year course will come before the Committee on Student Progress.

Committee on Student Progress

The Committee on Student Progress has the responsibility for evaluating all students experiencing problems with academic progress (whether caused by grade deficit, unsatisfactory clinical performance, and/or unprofessional conduct) and for purposes of promotion, graduation, remediation, retention, and dismissal. The committee will evaluate each case independently and will make recommendations to the program director and dean of the College of Allied Health, which may include any of the...
following: dismissal or withdrawal from the program, alternative remedial course work and/or counseling, academic or professional probation, or no action taken.

**Attendance**

The overall attendance policy of the Health Professions Division of NSU relates to all PA students. During the clinical year, the policies are somewhat different and are outlined in the *Student 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 course work are to be made up, they will be done at the direction and/or discretion of the program director, academic director, and/or clinical director.

**Grading Policies and Procedures**

Grading for academic and clinical-year PA students is based on a scale of 0–100 percent with the following letter grade equivalents:

- A = 90–100 percent
- B = 80–89 percent
- C = 70–79 percent
- F = Below 70 percent
- I = Incomplete
- W = Withdrawal
- LOA = Leave of Absence

A student who receives a failing course grade in one PA didactic course may be given a comprehensive reexamination for that course. If this examination is failed, the student will be referred to the Committee on Student Progress for disposition. If the decision of the committee is that the student should repeat the course, additional tuition will be charged for the repeated course.

During the clinical year, the clinical rotation grade is composed of various components. Students must successfully 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 for disposition. Additional tuition will be charged for repeated courses.

A student who has experienced two course failures while in the PA Program will be subject to dismissal.

A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. His or her 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 course work and must repeat all required course work, including courses completed previously.

**Incomplete Course Work**

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 maintain a 70 percent or better overall GPA 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 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.

Program Leave of Absence
A student desiring a voluntary leave of absence must first submit a written request to the program director. The program director and the dean will determine whether or not the leave of absence is to be granted and the conditions under which the student may return to school. In making such a request, the student understands that he or she may not be eligible to return to school before the next academic year.

Grade Disputes and Appeal Policy
A student seeking to appeal a decision that has been established regarding specific grades or processes by which grades are determined should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated: instructor, course director, academic/clinical director, program director, dean. The student seeking to resolve a problem or complaint through the administrative channels above must initiate such action in writing within five school days from the occurrence of the matter in question. Review of a student problem and complaint at each of the applicable steps will be carried out as expeditiously as possible. If the student is not satisfied with the decision given, he or she may appeal to the next administrative level. If he or she chooses to continue the appeal, it must be done so in writing within five days of the decision given. If, after consulting with the dean, satisfactory solution is not reached, the student may appeal to the executive vice chancellor and provost, and then to the chancellor of the Health Professions Division. The decision of the chancellor is final. Failure to follow the above chain of command will result in a written warning to the student for unprofessional conduct.

Clinical Rotations
The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of eight required rotations: seven specific course requirements and one elective rotation.

All PA students on clinical rotations must maintain a functional pager at all time 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 numbers and inform them in advance of any changes.

Students must comply with all policies and procedures of both the clinical sites and Nova Southeastern University.
Clinical Rotation Dress Code

During clinical rotations, students must comply with the Health Professions Division dress code policy unless the affiliating facility has different specific dress requirements. Students inappropriately dressed or groomed may be required to leave the facility and this will be considered an unexcused absence. Repeated violations will be considered improper professional behavior and will result in disciplinary action. Any student returning to the NSU campus is expected to be in compliance with the Health Professions Division dress code.

Disciplinary and Appeals Policies

Students who do not adhere to stated policies and procedures are subject to disciplinary action. Infraction may involve deficiencies in both academic and/or clinical performances and/or professional behavior. All infractions are considered by the course director, academic director/clinical director, and the program director. Where warranted, written disciplinary warnings will be entered into the student's file. If the infraction is serious such that it violates ethical codes of the PA profession, then the student will be dismissed from the program. Only one such serious infraction as described above is required for dismissal.

All academic and/or clinical rotation failures, disciplinary warnings, and dismissals can be appealed. The student shall be entitled to present a formal written appeal to the program director and dean. After due consideration by the program director and dean, a written decision will be given. Students may appeal further through the appeal channels outlined in the above section titled Grade Disputes and Appeal Policy.

NSU Physician Assistant Program Academic Calendar 2001-2002

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.

June 3, 2001 ................................. Orientation Begins – Class of 2003
June 4-9, 2001 ................................. Program and Technology Orientation
June 11, 2001 ................................. 01-02 (Summer) Term Classes Begin
July 4, 2001 ................................. Independence Day (no classes)
August 29, 2001 ................................. Last Day of Summer 01-02 Term
August 30–September 2, 2001 .................. Summer/Fall-Labor Day Holiday Break
September 3, 2001 ................................. Labor Day (no classes)
September 4, 2001 ................................. 01-F (Fall) Term Begins, Classes Resume
September 18, 2001 ................................. Rosh Hashanah (no classes)
September 27, 2001 ................................. Yom Kippur (no classes)
November 21, 2001 ................................. Thanksgiving Break Begins at 5:00 p.m.
November 22, 2001 ................................. Thanksgiving Day (no classes)
November 23, 2001 ................................. No Classes
November 26, 2001 ................................. Classes Resume
December 14, 2001 ................................. Last Day of 01-F (Fall) Term Classes
December 15, 2001–January 1, 2002 ................................. Winter Holiday Recess (no classes)
January 2, 2002 ................................. 01-W (Winter) Term Begins, Classes Resume
January 21, 2002 ................................. Martin Luther King Birthday (no classes)
March 22, 2002 ................................. Spring Recess Begins at 5:00 p.m.
March 25–29, 2002 ................................. Spring Recess (no classes)
March 29, 2002 ...........................................Good Friday (no classes)
April 1, 2002 ...........................................Classes Resume After Spring Recess
May 24, 2002 ...........................................Classes End for Class of 2003 (PAS-1)
May 25–30, 2002 ...........................................30th Annual AAPA Conference
May 27, 2002 ...........................................Memorial Day (no classes)
June 3, 2002 ...........................................Advanced Didactic Phase Begins: Class of 2003
September 9, 2002 ...........................................Clinical Rotations Begin: Class of 2003

Master of Public Health Program

The Master of Public Health Program offers a generalist public health curriculum leading to the master of public health (M.P.H.) degree. Forty semester hours of public health courses are required for completion of the M.P.H. degree. This consists of 24 semester hours of core courses (which includes a practicum) and 16 semester hours of electives. A Comprehensive Examination must be passed to complete the program.

Academic Promotions

The academic progress of each student enrolled in the Public Health Program curriculum depends on continuous satisfactory academic performance. It is also contingent on the student's adherence to all policies and procedures of the Public Health Program, College of Allied Health, and Nova Southeastern University governing his or her professional conduct and other responsibilities of students as outlined in this handbook. Any difficulty experienced by a student in progressing through the curriculum, such as failing a course, will be addressed by the Public Health Program's Student Progress and Advisory Committee, and may include a meeting with the student.

Student Progress and Advisory Committee

The Student Progress and Advisory Committee (SPAC) has the responsibility for evaluating and identifying all students experiencing problems with academic progress (whether caused by grade deficit, unsatisfactory performance, and/or unprofessional conduct) and making recommendations to the program director. The SPAC is composed of at least four faculty members and one Public Health Program alum. In reviewing a student’s progress, the SPAC may elect to invite the student’s adviser or course director for the class (-es) in question. The SPAC may make one of the following recommendations: dismissal or withdrawal from the program, alternative remedial counseling, and limiting extracurricular activities and/or employment, if either is believed to be interfering with academic performance. The SPAC assigns academic advisers to students.

Attendance

The overall attendance policy of the Health Professions Division of Nova Southeastern University relates to all public health students. Each student holds the responsibility for attending classes and abiding by the specific enforcement policies regarding attendance within a course, whether the course is offered in the classroom or via a distance learning format, including policy and penalty for unexcused absences and nonparticipation, within the parameters of the Health Professions Division. If missed laboratories, assignments, or examinations are to be made up, they will be done at the direction and discretion of the course director. If a student fails to attend class by the 10th day of the beginning of the semester, the course director may withdraw the student from the class.
Grading Policies and Procedures

Grading for public health students is based on a scale of 0–100 percent. Some courses may be Pass/Fail. P or Pass = 70 percent or above, F or Fail = 69 percent or below, I = Incomplete, IP = In Progress, and W = Withdrawal.

A student who receives a failing course grade in one PUH prefix didactic course may be given a reexamination for that course. If the reexamination is passed, then the student shall receive a grade of 70 percent for the course. If the reexamination is failed, the student must repeat the course at its next regularly scheduled offering. Both grades will be recorded in the student's record. However, the repeated course grade rather than the original failed grade will be used in calculating the student's final overall grade point average. Additional tuition will be charged for repeated courses.

A student who has experienced two or more course failures while in the M.P.H. Program may be dismissed from the program. Any course failed on the first taking will be considered a course failure. Passing a course through reexamination does not negate the original failure for purposes of retention in the program.

A student who is dismissed on the basis of inadequate academic performance may reapply to the M.P.H. Program for readmission at a later time. The student will be considered, provided adequate evidence to the Student Progress and Advisory Committee (SPAC) that the conditions and/or factors that caused the prior poor performance have changed significantly, and there is reasonable expectation of satisfactory performance if permitted studies. The SPAC will recommend to the program director whether or not the student should be readmitted at that time.

Incomplete and In Progress Course Work

When a student fails to complete all the requirements of a course or practicum 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 within one semester of having received the incomplete grade; otherwise the student's grade will be converted to an F.

Students involved in course work that is expected to be completed during multiple terms, such as a practicum project, may have an IP (In Progress) recorded in their academic record at the end of the first term in which the uncompleted project began. In such cases, the IP status will remain in effect while the student enrolls, as a continuation, for a maximum of one additional semester.

Transfer/Waiver of Credits

Any student matriculated in the M.P.H. Program may petition for transfer of credits to the program. Up to, and not to exceed, 10 credit hours may be considered for transfer from a regionally accredited or recognized public health or health-related program. These courses must have been taken at a master's or higher-degree level, and successfully completed with a grade of B or better, within five years of the applicant's matriculation date into the NSU M.P.H. Program.

The applicant must submit a written request for transfer/waiver to the program director, along with the appropriate verification documents (e.g., transcripts, course syllabi, catalogs, etc.). All requests along with submitted documentation will be reviewed by the Curriculum Committee, which will submit a recommendation to the program director in favor or against accepting the transfer or waiving of credits.
Academic Probation

A student who does not maintain an 80 percent overall GPA in course work at the end of each semester will be placed on academic probation. 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.

Academic Advising

Each student is assigned an academic adviser by the Student Progress and Advisory Committee (SPAC) 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. Any concerns regarding the assignment of advisers should be brought to the attention of the chair of the SPAC.

Practicum Advising

The Public Health Practicum is a required core course. Students must refer to the practicum guidelines on the program Web page (www.nova.edu/ph). Students may request that a specific faculty member serve as their practicum adviser based on their area of study and the adviser's area of expertise. Assignment of practicum advisers is approved by the course director of the Public Health Practicum course, who also ensures that proper procedures are followed and endorses the successful completion of the Public Health Practicum. The practicum adviser grades the practicum. The student may choose a faculty member other than his or her academic adviser as a practicum adviser.

Leave of Absence

A student may select to temporarily suspend his or her studies. Any student requiring to be absent from the Public Health Program for a period of one semester or longer must complete a leave of absence application form and submit it to the program director, specifying the reason for the request and the estimated length of the absence. The program director, in collaboration with the dean, will determine whether or not the leave of absence is to be granted, and the conditions under which the student may return to school. Any student granted leave from the program will be removed from active status during the period of absence. In making such a request, the student understands that he or she may not be eligible to return to school before the next academic term, and that the length of the absence will be counted toward the period of five years allowed for completion of all academic requirements.

Grade Disputes and Appeal Policy

A student seeking to appeal a decision that has been established regarding specific grades or processes by which grades are determined, should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated: course director, Student Progress and Advisory Committee, program director, dean. The student seeking to resolve a problem or complaint through the administrative channels above must initiate such action in writing within five school days from the occurrence of the matter in question. Review of a student problem and complaint at each of the applicable steps will be carried out as expeditiously as possible. If the student is not satisfied with the decision given, he or she may appeal to the next administrative level. If he or she chooses to continue the appeal, it must be done so in writing within five days of the decision.
given. If after consulting with the dean, a satisfactory solution is not reached, the student may appeal to the provost, and the chancellor, of the Health Professions Division. Failure to follow the above chain of command constitutes unprofessional behavior.

Disciplinary and Appeals Policies

Students who do not adhere to stated policies and procedures are subject to disciplinary action. Infractions may involve deficiencies in both academic performance and professional behavior. Infractions are reviewed by the academic adviser, the SPAC, and the program director. Where warranted, the Student Progress and Advisory Committee may recommend to the program director that written disciplinary warnings be entered into the student's file or that withdrawal or dismissal should be considered.

All failures, disciplinary warnings, and dismissals can be appealed. The student shall be entitled to present a formal written appeal to the program director. After due consideration by the SPAC, a recommendation will be made to the program director. A decision will be rendered by the program director. Students may appeal further through the normal appeal channels. If a student is dismissed from the program, he or she may apply for readmission to the program director. The student will be considered, provided adequate evidence that the conditions and/or factors that caused the prior poor performance have changed significantly, and there is reasonable of satisfactory performance if permitted to resume studies. Any questions pertaining to policies and procedures of the Master of Public Health Program must be addressed to the program director or his designee.

Computer Requirements

All students matriculating into the M.P.H. Program must apply for an NSU email address. Email is an important means of communication with students. Every student must have access to a computer with the specifications outlined in the 2001–2002 catalog.

M.P.H. Program Office

Any inquiries or concerns regarding the M.P.H. Program and its curriculum may be directed through the public health program office (Room 1213, ext. 1613) or via email to the student's assigned academic adviser or the program director (cblavo@nova.edu). Students must access the program Web site regularly at www.nova.edu/ph for current information on the program, including the schedule and announcements.

NSU Master of Public Health Program Academic Calendar 2001–2002

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 4, 2001</td>
<td>Beginning of Fall Semester</td>
</tr>
<tr>
<td>September 18, 2001</td>
<td>Rosh Hashanah (no classes)</td>
</tr>
<tr>
<td>September 27, 2001</td>
<td>Yom Kippur (no classes)</td>
</tr>
<tr>
<td>October 12–16, 2001</td>
<td>APHA Meeting in Atlanta</td>
</tr>
<tr>
<td>November 22–23, 2001</td>
<td>Thanksgiving Holiday (no classes)</td>
</tr>
<tr>
<td>December 15, 2001</td>
<td>End of Fall Semester</td>
</tr>
<tr>
<td>January 7, 2002</td>
<td>Beginning of Winter Semester</td>
</tr>
<tr>
<td>January 21, 2002</td>
<td>M.L.K. Day (no classes)</td>
</tr>
<tr>
<td>March 25–29, 2002</td>
<td>Spring Break (no classes)</td>
</tr>
<tr>
<td>March 29, 2002</td>
<td>Good Friday (no classes)</td>
</tr>
<tr>
<td>April 1, 2002</td>
<td>Classes Resume</td>
</tr>
</tbody>
</table>
Master of Medical Science Program

Because the Master of Medical Science Program is delivered in a distance format, not all of the policies contained within this handbook are applicable to M.M.S. students. Policies that are not addressed in this section are similar to those stated in the handbook. The following policies are specific to the Master of Medical Science Program students:

**Computer Requirements**

Access to and ongoing use of a computer will be required for all students to complete the M.M.S. Program successfully. Each student is expected to acquire computer hardware and software appropriate to the program. Competency in the basic use of a computer and the ability to navigate and interact with the course and curriculum content are the responsibility of the student and a requirement for graduation.

**Committee on Student Progress**

The Committee on Student Progress (CSP) has the responsibility for evaluating all students experiencing problems with academic progress (whether caused by grade deficit, unsatisfactory clinical performance, and/or unprofessional conduct) and making recommendations to the program director. Any student failing a course will be reviewed by the Committee on Student Progress.

**Attendance**

All Master of Medical Science Program 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 Child Development Track, who will have to attend an on-campus seminar once over the course of their M.M.S. studies.

**Grading Policies and Procedures**

Grading for the Master of Medical Science Program is based on a scale of 0–100 percent. Some courses may be Pass/Fail. P or Pass = 70 percent or above, F or Fail = 69 percent or below. I = Incomplete, IP = In Progress, and W = Withdrawal.

A student who receives a failing course grade in one Master of Medical Science Program didactic course may be given a reexamination for that course. If the reexamination is passed, then the student shall receive a grade of 70 percent for the course. If the reexamination is failed, the student must repeat the course at its next regularly scheduled offering. Both grades will be recorded in the student's record. However, the repeated course grade, rather than the original failed grade will be used in calculating the student's final overall grade point average. Additional tuition will be charged for repeated courses.

A student who has experienced two or more course failures while in the Master of Medical Science Program may be dismissed from the program. Any course failed on first taking will be considered a
course failure. Passing a course through reexamination does not negate the original failure for purposes of retention in the program.

**Incomplete Course Work**

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, the student shall receive a grade of I (Incomplete). A change from an incomplete to an earned grade must occur within one term of having received the incomplete grade or the student’s grade will be converted to an F or 65 percent.

**Grade Disputes**

Grade disputes must be put in writing and directed to the grading faculty. If the student is not satisfied with the decision of the grading faculty, he or she may appeal in writing to the program director. If subsequent appeal is made, the matter goes to the next administrative level: associate dean, then the dean, and finally to the chancellor of HPD. All disputes must be in writing and include supporting information and documentation.

**Credit Transfer**

Students matriculated in the Master of Medical Science Program may petition for transfer of credits to the program. Up to, and not to exceed, six credit hours may be considered for transfer from a regionally accredited or recognized allied health or related program.

**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 the program coordinator will advise and assist the student during his or her matriculation in the program. Students may communicate with the director and coordinator via phone, fax, email, or in person if they visit on campus.

**Textbooks**

Specific recommendations can and will be made by the program and individual professors. Students may purchase their books from any convenient source.

**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 in which the student is enrolled. The grade of W will be replaced by an earned grade only 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 from the program.

**Continuous Enrollment**

The program requires students to enroll in at least one course per semester, for the duration of their M.M.S. studies.
Program Leave of Absence

The program 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 conditions under which the student may reenter the program.

Refunds

100 percent refund will be due the student for each course if written or online withdrawal notice is sent to the program office by the 10th day of matriculation each term. 75 percent will be refunded between the 10th and 15th day. 50 percent will be refunded between the 15th and 20th day. No refund will be due the student if a written course withdrawal request is not sent to the program by the 21st day (third week) of the term.

Dress Code

During all clinical experiences, students must comply with the Health Professions Division dress code policy unless the facility has different specific dress requirements. At all times M.M.S. students will dress appropriately and professionally.

Computer Use

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.

Graduation Ceremonies

Attendance of graduation ceremonies is not a requirement for distance education students. It is, however, an option that we encourage and that takes place once a year (summer or early fall). Please contact the program coordinator for more information.

Graduation fee:
$75: covers all final costs including degree printing, distribution, and recording
Add $250 for on-campus ceremony, dinner, and regalia

Basic Requirements for Graduation

To be eligible to receive the M.M.S. degree, students shall

• Be of good moral character
• Satisfactorily complete the program of 36 hours (minimum) of study required for the degree with a numerical GPA of 80 or above
• Successfully complete the M.M.S. Graduate Project
• Receive a recommendation by the M.M.S. program director to the dean of the College of Allied Health
NSU Master of Medical Science Program
Academic Calendar 2001–2003

September 4, 2001 ............................................................. Fall Classes Start
September 18 ................................................................. Rosh Hashanah (no classes)
September 27 ................................................................. Yom Kippur (no classes)
November 22 and 23 ....................................................... Thanksgiving Break
December 21 ................................................................. Fall Classes End
December 22–January 1, 2002 ............................................ Christmas and Term Break
January 2 .......................................................... Winter Classes Start
January 21 ............................................................... M.L.K. Day (no classes)
March 8–March 18 ................................................ Spring Break
March 29 ................................................................. Good Friday (no classes)
May 17 ................................................................. Winter Classes End
May 18–June 2 ............................................................ Term Break
June 3 ................................................................. Summer Classes Start
July 4 ................................................................. No Classes
August 23 ........................................................ Summer Classes End
August 24–September 2 ................................................ Term Break
September 3, 2002 ........................................................ Fall Classes Start
September 16 ............................................................. Yom Kippur (no classes)
November 28 and 29 ................................................... Thanksgiving Break
December 20 ............................................................. Fall Classes End
December 21–January 5, 2003 ........................................... Christmas and Term Break
January 6 ............................................................. Winter Classes Start
January 20 ............................................................... M.L.K. Day (no classes)
March 11–15 .............................................................. Spring Break
May 23 ................................................................. Winter Classes End
May 24–June 1 ............................................................ Term Break
June 2 ................................................................. Summer Classes Start
July 4 ................................................................. No Classes
August 22 ........................................................ Summer Classes End
August 23–Sept. 2 ........................................................ Term B
Appendix
## Appendix I

### Controlled Substances – Uses and Effects

<table>
<thead>
<tr>
<th>Drugs/CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Duration (Hours)</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NARCOTICS</strong></td>
<td></td>
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<tr>
<td>Opium/II, III, V</td>
<td>Dover’s Powder, Paregoric, Parepectolin</td>
<td>Analgesic, antidiarrheal</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3–6</td>
<td>Oral, smoked</td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
</tr>
<tr>
<td>Morphine/II, III</td>
<td>Morphine, MS-Contin, Roxanol, Roxanol-SR</td>
<td>Analgesic, antitussive</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3–6</td>
<td>Oral, smoked, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Codeine/II, III, V</td>
<td>Tylenol with codeine, Emprin with codeine, Robitussin A-C, Florinal with codeine</td>
<td>Analgesic, antitussive</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>3–6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Heroin/I</td>
<td>Diacetylmorphine, Horse, Smack</td>
<td>None</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3–6</td>
<td>Injected, sniffed, smoked</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Hydromorphone /II</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3–6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Meperidine (Pethidine)/II</td>
<td>Demerol, Mepergan</td>
<td>Analgesic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>3–6</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Methadone/II</td>
<td>Dolophine, Methadone, Methadose</td>
<td>Analgesic</td>
<td>High</td>
<td>High-Low</td>
<td>Yes</td>
<td>12–24</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Narcotics/ I, II, III, IV, V</td>
<td>Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lornotil, Taiwin*</td>
<td>Analgesic, antidiarrheal antitussive</td>
<td>High-Low</td>
<td>High-Low</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Drugs/CSA Schedules</td>
<td>Trade or Other Names</td>
<td>Medical Uses</td>
<td>Physical Dependence</td>
<td>Psychological Dependence</td>
<td>Tolerance</td>
<td>Duration (Hours)</td>
<td>Usual Methods of Administration</td>
<td>Possible Effects</td>
<td>Effects of Overdose</td>
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<tr>
<td>DEPRESSANTS</td>
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<tr>
<td>Chloral Hydrate/IV</td>
<td>Noctec</td>
<td>Hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>5−8</td>
<td>Oral</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
</tr>
<tr>
<td>Barbiturates/II, III, IV</td>
<td>Anytal, Butisol, Florinal, Nembutal, Seconal, Tuinal, Phenobarbital</td>
<td>Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent</td>
<td>High-Mod.</td>
<td>High-Mod.</td>
<td>Yes</td>
<td>1−16</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Benzodiazepines /V</td>
<td>Ativan, Dainane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Vered, Halcion, Paxipam, Restoril</td>
<td>Antianxiety, anticonvulsant, sedative, hypnotic</td>
<td>Low</td>
<td>Low</td>
<td>Yes</td>
<td>4−8</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Methaqualone/I</td>
<td>Guasalude</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>High</td>
<td>Yes</td>
<td>4−8</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Glutethimide/III</td>
<td>Doriden</td>
<td>Sedative, hypnotic</td>
<td>High</td>
<td>Moderate</td>
<td>Yes</td>
<td>4−8</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Depressants/III</td>
<td>Equanil, Miltown, Noludar, Placidyl, Valmid</td>
<td>Antianxiety, sedative, hypnotic</td>
<td>Moderate</td>
<td>Moderate</td>
<td>Yes</td>
<td>4−8</td>
<td>Oral</td>
<td>see above</td>
<td>see above</td>
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<tr>
<td>Drugs/CSA Schedules</td>
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<tr>
<td>STIMULANTS</td>
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<tr>
<td>Cocaine/II**</td>
<td>Coke, Flake, Cocaine/II**</td>
<td>Local anesthetic</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>1–2</td>
<td>Sniffed, smoked, injected</td>
<td>Increased alertness, excitation, 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/II</td>
<td>Biphetamine, Delcosee, Dexedrine, Obetrol</td>
<td>Attention deficit disorders, narcolepsy, weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Phenmetrazine/II</td>
<td>Preludin</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Methylphenidate /II</td>
<td>Ritalin</td>
<td>Attention deficit disorders, narcolepsy</td>
<td>Possible</td>
<td>Moderate</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
<tr>
<td>Other Stimulants/III, IV</td>
<td>Adipex, Cylert, Didrex, Ionomin, Mefiat, Plegine, Sanorex, Tenuate, Peganil, Prelu-2</td>
<td>Weight control</td>
<td>Possible</td>
<td>High</td>
<td>Yes</td>
<td>2–4</td>
<td>Oral, injected</td>
<td>see above</td>
<td>see above</td>
</tr>
</tbody>
</table>
### HALLUCINOGENS

<table>
<thead>
<tr>
<th>Drugs/CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Duration (Hours)</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD/I</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8–12</td>
<td>Oral</td>
<td>Illusions and hallucinations, poor perception of time and distance</td>
<td>Longer and more intense “trip” episodes, psychosis, possible death</td>
<td>Withdrawal syndrome not reported</td>
</tr>
<tr>
<td>Mescaline and Peyote/I</td>
<td>Mesc, Buttons, Cactus</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Yes</td>
<td>8–12</td>
<td>Oral</td>
<td>See above</td>
<td>See above</td>
<td>See above</td>
</tr>
<tr>
<td>Amphetamine Variants/I</td>
<td>2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB</td>
<td>None</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Variable</td>
<td>Oral, injected</td>
<td>See above</td>
<td>See above</td>
<td>See above</td>
</tr>
<tr>
<td>Phencyclidine/I</td>
<td>PCP, Angel Dust, Hog</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>See above</td>
<td>See above</td>
<td>See above</td>
</tr>
<tr>
<td>Phencyclidine Analogues/I</td>
<td>PCE, PCPy, TCP</td>
<td>None</td>
<td>Unknown</td>
<td>High</td>
<td>Yes</td>
<td>Days</td>
<td>Smoked, oral, injected</td>
<td>See above</td>
<td>See above</td>
<td>See above</td>
</tr>
<tr>
<td>Other Hallucinogens/I</td>
<td>Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn</td>
<td>None</td>
<td>None</td>
<td>Unknown</td>
<td>Possible</td>
<td>Variable</td>
<td>Smoked, oral, injected, sniffed</td>
<td>See above</td>
<td>See above</td>
<td>See above</td>
</tr>
</tbody>
</table>

### CANNABIS

<table>
<thead>
<tr>
<th>Drugs/CSA Schedules</th>
<th>Trade or Other Names</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Duration (Hours)</th>
<th>Usual Methods of Administration</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana/I</td>
<td>Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2–4</td>
<td>Smoked, oral</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disoriented behavior</td>
<td>Fatigue, paranoia, possible psychosis</td>
<td>Insomnia, hyperactivity, and decreased appetite occasionally reported</td>
</tr>
<tr>
<td>Tetrahydrocannabinol/I, II</td>
<td>THC, Marinol Cancer chemotherapy, antinauseant</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2–4</td>
<td>Smoked, oral</td>
<td>See above</td>
<td>See above</td>
<td>See above</td>
<td>See above</td>
</tr>
<tr>
<td>Hashish/I</td>
<td>Hash</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2–4</td>
<td>Smoked, oral</td>
<td>See above</td>
<td>See above</td>
<td>See above</td>
</tr>
<tr>
<td>Hashish Oil/I</td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Yes</td>
<td>2–4</td>
<td>Smoked, oral</td>
<td>See above</td>
<td>See above</td>
<td>See above</td>
</tr>
</tbody>
</table>

* Not designated a narcotic under the CSA.
** Designated a narcotic under the CSA.
### NOVA SOUTHEASTERN UNIVERSITY MAIN CAMPUS MAP

#### Campus Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Athletics Fields</td>
</tr>
<tr>
<td>B</td>
<td>Athletics House</td>
</tr>
<tr>
<td>C</td>
<td>Baudhuin Oral School/LaBonte Institute</td>
</tr>
<tr>
<td>D</td>
<td>Central Services Building</td>
</tr>
<tr>
<td>E</td>
<td>Cultural Living Center</td>
</tr>
<tr>
<td>F</td>
<td>Family Center</td>
</tr>
<tr>
<td>G</td>
<td>Family Center Bungalow</td>
</tr>
<tr>
<td>H</td>
<td>Farquhar Residence Hall</td>
</tr>
<tr>
<td>I</td>
<td>Founders Hall</td>
</tr>
<tr>
<td>J</td>
<td>Health Professions Division Complex</td>
</tr>
<tr>
<td>K</td>
<td>Horvitz Administration Building</td>
</tr>
<tr>
<td>L</td>
<td>Leo Goodwin Sr. Residence Hall</td>
</tr>
<tr>
<td>M</td>
<td>Mailman-Hollywood Building</td>
</tr>
<tr>
<td>N</td>
<td>Matz Psychology Building</td>
</tr>
<tr>
<td>O</td>
<td>Miami Dolphins Training Facility</td>
</tr>
<tr>
<td>P</td>
<td>Parker Building</td>
</tr>
<tr>
<td>Q</td>
<td>Recreation Complex (RECPLEX)</td>
</tr>
<tr>
<td>R</td>
<td>Rosenthal Student Center</td>
</tr>
<tr>
<td>S</td>
<td>Science Laboratory Annex</td>
</tr>
<tr>
<td>T</td>
<td>Shepard Broad Law Center</td>
</tr>
<tr>
<td>U</td>
<td>University School (Lower School)</td>
</tr>
<tr>
<td>V</td>
<td>University School (Sonken Building, Middle/Upper School)</td>
</tr>
<tr>
<td>W</td>
<td>University School Sports Center</td>
</tr>
<tr>
<td>X</td>
<td>University Park Plaza</td>
</tr>
<tr>
<td>Y</td>
<td>Vettel Hall</td>
</tr>
<tr>
<td>Z</td>
<td>Women's Resource Institute</td>
</tr>
</tbody>
</table>

#### Entrance

- West
- South
- North
- Main

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