

1986

# Programs for Higher Education Policies and Procedures Manual 1986

Nova University

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POLICIES AND PROCEDURES MANUAL

PROGRAMS FOR HIGHER EDUCATION

Nova University

1986

## CATEGORY CODES

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- 1.02 Cluster Formations

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# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Admissions Process

Number: 1.01

Subject: Requirements

Page 1 of 2

The requirements for admission to the doctoral program are as follows:

1. Master's degree from an accredited institution
2. Current full-time employment related to the applicant's area of specialization
3. Three letters of recommendation from senior academic or administrative personnel in the applicant's place of employment
4. An interview with a central staff member or some other representative of the program
5. A portfolio
6. Must also meet specific requirements for each specialization:
  - a. Leadership in Adult Education--a person employed full time in adult education (e.g., training or educational programs in business, industry, the military, postsecondary education not awarding college credit, basic adult education).
  - b. Higher Education--a faculty member or administrator employed full time in a postsecondary educational institution that awards college credit, 4-year college, or university.

Effective: 9/1/79

Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*PMBarton*  
*DEW*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Admissions Process

Number: 1.01

Subject: Requirements

Page 2 of 2

- c. Vocational, Technical, Occupational Education--a faculty member or administrator employed full time in vocational, technical, or occupational education.

Effective: 9/1/79  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

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# Nova University

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Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Admissions Process

Number: 1.02

Subject: Cluster Formation

Page 1 of 1

If an applicant meets all requirements and has submitted all required credentials, final admission to the program is dependent upon the formation of a local cluster within the applicant's geographical area or an appropriate regional cluster.

Therefore, there may be a period of several months between the time an applicant is admitted and a new cluster can be formed and merged into the schedule.

Students are notified by their coordinator regarding enrollment and registration.

Effective: 9/1/79

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: M. B. Barton]*  
*[Handwritten signature: D. E. White]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.01

Subject: Registration

Page 1 of 2

All first and second year students who plan to receive services during a particular term must preregister.

1. This registration should take place at the last cluster meeting of the previous term.

2. For any unregistered new students, registration will take place during the first class session of the term.

3. Registration forms will be disseminated, collected, and mailed by cluster coordinators to the following address:

Registrar's Office  
Programs for Higher Education Coordinator  
Nova University  
3301 College Avenue  
Fort Lauderdale, FL 33314

Effective: 9/1/79  
Revised: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: JMBanton]*  
*[Handwritten signature: A.E. M...]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.01

Subject: Registration

Page 2 of 2

Students may choose to pay tuition in one of the following ways:

1. A check or money order
2. Mastercard, Visa, or American Express  
Authorized Form

Those students receiving financial assistance should write at the top of the registration form: "Receiving financial aid."

Tuition must be postmarked by the due date. To avoid a late payment fee of \$50.00, full payment for the term must be postmarked no later than the first day of the term: October 1st, January 1st, April 1st, and July 1st, except in the case of new students applying after these dates.

Effective: 9/1/79  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

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*[Handwritten signature: H. E. ...]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.02

Subject: Third Year Registration -  
Doctoral Program

Page 1 of 1

Students will be sent a bill for tuition for each three-month term for the third year. Students should return the tuition payment to the Office of the Comptroller, Nova University.

Effective: 9/1/79  
Revised: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Baitors]*  
*[Handwritten signature: R. E. M. L.]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.03

Subject: Continuing Services

Page 1 of 1

Students continuing beyond the third year will be enrolled in continuing services.

When students enter continuing services, they are sent a bill for tuition for each three-month term.

Beginning and tuition due dates for the terms are:

Fall - October 1

Winter - January 1

Spring - April 1

Summer - July 1

Students will be billed according to this schedule. Students who do not remit tuition when due will be withdrawn.

Students who enroll and pay tuition for any term in continuing services are eligible for a refund if they complete all requirements for the degree within the first month of the term.

Effective: 9/24/81  
Revised: 7/01/83  
Revised: 9/01/83  
Revised: 8/01/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Barton]*  
*[Handwritten signature: J. E. M. L.]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.04

Subject: Financial Assistance

Page 1 of 1

Registration deferments of tuition will be given to students expecting financial assistance from the following programs:

- a. Guaranteed Student Loan
- b. National Direct Student Loan
- c. Auxiliary Loan to Assist Students
- d. Nova scholarships
- e. Private scholarships
- f. In certain circumstances, a student may be granted a Nova University Loan that makes up the difference between the total charges assessed and available sources of financial assistance.

Further information on financial assistance is available from the Office of Student Financial Planning and Resources.

Effective: 9/1/79

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

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# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.05

Subject: Educational Services

Page 1 of 1

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

Effective: 7/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*James Barton*  
*W. E. M. [unclear]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.06

Subject: Readmission

Page 1 of 1

Individuals on withdrawal who wish to be readmitted must complete a readmission form, remit a reinstatement fee, and be approved for readmission by the Admissions Committee of the Programs for Higher Education.

Students reentering are subject to the current tuition rate.

Effective: 7/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

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*[Handwritten signature: J. E. W.]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.07

Subject: Refund

Page 1 of 1

A student paying tuition prior to the start of a seminar and notifying the Admissions Office in writing of withdrawal from the program before the first seminar meeting will be entitled to a full refund of all monies paid, with the exception of the nonrefundable application fee.

A student attending any part of a seminar is liable for the full tuition and fees for that term.

If a cluster fails to form in the applicant's geographical area, all monies will be returned.

Effective: 9/1/79

Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*Tom Baitors*  
*U G M L*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.08

Subject: Withdrawal

Page 1 of 1

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

Students who give written notice of their intent to withdraw prior to the first meeting of a seminar will not be assessed for that or subsequent terms until they are readmitted.

Effective: 9/1/79

Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Barton]*  
*[Handwritten signature: J. E. M.]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grades

Number: 3.01

Subject: Interpretation of  
Seminar Grades

Page 1 of 1

The program has these seminar grades: Pass, No Pass, and Incomplete. These grades are recorded on students' official transcripts at the university.

For interim progress reports and counseling purposes, the Pass grade is divided into three options: Honors Pass, Pass, and Marginal Pass. These grades are not recorded on the official transcripts.

1. Pass. A student has satisfied all seminar requirements.

2. No Pass. Indicates that a student has attempted to complete all requirements in the seminar but has failed to satisfy the requirements or the student has not completed all requirements, and there is no evidence that an attempt to complete the requirements has been made. Any student receiving a "No Pass" must repeat the seminar. When a second "No Pass" is received, whether it is for the same seminar or two different seminars, the student will be terminated from the program.

3. Incomplete. A student has failed to complete the seminar requirements and as a result of a discussion with the national lecturer, it is reasonable to expect that the student will be able to complete the requirements of the seminar.

Effective: 9/1/79

Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grades

Number: 3.02

Subject: Incomplete Grades

Page 1 of 1

Students must remove their "Incomplete" grades within six months from the end of the term in which they were assigned. If the "Incomplete" in a seminar is not removed within this time, the student will receive a "No Pass" and will be required to repeat the semester.

Term Incomplete Grade  
Was Assigned

Date Incomplete Grade  
Must be Removed

Fall  
Winter  
Spring  
Summer

June 30  
September 30  
December 31  
March 31

Effective: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: Tom Barton]*  
*[Handwritten signature: R. G. W.]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grades

Number: 3.03

Subject: Interpretation of Practicum  
Grades

Page 1 of 1

1. Grades given for practicums may be "Pass," "U," or "No Pass."
  - a. "Pass" is given when a practicum is acceptable and needs no revisions.
  - b. "U" is given when a practicum is unacceptable and needs revisions.
  - c. "No Pass" is given when a practicum has received a "U" on the second revision.
2. Recording of two "No Pass" grades as permanent grades will terminate the student in the program.

Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*W. M. Barton*  
*W. E. M. [unclear]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Credit

Number: 4.01

Subject: Assignment of Credit

Page 1 of 2

Program credit is assigned as follows:

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

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

3. MARPs. Three grade reports will be issued to MARP year students. Each grade reporting period carries seven semester hours credit, and credit will be awarded when the required work has been completed according to the following plan:

- a. First Grade Report. A "Pass" grade is given only if the student has completed the MARP Proposal and has filed with the Central Office the completed proposal with the three required signatures.
- b. Second Grade Report. A "Pass" grade is given only when the student has completed the required Individualized Evaluation report, and the MARP advisor has reported to the Central Office that the student is making satisfactory progress on the MARP. The student cannot receive a "Pass" for this period until all seminar work is complete and

Effective:

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Approved: d. e. w. a. t.





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Credit

Number: 4.01

Subject: Assignment of Credit

Page 2 of 2

approved, and the MARP proposal has been approved and on file in the Central Office.

- c. Final Grade Report. A "Pass" grade is given when the student has completed the MARP and has submitted an acceptable copy to the Central Office, with the three required signatures. Students expecting to participate in commencement exercises must have all work completed, fully approved, and on file no later than the first day of June. Students are, however, encouraged to submit their signed documents well ahead of this date to facilitate clearance for the commencement exercises.

Effective: 9/1/79

Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

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# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Ethical Conduct

Number: 5.01

Subject: Legal and Ethical Standards

Page 1 of 1

Students are expected to comply with the legal and ethical standards of Nova University and the Programs for Higher Education. Academic dishonesty and nonacademic misconduct are subject to disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the University, and forging or altering University documents or academic credentials.

Effective:

7/1/83

Approved:

Approved:



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.01

Subject: Petition Process

Page 1 of 2

The Programs for Higher Education requires adherence to all policies except when there may be exceptional circumstances. In such cases the following procedures shall be followed:

1. Students should discuss their concern with the cluster coordinator or a member of the central staff.

2. If, after these discussions, it appears to be appropriate to submit a petition to the Programs for Higher Education for an exception to any policy, such petition should be submitted to the Petitions Committee at the Programs for Higher Education.

3. Cluster coordinators, MARP advisors, national lecturers, instructors, and local research associates with concerns about a student should contact a member of the central staff of the Programs for Higher Education.

Each petition will be considered on its individual merits based on determining whether or not there is a genuine need for an exception.

4. Submission of petition to the Petitions Committee shall be in writing addressed to the Programs for Higher Education, Nova University.

5. Elements to be included in a petition:

a. Name, address, and telephone number of the petitioner

Effective:

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Approved: *[Signature]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.01

Subject: Petition Process

Page 2 of 2

- b. Statement of Policy concerned
  - c. Specific statement of exception being sought
  - d. Rationale for the request
  - e. Summary of discussion with staff member if applicable (be sure to include name of contact person)
6. The Petitions Committee will meet on Wednesday of each week. However, the Director of the Programs for Higher Education may cancel, postpone, or call special meetings at his discretion.
7. Within ten (10) days of Committee action, the decision will be transmitted to the petitioner by the Secretary of the Committee.
8. In the event of a ruling unsatisfactory to the petitioner, the petitioner has the right to resort to the Appeals Process outlined in 6.02 of the Policy and Procedures Manual.

Effective: 2/4/81  
9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.02

Subject: Appeals Process

Page 1 of 2

1. Any decision of the Petitions Committee affecting the progress or status of a student may be appealed.

2. The Appeals Process shall be used after all remedies available in regular staff procedures and the Petition Process are exhausted.

3. A student desiring to appeal an action by the Petitions Committee must file written notice of the substance of the ruling being appealed with reasons for its revocation or modification. The written appeal, with additional supporting documentation, shall be filed with the Secretary of the Appeals Committee.

4. A panel of three persons holding a doctorate from the Programs for Higher Education will function as an Appeals Committee.

5. The Committee shall be composed of three members selected from a resource panel of graduates who have consented to be available and serve.

6. Hearing dates of the Appeals Committee shall be set in advance and be available upon request to appellants. There will be no meeting by the Committee unless an active appeal is on file. In any event, all appeals will be acted upon within ninety days of date of receipt of appeal by the Secretary of the Appeals Committee.

7. The Secretary of the Committee shall be responsible for logistics of all committee meetings, and

Effective:

Approved: M. Barton

Approved: He Mat



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.02

Subject: Appeals Process

Page 2 of 2

correspondence attendant to the appeal. The Secretary shall also be responsible for assembling the evidence and other material relating to the appeal for the use of the Committee.

8. At times it may be necessary to call for additional evidence and/or interview the student in person or by telephone. If the interview is requested by the Committee, expenses of the student (travel and lodging) shall be paid by the University. If the appellant requests the interview, he or she shall pay expenses.

9. At the request of the Committee or the appellant, a tape recording or stenographic record shall be made of the evidentiary portion of any Committee discussion or hearing held pursuant to this Appeals Process. The requesting party or parties will be responsible for the cost of such proceedings.

10. A unanimous vote by the Appeals Committee is necessary to revoke a decision by the Petitions Committee.

11. The Secretary will transmit the decision of the Committee to the Director of the Programs for Higher Education within ten days of receipt of the decision. The Secretary will be responsible for notifying the student no later than fifteen days after the decision. The text of the decision together with any actions of the Central Staff, if any action is necessary, will constitute the transmittal.

Effective: 2/4/81  
Revised: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

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# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Graduation

Number: 7.01

Subject: Requirements

Page 1 of 1

The graduation requirements for students enrolled in this program are:

1. Attend and pass seven seminars (3 semester hours each)
2. Pass five practicums (4 semester hours each)
3. Successfully complete the MARP Proposal and MARP (21 semester hours)
4. Attend two summer institutes (no credit given, but attendance is required)
5. Submit an individualized evaluation
6. Be current in all tuition and fees
7. Pass a General Comprehensive Examination\*

All requirements must be completed within seven years of the date of the beginning of the term of entry.

\* For new students enrolling Fall, 1986 and after.

Effective: 9/1/79  
Revised: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Time Limit

Number: 7.02

Subject: Time Limit to Complete the Program

Page 1 of 1

The time limit for a student to complete the doctoral program offered in the Programs for Higher Education will be seven years from the first day of the first month of the term (Fall, Winter, Spring, Summer initial enrollment).

### Terms:

Fall - October 1

Winter - January 1

Spring - April 1

Summer - July 1

Effective: 7/1/83  
8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

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# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Graduation

Number: 7.03

Subject: Participation in  
Commencement Exercises

Page 1 of 1

1. To be eligible to participate in the mid-summer commencement exercises at Nova University, the individual must be a graduate of record.

2. To be a graduate of record, all requirements must be met and on file in the Central Office no later than June 1st.

Effective:

1/1/80  
9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*W. M. Baiton*  
*R. E. M. L.*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Graduation

Number: 7.04

Subject: Summer Institutes

Page 1 of 1

Attendance at two summer institutes is required for graduation. While there is no additional fee for the summer institutes, students must be currently enrolled and pay their own transportation and living expenses.

Effective: 9/1/79

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Barton]*

Approved: \_\_\_\_\_

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# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Time Limit

Number: 7.02

Subject: Time Limit to Complete the  
Program

Page 1 of 1

The time limit for a student to complete the doctoral program offered in the Programs for Higher Education will be seven years from the first day of the first month of the term (Fall, Winter, Spring, Summer initial enrollment).

### Terms:

Fall - October 1

Winter - January 1

Spring - April 1

Summer - July 1

Effective: 7/1/83  
8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

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# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Graduation

Number: 7.05

Subject: Fees

Page 1 of 1

Upon meeting graduation requirements, each student must pay a major applied research project fee.

Effective: 9/1/79

Approved: Don Barton

Approved: U. G. M. n



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Practicums

Number: 8.01

Subject: Submission of Practicum  
Proposals

Page 1 of 1

The following documents should be included when submitting practicum proposals to Nova Central:

1. Two copies of the proposal and the proposal critique form approved by the cluster coordinator
2. Proposal check sheet

Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

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*[Handwritten signature: R. E. M.]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Practicums

Number: 8.02

Subject: Submission of Practicums

Page 1 of 1

Students must send all completed practicums to the cluster coordinator. The following documents should be included when submitting practicums to Nova Central:

1. Two copies of good quality
  - a. One of the copies should include:
    1. copy of the proposal
    2. proposal critique form
    3. Nova Central staff reader comments (if any) relating to the proposal
    4. signed peer reader form

Students should retain the original practicum.

Students from clusters which do not have the services of a cluster coordinator should submit their practicums directly to the Director of Instruction.

Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*WMBarton*  
*WMBarton*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Practicums

Number: 8.03

Subject: Submission of Revised  
Practicums

Page 1 of 1

All revised practicums should be mailed directly to Nova Central by the student and the following documents should be included:

1. Two good quality copies
2. A copy of the original practicum evaluator's comments.

Students should retain the original revised practicum.

Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Bartos]*  
*[Handwritten signature: J. E. Martin]*





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Practicums

Number: 8.04

Subject: Required Practicums

Page 1 of 1

Students are required to complete with a grade of "Pass," practicums relating to the following areas:

1. Applied Educational Research and Evaluation
2. At least one of the specialization seminar areas, but it is recommended that students complete a practicum in both seminar areas.

Effective: 9/1/79

Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: MARP

Number: 9.01

Subject: MARP Assignments

Page 1 of 1

1. At the end of the second year, each student's progress will be evaluated to determine eligibility for being assigned a Major Applied Research Project advisor. To be eligible the student must have successfully passed six seminars and four practicums.\*

2. Students whose progress is evaluated as unsatisfactory will be delayed assignment until such time as they complete the appropriate work.

3. Students must be current in tuition and fees to receive third year services (MARP, practicums, or seminars).

\* For new students enrolling Fall, 1986 and after.

Effective: 4/18/80  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signatures]*  
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# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: MARP

Number: 9.02

Subject: Change in Advisor: Request  
By a Current Advisor

Page 1 of 1

Advisors wishing to discontinue an advisee shall notify the Director of the Programs for Higher Education, in writing, stating the reasons thereof. The Director will secure another advisor.

Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*PSMBayton*  
*LEMat*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: MARP

Number: 9.03

Subject: Change in Advisor: Request  
By a Current Student

Page 1 of 1

Students, during the MARP year, may request changes of advisors if extenuating circumstances are hindering the student's progress, such as illness of an advisor, prolonged absence of the advisor from the U.S.A., inability of an advisor to counsel with a student because of a change of address or status of employment, or any other reason accepted as valid.

Students desiring a change of advisor should notify the Director of the Programs for Higher Education in writing.

Effective: 9/1/79

Revised: 9/1/83

Approved: *MMBarton*

Approved: *AGM*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: MARP

Number: 9.04

Subject: Submission of the  
MARP Proposal

Page 1 of 1

The student should follow the procedure stated below when submitting the MARP Proposal to the Programs for Higher Education.

One copy (not the original) of the MARP Proposal and the signature page, containing the signatures of the MARP advisor and the local committee member, should be submitted to the Programs for Higher Education at Nova University.

When the MARP Proposal has been approved by the central staff committee member, it is placed in the student's folder in the Programs for Higher Education. At this time, the first grade report is mailed to the student indicating seven semester hours credit.

Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: MARP

Number: 9.05

Subject: Submission of the MARP

Page 1 of 1

The student should follow the procedure stated below when submitting the MARP to the Programs for Higher Education.

One copy (not the original) of the MARP and the signature page, containing the signatures of the MARP advisor and the local committee member, should be submitted to the Programs for Higher Education at Nova University.

When the MARP has been approved by the central staff committee member, the student is notified by mail. The copy of the MARP is retained at Nova and reproduced on microfiche. The student needs to send a fee to cover the reproduction cost.

Effective: 9/1/79  
Revised: 9/1/83  
Revised:

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signatures]*





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: Individualized Evaluation

Number: 10.01

Subject: Submission of the Individualized Evaluation Page 1 of 1

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Students must submit to the Central office an Individualized Evaluation as soon as all seminars and practicums have been completed.

The purpose of the Individualized Evaluation is to determine the effect or impact of each seminar and each practicum upon the student's professional growth and/or the student's institution or organization.

Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Information Retrieval Service

Number: 11.01

Subject: Comprehensive Searches

Page 1 of 1

Comprehensive bibliographic computer searches are done on demand for all program students and graduates. These computer search requests are made via the "Computer Search Request Form." The costs of the computer search must be paid by the program (in which the cluster coordinator must sign the request form) or by the student (in which case prepayment must accompany the request). The cost for a computer search on one database is \$30.00. Multi-database searches cost \$30.00 for the first database plus \$20.00 for each additional database.

Effective: 9/1/79  
Revised: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Information Retrieval Service

Number: 11.02

Subject: Microfiche Delivery

Page 1 of 1

Microfiche copies of ERIC documents and selected Nova material are available to any student or graduate upon request. Requests may be made via the Microfiche Order Form. There is no charge for this service, and users may keep all the documents they receive. A maximum of fifteen ERIC microfiche may be ordered per computer search.

Effective: 9/1/79  
Revised: 9/1/83

Approved: Elizabeth A. Robinson

Approved: [Signature]





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Attendance

Number: 12.01

Subject: Attendance Policy--  
Seminars and Courses

Page 1 of 1

Attendance at all sessions of each seminar is required for each student expecting to receive credit. Any exception must be based on an emergency and an agreement between the student and the national lecturer. In no case, however, can a student receive credit for a seminar if more than one seminar meeting is missed.

Because a student cannot miss an entire session and still satisfy the seminar requirements, they are required to complete specified assignments relating to the missed session. The assignments may take different forms. After national lecturers have determined the type of makeup work a student must complete, they should send a copy to the Programs for Higher Education.

Effective: 9/1/79  
Revised: 9/1/79  
Revised:

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Bayton]*  
*[Handwritten signature: K. G. W.]*

**POLICIES AND PROCEDURES  
MANUAL**



Programs for Higher Education

Nova University Educational Text Series

POLICIES AND PROCEDURES MANUAL

PROGRAMS FOR HIGHER EDUCATION

Nova University

1986

## CATEGORY CODES

### 1. Admissions Process

- 1.01 Requirements
- 1.02 Cluster Formations

### 2. Registration

- 2.01 Registration
- 2.02 Third Year Registration - Doctoral Program
- 2.03 Continuing Services
- 2.04 Financial Assistance
- 2.05 Educational Services
- 2.06 Readmission
- 2.07 Refund
- 2.08 Withdrawal

### 3. Grades

- 3.01 Interpretation of Seminar Grades
- 3.02 Incomplete Grades
- 3.03 Interpretation of Practicum Grades

### 4. Credit

- 4.01 Assignment of Credit

### 5. Ethical Conduct

- 5.01 Legal and Ethical Standards

### 6. Grievance Procedures

- 6.01 Petition Process
- 6.02 Appeals Process

### 7. Graduation

- 7.01 Requirements
- 7.02 Time Limit to Complete the Program
- 7.03 Participants in Commencement Exercises
- 7.04 Summer Institutes
- 7.05 Fees

## CATEGORY CODES (Continued)

### 8. Practicum

- 8.01 Submission of Practicum Proposals
- 8.02 Submission of Practicums
- 8.03 Submission of Revised Practicums
- 8.04 Required Practicums

### 9. MARP

- 9.01 MARP Assignments
- 9.02 Change in Advisor: Request by a Current Advisor
- 9.03 Change in Advisor: Request by a Current Student
- 9.04 Submission of the MARP Proposal
- 9.05 Submission of the MARP

### 10. Individualized Evaluation

- 10.01 Submission of the Individualized Evaluation

### 11. Information Retrieval Service

- 11.01 Comprehensive Searches
- 11.02 Microfiche Delivery

### 12. Attendance

- 12.01 Attendance Policy - Seminars and Courses



## POLICIES AND PROCEDURES

Category: Admissions Process

Number: 1.01

Subject: Requirements

Page 1 of 2

The requirements for admission to the doctoral program are as follows:

1. Master's degree from an accredited institution
2. Current full-time employment related to the applicant's area of specialization
3. Three letters of recommendation from senior academic or administrative personnel in the applicant's place of employment
4. An interview with a central staff member or some other representative of the program
5. A portfolio
6. Must also meet specific requirements for each specialization:
  - a. Leadership in Adult Education--a person employed full time in adult education (e.g., training or educational programs in business, industry, the military, postsecondary education not awarding college credit, basic adult education).
  - b. Higher Education--a faculty member or administrator employed full time in a postsecondary educational institution that awards college credit, 4-year college, or university.

Effective: 9/1/79  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Admissions Process

Number: 1.01

Subject: Requirements

Page 2 of 2

- c. Vocational, Technical, Occupational Education--a faculty member or administrator employed full time in vocational, technical, or occupational education.

Effective: 9/1/79  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Santos]*  
*[Handwritten signature: J. M. Santos]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Admissions Process

Number: 1.02

Subject: Cluster Formation

Page 1 of 1

If an applicant meets all requirements and has submitted all required credentials, final admission to the program is dependent upon the formation of a local cluster within the applicant's geographical area or an appropriate regional cluster.

Therefore, there may be a period of several months between the time an applicant is admitted and a new cluster can be formed and merged into the schedule.

Students are notified by their coordinator regarding enrollment and registration.

Effective: 9/1/79

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signatures]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.01

Subject: Registration

Page 1 of 2

All first and second year students who plan to receive services during a particular term must preregister.

1. This registration should take place at the last cluster meeting of the previous term.

2. For any unregistered new students, registration will take place during the first class session of the term.

3. Registration forms will be disseminated, collected, and mailed by cluster coordinators to the following address:

Registrar's Office  
Programs for Higher Education Coordinator  
Nova University  
3301 College Avenue  
Fort Lauderdale, FL 33314

Effective: 9/1/79  
Revised: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

*PMBanton*

Approved: \_\_\_\_\_

*A.E.M.L.*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.01

Subject: Registration

Page 2 of 2

Students may choose to pay tuition in one of the following ways:

1. A check or money order
2. Mastercard, Visa, or American Express Authorized Form

Those students receiving financial assistance should write at the top of the registration form: "Receiving financial aid."

Tuition must be postmarked by the due date. To avoid a late payment fee of \$50.00, full payment for the term must be postmarked no later than the first day of the term: October 1st, January 1st, April 1st, and July 1st, except in the case of new students applying after these dates.

Effective: 9/1/79  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*Handwritten signatures:*  
1. *WMB*  
2. *H. E. M.*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category:	Registration	Number:	2.02
Subject:	Third Year Registration - Doctoral Program	Page	<u>1</u> of <u>1</u>

---

Students will be sent a bill for tuition for each three-month term for the third year. Students should return the tuition payment to the Office of the Comptroller, Nova University.

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Effective: 9/1/79  
Revised: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

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*[Handwritten signature]*





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.03

Subject: Continuing Services

Page 1 of 1

Students continuing beyond the third year will be enrolled in continuing services.

When students enter continuing services, they are sent a bill for tuition for each three-month term.

Beginning and tuition due dates for the terms are:

Fall - October 1

Winter - January 1

Spring - April 1

Summer - July 1

Students will be billed according to this schedule. Students who do not remit tuition when due will be withdrawn.

Students who enroll and pay tuition for any term in continuing services are eligible for a refund if they complete all requirements for the degree within the first month of the term.

Effective: 9/24/81  
Revised: 7/01/83  
Revised: 9/01/83  
Revised: 8/01/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

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*[Handwritten signature]*





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.04

Subject: Financial Assistance

Page 1 of 1

Registration deferments of tuition will be given to students expecting financial assistance from the following programs:

- a. Guaranteed Student Loan
- b. National Direct Student Loan
- c. Auxiliary Loan to Assist Students
- d. Nova scholarships
- e. Private scholarships
- f. In certain circumstances, a student may be granted a Nova University Loan that makes up the difference between the total charges assessed and available sources of financial assistance.

Further information on financial assistance is available from the Office of Student Financial Planning and Resources.

Effective: 9/1/79

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Barton]*  
*[Handwritten signature: H. E. M. at]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.05

Subject: Educational Services

Page 1 of 1

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

Effective:

7/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signatures]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Registration

Number: 2.06

Subject: Readmission

Page 1 of 1

Individuals on withdrawal who wish to be readmitted must complete a readmission form, remit a reinstatement fee, and be approved for readmission by the Admissions Committee of the Programs for Higher Education.

Students reentering are subject to the current tuition rate.

Effective: 7/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Barton]*  
*[Handwritten signature: J. E. W.]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category:	Registration	Number:	2.07
Subject:	Refund	Page	<u>1</u> of <u>1</u>

---

A student paying tuition prior to the start of a seminar and notifying the Admissions Office in writing of withdrawal from the program before the first seminar meeting will be entitled to a full refund of all monies paid, with the exception of the nonrefundable application fee.

A student attending any part of a seminar is liable for the full tuition and fees for that term.

If a cluster fails to form in the applicant's geographical area, all monies will be returned.

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Effective: 9/1/79  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*Tom Baitors*  
*[Signature]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: Registration

Number: 2.08

Subject: Withdrawal

Page 1 of 1

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

Students who give written notice of their intent to withdraw prior to the first meeting of a seminar will not be assessed for that or subsequent terms until they are readmitted.

Effective: 9/1/79  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Barton]*  
*[Handwritten signature: H. E. M. L.]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grades

Number: 3.01

Subject: Interpretation of  
Seminar Grades

Page 1 of 1

The program has these seminar grades: Pass, No Pass, and Incomplete. These grades are recorded on students' official transcripts at the university.

For interim progress reports and counseling purposes, the Pass grade is divided into three options: Honors Pass, Pass, and Marginal Pass. These grades are not recorded on the official transcripts.

1. Pass. A student has satisfied all seminar requirements.

2. No Pass. Indicates that a student has attempted to complete all requirements in the seminar but has failed to satisfy the requirements or the student has not completed all requirements, and there is no evidence that an attempt to complete the requirements has been made. Any student receiving a "No Pass" must repeat the seminar. When a second "No Pass" is received, whether it is for the same seminar or two different seminars, the student will be terminated from the program.

3. Incomplete. A student has failed to complete the seminar requirements and as a result of a discussion with the national lecturer, it is reasonable to expect that the student will be able to complete the requirements of the seminar.

Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grades

Number: 3.02

Subject: Incomplete Grades

Page 1 of 1

Students must remove their "Incomplete" grades within six months from the end of the term in which they were assigned. If the "Incomplete" in a seminar is not removed within this time, the student will receive a "No Pass" and will be required to repeat the semester.

Term Incomplete Grade  
Was Assigned

Date Incomplete Grade  
Must be Removed

Fall  
Winter  
Spring  
Summer

June 30  
September 30  
December 31  
March 31

Effective: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: Tom Barton]*  
*[Handwritten signature: H. G. W.]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category:	Grades	Number:	3.03
Subject:	Interpretation of Practicum Grades	Page	<u>1</u> of <u>1</u>

---

1. Grades given for practicums may be "Pass," "U," or "No Pass."
  - a. "Pass" is given when a practicum is acceptable and needs no revisions.
  - b. "U" is given when a practicum is unacceptable and needs revisions.
  - c. "No Pass" is given when a practicum has received a "U" on the second revision.
2. Recording of two "No Pass" grades as permanent grades will terminate the student in the program.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*Mr. Barton*  
*W. E. M. at*



## POLICIES AND PROCEDURES

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Category: Credit

Number: 4.01

Subject: Assignment of Credit

Page 1 of 2

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Program credit is assigned as follows:

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

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

3. MARPs. Three grade reports will be issued to MARP year students. Each grade reporting period carries seven semester hours credit, and credit will be awarded when the required work has been completed according to the following plan:

- a. First Grade Report. A "Pass" grade is given only if the student has completed the MARP Proposal and has filed with the Central Office the completed proposal with the three required signatures.
- b. Second Grade Report. A "Pass" grade is given only when the student has completed the required Individualized Evaluation report, and the MARP advisor has reported to the Central Office that the student is making satisfactory progress on the MARP. The student cannot receive a "Pass" for this period until all seminar work is complete and

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Effective:

Approved: M. Baitor

Approved: J. E. M. at



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Credit

Number: 4.01

Subject: Assignment of Credit

Page 2 of 2

approved, and the MARP proposal has been approved and on file in the Central Office.

- c. Final Grade Report. A "Pass" grade is given when the student has completed the MARP and has submitted an acceptable copy to the Central Office, with the three required signatures. Students expecting to participate in commencement exercises must have all work completed, fully approved, and on file no later than the first day of June. Students are, however, encouraged to submit their signed documents well ahead of this date to facilitate clearance for the commencement exercises.

Effective: 9/1/79

Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signatures]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: Ethical Conduct

Number: 5.01

Subject: Legal and Ethical Standards

Page 1 of 1

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Students are expected to comply with the legal and ethical standards of Nova University and the Programs for Higher Education. Academic dishonesty and nonacademic misconduct are subject to disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the University, and forging or altering University documents or academic credentials.

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Effective: 7/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*WMBarton*  
*DEW*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.01

Subject: Petition Process

Page 1 of 2

The Programs for Higher Education requires adherence to all policies except when there may be exceptional circumstances. In such cases the following procedures shall be followed:

1. Students should discuss their concern with the cluster coordinator or a member of the central staff.

2. If, after these discussions, it appears to be appropriate to submit a petition to the Programs for Higher Education for an exception to any policy, such petition should be submitted to the Petitions Committee at the Programs for Higher Education.

3. Cluster coordinators, MARP advisors, national lecturers, instructors, and local research associates with concerns about a student should contact a member of the central staff of the Programs for Higher Education.

Each petition will be considered on its individual merits based on determining whether or not there is a genuine need for an exception.

4. Submission of petition to the Petitions Committee shall be in writing addressed to the Programs for Higher Education, Nova University.

5. Elements to be included in a petition:

a. Name, address, and telephone number of the petitioner

Effective:

Approved:

Approved:

*[Handwritten signature: J. M. Bartos]*  
*[Handwritten signature: J. M. Bartos]*





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.01

Subject: Petition Process

Page 2 of 2

- b. Statement of Policy concerned
  - c. Specific statement of exception being sought
  - d. Rationale for the request
  - e. Summary of discussion with staff member if applicable (be sure to include name of contact person)
6. The Petitions Committee will meet on Wednesday of each week. However, the Director of the Programs for Higher Education may cancel, postpone, or call special meetings at his discretion.
7. Within ten (10) days of Committee action, the decision will be transmitted to the petitioner by the Secretary of the Committee.
8. In the event of a ruling unsatisfactory to the petitioner, the petitioner has the right to resort to the Appeals Process outlined in 6.02 of the Policy and Procedures Manual.

Effective: 2/4/81  
9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.02

Subject: Appeals Process

Page 1 of 2

1. Any decision of the Petitions Committee affecting the progress or status of a student may be appealed.
2. The Appeals Process shall be used after all remedies available in regular staff procedures and the Petition Process are exhausted.
3. A student desiring to appeal an action by the Petitions Committee must file written notice of the substance of the ruling being appealed with reasons for its revocation or modification. The written appeal, with additional supporting documentation, shall be filed with the Secretary of the Appeals Committee.
4. A panel of three persons holding a doctorate from the Programs for Higher Education will function as an Appeals Committee.
5. The Committee shall be composed of three members selected from a resource panel of graduates who have consented to be available and serve.
6. Hearing dates of the Appeals Committee shall be set in advance and be available upon request to appellants. There will be no meeting by the Committee unless an active appeal is on file. In any event, all appeals will be acted upon within ninety days of date of receipt of appeal by the Secretary of the Appeals Committee.
7. The Secretary of the Committee shall be responsible for logistics of all committee meetings, and

Effective:

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_



## POLICIES AND PROCEDURES

Category: Grievance Procedures

Number: 6.02

Subject: Appeals Process

Page 2 of 2

correspondence attendant to the appeal. The Secretary shall also be responsible for assembling the evidence and other material relating to the appeal for the use of the Committee.

8. At times it may be necessary to call for additional evidence and/or interview the student in person or by telephone. If the interview is requested by the Committee, expenses of the student (travel and lodging) shall be paid by the University. If the appellant requests the interview, he or she shall pay expenses.

9. At the request of the Committee or the appellant, a tape recording or stenographic record shall be made of the evidentiary portion of any Committee discussion or hearing held pursuant to this Appeals Process. The requesting party or parties will be responsible for the cost of such proceedings.

10. A unanimous vote by the Appeals Committee is necessary to revoke a decision by the Petitions Committee.

11. The Secretary will transmit the decision of the Committee to the Director of the Programs for Higher Education within ten days of receipt of the decision. The Secretary will be responsible for notifying the student no later than fifteen days after the decision. The text of the decision together with any actions of the Central Staff, if any action is necessary, will constitute the transmittal.

Effective: 2/4/81  
Revised: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Graduation

Number: 7.01

Subject: Requirements

Page 1 of 1

The graduation requirements for students enrolled in this program are:

1. Attend and pass seven seminars (3 semester hours each)
2. Pass five practicums (4 semester hours each)
3. Successfully complete the MARP Proposal and MARP (21 semester hours)
4. Attend two summer institutes (no credit given, but attendance is required)
5. Submit an individualized evaluation
6. Be current in all tuition and fees
7. Pass a General Comprehensive Examination\*

All requirements must be completed within seven years of the date of the beginning of the term of entry.

\* For new students enrolling Fall, 1986 and after.

Effective: 9/1/79  
Revised: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Time Limit

Number: 7.02

Subject: Time Limit to Complete the  
Program

Page 1 of 1

The time limit for a student to complete the doctoral program offered in the Programs for Higher Education will be seven years from the first day of the first month of the term (Fall, Winter, Spring, Summer initial enrollment).

### Terms:

Fall - October 1

Winter - January 1

Spring - April 1

Summer - July 1

Effective:

7/1/83  
8/1/86

Approved:

Approved:

*[Handwritten signature: K. M. Barton]*  
*[Handwritten signature: A. E. M.]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: Graduation

Number: 7.03

Subject: Participation in  
Commencement Exercises

Page 1 of 1

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1. To be eligible to participate in the mid-summer commencement exercises at Nova University, the individual must be a graduate of record.

2. To be a graduate of record, all requirements must be met and on file in the Central Office no later than June 1st.

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Effective: 1/1/80  
9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: Graduation

Number: 7.04

Subject: Summer Institutes

Page 1 of 1

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Attendance at two summer institutes is required for graduation. While there is no additional fee for the summer institutes, students must be currently enrolled and pay their own transportation and living expenses.

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Effective: 9/1/79

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Signature: J. M. Barton]*  
*[Signature: J. M. Barton]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Graduation

Number: 7.05

Subject: Fees

Page 1 of 1

Upon meeting graduation requirements, each student must pay a major applied research project fee.

Effective: 9/1/79

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*Tom Barton*  
*[Signature]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: Practicums

Number: 8.01

Subject: Submission of Practicum  
Proposals

Page 1 of 1

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The following documents should be included when submitting practicum proposals to Nova Central:

1. Two copies of the proposal and the proposal critique form approved by the cluster coordinator
2. Proposal check sheet

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*M. Baitors*  
*R. E. M.*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Practicums

Number: 8.02

Subject: Submission of Practicums

Page 1 of 1

Students must send all completed practicums to the cluster coordinator. The following documents should be included when submitting practicums to Nova Central:

1. Two copies of good quality
  - a. One of the copies should include:
    1. copy of the proposal
    2. proposal critique form
    3. Nova Central staff reader comments (if any) relating to the proposal
    4. signed peer reader form

Students should retain the original practicum.

Students from clusters which do not have the services of a cluster coordinator should submit their practicums directly to the Director of Instruction.

Effective: 9/1/79  
Revised: 9/1/83

Approved: M. B. Barton

Approved: H. E. Martin



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: Practicums

Number: 8.03

Subject: Submission of Revised  
Practicums

Page 1 of 1

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All revised practicums should be mailed directly to Nova Central by the student and the following documents should be included:

1. Two good quality copies
2. A copy of the original practicum evaluator's comments.

Students should retain the original revised practicum.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Bartons]*  
*[Handwritten signature: U. C. Martin]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: Practicums

Number: 8.04

Subject: Required Practicums

Page 1 of 1

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Students are required to complete with a grade of "Pass," practicums relating to the following areas:

1. Applied Educational Research and Evaluation
2. At least one of the specialization seminar areas, but it is recommended that students complete a practicum in both seminar areas.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: MARP

Number: 9.01

Subject: MARP Assignments

Page 1 of 1

1. At the end of the second year, each student's progress will be evaluated to determine eligibility for being assigned a Major Applied Research Project advisor. To be eligible the student must have successfully passed six seminars and four practicums.\*

2. Students whose progress is evaluated as unsatisfactory will be delayed assignment until such time as they complete the appropriate work.

3. Students must be current in tuition and fees to receive third year services (MARP, practicums, or seminars).

\* For new students enrolling Fall, 1986 and after.

Effective: 4/18/80  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signatures]*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: MARP

Number: 9.02

Subject: Change in Advisor: Request  
By a Current Advisor

Page 1 of 1

Advisors wishing to discontinue an advisee shall notify the Director of the Programs for Higher Education, in writing, stating the reasons thereof. The Director will secure another advisor.

Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*PSMBaylor*  
*d E Mat*



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: MARP

Number: 9.03

Subject: Change in Advisor: Request  
By a Current Student

Page 1 of 1

Students, during the MARP year, may request changes of advisors if extenuating circumstances are hindering the student's progress, such as illness of an advisor, prolonged absence of the advisor from the U.S.A., inability of an advisor to counsel with a student because of a change of address or status of employment, or any other reason accepted as valid.

Students desiring a change of advisor should notify the Director of the Programs for Higher Education in writing.

Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: MARP

Number: 9.04

Subject: Submission of the  
MARP Proposal

Page 1 of 1

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The student should follow the procedure stated below when submitting the MARP Proposal to the Programs for Higher Education.

One copy (not the original) of the MARP Proposal and the signature page, containing the signatures of the MARP advisor and the local committee member, should be submitted to the Programs for Higher Education at Nova University.

When the MARP Proposal has been approved by the central staff committee member, it is placed in the student's folder in the Programs for Higher Education. At this time, the first grade report is mailed to the student indicating seven semester hours credit.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: MARP

Number: 9.05

Subject: Submission of the MARP

Page 1 of 1

The student should follow the procedure stated below when submitting the MARP to the Programs for Higher Education.

One copy (not the original) of the MARP and the signature page, containing the signatures of the MARP advisor and the local committee member, should be submitted to the Programs for Higher Education at Nova University.

When the MARP has been approved by the central staff committee member, the student is notified by mail. The copy of the MARP is retained at Nova and reproduced on microfiche. The student needs to send a fee to cover the reproduction cost.

- Effective: 9/1/79  
Revised: 9/1/83  
Revised: \_\_\_\_\_

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signatures]*  
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# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: Individualized Evaluation

Number: 10.01

Subject: Submission of the Individualized Evaluation Page 1 of 1

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Students must submit to the Central office an Individualized Evaluation as soon as all seminars and practicums have been completed.

The purpose of the Individualized Evaluation is to determine the effect or impact of each seminar and each practicum upon the student's professional growth and/or the student's institution or organization.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_





# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: Information Retrieval Service

Number: 11.01

Subject: Comprehensive Searches

Page 1 of 1

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Comprehensive bibliographic computer searches are done on demand for all program students and graduates. These computer search requests are made via the "Computer Search Request Form." The costs of the computer search must be paid by the program (in which the cluster coordinator must sign the request form) or by the student (in which case prepayment must accompany the request). The cost for a computer search on one database is \$30.00. Multi-database searches cost \$30.00 for the first database plus \$20.00 for each additional database.

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Effective: 9/1/79  
Revised: 9/1/83  
Revised: 8/1/86

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

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Category: Information Retrieval Service

Number: 11.02

Subject: Microfiche Delivery

Page 1 of 1

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Microfiche copies of ERIC documents and selected Nova material are available to any student or graduate upon request. Requests may be made via the Microfiche Order Form. There is no charge for this service, and users may keep all the documents they receive. A maximum of fifteen ERIC microfiche may be ordered per computer search.

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Effective: 9/1/79  
Revised: 9/1/83

Approved: Elizabeth A. Robinson  
Approved: [Signature]



# Nova University

CENTER FOR THE ADVANCEMENT OF EDUCATION  
Programs for Higher Education

## POLICIES AND PROCEDURES

Category: Attendance

Number: 12.01

Subject: Attendance Policy--  
Seminars and Courses

Page 1 of 1

Attendance at all sessions of each seminar is required for each student expecting to receive credit. Any exception must be based on an emergency and an agreement between the student and the national lecturer. In no case, however, can a student receive credit for a seminar if more than one seminar meeting is missed.

Because a student cannot miss an entire session and still satisfy the seminar requirements, they are required to complete specified assignments relating to the missed session. The assignments may take different forms. After national lecturers have determined the type of makeup work a student must complete, they should send a copy to the Programs for Higher Education.

Effective: 9/1/79  
Revised: 9/1/79  
Revised:

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

*[Handwritten signature: J. M. Bayton]*  
*[Handwritten signature: J. M. Bayton]*