Farquhar College of Arts and Sciences

Graduate Student Catalog

2013–2014

NSU
NOVA SOUTHEASTERN
UNIVERSITY
Farquhar College of Arts and Sciences

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Graduate Student Catalog

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The Farquhar College of Arts and Sciences' *Graduate Student Catalog* is a resource for information about academic program and curriculum requirements, academic policies, procedures for resolving academic and administrative grievances, course descriptions, and other information relevant to a graduate career at Nova Southeastern University (NSU).

The *Graduate Student Catalog* is published once each year, in the fall semester. Students are bound by policies published in the catalog in effect the semester they enter the university, unless an agreement is made with appropriate NSU administration officials allowing them to abide by policies published in a later catalog. Policies and requirements, including fees, are subject to change without notice at any time at the discretion of the NSU administration. NSU reserves the right to change curriculum, course structure, calendar, graduation requirements, and costs during the life of this publication. Students are also bound by the *NSU Student Handbook* and should be familiar with its contents.

The *Graduate Student Catalog* is published by the Farquhar College of Arts and Sciences Office of Information Services (OIS). For questions and comments about the catalog, contact:

Office of Information Services
Nova Southeastern University
Farquhar College of Arts and Sciences
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-8185
Fax: (954) 262-7085
Email: *ois@nova.edu*

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NSU Mission Statement

The Mission of Nova Southeastern University, a private, not-for-profit institution, is to offer a diverse array of innovative academic programs that complement on-campus educational opportunities and resources with accessible distance learning programs to foster academic excellence, intellectual inquiry, leadership, research, and commitment to community through engagement of students and faculty members in a dynamic, life-long learning environment.

Nondiscrimination Statement

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

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

NSU Accreditations

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

Introduction to the Farquhar College of Arts and Sciences

Dean's Message

Welcome to the Farquhar College of Arts and Sciences at Nova Southeastern University. In our exceptional graduate programs, we are pleased to offer challenging curricula that will support careers in journalism, communications, marketing, creative writing, research, and psychology. The college holds our graduate students in great esteem, as you bring a diverse spectrum of experiences and perspectives to your courses. We draw from these varied backgrounds, giving you the tools necessary to directly enter the workforce after graduation.

The college is proud to maintain an outstanding faculty and state-of-the-art learning resources to support you throughout your educational pursuits. Our small class sizes ensure that you will receive individualized attention and detailed feedback from your professors. With a focus on practical training and advanced knowledge, our courses facilitate the development of critical thinking, both of which are needed for professional success. Students hone specialized skills, so that they may graduate with an array of exciting career opportunities available to them.

The Farquhar College of Arts and Sciences and Nova Southeastern University are committed to providing graduate students with an exceptional educational experience. On behalf of our faculty and staff, I extend best wishes for a successful academic year and continued progress toward your personal and professional goals.

Don Rosenblum, Ph.D.
Dean, Farquhar College of Arts and Sciences

College Mission Statement

The Farquhar College of Arts and Sciences at Nova Southeastern University provides outstanding programs of study in humanities, social and behavioral sciences, performing and visual arts, information technology, and biological, environmental, and physical sciences that enhance critical thinking, effective communication, professional development, lifelong learning, and responsible citizenship.

About the College

The Farquhar College of Arts and Sciences provides a comprehensive interdisciplinary education that prepares students for:

- Professional careers
- Further exploration through graduate and professional study
- Responsible citizenship

The college houses 35 undergraduate majors, 52 undergraduate minors, 3 certificate programs, and 2 graduate programs organized in four divisions: the Division of Humanities; the Division of Math, Science, and Technology; the Division of Performing and Visual Arts; and the Division of Social and Behavioral Sciences.

Academic Calendar

Fall 2013

FALL 2013 (201420) Term Dates	Monday, Aug. 26–Sunday, Dec. 15, 2013
Registration	
Graduate Students	Monday, Apr. 1–Tuesday, Aug. 8, 2013
Last Day to Pay Fall Tuition to Avoid Late Fee ($100)	Tuesday, Sept. 24, 2013
University Student Services Fee ($300)	Assessed upon registration
Drop and Withdrawal Dates	
Drop During First Week of Term (100% refund)	Monday, Aug. 26–Sunday, Sept. 1, 2013
Drop/Add Starts	Monday, Aug. 26, 2013
Drop/Add Ends	Sunday, Sept. 1, 2013
Drop During Second Week of Term (75% refund)	Monday, Sept. 2–Sunday, Sept. 8, 2013
Drop During Third Week of Term (50% refund)	Monday, Sept. 9–Sunday, Sept. 15, 2013
Last Day to Withdraw (no refund)	Sunday, Nov. 24, 2013
University Holidays and Special Events	
Labor Day (University Closed)	Monday, Sept. 2, 2013
No Classes	Wednesday, Nov. 27, 2013
Thanksgiving (University Closed)	Thursday, Nov. 22, 2012
University Closed	Friday, Nov. 29, 2013
Winter Break (No Classes)	Sunday, Dec. 15, 2013–Sunday, Jan. 5, 2014
Winter Closure (University Closed)	Monday, Dec. 23, 2013–Wednesday, Jan. 1, 2014

For program-specific thesis deadlines, refer to the Thesis Guidelines sections of this catalog.

Winter 2014

WINTER 2014 (201430) Term Dates	Monday, Jan. 6–Sunday, May 4, 2014
Registration	
Graduate Students	Monday, Oct. 21–Wednesday, Dec. 18, 2013
Last Day to Pay Winter Tuition to Avoid Late Fee ($100)	Tuesday, Feb. 4, 2014
University Student Services Fee ($300)	Assessed upon registration
Drop and Withdrawal Dates	
Drop During First Week of Term (100% refund)	Monday, Jan. 6–Sunday, Jan. 12, 2014
Drop/Add Starts	Monday, Jan. 6, 2014
Drop/Add Ends	Sunday, Jan. 12, 2014
Drop During Second Week of Term (75% refund)	Monday, Jan. 13–Sunday, Jan. 19, 2014
Drop During Third Week of Term (50% refund)	Monday, Jan. 20–Sunday, Jan. 26, 2014
Last Day to Withdraw (no refund)	Sunday, Feb. 9, 2014
University Holidays and Special Events	
Martin Luther King (University Closed)	Monday, Jan. 20, 2014
Spring Break (No Classes)	Monday, Mar. 3–Sunday, Mar. 9, 2014
Graduate Commencement	June 2014

For program-specific thesis deadlines, refer to the Thesis Guidelines sections of this catalog.

Summer 2014

SUMMER 2014 (201450) Term Dates	Monday, May 12–Sunday, Aug. 3, 2014
Registration	
Graduate Students	Monday, Mar. 31–Wednesday, Apr. 23, 2014
Last Day to Pay Summer Tuition to Avoid Late Fee ($100)	Tuesday, Jun. 10, 2014
University Student Services Fee ($300)	Assessed upon registration
Drop and Withdrawal Dates	
Drop During First Week of Term (100% refund)	Monday, May 12–Sunday, May 18, 2014
Drop/Add Starts	Monday, May 12, 2014
Drop/Add Ends	Sunday, May 18, 2014
Drop During Second Week of Term (75% refund)	Monday, May 19–Sunday, May 25, 2014
Drop During Third Week of Term (50% refund)	Monday, May 26–Sunday, Jun. 1, 2014
Last Day to Withdraw (no refund)	Sunday, Jul. 13, 2014
University Holidays and Special Events	
Memorial Day (University Closed)	Monday, May 26, 2014
Independence Day (University Closed)	Friday, Jul. 4, 2014

For program-specific thesis deadlines, refer to the Thesis Guidelines sections of this catalog.

NSU Contacts

Farquhar College of Arts and Sciences

Office of the Dean
Don Rosenblum, Ph.D., Dean
Farquhar College of Arts and Sciences
Nova Southeastern University
Mailman-Hollywood Building, Second Floor
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-8408
Fax: (954) 262-3930
Email: *farqdean@nova.edu*

**Office of Information Services
(Program Enrollment)**
Farquhar College of Arts and Sciences
Nova Southeastern University
Mailman-Hollywood Building, Suite 100
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-8361
Fax: (954) 262-7085
Email: *ois@nova.edu*

Division of Humanities
Marlisa Santos, Ph.D.
Director, Associate Professor
Farquhar College of Arts and Sciences
Nova Southeastern University
Parker Building, Suite 380
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-8200
Fax: (954) 262-3881

Division of Social and Behavioral Sciences
Tom Fagan, Ph.D.
Director, Professor
Farquhar College of Arts and Sciences
Nova Southeastern University
Parker Building, Room 222
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Telephone: (954) 262-8176
Fax: (954) 262-3881

University-Wide Services

Enrollment and Student Services
Nova Southeastern University
Horvitz Administration Building, One-Stop Shop
3301 College Avenue
Fort Lauderdale, Florida 33314-7796

> **Office of the Registrar**
> Telephone: (954) 262-7200
> Fax: (954) 262-3256

> **Office of Student Financial Assistance**
> Telephone: (954) 262-3380
> Fax: (954) 262-3966
> Email: *finaid@nsu.nova.edu*

Admissions

All students applying to graduate programs housed in the Farquhar College of Arts and Sciences should contact the Office of Information Services:

Office of Information Services (OIS)
Nova Southeastern University
Mailman-Hollywood Building, Suite 100
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Phone: (954) 262-8361
Fax: (954) 262-7085
Email: *ois@nova.edu*

Required Documentation

To apply for admission to a graduate program housed in the Farquhar College of Arts and Sciences, prospective students must each submit

- completed online application
- $50 nonrefundable application fee (due at time of application)
- transcripts from all previously attended higher-education institutions
- official GRE report
- personal statement of approximately 500 words on the applicant's objectives in applying to the program
- three letters of recommendation
- M.A. in Writing applicants only: 20–25 page writing portfolio—a selection of the applicant's original academic papers, professional work-related writing, creative writing, and/or nonfiction prose

All required documentation must be submitted to Enrollment Processing Services (EPS) at the following address:

Enrollment Processing Services
Nova Southeastern University
Attn: Farquhar College of Arts and Sciences
3301 College Avenue
P.O. Box 299000
Fort Lauderdale, Florida 33329-9905

Prospective graduate students must submit all required application materials in order to be evaluated for admission. Official transcript(s) showing all post-secondary coursework to date must be submitted as part of these materials.

Transcripts
All final official transcripts—including notation of degree conferral—must be received no later than the last day of the drop and add period of the student's first semester in the program. Students may not register for a second semester without this documentation.

Also, award of financial aid and scholarship will be withheld pending final official transcripts. If final official transcripts are not received by this deadline, student admission may be rescinded.

Application Deadlines

Fall Semester Start

M.A. in Writing and M.S. in Experimental Psychology programs
Applications accepted online June 1–May 31 (prior to fall semester start)

Winter Semester Start

M.A. in Writing program only
Applications accepted online June 1–November 1 (prior to winter semester start)

For more information on a specific program's application deadline, contact an admissions counselor or refer to *www.fcas.nova.edu/programs/graduate.*

Transfer Credits

Following admission into a graduate program, and prior to the first day of class of the student's first semester of enrollment, a student may submit a petition to the program's director to transfer a maximum of six (6) graduate-level credits from another institution. Only courses with grades of "B" or higher will be considered for transfer credit. With the approval of the program director and dean of the college, transferred credits will contribute to the student's graduate degree credit requirements.

Delayed Enrollment and Reapplication for Admission

Applicants who apply for admission but do not complete the admissions process, and those who are admitted but have not yet attended NSU, may reactivate their applications within a period of 12 months after the intended semester of enrollment. For example, a student admitted for fall semester must enroll no later than the following fall semester. After the 12 month deadline, students must reapply for admission, and a new application fee will be assessed. Students who wish to apply for readmission must clear all financial and academic holds from their record before a readmission application is processed.

International Students

Applicants who attended or are graduates of foreign institutions must have coursework from the foreign institutions evaluated for U.S. institutional equivalence. International applicants are required to obtain a student (F-1) visa or an exchange visitor (J-1) visa. International students are not permitted to study in the United States on a visitor (B-2) visa. To apply, international student applicants must complete the online application form and submit a $50 nonrefundable application fee, following the program's application instructions.

Transcript Evaluation

Applicants with foreign credentials must have the equivalent of a United States high school diploma. Applicants should submit all secondary school and college-level transcripts and certificates and provide official English-language translations for any transcripts that are not already in English. Credits earned at non-U.S. institutions must be evaluated for equivalents by an outside agency. Applicants are responsible for all evaluation fees. Foreign coursework must be evaluated by an NACES-approved evaluation company, such as:

World Education Services
P.O. Box 745
Old Chelsea Station
New York, New York 10113-0745
Telephone: (212) 966-6311
Web: *www.wes.org*

Josef Silny & Associates
7101 SW 102nd Avenue
Miami, Florida 33173
Phone: (305) 273-1616
Fax: (305) 273-1338 fax
Web site: *www.jsilny.com*
Email: *info@jsilny.com*

Educational Credential Evaluators
P.O. Box 514070
Milwaukee, Wisconsin 53203-3470
Phone: (414) 289-3400
Email: *www.ece.org*

A complete list of NACES-approved evaluation companies can be found at *http://naces.org/members.htm*.

Academic Resources and Procedures

Academic Advising

The graduate program enrollment coordinator provides students with confidential academic, social, and developmental advising to ensure they receive the individual attention they need to succeed. It is strongly recommended that all students entering a program, changing specializations/concentrations, requesting transfer of credits, or attempting to meet specific renewal or certification requirements contact the enrollment coordinator before registering for classes. The enrollment coordinator additionally serves as a liaison and referral agent by helping students gain needed assistance from other NSU divisions or from the community.

Students should maintain regular contact with the enrollment coordinator throughout their academic career at NSU. Students are encouraged to consult with the enrollment coordinator if they believe their rights as students are being, or have been, violated. Students are also encouraged to discuss aspects of their education with faculty members, program administrators, and directors.

Enrollment Coordinator
Telephone: (954) 262-8361

Academic Requirements and Progress

To remain in good academic standing, students must maintain the required minimum grade point average (GPA) or higher on all credits attempted. Students receiving financial aid should also refer to the Office of Student Financial Assistance for information about minimum GPA requirements for financial aid programs. Some scholarship opportunities listed in *Scholarships and Grants for Graduate Students* may also have minimum GPA requirements.

Full-time graduate student status is six or more credits per semester. Graduate students are allowed a maximum of five years to complete their master's degree program.

Students must earn a minimum grade of "C" in each master's degree course in order for that course to apply toward the degree. Master's degree students must maintain a cumulative grade point average of 3.0 throughout the program. Students whose cumulative GPA falls below 3.0 will be placed on academic probation for one semester. Students on probation who fail to raise their GPA to 3.0 or higher will be dismissed from the program.

Students are not permitted to replace a course grade by repeating the course.

Students who are dismissed may not reapply for admission and are automatically dropped from all registered courses. Academic Dismissal from the university is final. Only documented, extreme extenuating circumstances will be considered in appeal and in petition to return. Students who wish to contest the decision for academic dismissal may do so by submitting an appeal within 30 days of the dismissal. If the student chooses not to appeal or the appeal is denied, the student can petition to return to NSU. The petition to return must be submitted in writing after two or more years have lapsed since the dismissal.

Letters of appeal and petitions should be submitted to the Office of the Dean. Decision will be given to the student in writing from the dean or the dean's designee. If a student's readmission is granted, the notation of dismissal will remain on his or her transcript, and the status will appear as "continued probation" upon readmission.

Notification and Appeals

A student who is academically dismissed will be sent a letter to his/her permanent mailing address. The student will have until the deadline specified in the academic dismissal letter to appeal to the Academic Progress Committee, which reviews appeals for dismissal. The committee includes faculty members from each academic division and a representative from the Office of Academic Services. Notification of decisions will be sent to the permanent mailing address of the student. If the appeal is approved, the student will need to contact the enrollment coordinator to register for the next available course start date. For more information, the student may contact the Office of Academic Advising or the Office of the Dean.

Course Evaluations

Course evaluations facilitate the collection of feedback from students about their classes—how they feel about course content, instructors' effectiveness, appropriateness of textbook selection, and other aspects. All evaluations are confidential and anonymous. Students are urged to be honest and constructive in their remarks. The course evaluation process is conducted completely online. Students must have an NSU email account to access the course evaluation Web site. Students may fill out online course evaluations beginning 14 days prior to the start of the session, term, or semester's exam week. Evaluations remain open to students for seven days.

Disability Services

Student Disability Services in the Office of Student Affairs provides information and individualized accommodations for students with identified disabilities. To be eligible for disability-related accommodations, students must have a documented disability as defined by applicable federal and state laws. Accommodations are available to students whose disabilities include, but are not limited to:

- Attention Deficit/Hyperactivity Disorders (ADHD)
- Learning Disabilities
- Psychological Disorders
- Visual Impairments
- Hearing Impairments
- Mobility Impairments
- Chronic Health Disorders

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by providing reasonable accommodations for individuals with a documented disability. It is the mission of the Office of Student Disability Services to provide accommodations, support services, and auxiliary aids to qualified students with disabilities to ensure equal and comprehensive access to University programs, services, and campus facilities.

For information about Student Disability Services, call (954) 262-7189 (800-541-6682, ext. 27189) or go to *www.nova.edu/disabilityservices*, where students may submit inquiries by selecting "Contact Us."

Dropping and Adding Classes

During the drop and add periods, students may modify their schedule by changing classes without any further implications. Students may withdraw from a class after the drop period has ended; however, the class will remain on the student's permanent transcript. Dropping a course may result in a refund for tuition paid and will not negatively affect GPA. However, students need to be cautious because dropping classes may affect the student's enrollment status and, therefore, eligibility for financial aid. If a student drops below half-time or full-time status, (whichever was the basis for financial aid awarded), the student may become ineligible for grant aid, loans, and scholarships which had been awarded prior to the drop. This may cause a reduction in certain types of financial aid

and, consequently, may result in a higher balance due. Graduate students in the Farquhar College of Arts and Sciences are considered half-time at 1–5 credits and full-time at 6–9 credits. Students receiving financial aid should consult a financial aid counselor before dropping or withdrawing from classes to ensure compliance with federal and state standards of academic progress. Student athletes should also contact the athletic compliance officer. For refund policies related to courses dropped, refer to the *Tuition* section of this catalog.

Dropping All Courses Prior to the Semester

Students who intend to drop all of their courses for an upcoming semester may not process the full drop through SharkLink. Students must contact the enrollment coordinator to process the full drop.

Drop and Add Periods

The first three weeks of each term comprise the drop and add periods. During the drop and add periods, the enrollment coordinator is required to process all transactions. During the first week, students may add and drop courses. Students who add classes after they have started are responsible for all course requirements. During the second week, students may only drop classes. Students who intend to drop all courses for a semester must meet with the enrollment coordinator to process the full drop.

Grading System

Grading Scale

Instructors assign grades based on criteria established in course syllabi.

Letter Grade	Description	GPA Equivalent
A	Excellent	4.0
A-		3.7
B+		3.3
B	Satisfactory	3.0
B-		2.7
C+		2.3
C	Marginal	2.0
C-		1.7
D+		1.3
D	Unacceptable	1.0
F	Failure	0.0
W	Withdrawn Without Penalty	
I	Incomplete	
P	Pass	
NG	No Grade (not assigned by instructor)	
AU	Audit	

Grade Point Average and Quality Points

A student's academic standing for a specific semester or term is indicated by grade point average (GPA). The GPA is calculated based on letter grades and attempted credits. Overall academic standing is indicated by the cumulative GPA (CGPA). GPA calculations include NSU coursework only, based on the following formulas and definitions.

- Quality points = A letter grade's numerical GPA value MULTIPLIED BY the number of credits assigned to the course
- GPA hours = Attempted credits, excluding withdrawals, successfully-completed pass/fail courses, and incompletes
- Current semester or term GPA = The total number of quality points for the semester or term DIVIDED BY the total GPA hours for the semester or term
- Cumulative GPA (CGPA) = Total quality points DIVIDED BY total GPA hours

Grade Reports

Student grades are disseminated online via SharkLink at *https://sharklink.nova.edu*. Legal provisions prohibit the release of personally identifiable information to anyone other than legally authorized persons. Students are permitted to inspect, review, and challenge such information as provided by law.

Incomplete

An incomplete grade (I) is awarded only in unusual circumstances. An incomplete grade may be given only when a student has satisfactorily completed at least 50 percent of the work in a course and when all remaining requirements can be completed within an agreed upon amount of time following the end of the course. In no event may such time exceed 16 weeks. If the student does not complete the coursework within the agreed upon time period, the incomplete automatically changes to the grade earned based on the work accepted by the instructor to date. A grade of zero will be factored in for any missing work. A student who is absent at the final examination without prior approval is normally not eligible to receive an incomplete grade.

Incomplete grades will be awarded before the end of the course upon the satisfaction of the following conditions:

1. The student has made a request of the instructor.
2. The student, the instructor, and the academic director/assistant dean have signed the contract for removal of an incomplete grade or agreed on its conditions via email.

Graduation—Degrees, Diplomas, and Commencement

Degree Conferral

Students are eligible for graduation when they meet the requirements listed in the *Graduate Student Catalog* in effect when they entered the university, unless a prior request to follow a more recent catalog has been approved. Degrees are conferred once a month, by the university's Board of Trustees once students have met all the criteria for graduation. The conferral date reflects the last day of the month in which the adviser approved the degree application. Once degrees have been conferred, transcripts and diplomas showing the awarding of the degree are sent to students by mail. Students must complete a degree application in order to be eligible for degree conferral. Students may apply for their degree online.

Commencement

Commencement is held once per year in June. It is not necessary for students to attend Commencement to have their degrees conferred. Degrees are conferred throughout the year.

Honor Societies

Sigma Tau Delta

Alpha Iota Nu is NSU's chapter of Sigma Tau Delta, the international English honor society. This honor society is open to both undergraduate and graduate English students. Sigma Tau Delta's goals are to recognize academic excellence of students of the English language and literature, as well as the accomplishments of professional writers. In order to be eligible for membership, students must be an English major or minor, have a minimum of a B average in English courses, rank at least in the highest thirty-five percent of their class, and have completed at least three semesters of college work. Contact the Farquhar College of Arts and Sciences Division of Humanities.

Psi Chi

Psi Chi, the U.S. national honor society in psychology, promotes excellence in scholarship and advances the science of psychology. Membership is open to undergraduate and graduate psychology students who meet minimum academic qualifications. Contact the Farquhar College of Arts and Sciences Division of Social and Behavioral Sciences.

NSU Student Handbook

The *NSU Student Handbook* addresses general university policies for NSU students, including student life, student rights and responsibilities, university policies and procedures, and NSU resources. The current *NSU Student Handbook* is located at *www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf.*

Online Resources

Nova Southeastern University handles much of its business online. The NSU Web site *www.nova.edu* provides links for current students to access most of the NSU services.

Distance Education Support

Distance education students are provided with NSU computer accounts including email. Students, however, must obtain their own Internet service providers (ISP) and use their own computer systems (IBM-compatible PC or Apple Macintosh and an Internet connection). New students receive an orientation and extensive online technical support online access, online tools and methods, and library resources.

Online interactive learning methods involve Web-based course materials, the electronic library, and online activities that facilitate frequent student-professor interaction. Faculty members and students interact via online forums using threaded discussion boards, chat rooms, and email. Students submit assignments through a Web-based learning environment.

Online students have access to books, journal articles, microfiche, dissertations, index searches, catalog searches, and reference librarians. The online medical database collection at NSU is extensive and includes access to quality subscription services free of charge to the student.

SharkLink

SharkLink is NSU's online information portal. With a single username and password, it provides students access to their NSU email account, online courses and discussion groups, university announcements and calendar reminders, and student records. All students are assigned an NSU ID that uniquely identifies them and provides

them access to the NSU administrative system. In addition, students are assigned a SharkLink ID, which is also their NSU email name. SharkLink can be accessed at *https://sharklink.nova.edu*. To obtain an NSU ID and/or SharkLink ID, students should visit *www.nova.edu/resources/nsuidentity.html*.

Online Course Access
The university uses a secure course management platform for developing and delivering interactive courses and their components over the Web. Students are granted access to this platform based on registration for online courses. Students must use their SharkLink login and password in order to access their online courses. All online students must use this platform when communicating with their program. Course communication will be done through the particular course that the student is attending.

NSU Email
All official NSU business, such as information on accounts, financial aid, class emails, etc., is done through students' NSU email accounts. Students can access NSU email by logging into SharkLink. Students' SharkLink ID serves as their NSU email name.

Technical Help

The Online Computing Help Desk of NSU's Office of Information Technology provides telephone and email support to NSU students, faculty, and staff. Support services include assistance with connecting to NSU's online computing systems; navigating through NSU's Web-based learning environment and course management platform; resolving Personal Identification Number (PIN) issues; supporting wireless computing on campus; and configuring various software programs such as Microsoft Outlook, Netscape Navigator, and Internet Explorer. Contact the Help Desk at (954) 262-4357 (800-541-6682, ext. 24357) or *help@nsu.nova.edu*.

Problem Resolution Procedures

Nova Southeastern University is committed to maintaining policies and procedures supportive of the student community. Students must follow specific policies and instructions described in this catalog, in the *NSU Student Handbook*, and in course schedules, program brochures, information sheets, and periodic special mailings.

Formal problems or grievances fall into three categories: harassment or discrimination grievances, academic grievances, and administrative grievances. Detailed instructions on how to submit an academic or administrative grievance are described below.

Types of Grievances

For specific information on grievance procedures, refer to the Levels of Appeal for Problem Resolution chart. When filing a grievance, students should make every effort to document their claim.

Harassment or Discrimination

Discriminatory conduct based on such factors as ethnicity, religion gender, national origin, disability, age, ancestry, marital status, sexual orientation, pregnancy, unfavorable discharge from the military, veteran status, or political beliefs, including but not limited to, violations under all federal and state laws, rules, regulations, and/or acts including, but not limited to, Title VII, Title VI, Title IX, Title II, Title III, Americans with Disabilities Act and the Rehab Act are unacceptable and prohibited in the university.

Students who feel discriminated against by another student, an NSU faculty or staff member, or an employee, should contact the appropriate academic or administrative director, not the person providing the service or instruction. Students also may contact the university Title IX coordinator, Gay Holliday, Ed.D., associate dean of student affairs, at (954) 262-7280.

Grade Disputes

Faculty members handle grievances involving the fairness of a grade. Students unable to resolve the grade dispute with a faculty member should contact the academic director of the division responsible for the course, who will make a final decision on the fairness of the grade. For specific contacts, see the *Levels of Appeal for Problem Resolution* chart. Grade disputes will not be permitted to proceed any further unless evidence of discrimination or a violation of rights can be demonstrated.

Academic Grievances

Academic grievances are related to classroom and instructor activity. For academic matters, students should follow the academic grievance process as indicated in the *Levels of Appeal for Problem Resolution* chart, which indicates the specific contacts for academic grievances.

Administrative Grievances

Administrative grievances are related to academic policies and administrative actions. For administrative grievances, students should follow the academic grievance process as indicated in the *Levels of Appeal for Problem Resolution* chart, which indicates the specific contacts for academic grievances.

Grievance Time Limitation

Grievance procedures must be initiated in a timely fashion no later than the end of the semester following the occurrence of the grievance issue. The student may forfeit all rights under the grievance procedure if each step is not followed within the prescribed time limit.

Academic and Administrative Grievance Process

Procedures for academic and administrative grievances are outlined below. Specific contacts are indicated in the *Levels of Appeal for Problem Resolution* chart. Grievances must begin at the first level contact. Grievances brought to higher level contacts without previously going through the appropriate academic or administrative grievance procedure will be referred to the appropriate step in the process, thus delaying problem resolution. Students who are not sure of the appropriate university employee to contact about an academic or administrative issue should communicate with their adviser or refer to the *Levels of Appeal for Problem Resolution* chart.

Student Action Request (SAR)

Student Action Requests (SAR) are used to request waivers from specific university, college, or school policies under unusual circumstances. Students can officially request a waiver from a published academic policy by completing a SAR. Before a SAR is submitted, students should seek advice from the enrollment coordinator in an effort to resolve their issue of concern and determine if an official SAR is necessary. NOTE: If a SAR involves changing enrollment status, including dropping courses, the action may affect students' eligibility for financial aid.

How to Submit a Student Action Request
The following information must be included in all Student Action Requests. Requests lacking the required information will not be reviewed. Students should consult with the enrollment coordinator before submitting a SAR. The SAR should then be submitted in person to the enrollment coordinator or be sent as a Word document from the student's official NSU email account if they cannot meet in person.

1. Student Name
2. Student ID number
3. Major/Program/Site Location
4. Day/Evening Phone Number
5. Mailing Address
6. Email Address

7. Problem: Provide an explanation of the problem and include any pertinent documentation as support.
8. Action Requested: Provide an explanation of the requested action. Include the referring page in the current Graduate Student Catalog for the policy in question or any other relevant information, including specific courses or terms.
9. Prior Action Taken: Provide a list of all individuals contacted about the problem, including their departments.

For more information on submitting a Student Action Request, students can visit *www.fcas.nova.edu/services/ advising/studentactionform.cfm*.

Procedure for Submitting Academic and Administrative Grievances

Academic grievances involve course-related issues originating from classroom or instructor activity. When formal grievance steps are perceived necessary, students have a right to a fair process and hearing without fear of retribution. Because grievances can often seem adversarial, it is recommended that students pursue local or departmental resolution to problems and discuss problems with appropriate parties before resorting to formal grievance steps. Academic difficulties in a class, for example, should always be discussed first with the faculty member teaching the class.

Problems that cannot be resolved with the faculty member or party involved should be discussed with an adviser who may be able to help students pursue an additional step in the process.

If the issue concerns the fairness of a grade, students should refer to *Grade Disputes*, previously discussed in this Problem Resolution Procedures section.

Step One: Meet with the faculty member or party involved
Students should discuss their grievance with the appropriate faculty member or party involved no later than the end of the semester following the occurrence of the grievance issue.

Step Two: Meet with the adviser/enrollment coordinator
Students who feel that their grievance was not satisfactorily resolved after meeting with the faculty member or party involved should meet with their adviser for guidance in submitting a formal complaint in writing, using a Student Action Request (SAR).

Prior to submitting the request, students should carefully read and be aware of any consequences if the grievance involves changes in enrollment status. It is also essential that students maintain copies of relevant documentation (emails, medical documents, etc.) sent to the enrollment coordinator or other NSU personnel. For detailed instructions on submitting a SAR, students should refer to the preceding Student Action Request section in this catalog.

After receiving, reviewing, and signing the SAR, the adviser will send it to the appropriate party for a decision. Once a decision has been made, the decision will be communicated to the student at the address on record or to the NSU email address.

Step Three: Appeal to the college's associate dean
After receiving the decision to the SAR, if students feel that based on their expectations the issue was not satisfactorily resolved, they may appeal in writing to the associate dean. The appeal should consist of a letter explaining the reason that the students are requesting the exception to policy and should contain official documentation to support the request. After the appeal is reviewed, students will be sent a written reply from the associate dean. The response will be sent to the student's address on record or to the NSU email address.

Step Four: Final appeal
Students who feel that their issue is still unresolved after receiving the decision of the associate dean, may submit a final appeal, in writing, to the dean. Students will receive a formal response either by mail to the address on record or to their NSU email account. This decision is final and binding and cannot be appealed.

Levels of Appeal for Problem Resolution

Types of Grievances	Farquhar College of Arts and Sciences
Harassment or Discrimination	Refer to Title IX Coordinator Gay Holliday, Ed.D., Associate Dean of Student Affairs, at (954) 262-7280
Grade Dispute	1. Faculty 2. Academic Director
Academic Grievance	1. Faculty 2. Enrollment Coordinator—SAR 3. Associate Dean 4. Dean
Administrative Grievance	1 Party Involved 2. Enrollment Coordinator—SAR 3. Associate Dean 4. Dean

Registration

All students must have at least provisional admission status, be officially registered, and pay tuition and fees in order to attend class and receive a grade. Students should register for the fall, winter, and summer semester during the open registration period. Students should register for all courses they intend to complete within a semester and not wait until the semester has started to register for part of a term. Registering for the entire semester allows the NSU Office of Student Financial Assistance to properly process and disburse the student's financial aid. An official grade will not be recorded and credit will not be given for anyone who attends class as an unregistered student. For information on dropping, adding, or withdrawing from classes, refer to the *Dropping and Adding Classes* or *Withdrawal from Classes* sections of this catalog.

It is recommended that all first-time, new student registration be completed online with the guidance of the enrollment coordinator (over the phone or in person).

Any returning student with a hold on his or her account must work with the enrollment coordinator to have the hold removed prior to registering online.

NSU employees enrolled in a graduate program must work with the enrollment coordinator to complete the paperwork necessary to register.

Web registration is accessible through SharkLink at *https://sharklink.nova.edu*. A valid NSU Personal Identification Number (PIN) is required to register online. To receive a PIN, students should call (954) 262-4850 (800-541-6682, ext. 24850) or visit *www.nova.edu/cwis/technology.html.*

Registration Schedule

Open Registration

Each semester at NSU consists of two terms or sessions, but only one open registration period (see *Academic Calendars* for dates). Open registration ends ten calendar days before the start of a semester. During open registration students should meet with the enrollment coordinator to review class schedules. Timely registration ensures availability of seats in required classes, reduces the risk of financial aid problems, and decreases demand for last-minute advising appointments.

Late Registration

Open registration ends ten calendar days before the start of the semester. Students who initially register for semester classes after the open registration period are considered to be registering during late registration and must pay a late registration fee. The late registration fee applies to all courses and all terms within the semester. However, it does not apply to schedule adjustment (drop/add) changes during each term's drop and add periods. The late registration fee will be waived for students newly enrolled that semester. Dropping courses does not result in a refund of late fees. Special permission from the academic division is required for any registration after the start of the term. Students who register late for classes are responsible for all course requirements.

Appealing the Late Registration Fee—Farquhar College of Arts and Sciences
Students of the Farquhar College of Arts and Sciences who wish to appeal the late registration fee should send an email to *saf@nsu.nova.edu* from their NSU email account. Students should provide their name, NSU ID number, major, term, name of any other individuals contacted, and a detailed explanation of why they feel they should not have to pay this fee. Upon receipt, students will receive confirmation that their email has been received and any additional information needed will be requested at that time.

Each appeal will be reviewed according to the following criteria:

1. Is the student a new student?
2. Did the student register for any courses, for the relevant term, prior to the deadline?
3. Does the student have a valid reason for being unable to register prior to the deadline?

Appeals will be reviewed by the director of the Office of Operations. Appeals that fail to meet minimum criteria will be denied and the student will be notified by email. Students may appeal a decision to the dean by providing additional written justification for reversal to the Office of Operations. The decision by the dean is final. Students will receive notification, via NSU email, if a petition for reversal has been approved.

Closed Classes

Enrollment capacity for each class is carefully determined to reflect the physical limitations of the classroom or lab as well as the subject's most effective learning and teaching environment. Once a class has been filled and closed to further registration, students should meet with the enrollment coordinator for help adjusting schedules and choosing alternative classes that meet degree program requirements.

Students may appeal to register for closed classes under exceptional circumstances. Student appeals must be made in writing to the academic director of the division in which the course is offered by the enrollment coordinator. Appeals should not be directed to course instructors. Academic directors review appeals and may consult instructors when considering such requests. All appeals must explain why no alternative class will support the student's degree requirements, explain why the student was unable to register for the class when space was available, and include a written endorsement from the enrollment coordinator (e.g., by email).

Appeals will only be considered up to the date of the first class meeting. If a student appeal is granted, the academic director will authorize the enrollment coordinator in writing (e.g., by email) to register the student. However, the registration must be processed within 24 hours of the director's notification. If the registration is not processed within that time period, the authorization is removed and the student's space in the closed class may be released to another student.

Scholarships and Grants for Graduate Students

Scholarships and grants are available to students from various sources within the university, as well as from external public and private organizations.

The first step for students interested in financial aid of any kind is to visit the NSU Office of Student Financial Assistance online at *www.nova.edu/financialaid* for information about deadlines for the Free Application for Federal Student Aid (FAFSA) and other necessary financial aid applications. This Web site also provides up-to-date details on institutional, external, and international scholarships. NSU's Office of Student Financial Assistance administers government financial aid grant and loan programs as well as university-wide financial aid programs that include NSU grants, loans, scholarships, and student employment. The Office of Student Financial Assistance also maintains resources to help students locate funding and plan the financial aspects of their education. For additional information, contact the Office of Student Financial Assistance at 800-806-3680 or (954) 262-3380, email *finaid@nova.edu*, or visit the One-Stop Shop located in the Horvitz Administration Building.

All college and university scholarships and grants are combined with other federal and state financial aid programs to help meet students' financial needs. Eligibility requirements vary. Students should note that changes in enrollment during a semester may affect eligibility for awards with minimum course load requirements (e.g., that require students to be enrolled full time).

Student Conduct—Academic Integrity

Students should refer to the *NSU Student Handbook*'s full Code of Student Conduct and Academic Responsibility. Conduct standards, supplementary standards, and university policies and procedures are handled by the NSU Office of the Dean of Student Affairs or by the individual colleges and schools, as deemed appropriate.

Academic Conduct versus Other Conduct

Nova Southeastern University has established clear expectations regarding student conduct and academic responsibility. When these standards are violated, significant disciplinary action can be expected, including expulsion from the university. Students are expected to abide by all university, college, school, and program rules and regulations as well as all federal, state, and local laws. Students are also expected to comply with the legal and ethical standards of their chosen fields of study. Violations of academic standards are handled by the Office of the Dean in individual colleges and schools.

Academic Integrity in the Classroom

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. Faculty members are committed to uphold the standards of academic integrity as described in the *NSU Student Handbook*. They do their utmost to prevent academic misconduct by being alert to its possibility. If academic misconduct is detected, the faculty member communicates with the student and takes appropriate grade actions within the scope of the course. Faculty members report all violations of academic honesty to their college/school administration. Depending on the severity or reoccurrence of the academic misconduct, academic leadership can impose institutional sanctions. Deans, associate deans, or directors, at their discretion, may immediately suspend students pending a hearing on charges of violations. Sanctions may include disciplinary probation, suspension, or expulsion, including notation on the student's academic transcript. Students found responsible for violations of academic integrity have the option of appealing the sanctions.

Tuition and Fees

Students should refer to the *NSU Student Handbook* for more information about tuition payment policies and health insurance requirements.

Tuition and Fee Chart 2013–2014

Application Fee	$50
Registration Fee (per semester)	$25
Late Tuition Payment Fee (per semester)	$100
Student Services Fee (per semester)	$150 (1–3 credits) $300 (4 or more credits)
Graduate Program Tuition (per credit hour)	$540 M.A. in Writing Program $580 M.S. in Experimental Psychology Program
Materials and/or Lab Fee	variable where applicable
Application for Degree Processing Fee (diploma only)	$100
Transcript Fee	$10
Cap and Gown Fee	assessed at time of graduation
Room Rate (per semester, varies based on occupancy)	Contact Residential Life and Housing at (954) 262-7052 or visit *www.nova.edu/reslife* for specific room rates and meal plans.
Meal Plan (per semester, declining balance)	

Late Payment Fee

Students with any balance unpaid by the thirtieth day of the semester will be assessed a $100 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.

Consequences for Nonpayment

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

- Identify those students who have still failed to meet their financial obligation at the end of each 30-day period
- Notify those students of their failure to pay
- Forward to the program office the names of all students in delinquent status for the program office to take appropriate administrative action. Those students who fail to meet financial obligations shall not receive any academic credit for the coursework taken.

Tuition Refund Policies

Refunds of Tuition and Fees

Pro-rated tuition refunds are limited to the first two weeks of each term (during the add/drop period) according to the policies outlined for the program. All fees will be refunded to students prior to the first day of classes for a

semester. Non-attendance does not constitute an official drop. Students must formally drop courses in order to be eligible for a refund. Contact the enrollment coordinator for assistance.

Processing of Refunds

For tuition refund requests to be considered, students must provide written notification to the enrollment coordinator. Refund amounts are based on the date of written notification, such as the date of sent email (must be from an NSU email account) or postmark for mailed requests. For general registration, drop/add, and withdrawal policies, refer to *Academic Policies and Procedures*.

Refunds for Expelled Students

Students who are expelled from NSU will not receive tuition refunds.

Refunds for Course Cancellations

The university reserves the right to cancel any course or section when registered enrollments are low. The university will refund 100 percent of tuition and any associated class fees for courses that are cancelled. If a student registered for only one course, the registration fee and student services fee will also be refunded.

Exceptions to Refund Policies

Refunds or credits to student accounts may be considered after the drop period if proof of exceptional circumstances exists. Students should contact the enrollment coordinator with questions about exceptional circumstances. Requests for refunds must be made during the same semester in which courses are scheduled.

It is the student's responsibility to provide all necessary documentation. The enrollment coordinator will forward requests to appropriate directors for consideration. See also the *Problem Resolution Procedures* section in Academic Resources and Procedures.

Graduate Refund Policy

Tuition is charged on a per-credit basis. Refunds for dropped classes are given according to the following schedule based on calendar days:

- Drops through the seventh day of term in which the class begins: 100 percent
- Drops during the eighth through fourteenth days of term: 75 percent
- Drops during the fifteenth through twenty-first day of term: 50 percent
- Withdrawals after the twenty-first day of term: no refund

Veterans' Education Benefits

Standards of Academic Progress

A student receiving veteran education benefits must maintain Satisfactory Academic Progress (SAP). Program policies vary, and standards for SAP are published at *www.nova.edu/sap*. A student who, at the end of the SAP evaluation period, has not met SAP, may file an appeal based on extenuating circumstances. With an approved appeal, a veteran student may receive certified veteran education benefits on a probationary basis. If the student does not meet SAP by the end of the probationary period (one evaluation period), the student's veteran education benefits will be terminated.

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

Credit for Prior Training (CPT)

Nova Southeastern University complies with federal regulations for veterans' training in that it is mandatory for all veterans' benefit recipients to report either prior education and/or training. A student receiving veterans' benefits who has previous postsecondary educational training/experience must request official transcript(s) to be sent to the university. If the transcript has not been received prior to the end of the student's second term at Nova Southeastern University, the student cannot be certified for veterans' benefits for the upcoming term. The student can be certified for veterans' benefits only after the transcript has been received. The school will evaluate the student's previous training and/or experience and grant credit as appropriate. Should credit(s) be accepted and/or granted, the tuition and training time will be reduced proportionately, with the student eligible for veterans' benefits and VA so notified.

Student Conduct

All students are expected to comply with the legal and ethical standards of this institution. Academic dishonesty and/or nonacademic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institutional documents and/or academic credentials.

The institution reserves the right to require a student to withdraw at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory. Students who feel their rights have been denied are entitled to due process.

Withdrawal from Classes

Students may withdraw from a class after the drop and add periods have ended. Withdrawn courses will remain on student transcripts with a notation of W, but will not affect the student's GPA. For information about the drop and add periods, see *Dropping and Adding Classes*. For the tuition refund schedule during drop and add periods, refer to the *Tuition and Fees* section. Contact the appropriate office (i.e., Financial Aid, Bursar's Office, Loan Disbursing Office) to determine the exact nature of how changes will affect financial and academic standing.

Students may initiate a withdrawal from a course after the first two weeks from the start of the course. Students may withdraw from a course with no financial refund or credit up until the end of the week following the halfway point of the semester or term, depending on the course length. Students may withdraw up until the end of the ninth week of a semester for a 16-week course. For exact dates, refer to the *Academic Calendars* section.

There is no financial refund if a student withdraws from a course. Total credits attempted are not reduced by course withdrawals, nor does this action affect current term financial aid. Withdrawing from a course limits the number of possible credits earned, which may affect future required academic progress.

Not attending classes does not constitute official withdrawal. A student who stops attending classes will receive grades based on course requirements and work completed.

Withdrawals cannot be processed in SharkLink; students who plan to withdraw from a course must notify the enrollment coordinator. Withdrawal forms must be received and processed by academic divisions prior to withdrawal deadlines.

International Students

Changes in enrollment status may affect eligibility for student visas and immigration status.

Withdrawal from the University and Leaves of Absence

Students who plan to withdraw from all courses during a semester and leave the university must contact the enrollment coordinator before withdrawing. Students who withdraw from the university must formally apply to be considered for readmission at a later date.

Leaves of Absence

Students who require a leave of absence for less than one year may return and continue their programs without reapplying to the university. If students have not registered for coursework for more than one year, they must reapply for admission and their major program's required curriculum will be reevaluated according to the most recent requirements as listed in the most current NSU *Graduate Student Catalog*. Students should note that any leave of absence may affect eligibility for financial aid.

If there is an interruption in studies of more than one calendar year from the end of the last semester enrolled, the student must abide by the NSU *Graduate Student Catalog* in effect upon return, or to requirements approved by the student's academic program director.

Thesis Requirements and Guidelines

The Thesis

The thesis represents the culmination of a student's work in a master's degree program at the Farquhar College of Arts and Sciences. Completing the thesis demonstrates that the student can work independently, integrate discipline-specific information, and respond to feedback.

The thesis may take one of the following forms:

Research Thesis: Student designs, conducts, and reports findings from qualitative, quantitative, or mixed methods research projects.

Theoretical Thesis: Student examines a well-focused question or problem through an informed context that is critical, theoretical, and/or historical.

Creative Thesis: Student produces one extended work or a collection of works of fiction, nonfiction, or poetry. All creative theses should include substantial explanation of the student's evolution as a writer and placement of thesis work in an historical or literary context.

Technical Thesis: Student produces a substantial manual, guidebook, scholarly or professional Web site, white paper, report, or grant proposal.

Thesis projects, formats, and credit requirements are specific to the student's area of study. Thesis details should be finalized with the thesis adviser. The thesis process should include the following three phases.

Phase One: Selecting a Committee and Writing a Proposal

Advising Committee

For guidance throughout the research and writing process, students first select a thesis adviser. The thesis adviser must be a full-time NSU faculty member in the student's discipline. Ideally, the thesis adviser will have expertise that is relevant to the student's area of study. In consultation with the adviser, students then select additional faculty members to be a part of the thesis committee.

Experimental psychology students must select two additional committee members. At least one of these must be a member of the college's full-time psychology faculty, and the other committee member may be any NSU faculty member.

Writing students must select only one thesis committee member, who must be a member of the college's full-time faculty.

The thesis adviser meets regularly with the student to set goals, review drafts, and ensure progress. Committee members give feedback on the proposal and the final draft, as well as evaluate the Thesis Defense.

Writing a Thesis Proposal and Submitting an IRB Application

After selecting a committee, the student must write a short proposal describing the theoretical background, proposed methods, timeline, and budget (if applicable) for the thesis project and submit it to the committee for approval. Under consultation with the committee, the proposal is reviewed to ensure feasibility, clear focus, and potential for development. When the proposal has been approved by the committee members, the student and committee members sign the Thesis Proposal Approval Form (can be obtained from a faculty adviser), and the committee authorizes the student to complete the IRB application form (if applicable). Students should initiate the thesis IRB application process as early as possible, as the process can be time consuming. The necessary requirements and forms are available at *www.nova.edu/irb/manual/forms.html*.

Once completed, the student submits the Thesis Proposal Approval Form and the IRB application (if applicable) to the director of the respective academic division within the college for review and approval.

Phase Two: Research, Data Collection, and Writing the Thesis

Thesis research and data collection should occur according to the approved timeline and IRB specifications (when applicable).

The student should meet with his/her thesis adviser regularly during all phases of the project (especially during the writing phase) and demonstrate consistent progress in the development of the thesis. During the writing process, the student should seek feedback from the adviser and committee member(s). Careful revisions with input from thesis committee members contributes to the production of a publication-worthy document. Revision is considered complete when additional changes would result in minimal improvement of the document.

In the latter stages of writing, line edits should be implemented to make the writing clear, cohesive, and grammatically correct. Documentation should be accurate and conform to the most recent updates of documentation style required of the student's discipline.

Prior to the defense, the student submits final copies of the project to each committee member and to the division director.

Phase Three: Thesis Defense

After the student has submitted final copies of the thesis, he/she will schedule a Thesis Defense, with the thesis committee's approval. **The thesis defense must take place during the student's final semester of the program**

(fall or winter semester only). The student and the thesis adviser should discuss appropriate presentation of the project prior to the defense. The defense will be before the graduate faculty and an audience of other students and invited guests. During the event, the student summarizes the project, presents the major findings, and addresses questions from the thesis committee. If appropriate, the student may give a reading. The student's presentation of the project and answers to these questions will be considered as part of the assessment of the thesis project. After the committee finishes asking questions, audience members will have the opportunity to ask questions of the student.

After the Thesis Defense, the committee members will assess all parts of the project and decide whether or not to recommend approval of the thesis. The committee may require that the student complete further work or revisions following the defense. If approval is recommended, the committee will complete the signature page, and the student will submit the thesis for final approval by the division director. Finally, the student will submit one copy of the final thesis to the respective academic division director to be bound and become part of the university's thesis archive. This copy must adhere to the Thesis Format and Style Guidelines in this catalog.

Important Deadlines

	Fall Semester	Winter Semester	Summer Semester (M.A. in Writing only)
Final Thesis Proposal Approval	May 1	November 1	January 1
Final Copies of Thesis Due	October 1	March 1	June 1
Final Defenses Scheduled	November 1–7	April 1–7	July 1–7

Thesis Format and Style Guidelines

Students must adhere to the following Thesis Format and Style Guidelines.

After successful completion of the Thesis Defense, each student will complete the following steps.

1. Make all final revisions and prepare one final manuscript according to the following guidelines.

    - The manuscript should be double-spaced in Times New Roman, 12-point font.
    - The left margin should be 1.5".
    - All other margins (top, right, and bottom) should be 1".
    - Page numbers should be placed in a header: top right, ½" from the top, numeral only.
    - Front matter should be prepared.

2. Submit an electronic copy of the manuscript, including front matter, in one document to the chair of the respective master's degree program. The chair will review the formatting and alert student to any necessary changes.

3. Once the manuscript has been approved by the chair, the student will:

    - Submit one final electronic copy to the chair that will become part of the academic division's digital thesis archive.
    - Print one copy of the complete manuscript, including front matter, on 100% cotton fiber paper. The signature page must include original signatures. This copy should be submitted to the division director, will be bound, and will become part of the academic division's thesis archive.

If the student would like to have a bound copy, he/she must submit an additional manuscript, including front matter and original signatures, and a check for the total amount. Interested students should ask the chair for current pricing information. All manuscripts should be submitted at the same time.

Master of Arts in Writing Program

Degree Requirements

The Master of Arts in Writing degree program provides students with a foundation in rhetoric, research, and the evolution of the English language. Students develop expertise in a variety of professional and creative writing genres, and they have the opportunity to study teaching writing. Students can go on to careers in writing, publishing, and education; work as professional writers for magazines, newspapers, and businesses; and pursue a variety of Ph.D. programs of study.

Master of Arts in Writing Learning Outcomes

The successful M.A. in Writing graduate is expected to:

1. Write in multiple genres for diverse audiences using professional-level conventions;
2. Create texts employing professional-level rhetorical strategies;
3. Conduct professional-level research;
4. Produce a master's thesis of publishable quality.

Master of Arts in Writing Curriculum

Major Requirements (30 credits)

Core Courses (9 credits)
WRIT 5010   Research Methods (3 credits)
WRIT 5200   Grammar and History of the English Language (3 credits)
HUMN 5000   History and Theory of Rhetoric (3 credits)

Elective Courses (15 credits)
Select 15 credits from the following courses:
WRIT 5000   Professional and Public Writing (3 credits)
WRIT 5020   Poetry Writing Workshop (3 credits)
WRIT 5030   Fiction Writing Workshop (3 credits)
WRIT 5040   Screenwriting Workshop (3 credits)
WRIT 5050   Autobiography and Memoir Workshop (3 credits)
WRIT 5060   Writing Literary Nonfiction (3 credits)
WRIT 5100   Teaching Writing (3 credits)
WRIT 5400   Technical Writing (3 credits)
WRIT 5550   Feature Writing (3 credits)
WRIT 5600   Science & Nature Writing (3 credits)
WRIT 5700   Travel Writing (3 credits)
WRIT 5800   Editing, Layout, and Design (3 credits)

Thesis (6 credits)
WRIT 6000   Master's Thesis (3 credits, repeatable)

Course Descriptions

HUMN—Humanities

HUMN 5000 History and Theory of Rhetoric (3 credits)
A survey of both theories and practices in rhetoric from the classical Greek and Roman eras to the present. The course will study rhetorical theorists ranging from Plato, Augustine, Aristotle, and Quintilian to Toulmin, Foucault, Derrida, and Kristeva, emphasizing the influences and trends in rhetoric over time.

WRIT—Writing

WRIT 5000 Professional and Public Writing (3 credits)
This course offers an advanced study of professional writing strategies for public documents, including documentation and research, proposals and reports, argument and persuasion, layout and design, and writing and etiquette within electronic media.

WRIT 5010 Research Methods (3 credits)
This course offers writers opportunities to practice various qualitative, quantitative, textual, and historical research methods.

WRIT 5020 Poetry Writing Workshop (3 credits)
An advanced poetry writing workshop focusing on the art and craft of poetry within a collaborative, peer-review environment. Development of metaphorical structure and metrical language exploration of the universal in individual human experience will be particularly emphasized.

WRIT 5030 Fiction Writing Workshop (3 credits)
An advanced fiction writing workshop focusing on the art and craft of fiction within a collaborative, peer-review environment. Students will hone the techniques and tools of the fiction writer, such as a plot, narrative strategy, character, and motif.

WRIT 5040 Screenwriting Workshop (3 credits)
This workshop style class will examine the narrative structure and mechanics of the screenplay, as well as its creation and history. Particular emphasis will be on idea generation, plot development, screenplay format, writing treatments, scene construction, dialogue, and character development.

WRIT 5050 Autobiography and Memoir Workshop (3 credits)
This workshop style course focuses on the art and craft of autobiographical and memoir writing, by reading representative authors, understanding strategies used to represent the self in memory, and writing autobiographical/memoir pieces.

WRIT 5060 Writing Literary Nonfiction (3 credits)
This course focuses on reading and developing writing strategies for true-life stories in the nonfiction tradition exemplified by such writers as Agee, McPhee, Didion, Krakauer, and Sedaris, with particular emphasis on understanding and experimenting with the boundaries on non-fiction prose.

WRIT 5100 Teaching Writing (3 credits)
An introduction to teaching composition on the secondary and college undergraduate levels; methods of teaching composition based on modern theories of rhetoric, reading, language acquisition, and pedagogical strategies.

WRIT 5200 Grammar and History of the English Language (3 credits)
A study of the structure and development of the English language from Old English to Modern English, including changes in word forms, meanings and sounds, syntax and grammar.

WRIT 5400 Technical Writing (3 credits)
This course focuses on developing techniques for writing reports, descriptions, instructions, graphic arts, and other types of writing in formats appropriate to the scientific or technical working world. Students will practice explaining technical issues to various audiences, analyze technical objects and processes, and write reports, technical manuals, and user instructions. The course will emphasize writing understandable, concise language, integrating text and graphics, and designing documents.

WRIT 5550 Feature Writing (3 credits)
This course offers students practical instruction in writing publishable features for print magazines and newspapers, as well as for electronic news and entertainment sources.

WRIT 5600 Science and Nature Writing (3 credits)
This course focuses on the particular genre of science and nature writing. Students research, write, and understand marketing for articles on subjects such as astronomy, genetics, health, and the environment for newspapers, magazines, e-zines, and journals.

WRIT 5700 Travel Writing (3 credits)
This course focuses on the particular genre of travel writing, focusing on the history and forms of the literary travel essay and writing about travel for the book and magazine market.

WRIT 5800 Editing, Layout, and Design (3 credits)
This course focuses on the acquisition of skills for editing and layout of print and electronic publications, such as marketing materials, newsletters, magazines, and websites. These skills include copyediting, desktop publishing, project management, graphic design, typography, and layout using relevant software.

WRIT 6000 Master's Thesis (3 credits)
Research and writing for M.A. in Writing thesis. Repeatable up to 12 credits. Prerequisite: written permission of division director.

Master of Science in Experimental Psychology Program

Degree Requirements

The Master of Science in Experimental Psychology degree program provides students with a strong academic foundation in the theories and concepts of experimental psychology. Through focused coursework and the experience of mentored independent research, students are equipped with comprehensive skills in scientific inquiry and research methodology. These skills may prepare students for admission into a doctoral program in psychology or for career opportunities that include teaching and research in industrial, government, private consulting, health care, and community settings.

Master of Science in Experimental Psychology Learning Outcomes

The successful M.S. in Experimental Psychology graduate is expected to:

1. Demonstrate knowledge of major concepts, theories, and supportive research in the four non-clinical foundational areas of experimental psychology (biological, cognitive, developmental, and social psychology) and in experimental design and analysis;
2. Apply research skills in at least one area of experimental psychology by carrying out an independent piece of research in at least one area of experimental psychology with collaboration from a faculty mentor;
3. Demonstrate the ability to write experimental reports using APA format and language of the discipline.

Master of Science in Experimental Psychology Curriculum

Major Requirements (36 credits)

Core Courses (12 credits)
PSYC 5100   Behavioral Neuroscience (3 credits)
PSYC 5200   Cognitive Psychology (3 credits)
PSYC 5300   Developmental Psychology (3 credits)
PSYC 5400   Social Psychology (3 credits)

Required Methodology Courses (9 credits)
PSYC 5900   Psychological Quantitative Methods I (3 credits)
PSYC 5910   Psychological Quantitative Methods II (3 credits)
PSYC 5920   Research Methods in Experimental Psychology (3 credits)

Thesis (9 credits)
PSYC 6000   Master's Thesis (3 credits, repeatable)

Elective Courses (6 credits)
Select 6 credits from the following courses:
PSYC 5110   Sleep, Dreams, and Consciousness (3 credits)
PSYC 5120   Comparative Psychology (3 credits)
PSYC 5210   Sensation and Perception (3 credits)
PSYC 5310   Seminar in Self-concept Development (3 credits)
PSYC 5320   Seminar in Gender and Development (3 credits)

PSYC 5330	Seminar in Social and Personality Development in Childhood (3 credits)
PSYC 5410	Evolutionary Psychology (3 credits)
PSYC 5430	Interpersonal Perception (3 credits)
PSYC 5440	The Social Self (3 credits)
PSYC 5510	Personality and Individual Differences (3 credits)
PSYC 5520	Applied Behavior Analysis (3 credits)
PSYC 5600	History and Systems in Experimental Psychology (3 credits)
PSYC 5700	Grant Writing and Getting Published (3 credits)

Comprehensive Examination

Upon completing core content coursework as well as the first core methodology course, students must take and pass a comprehensive examination with a score of 70% or better. Students will have two opportunities to pass the comprehensive examination. Students who do not pass the comprehensive examination after the second attempt will be dropped from the degree program. This examination is designed to measure acquired knowledge in the core content areas of the program as well as basic research methodology. The questions will be developed by the psychology faculty members who teach in these areas.

Course Descriptions

PSYC—Psychology

PSYC 5100 Behavioral Neuroscience (3 credits)
This course emphasizes the principles of behavioral neuroscience, stressing the methods and rationales used to acquire information and reach conclusions about brain mechanisms underlying behavior. Students will survey topics related to the biology of psychology including: the basic anatomy of the nervous system, the normal physiological functions of the nervous systems, cellular electrophysiology, behavioral disorders, and brain diseases. The course also reviews current research on the role of biological basis of behavior. The relative contribution of heredity and environment will also be examined.

PSYC 5110 Sleep, Dreams, and Consciousness (3 credits)
The focus of this course is to provide students with an in-depth introduction to the biological and behavioral features of various states of consciousness, with a focus on sleeping and dreaming, as well as on several altered states of consciousness. Neural correlates of consciousness form the core of the course.

PSYC 5120 Comparative Psychology (3 credits)
This course will explore research on animal behavior conducted in the field and lab by psychologists, biologists and anthropologists. The course will cover the comparison of behavior and cognition across a broad range of animal species. Includes phenomena, principles, mechanisms, theories, and research techniques. Applications of evolutionary theory emphasized and implications for humans explored.

PSYC 5200 Cognitive Psychology (3 credits)
This seminar reviews historical and current research in cognition. Topics include literature from cognitive psychology, cognitive neuroscience, cognitive development, and social cognition. Students in this course are expected to take an active role in class and express their ideas and opinions in class.

PSYC 5210 Sensation and Perception (3 credits)
In this course, students are introduced to the relationship between the process of transducing physical energy into neural energy. This class will also review the interpretation of sensation.

PSYC 5300 Developmental Psychology (3 credits)
This course is designed to provide graduate students with a broad overview of current theories and research in developmental psychology. The focus of this seminar is the examination of development during infancy and childhood, including biological, cognitive, social, emotional, and cultural aspects. In particular, we will focus on theories, research, and applications for everyday interactions and contexts to garner an appreciation and understanding of normative and non-normative patterns of development. The principal goal of this course is to help students develop foundational knowledge about child development, and also to develop analytical skills for evaluating and conducting developmental research.

PSYC 5310 Seminar in Self-Concept Development (3 credits)
This course will examine theory and research on self-concept development. Current issues will be identified and relevant theoretical and empirical work critically examined. Students will gain a comprehensive overview of the field as well as an introduction to a number of specific empirical areas of research related to the psychological study of self-concept development. Readings will be assigned from both the developmental and the social psychology disciplines, with the goal of integrating information from these two sources so as to identify promising future directions as well as current trends in the field. Prerequisite: PSYC 5300 and PSYC 5400.

PSYC 5320 Seminar in Gender and Development (3 credits)
This course introduces students to theories and research on gender role expectations and their influence on the psychosocial developmental experience of men, women, and children. This course will examine the impact of gender and gender role systems on developmental processes. Students will survey contemporary theory and research on gender systems and roles and the impact of gender on psychosocial development and relationship processes. Current gender research will be applied to understanding self-concept, achievement, work, relationships, and violence. Students will gain a comprehensive overview of the field as well as an introduction to a number of specific empirical areas of research related to the psychological study of gender role development. Prerequisite: PSYC 5300.

PSYC 5330 Seminar in Social and Personality Development in Childhood (3 credits)
This course will survey theory and research in the field of social and personality development. The general goal of the course is to provide an introduction to the scientific study of processes in personality and social development with an emphasis on basic theory and research rather than applied topics such as child rearing and educational practices. Prerequisite: PSYC 5300.

PSYC 5400 Social Psychology (3 credits)
This course is designed to provide graduate students with a broad overview of current theories and research in social psychology. This course will review, in detail, the scientific study of how people's thoughts, feelings, and behaviors are influenced by the real or imagined presence of other people. Topics such as self-perception, judgment and decision-making, rationalization, attitude change, conformity, social influence, obedience, attraction, love, aggression, violence, altruism, deception, nonverbal communication, and prejudice will be covered.

PSYC 5410 Evolutionary Psychology (3 credits)
This course serves as an overview to the theoretical approach of evolutionary psychology as well as a survey of the major topics areas that have been approached from an evolutionary perspective. Adaptationism, the theoretical approach that understands present-day behavior and mental processes as products of past Darwinian selection pressures, is central to this course. Students are expected to develop the ability to evaluate adaptationist hypotheses, to understand the fundamental differences between the evolutionary approach and traditional social science approaches (esp. tabula rasa behaviorism), and to recognize/avoid the common errors of naïve adaptationism. As such, the course will also present necessary information from the field of evolutionary biology (intragenomic conflict, special design criteria, the evolution of sex, etc.).

PSYC 5430 Interpersonal Perception (3 credits)
This course examines the psychological processes involved in our perception of others' behavior, personality, and affective states. The goal of the course is to provide students with a broad survey of the factors that influence the way in which we perceive people, and to give students experience with the methods with which experimental psychology investigates these issues. Readings are from such diverse fields as nonverbal communication, social cognition, empathy, gender studies, cognitive development, and personality psychology.

PSYC 5440 The Social Self (3 credits)
This course is a study of the social construction of identity. The focus of the course centers on (a) an analysis of identity from early theorists (e.g., James, Mead and Cooley) to more contemporary theorists, and (b) the various social elements of individuals' lives that contribute to a sense of self.

PSYC 5510 Personality and Individual Differences (3 credits)
This course serves as an overview to the study of inter-individual variation among humans and is, therefore, a complement to most psychology courses, in which the content is based on the group means from relevant studies. Much of the course will be devoted to personality theories, but variations in intelligence (e.g., 'g' factor intelligence), sexuality (e.g., sexual orientation), emotions (e.g., emotional lability), and localization of brain function (e.g., lateralization of language comprehension) will also be given thorough treatment.

PSYC 5520 Applied Behavior Analysis (3 credits)
This course introduces students to ABA through readings, lecture, homework assignments, and exercises; the content, although applicable to the normal population, relates specifically to people with developmental disabilities. The students will learn about basic principles of behavior and how to apply them to produce effective, ethical, and meaningful change in the behavior of people they support. The students learn how to assess the functions or causes of behavior, develop interventions appropriate to those functions, design behavior intervention programs, and assess their effectiveness.

PSYC 5600 History and Systems in Experimental Psychology (3 credits)
This course will introduce students to the development of modern psychological thought beginning with the Greeks. While some topics such as dualism, will be discussed in terms of earlier origins, the emphasis will be upon the development of post-renaissance concepts such as mechanism, determinism, and empiricism. The origins of the scientific method and the early attempt to apply this methodology to the psychological issues will also be presented from several perspectives. Particular attention will also be given to the antecedents, formal developments and ultimate fate of the major schools of thought in contemporary psychology.

PSYC 5700 Grant Writing and Getting Published (3 credits)
Students in this course will learn how to research and identify potential grant sources and develop the skills needed to successfully write competitive grant proposals. Students will practice writing and reviewing proposals, with specific concentration on the following components: (a) statement of need/ rationale, (b) implementation strategies, (c) outcomes, (d) personnel, (e) evaluation, and (f) budget.

PSYC 5900 Psychological Quantitative Methods I (3 credits)
This course will focus on the theory and application of the most commonly used parametric statistical methods in Psychology. Specifically, this course will explore the relationship between advanced statistical methods and psychological research methods by providing students with an advanced understanding of the univariate methods commonly used for the analysis of behavioral data.

PSYC 5910 Psychological Quantitative Methods II (3 credits)
Study of multiple-response, multi-factor regression analysis, multivariate analysis of variance, alternative models in factor analysis, moderator/mediator effects, dyadic data analysis, and statistical classification methods.
Prerequisite: PSYC 5900

PSYC 5920 Research Methods in Experimental Psychology (3 credits)
This course covers the methodological tools used in psychological research studies, with specific emphasis on observational, correlational, experimental, and quasi-experimental designs. Students will develop testable hypotheses, design a quantitative experimental research study, and use APA-format to write a report similar to those found in professional psychological journals.

PSYC 6000 Master's Thesis (3 credits)
In this course, the student will conduct and report an extensive independent research project under supervision of a faculty advisor. As part of the master's thesis the student will develop scientific questions and hypotheses, study design, data collection, data analysis, interpretation of the results. The students will also write a report and successfully defend the study to the master's thesis committee in an oral colloquium. This course is repeatable.
Prerequisites: Permission of Division Director.