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College of Nursing
NOVA SOUTHEASTERN UNIVERSITY

NSU Florida

Student Handbook
2026-2027



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Nova Southeastern University Student Handbook

Institutional Governance

Foreword

This Student Handbook/Academic Catalog contains university-wide information, policies, and procedures applicable to all students for the academic year 2026–2027 and will remain in effect until superseded. This Student Handbook/Academic Catalog supersedes all prior versions, and the content of this Student Handbook/Academic Catalog shall govern and control any conflicts of information or policies in other university, college or program documents, directives, or website postings. The Student Handbook/Academic Catalog is the governing document for all university, college, and program-related information, unless expressly stated otherwise in an adjoining college and program student handbook. It is the responsibility of every student to be aware of, and compliant with, the policies and procedures of this Student Handbook/Academic Catalog. Failure to read and be cognizant of the content of this Student Handbook/Academic Catalog does not excuse students from adherence with NSU rules, policies, and procedures contained in it.

For the purpose of promoting its educational mission to foster an environment where students grow and flourish in intellectual achievement, NSU has the inherent right to preserve order, respect and tolerance, honesty and integrity, and uphold institutional consistency through the setting of academic and conduct standards and the prescribing of procedures for the enforcement of such standards. In addition to maintaining order and consistency, whenever possible, the university aims to utilize its disciplinary procedures as a developmental process. In accordance with this philosophy, educational assignments may be added to any disciplinary -sanction. The foundation underlying such student standards relies on the tenet that the exercise of individual rights must be accompanied by an equal amount of responsibility and accountability. This ensures that the same rights are not denied to others. By becoming a member of the university community, a student acquires rights in, as well as responsibilities to, the whole university community. These rights and responsibilities are included in this Student Handbook/Academic Catalog.

Students are required to comply with all NSU regulations as well as all local, city, county, state, and federal laws at all times. All students are subject to the policies and procedures as contained herein. The term “students” includes any individual enrolled in a course or academic program offered by NSU, whether in a degree-seeking program or not. In addition, any student residing in university residence facilities is subject to these policies and procedures and disciplinary sanctions for violations occurring within those facilities. Any act that constitutes a violation or an attempt to violate any of the policies or procedures contained herein may establish cause for disciplinary and/or legal action by the university. In circumstances where this Student Handbook/Academic Catalog defines a violation more stringently or differently than local/state law, the Student Handbook/Academic Catalog’s definition shall supersede. The university is not limited to or bound by the definitions contained in the local/state statutes or case law in addressing student academic or conduct violations.

Students are also subject to rules and regulations established by academic programs of the various NSU schools and colleges such as the Code of Student Conduct and Academic Responsibility. Students should familiarize themselves with their individual college and program academic, conduct, and professionalism standards, in addition to the information contained in this NSU Student Handbook/Academic Catalog.

Students who engage in conduct that is disruptive or endangers their own health or safety, or the health or safety of others, may be required to participate and make satisfactory progress in a program of medical evaluation and/or treatment if they are to remain at the university, reside in university housing, participate

in any program, service, or activity offered by NSU, or if their physical presence is to be permitted on campus or university properties will be referred to the NSU Student Behavioral Concerns Committee for determination as to the student's participation and progress in a particular program. NSU reserves the right to place conditions upon or require the withdrawal of a student from enrollment, university housing, or participation in any program, service, or activity offered by NSU, and/or to prohibit the student's physical presence on university campuses and properties when the student's continuation or presence therein, in the university's judgment, may compromise to the health or safety of the student or others. Policies and procedures associated with the Student Behavioral Concerns Committee can be found on the NSU Student Conduct website at *nova.edu/studentconduct/Student%20Behavioral%20Concerns%20Committee%20Policies.html*.

In lieu of, or in addition to, disciplinary action, NSU also reserves the right to impose fines, take legal action, rescind housing privileges, revoke study abroad privileges, withhold student records, revoke other privileges, and impose other measures as it deems appropriate based on the circumstances. Students should also be aware that disciplinary action may impact eligibility for scholarships or other institutional financial aid. Students may also be subject to disciplinary proceedings for acts committed before their admission and/or enrollment at NSU.

Reservation of Power

NSU's Student Handbooks and Academic Catalogs are not intended to form a contract or be part of a contractual agreement between NSU and the student, but rather provide guidance for academic and conduct standards and information as to the university policies and procedures. Handbooks and catalogs are deemed in effect upon publishing online and will remain in effect until superseded by either a new handbook/catalog or by a modified version, which is available at *nova.edu/student-handbook* and at *nova.edu/academics/course-catalog.html*. From time to time, it may be advisable for the university to alter or amend its procedures, policies, and/or the modality of instruction. NSU reserves the right to make such changes at any time. Reasonable notice may be furnished to the university community of any substantive change but is not required. It is the responsibility of each student to stay informed about any changes by reviewing them as published on the NSU website at *https://www.nova.edu/student-affairs/student-handbooks.html*.

The most current versions of the NSU Student Handbook and Academic Catalogs are published online and they supersede all previous online or printed versions of handbooks and catalogs. The currently published versions of each will control in the event of any ambiguity or conflicting policy with what may have been stated in an earlier version of the same. University policies are maintained in *PolicyStat* and will control in the event of any inconsistency or ambiguity with policies in this handbook or a catalog. Furthermore, the colleges, schools, departments, and academic programs may establish additional or more restrictive policies consistent with this handbook. Where such policies differ, the policy of the applicable college, school, department, or academic program will control, provided that it does not conflict with any applicable university policy maintained in *PolicyStat*.

Flexibility in Policies

University policies are intended to describe some of the expectations of members of the university community, as well as outline the university's community policies and programs. They are intended to be used as guidelines and do not create an express or implied contract which cannot be changed or modified. Circumstances not specifically addressed in university policies will be handled on a case-by- case basis by the appropriate official selected by the university. As the need may arise, the university reserves the right to, in its sole discretion, modify, revise, supplement, rescind, suspend, terminate, or change its policies, procedures, programs, activities, and services, in whole or in part, to the fullest extent permitted by law.

Glossary of Terms

For purposes of this handbook, the following terms shall have the meanings set forth below. These definitions apply throughout this handbook unless otherwise specified in a particular policy, college, or academic program.

Academic catalog / catalog: The official publication outlining academic programs, requirements, and policies for each college or academic unit.

Academic program: A course of study offered by a college or academic unit leading to a degree, certificate, or credential.

Admissions: The process by which an individual applies for and is considered for acceptance into an academic program at NSU, including the review of application materials, determination of eligibility, and issuance of an admission decision.

Business days: Monday through Friday, Eastern Standard Time (EST), excluding university-observed holidays.

Campus / NSU campus: Any property, facility, or location owned, leased, operated, or otherwise controlled by NSU, including the Fort Lauderdale/Davie campus and all regional campuses and instructional sites.

Campuses / NSU campuses: Collectively, all campuses, instructional sites, and facilities owned, leased, operated, or otherwise controlled by Nova Southeastern University, including the Fort Lauderdale/Davie campus and all regional campuses.

Code / Code of Student Conduct and Academic Responsibility: The university's standards, policies, and procedures governing student conduct, academic responsibility, violations, disciplinary processes, and related sanctions.

College or Program Policy: Policies adopted by a specific college, school, or academic program that may supplement or be more stringent than university-wide policies.

Committee: Any group formally established or authorized by the university, a college, or an academic program to review, evaluate, or make recommendations or decisions regarding student matters, policies, or procedures.

Designee: An individual authorized to act on behalf of a university official.

Disciplinary Action: Any action taken by the university in response to a violation of university policy, including, but not limited to, warnings, sanctions, suspension, or dismissal.

Enrollment: The status of a student who is registered for courses or otherwise officially participating in an academic program.

Handbook: The Nova Southeastern University Student Handbook, as amended from time to time.

Heath Colleges: The Barry and Judy Silverman College of Pharmacy, College of Optometry, College of Dental Medicine, Dr. Kiran C. Patel College of Allopathic Medicine, Dr. Kiran C. Patel College of Osteopathic Medicine, and Ron and Kathy Assaf College of Nursing.

Judicial Officer: The Dean of Students or the Dean's designee, authorized to administer and enforce the Code of Student Conduct and Academic Responsibility, including the review, adjudication, and resolution of alleged violations.

Jurisdiction: The authority of the university to enforce its policies and procedures.

Main Campus: The primary campus of NSU located in Fort Lauderdale/Davie, Florida.

Matriculation: is the official process of becoming a student at Nova Southeastern University, which occurs after the drop/add period of the first semester and/or part-of-term. Once a student has remained enrolled in their registered courses and is not dropped due to non-payment, course cancellation or roster reconciliation, they are considered matriculated effective the start of the first semester.

Most current version: The version of a policy or document as published on the university's official website, which shall control in the event of any inconsistency with prior or printed versions.

NSU email account / NSU email / NSU email address: The official university-issued email account assigned to each student (i.e., *@mynsu.nova.edu* and/or *@nova.edu*), which serves as the primary method of communication.

Off-campus email: Any email address not issued by NSU, including personal or external email accounts, which may be used by a student for communication but is not considered an official method of university communication.

Official communication: Any communication issued by the university through official channels, including the NSU email account, university websites, or other designated platforms.

Official University Website / NSU Website: The university's official website (nova.edu).

Registered Student Organization (RSO): Student organizations that are formally registered with and recognized by the Office of Campus Life and Student Engagement are designated as Registered Student Organizations (RSOs).

Regional Campus / NSU Regional Campus(es): Any NSU campus or instructional site other than the Fort Lauderdale/Davie (main) campus, including, but not limited to, campuses located in Florida and other domestic or international locations where NSU offers academic programs, services, or administrative functions.

Sanction: A consequence imposed as a result of a violation of university policy.

Student(s) / NSU student(s): Any individual enrolled in a course or academic program offered by Nova Southeastern University, whether in a degree-seeking program or not.

Student Group(s): A general term used to refer to student-based groups affiliated with or by the university. Student groups may include, but are not limited to, registered student organizations, clubs, student government organizations, ambassador groups, advisory groups, and other university-recognized student groups. Specific requirements, privileges, responsibilities, and recognition processes may vary by type of student group.

Unit Policy: A policy developed and implemented by a specific college, school, division, administrative unit, or program within NSU to address operational or academic needs specific to that unit. Unit Policies must align with and not contradict University Policies. For purposes of this Student Handbook, a Unit Policy may be referred to by the specific unit to which it applies, such as a college, school, or program policy.

University / the university / NSU: Nova Southeastern University, Inc.

University Official / Administrator: Any person employed by the university in an administrative, academic, or support capacity, including designees acting within the scope of their authority.

University Policy: Any policy adopted and maintained by NSU and published in official university materials or on the university's official website.

University Property: A policy that has broad applicability across NSU, governing institutional operations, academic and administrative functions, or stakeholder conduct. University Policies are developed to ensure consistent compliance with legal, regulatory, accreditation, or strategic institutional requirements and apply

to faculty, staff, students, and affiliated entities. These policies are approved by senior university leadership and maintained in NSU's centralized policy repository.

University-Sponsored Activity: Any event, program, or activity that is organized, funded, authorized, or supervised by NSU or any of its colleges, departments, or student organizations.

Violation: Any act or omission that is contrary to university policy.

Written Notice: Communication provided in writing, including electronic communication sent to a student's NSU email account or hard copy sent via postal mail.

About Nova Southeastern University

NSU's Vision

To be recognized as a leading professional-dominant, doctoral research university providing competitive career advantages to its students and fostering alumni and partnership connections.

NSU's Mission

The mission of Nova Southeastern University—a selective, doctoral research university—is to deliver academic programs in a dynamic, innovative environment. The university fosters academic excellence, leadership, integrity, and scientific, economic, and community contributions through engaging and empowering students, faculty, staff, alumni, and partners.

NSU Core Values

Student-Centered

Academic Excellence

Scholarship and Research Innovation

Opportunity

Community

Diversity

Integrity

NSU Board of Trustees

The Board of Trustees for Nova Southeastern University is comprised of community leaders who help to guide the university through fiscal and operational oversight to ensure student and institutional success and to foster its financial sustainability. For complete list, please visit *https://nova.edu/about/board-of-trustees.html*.

Accreditation

Nova Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate's, baccalaureate, master's, educational specialist, doctoral, and professional degrees. Nova Southeastern University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Nova Southeastern University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (*www.sacscoc.org).*

Campus Facilities

Nova Southeastern University operates multiple campuses in the Miami to Fort Lauderdale area, including

the Fort Lauderdale/Davie campus, the Oceanographic Campus in Dania Beach, and the Miami Campus in Kendall. The university has campuses in the Florida cities of Jacksonville, Orlando, Clearwater, Fort Myers, Miramar, and Palm Beach. There are also campuses in San Juan, Puerto Rico and Centennial, Colorado. In 2026, NSU opened its newest campus in Henderson, NV, which hosts our newest Certified Anesthesiologist Assistant (CAA) Program.

The campus in Fort Lauderdale/Davie is located on a 314-acre site 10 miles inland from the Atlantic Ocean and readily accessible via several highways and Florida's Turnpike. The campus is the central location for most of NSU's colleges, with state of-the-art classrooms, laboratories, patient simulation facilities, auditoriums, and computer centers.

NSU's campus includes educational facilities, athletic venues, residence halls, and performing arts theatres. In 2003, the university dedicated the 110,000-square-foot Jim & Jan Moran Family Center Village, a model for early education programs across the country. It also opened the Carl DeSantis Building, the 261,000-square-foot home of the H. Wayne Huizenga College of Business and Entrepreneurship, the Abraham S. Fischler College of Education and School of Criminal Justice, and the College of Computing, AI, and Cybersecurity.

In 2006, the University opened the Don Taft University Center, a 366,000-square-foot recreation, athletic, and arts complex at the Fort Lauderdale/Davie Campus. The center is home to the 4,500-seat Rick Case Arena, Chick-fil-A, a state-of-the-art gym, food court, and a performing and visual arts wing. The wing houses the Department of Communication, Media, and the Arts at the Halmos College of Arts and Sciences. It includes the intimate Black Box Theatre, art gallery, performance theatre, and additional rooms supporting theatre, music, art, dance, and other creative activities.

The Fort Lauderdale/Davie campus also includes the Rose and Alfred Miniaci Performing Arts Center, and the Alvin Sherman Library Research and Information Technology Center, which serves the university and the residents of Broward County in a unique private-public partnership and is home to the Alan B. Levan | NSU Broward Center of Innovation, the Cathy J. Husman Fine Arts Gallery, the Craig and Barbara Weiner holocaust Museum, and the Cotilla Gallery. NSU's library system, also includes the Martin and Gail Press Library, Panza Maurer Law Library, the William S. Richardson Ocean Sciences Library, and four junior K- 12 school libraries contribute to NSU's strong academic research environment.

Opened in September 2016, NSU's Center for Collaborative Research (CCR) is one of the largest and most advanced research facilities in Florida. The CCR provides wet and dry labs for NSU's innovative researchers, a General Clinical Research Center, an outpatient facility, a technology incubator offering partnerships with innovative companies, and the NSU Cell Therapy Institute. The CCR also houses NSU's Institute for Neuro-Immune Medicine; the AutoNation Institute for Breast Cancer; the David and Cathy Husman Neuroscience Institute and Cathy J. Husman ALS Center; the Gateway Brain Institute; NSU's Rumbaugh-Goodwin Institute for Cancer Research; NSU's College of Dental Medicine's Biomedical Institute for Oral-Systemic Integrative Sciences; the Emil Buehler Research Center for Engineering, Science and Mathematics; the U.S. Geological Survey (USGS), which partners with NSU on collaborative research.

Eight residence halls at the Fort Lauderdale/Davie Campus serve undergraduate and graduate students, including Mako Hall, a modern 608-bed apartment style residence hall constructed in 2019.

Also on the Fort Lauderdale/Davie Campus is the K-12 NSU University School, an independent, nonsectarian, college-preparatory school serving students from early childhood through grade 12 within a dynamic university setting. The school offers a rigorous, research-based curriculum enriched by access to university resources, experiential learning, innovation, and a strong emphasis on arts, athletics, and community service, all within a supportive environment that prioritizes personalized instruction and student growth across lower, middle, and upper school programs. University School is home to the Noel P. Brown Sports Center which was expanded and renovated in 2016. It has a state-of-the-art fitness center, two full-sized basketball courts, a volleyball court, and areas for physical fitness activities and programming.

NSU's Guy Harvey Oceanographic Research Center, located at the Oceanographic Campus opened in 2012 as, one of the largest facilities in the U.S. dedicated to research and the conservation of marine life. It includes state of the art classroom and laboratory spaces supporting the Halmos College of Arts and Sciences. The building also includes an auditorium, library, and computer lab.

The NSU Art Museum Fort Lauderdale boasts a permanent collection of more than 6,000 works, visual arts exhibits, arts curriculum, and educational programs in South Florida.

In August 2019, NSU relocated and opened the Tampa Bay Regional Campus in Clearwater, featuring a 325,000 square-foot, state-of-the-art facility and parking structure.

For a more information, please visit *https://www.nova.edu/facilities/*.

Colleges and Academic Units

Abraham S. Fischler College of Education and School of Criminal Justice, (954) 262-8500

Barry and Judy Silverman College of Pharmacy, (954) 262-1300

College of Computing, AI, and Cybersecurity, (954) 262-2031

College of Dental Medicine, (954) 262-7319

College of Optometry, (954) 262-1402

College of Psychology, (954) 262-5750

Dr. Kiran C. Patel College of Allopathic Medicine, (954) 262-1737

Dr. Kiran C. Patel College of Osteopathic Medicine, (954) 262-1400

Halmos College of Arts and Sciences

- Fort Lauderdale/Davie Campus, (954) 262-3600
- Oceanographic Campus, (954) 262-3600

H. Wayne Huizenga College of Business and Entrepreneurship, (954) 262-5000

Ron and Kathy Assaf College of Nursing, (954) 262-1813

Shepard Broad College of Law, (954) 262-6100

NSU University School

- Lower School: Grades JK–5, (954) 262-4500
- Middle School: Grades 6–8, (954) 262-4444
- Upper School: Grades 9–12, (954) 262-4400

NSU Campus Locations

Fort Lauderdale/Davie Campus
3300 S. University Drive
Fort Lauderdale, Florida 33328
Phone: 800-541-NOVA (6682)
Email: *nsuinfo@nova.edu*

Oceanographic Campus
8000 North Ocean Drive
Dania Beach, Florida 33004
Phone: 800-39-OCEAN
Email: *imcs@nova.edu*

NSU Regional Campuses

Colorado Regional Campus
6881 South Yosemite Street
Centennial, CO 80112
Phone: (954) 262-2582
Email: *nsu-regionalcampuses@nova.edu*

Fort Myers Regional Campus
3650 Colonial Court
Fort Myers, Florida 33913
Phone: (239) 274-6070
Email: *nsu-fortmyers@nova.edu*

Jacksonville Regional Campus
6675 Corporate Center Parkway,
Jacksonville, Florida 32216
Phone: (904) 245-8910
Email: *nsu-jacksonville@nova.edu*

Miami Regional Campus
8585 SW 124th Avenue
Miami, Florida 33183
Phone: (305) 275-2601
Email: *nsu-miami@nova.edu*

Miramar Regional Campus
2050 Civic Center Place, Third Floor Miramar, Florida 33025
Phone: (954) 262-9498
Email: *nsu-miramar@nova.edu*

Nevada Regional Campus
876 Seven Hills Drive
Henderson, Nevada 89052
Phone: (725) 444-2500
Email: *nsu-regionalcampuses@nova.edu*

Orlando Regional Campus
4850 Millenia Boulevard
Orlando, Florida 32839
Phone: (407) 264-5601
Email: *nsu-orlando@nova.edu*

Palm Beach Regional Campus
11501 North Military Trail
Palm Beach Gardens, Florida 33410
Phone: (561) 805-2100
Email: *nsu-palmbeach@nova.edu*

Puerto Rico Regional Campus
998 San Roberto Street San Juan, PR 00926
Phone: (787) 773-6501
Email: *nsu-puertorico@nova.edu*

Tampa Bay Regional Campus
3400 Gulf-to-Bay Boulevard
Clearwater, Florida 33759
Phone: (813) 574-5200
Email: *nsu-tampa@nova.edu*

NSU Health Care Clinics

The Health Care Centers serve as integral parts of the student training programs and bring health care service to resource- limited community.
16855 NE 2nd Avenue, Suite N400
North Miami Beach, FL 33162

This center provides the community with full-service, primary care/family-medicine.

Health Care Center at Covenant Village of Florida

9215 West Broward Boulevard
Suite 3105
Plantation, FL 33324
Phone: (954) 916-6585

This center provides convenient medical care so that residents can quickly receive the health care they need.

Sanford L. Ziff Health Care Center

3060 South University Drive
Fort Lauderdale, FL 33328-2018
Phone: (954) 262-4200

This primary care facility offers state-of-the-art full-service capabilities. It houses family medicine, pediatrics, internal medicine, geriatrics, student health, obstetrics/ gynecology, osteopathic manipulative medicine, nutritional services occupational therapy, and a pharmacy. It also offers physical therapy, sports medicine and rehabilitation, optometric clinic, and an optical dispensary.

Student Health Care Clinics (Walk-In Service)

Sanford L. Ziff Health Care Center
3060 South University Drive
Fort Lauderdale, FL 33328-2018
Phone: (954) 262-4200

The mission of the Student Medical Center is to provide quality healthcare services to our students. It is staffed by board certified physicians and physician assistants who provide primary care services including: physical exams, health care, immunizations, preventive care, general medical care, nutrition education and minor surgical procedures.

Audiology Clinic

Sanford L. Ziff Health Care Center
3060 South University Drive
Fort Lauderdale-Davie, FL 33328-2018
Phone: (954) 262-4200

The Audiology Clinic provides comprehensive hearing and vestibular services to patients of all ages. This faculty practice and community-care facility offers comprehensive audiology care within a teaching environment. Doctor of Audiology (Au.D.) students work beside faculty to provide service to patients. Patients and students develop a comfortable patient-provider relationship in a professional atmosphere with advanced technology and contemporary treatment programs.

Dental Medicine Patient Care Center

3050 South University Drive
Fort Lauderdale-Davie, FL 33328-2018
Phone: (954) 262-7500

Services are available to adults, children, adolescents, and elderly clients. All dental treatment meets or exceeds technical and ethical standards of care established by the dental profession. The college offers patients comprehensive and specialty care within a university setting. Patients choose from one of four affordable treatment options providing standard dental care, orthodontics, pediatric dentistry, endodontics (root canal therapy), periodontics (gum disease, implants), oral surgery (extractions), and prosthetics (complete and removable partial dentures, crowns, bridges).

Kids In Distress, Broward County

819 N.E. 26th Street,
Building C
Wilton Manors, FL 33305
Phone: (954) 567-5640

Individual, Couple, and Family Therapy Clinic

Maltz Building
3151 College Avenue
Fort Lauderdale-Davie Florida, 33314-7796
Phone: 954-262-3030

The clinic provides therapy to individuals, couple, and families. Clients can be seen by graduate students supervised by a licensed faculty supervisor for fee-for-service sessions or by licensed faculty in the insurance-based faculty practice.

The clinic's mission is to help clients find solutions to problems. Whether clients are navigating personal challenges, relationship concerns, or family transitions, the clinic partners with clients to discover meaningful solutions that support clients' goals and enhance overall well-being.

Physical Therapy

Don Taft University Center
3300 S. University Drive
Suite 1441b
Fort Lauderdale, FL 33328-2004
Phone: (954) 262-4149

Physical therapy provides treatment and preventive care for athletes and the community. Therapists help with all aspects of pain management in sports, and alternative therapies.

Occupational Therapy

Don Taft University Center
3300 S. University Drive
Suite 1441b
Fort Lauderdale, FL 33328-2004
Phone: (954) 262-4149

Occupational therapy assists patients of all ages with caring for themselves, participating in productive activities and interacting with others.

Speech-Language Pathology Clinic

7600 SW 36th St, Suite 200
Davie, FL 33328
Phone: (954) 262-7726

The Speech-Language Pathology Clinic conducts evaluations and treatment services for children and adults with speech, language, and communication delays and disorders. Faculty have expertise in developmental issues, autism, language & learning disabilities, stroke and disease, early intervention, stuttering, augmentative communication and cleft palate. Bilingual services are provided.

Sports Medicine Clinic

3300 S. University Drive
Suite 1433
Fort Lauderdale, FL 33328-2004
Phone: (954) 262-5590

The Sports Medicine Clinic is an interdisciplinary subspecialty of osteopathic medicine which deals with the treatment and preventive care of athletes, both amateur and professional. Our team includes primary care physicians, specialty physicians and surgeons, athletic trainers, physical therapists, coaches, dietitians, psychologists, strength and conditioning trainers, and of course the athlete.

The Eye Institute

3200 S. University Drive
Fort Lauderdale/Davie, FL 33328
Phone: (954) 262-4200

The Eye Institute provides primary eye care and pediatric/ binocular vision services to the urban community in the downtown area as well as the hospital district patients. Along with routine and emergency eye care, services for early detection and monitoring and treatment of glaucoma and other eye diseases are provided by student's supervised by experienced faculty members in the state-of-the-art facility. Specialty care, including vision training for children up to 12 years of age, is offered by the Eye Institute's pediatric sections. A wide selection of frames for both children and adults are available at reasonable cost on-site.

Center of Student Counseling and Well-being by Henderson Behavioral Health

3300 S. University Drive
Student Affairs Building, 3rd Floor
Fort Lauderdale/Davie, Florida 33328-2004
Phone: (954) 262-7050 or (954) 424-6911

Website: *https://www.nova.edu/student-counseling/https://www.nova.edu/studentcounseling/*

The NSU Center for Student Counseling and Well-Being by Henderson Behavioral Health offers a wide array of services and programs to support various aspects of student' well- being. These services include daily triage appointments for new students, medication management, and individual, couples, and family counseling. Additionally, we work with NSU Student Affairs to link students to psychoeducational programming and personal growth groups. Examples of what a student can focus on in counseling include but are not limited to: Academic & Career Development, Relationship Challenges, Adjustment to Student Life, Depression, Stress & Time Management, Problem Solving & Goal Setting, Test and Seminar Anxiety, Eating and Body Image, Anxiety, and Substance Abuse. Henderson is accredited at the highest level to provide student counseling services by the Commission on the Accreditation of Rehabilitation Facilities (CARF).

Services Offered

- individual counseling
- couples counseling
- family counseling
- psychiatric services

How to make an appointment

Please register for an appointment accessing the HSCS portal at *https://www.nova.edu/student-counseling/https://www.nova.edu/studentcounseling/*

Daily Triage/Screening Appointments are available.

Payment

Part-time and full-time students can participate in up to 10 sessions per year, and counseling sessions are available at no cost. If seeing the psychiatrist, students are charged a nominal fee. Insurance is accepted.

Hours of Operation

Monday	8:30 a.m. – 6:00 p.m.
Tuesday	8:30 a.m. – 8:00 p.m.
Wednesday	8:30 a.m. – 8:00 p.m.
Thursday	8:30 a.m. – 5:00 p.m.
Friday	8:30 a.m. – 6:00 p.m.

AFTER HOURS ON-CALL COUNSELOR: (954) 424-6911, available 24/7 (365 days per year): select #4 to connect to counselor.

NSU Pharmacy

The NSU Pharmacy provides free screenings to NSU students, employees, and the public on the third Tuesday of every month.

This full-service pharmacy is available to students and the community for all prescription needs:

- Prescription dispensing
- Compounding tailor-made medicines
- Disease management programs - diabetes, hypertension, anticoagulation, hyperlipidemia, and osteoporosis
- Dosage monitoring for patients with multiple prescriptions
- Herbal and nutritional counseling
- Wellness screenings

Student Medical Center

The mission of the Student Medical Center is to provide quality primary health care services to our collegiate populations. Services include physical exams, women's health care, immunizations, preventive care, general medical care, and minor surgical procedures.

NSU Campus Map

The interactive campus map is available at *https://maps.nova.edu*.

University-Wide Policies and Compliance

Statement on Student Rights and Responsibilities

As a community, NSU is committed to furthering scholarship, academic pursuits, and service to our society. All students have an opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

It is important that rights of NSU students be embraced by the university community and observed in the spirit of the university's mission. Certain qualities flow from membership in any academic community committed to such goals, including

- respect for others
- professionalism and collegiality in academic and social settings
- to live and/or attend classes in a physically safe campus environment
- the expectation of a positive living/learning environment
- the ability to initiate a complaint relating to the Code of Student Conduct and Academic Responsibility
- personal and intellectual freedom, which are fundamental to the idea of a university
- dedication to the scholarly and educational purposes of the university
- participation in promoting and ensuring the academic quality and credibility of the institution
- to provide service to our community and beyond
- to engage in service opportunities that enhance learning outcomes, both on and off campus
- to associate with student organizations of one's own choosing

Students are responsible for obtaining, learning, and observing the established university and academic center policies as listed in all official publications. All members of the NSU community should inform the appropriate university official of any violation of the Code of Student Conduct and Academic Responsibility.

Nondiscrimination Policy

NSU prohibits all forms of discrimination, harassment, and retaliation on the basis of race, color, national or ethnic origin, sex, pregnancy status, sexual orientation, gender, religion or creed, disability, age, genetic information, ancestry, marital or parental status, military service, veteran status, or political beliefs or affiliations, or any other protected characteristic or status under applicable federal, state, or territory laws in its educational programs, activities, admissions, employment, and operations, including federal aid and athletics.

Definitions:

Discrimination

Discrimination is different, unjust or prejudicial treatment of similarly situated individuals based on actual or perceived, legally protected characteristics described above, which excludes a person from participation, denies a person the benefits of, or otherwise adversely affects participation in an NSU program, activity or employment. Discrimination can also occur through harassment, the creation of a hostile environment, and/or retaliation.

Harassment

Harassment consists of unwelcome verbal, written, or physical conduct based on an actual or perceived, legally protected characteristic indicated above, that is so severe, pervasive or objectively offensive that it:

- has the purpose or effect of unreasonably interfering with the individual's work or educational performance,
- creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment, or
- unreasonably interferes with or limits one's ability to participate in or benefit from an educational program or activity.

Hostile Environment

The University will not tolerate the creation or existence of an environment that is hostile on the basis of a legally protected class described above. Such a hostile environment is defined as harassing conduct (e.g., physical, verbal, graphic, or written) related to an individual's protected class that is sufficiently serious to either (1) to interfere with or limit the ability of an individual to participate in or benefit from the University's programs and activities, or (2) to unreasonably interfere with an individual's work or academic performance by creating an objectively intimidating, hostile, or offensive work or learning environment.

Retaliation

Federal and state laws prohibit retaliation based on discrimination. No person nor the University may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by NSU's nondiscrimination policy, or because the individual has made a report or complaint, provided information, assisted, participated, or refused to participate in any manner in a discrimination investigation or proceeding.

Students may report claims of discrimination or harassment to the University in accordance with the Discrimination Grievance Procedures for students or file complaints with external agencies, including the U.S. Department of Education Office for Civil Rights, the Equal Employment Opportunity Commission, or for programs or activities receiving federal assistance from the U.S. Environmental Protection Agency, the EPA External Civil Rights Compliance Office.

The policy can also be found at *https://nova-int.policystat.com/policy/20930440/latest*.

Title IX / Sexual Misconduct Policy

NSU does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including admissions and employment. Inquiries about Title IX may be referred to NSU's Title IX coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Please visit *nova.edu/title-ix* to review NSU's Title IX policy and grievance procedures, to report information about conduct that may constitute sex discrimination, or to make a complaint of sex discrimination under Title IX.

Title IX and NSU's policy prohibit all forms of sex-based discrimination, including:

- Quid pro quo harassment by an employee
- Denial of access and hostile environment
- Sex offenses which may also be crimes, such as nonconsensual penetration/contact, dating/domestic violence, and stalking.
- Sexual or gender-based harassment
- Sexual exploitation

Retaliation is also prohibited. No one may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, provided information, assisted, participated or refused to participate in any manner in a Title IX investigation or proceeding.

For expanded definitions and examples of prohibited behaviors, the Title IX investigation and resolution procedures, Title IX resources, and the online reporting form, please visit the Title IX website at *nova.edu/title-ix*.

Complaints of sexual misconduct or other sex-based discrimination should be reported to:

Title IX Coordinator
titleIX@nova.edu
(954) 262-7858

Disability Accommodations

Student Accommodations Request Process Policy (Academic and/or Housing Requests)

Student Accommodations Request Process Policy (Academic and/or Housing Requests)

It is the student's responsibility to initiate the process for disability services. Requests for accommodations must be made in writing to the Office of Student Disability Services (SDS) and must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. The Office of Student Disability Services (SDS) will review the student's request and submitted documentation and notify the student as to the determination of the requested accommodations via the student's NSU email address.

If any student disagrees with the accommodation(s) determined by the Office of Student Disability Services (SDS), the student may appeal the decision to the university's Accommodation Appellate Committee, chaired by the Dean of Students or named designee. The process to file an appeal and the Appellate Committee Guidelines may be found on the Office of Student Disability Services (SDS) website (*nova.edu/disability-services/*). An appeal must be filed in writing from the student with the Office of the Dean of Students within ten (10) business days of the date on the SDS determination letter. This policy can also be found at *https://nova.edu/disability-services/accommodation-appellate-process.html*, where the most current version is maintained.

It is the student's responsibility to notify the academic program contact(s) of their intention to receive the determined accommodations and to follow any processes the student's academic program has established for implementing the approved accommodations.

Students acknowledge that any NSU-granted accommodation(s) are not retroactively applied. If and when, the Office of Student Disability Services (SDS) makes a determination for any approved accommodation(s), the academic program will implement the approved accommodations from the date on the SDS determination letter and/or the student's signed agreement memo date.

If any student disagrees with the accommodation(s) as determined by the Office of Student Disability Services (SDS), the student may appeal the determination to the university's Accommodation Appellate Committee, chaired by the Office of the Dean of Students. Please review the above information outlining the process for filing an appeal in accordance with the Appellate Committee Guidelines described below. Students also retain the right to waive any accommodation(s) while enrolled and are provided instructions as to the accommodation waiver request process during their intake meeting with SDS.

Academic Accommodation Appellate Committee Guidelines

1. A written, formal statement of the rationale for the appeal must be filed in writing from the student with the Office of the Dean of Students within ten (10) business days of the date of the SDS determination letter.

2. Upon receipt of the student's written, formal statement of the rationale for the appeal, the Office of the Dean of Students shall schedule a meeting of the Academic Accommodation Appellate Committee at a time and place convenient to the student and to the committee members. The student will receive a confirmed date for the scheduled Academic Accommodation Appellate Committee meeting within fifteen (15) business days upon receipt of the student's written, formal statement of the rationale for the appeal.

3. The student shall have the opportunity to present relevant documents to support the rationale for the appeal to the Chair of the Academic Accommodation Appellate Committee (or designee) for review and consideration by the committee members.

4. The student shall have the right to meet with the committee to present their appeal.

5. Proceedings of the committee shall be kept in strict confidence. As such, appeals are closed hearings. Accordingly, parents, family members, attorneys, or any other individuals who are not authorized participants may not attend or join the hearing.

The following are prohibited in all appellate hearings:

- any recording of the meeting by students. The Appellate Committee Chair (or designee) may conduct official minutes and/or a recording of the meeting.
- legal counsel.
- uninvited guests.

In reaching its decision, the committee may consult with recognized experts in the field of disability and/or organizations such as the Association on Higher Education and Disability (AHEAD).

The student shall be notified in writing of the decision of the committee with respect to the student's appeal within thirty (30) business days of the appellate hearing. All decisions of the committee are final and binding on the student without further appeal.

This policy can also be found at *https://nova.edu/disability-services/accommodation-appellate-process.html*, where the most current version is maintained.

Housing, Facility, and Grounds Accommodation Appellate Committee Guidelines

1. A written, formal statement of the rationale for the appeal must be filed in writing from the student with the Office of the Dean of Students within ten (10) business days of the date of the SDS determination letter.

2. Upon receipt of the student's written, formal statement of the rationale for the appeal, the Office of the Dean of Students shall schedule a meeting of the Housing, Facility, and Grounds Accommodation Appellate Committee at a time and place convenient to the student and to the committee members. The student will receive a confirmed date for the scheduled Housing, Facility, and Grounds Accommodation Appellate Committee meeting within fifteen (15) business days upon receipt of the student's written, formal statement of the rationale for the appeal.

3. The student shall have the opportunity to present relevant documents to support the rationale for the appeal to the Chair of the Housing, Facility, and Grounds Accommodation Appellate Committee (or designee) for review and consideration by the committee members.

4. The student shall have the right to meet with the committee to present their appeal.

5. Proceedings of the committee shall be kept in strict confidence. As such, appeals are closed hearings. Accordingly, parents, family members, attorneys, or any other individuals who are not authorized participants may not attend or join the hearing.

The following are prohibited in all appellate hearings:

- any recording of the meeting by students. The Appellate Committee Chair (or designee) may conduct official minutes and/or a recording of the meeting.
- legal counsel.
- uninvited guests.

In reaching its decision, the committee may consult with recognized experts in the field of disability and/or organizations such as the Association on Higher Education and Disability (AHEAD).

The student shall be notified in writing of the decision of the committee with respect to the student's appeal within thirty (30) business days of the appellate hearing. All decisions of the committee are final and binding on the student without further appeal.

This policy can also be found at *https://nova.edu/disability-services/accommodation-appellate-process.html*, where the most current version is maintained.

NSU Student Religious Holiday Policy

NSU, though a secular institution, values the varied backgrounds and beliefs of its student body, including expressions of faith. NSU recognizes that religious observances may result in potential conflicts between work-restricted religious high holidays and educational activities such as classes or scheduled examinations. NSU seeks to accommodate students with personal religious beliefs who wish to observe work-restricted religious holidays. The following provisions apply to all faiths and religious groups equally:

1. This policy applies to all NSU students.

2. Students will not be penalized for approved class absences due to work-restricted religious holidays. This policy does not apply to required attendance in the clinical care setting.

3. The university has developed an interfaith calendar that can be found online at *nova.edu/studentconduct/religious-holiday-policy.html*, which includes the recognized work-restricted religious holidays that have been approved by NSU. The calendar is published annually at least one month prior to the start of the fall semester. Approved absence requests for additional work- restricted religious holidays that are not included on the NSU interfaith calendar should be directed to the NSU Dean of Students at (954) 262-7281, who will evaluate the request, determine whether such religious accommodation will be approved, and notify the student and college/program of the outcome.

4. A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall complete the *Student Religious Work-Restricted Holiday Form* within ten calendar days prior to the Holiday. NSU reserves the right to change this time period. NSU may request documentation or information from the student's religious institution in order to establish a legitimate need for accommodation. Absences for travel associated with religious observances are not deemed approved absences for purposes of this policy. A student's absence request for a work-restricted religious holiday will not be approved if the student fails to provide requisite notice for the absence request and/or provide requisite documentation. The failure to obtain approval for an absence may result in a academic or administrative action from the college or program.

5. With appropriate advance notice and approval, accommodations will be provided. The type of

accommodation provided is within the discretion of the program and may vary by course or program depending on the nature and type of educational activity in conflict. An absence for the observance of a work-restricted religious holiday does not relieve students from responsibility for any part of the coursework required during the period of the absence, and missed work remains the students' responsibility to complete. It may not be possible to make up certain academic experiences, including, but not limited to, experiential group activities, as well as laboratory and clinical activities. Approved absences may extend program length or require repetition of a course.

6. It may not be possible to miss extensive periods of a scheduled academic class or experience (e.g., labs, residential institutes) due to the format of the program (e.g., weekends). Students should check the academic calendar prior to enrollment to determine whether they can meet the obligations of the program.

7. If a student's request is approved and the student believes the respective college or program is not complying with this policy, and/or if a student has any questions about this policy, please contact the NSU Dean of Students at (954) 262-7281.

NSU Interfaith Work-Restricted Religious Holiday Calendar

NSU recognizes that there are additional religious holidays and observances beyond those identified in this calendar. However, the NSU University-Wide Religious Holidays Policy and calendar are limited to those religious holidays that have been recognized as work-restricted religious holidays. Detailed information can be found at *nova.edu/student-conduct/religious-holiday-calendar.html*.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of education records and gives eligible students (aged 18 or older or entering college) and parents (if legally permitted and at NSU's discretion) certain rights with respect to the student's education records. NSU students have:

- the right to inspect and review their education records within 45 days of the university's receipt of a written request for access. Students should submit written requests to the Office of the University Registrar (*registrarstudentrecords@nova.edu*) and identify the record(s) they wish to inspect. The Office of the University Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
- the right to request an amendment to their education record if they believe it to be inaccurate or misleading. Students who believe that their education records contain information that is inaccurate, misleading or otherwise in violation of their privacy rights, may submit a written request for amendment of the education record to the Office of the University Registrar at *registrarstudentrecords@nova.edu*. The student will be notified in writing, within a reasonable time after receipt of the request, whether the record will be amended. If the university decides not to amend the record, the Office of the University Registrar will notify the student of their right to a hearing.
- the right to consent to disclosures of personally identifiable information within their education records, except where FERPA permits disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted (such as, attorneys, auditors, collection or loan servicing agents, the National Student Clearinghouse); clinical training sites; Board of Trustees members; or students serving on official committees (such as a disciplinary or grievance committees), or assisting school officials with their tasks.

- the right to file a complaint if they believe their privacy rights under FERPA have been violated. Complaints may be directed to the Student Privacy Policy Office (for internal resolution), or the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520.

Directory Information

NSU designates the following information in a student's education record as "Directory Information," which may be made publicly available and/or disclosed.

Student name	Dates of attendance
Local and home address	Degrees, honors and awards received
Telephone numbers	Enrollment status
Major field of study	Year in school
Participation in sports	Graduation date/anticipated graduation date
Place of birth	Email addresses
Photo ID	

Release of Student Information

Students may give consent for NSU to discuss and/or release information in their education record to a third party by entering that person's name, relationship, and type of information to be disclosed in SharkLink/Self Service Banner. The student may revoke or modify the consent at any time. Instructions on how to grant and/or modify consent are published on the Office of the University Registrar's website at *https://nova.edu/registrar/services/release-of-information.html*. Although students may authorize the release of information from their education records, the university is under no obligation to release such information unless required to do so by law or court order. Students may enter, review, or modify their consent via the online Release of Information Form at *nova.edu/roi* made available on the Office of the University Registrar's website.

Students may request to keep their Directory Information private by submitting a completed *Request to Keep Directory Information Private* form to the Office of the University Registrar. The form may be found at *https://nova.edu/registrar/forms/index.html*. Please note that doing so may have unintended consequences, such as the university not including the student on the Dean's List or in commencement programs; the university's inability to verify the student's details for prospective employers; and the university cannot communicate with the student over the phone. Completed forms may be submitted electronically, via DocuSign using the above link, mailed to the Office of the University Registrar, 3300 S. University Drive, Fort Lauderdale, FL 33328, or delivered to One-Stop Shop in the Horvitz Administration Building.

Deceased Student Records

Records of deceased students are made available to parents, spouses, executors/executrix, or other authorized parties upon a written request to the Office of the University Registrar. The request must state the specific need for the records and the requestor's relationship to the student; and include proof of authorization such as a court order appointing the executor or executrix and .an official copy of the death certificate if the university does not have prior or verified notice of the death. The university reserves the right to deny any record request in its reasonable discretion.

Additional Assistance

For further assistance on this matter, eligible students should contact the Office of the University Registrar at (954) 262-7200 or 800-541-6682 ext. 27200, or at *registrarstudentrecords@nova.edu*.

Healthcare Privacy (HIPAA) Statement

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires "covered entities" to abide by the regulations governing the privacy, confidentiality, and security of protected health information, defined as individually identifiable health information created, received, maintained, or transmitted at or by a covered entity, whether such information is electronic, written, or spoken. NSU is considered a "hybrid entity" for purposes of compliance with the HIPAA Privacy and Security Regulations, as NSU's business activities include both HIPAA-covered and non-covered functions. As such, NSU health clinics are required to comply with the HIPAA Privacy and Security Regulations, as well as policies implemented by NSU.

Pursuant to the HIPAA Privacy and Security Regulations, the HIPAA-covered health clinics at NSU that provide patient care have enacted privacy and security policies and procedures for patient health information. All workers at health clinics at NSU, including, but not limited to, faculty members, employees, and trainees, are responsible for following the policies and procedures implemented by the applicable health clinic at NSU. In addition, the HIPAA regulations require that NSU provides training to its health clinic faculty members, employees, and trainees with respect to its HIPAA Privacy, Security, and Research policies and procedures. NSU has developed a comprehensive online education program designed to comply with the HIPAA Regulations and to educate its workforce members and others who use, disclose and/ or access protected health information. Applicable health college and/or mental health college students and trainees will be required to complete the education program coordinated through their respective college/academic program. Violations of the NSU policies and procedures regarding privacy and security of protected health information will be reported to the appropriate supervising authority for potential disciplinary action, up to, and including, dismissal in accordance with the applicable college/academic program policies.

Further, NSU faculty members and students may be subject to the HIPAA privacy and security policies and procedures enacted by various non-NSU healthcare facilities in which they train. It is the responsibility of the faculty members and students to familiarize themselves with such policies and procedures upon entering each facility. Any questions concerning the HIPAA privacy policies can be directed to the HIPAA liaison of the faculty members/students' health clinic at NSU, the NSU chief privacy officer, or the NSU chief information security officer. Please see the NSU HIPAA Privacy Department website at *nova.edu/hipaa-privacy*.

Degree Conferral Process

Once students have completed all of the degree requirements, the earned NSU degree will automatically be conferred. Students with no academic or financial holds will be invited to participate in their college's commencement ceremonies, and each student's diploma, along with a complimentary academic transcript, will be mailed to the student's address on file. For more information, visit the registrar's website at *nova.edu/registrar/services/degree-conferral.html*

Image Use Statement

As part of the *Student Enrollment Agreement* (SEA), which students are required to read and accept with their first registration each year, students consent to the following Image Use Statement:

I permit and authorize Nova Southeastern University (NSU) and its employees, agents, representatives, contractors, and personnel who are acting on behalf of NSU to take and/or obtain my photograph, name, alias, video and/or audio recording, or other likeness of myself, or any combination thereof, at any public NSU-related events or at any public areas on NSU's property (hereinafter, "my likeness"). I further grant NSU permission to utilize my likeness for commercial purposes including publicity, marketing, and promotion for NSU and its programs, without compensation to me, to the extent permissible under the Family Educational Rights and Privacy Act (FERPA). I understand and consent to NSU copying, reproducing, and distributing my likeness in any media format. I further understand that my likeness may be subject to reasonable modification and/or editing and waive any right to inspect or approve the finished product or material in

which NSU may eventually use my likeness. I acknowledge that NSU owns a nonexclusive right to my likeness and understand that, although NSU will endeavor to use my likeness in accordance with standards of good judgment, NSU cannot warrant or guarantee that any further dissemination of my likeness will be subject to NSU's supervision or control. Accordingly, I release NSU from any and all liability related to the use, dissemination, reproduction, distribution, and/or display of my likeness in any media format, and any alteration, distortion, or illusionary effect of my likeness, whether intentional or otherwise, in connection with said use. I also understand that I may not withdraw my permission for use of my likeness which was granted.

Student-athletes are permitted to use, control, and commercialize use of their likeness in a wide range of activities name, image, and likeness activities (NIL), including, but not necessarily limited to,

- commercials/advertisements for products and services
- development and promotion of the student-athlete's own brand/business
- personal appearances
- promotion of student-athlete-run camps, clinics, and private lessons
- sponsored social media activities
- autograph sessions

In accordance with NSU's Student-Athlete Name, Image, and Likeness Policy, Section 1006.74, and current NCAA Division II Bylaws, NSU will not restrict student-athletes from the ability to commercialize use of their likenesses. However, NSU student-athletes shall not use NSU intellectual property in connection with their NIL activities unless the prior written permission of NSU has been secured in writing through an agreement granting specified rights. NSU intellectual property includes, but is not limited to, NSU's name, trademarks, service marks, logos, colors, symbols, apparel with university trademarks/logos, and uniforms, regardless of whether the intellectual property is registered. NSU may grant or refuse to grant permission in its sole discretion. Student-athletes may, in connection with NIL activities, state that they are a student-athlete at NSU and/or list their personal academic or athletic accolades. However, student-athletes shall not state or imply, directly or indirectly, that NSU is endorsing the NIL activity or any products or services associated with that NIL activity.

Force Majeure

The university's duties and obligations to the student may be delayed, suspended or modified, effective immediately without notice, during force majeure events, including, without limitation, any fire or other casualty, flood, earthquake, hurricane, lightning, explosion, strikes, lockouts, shortage of energy supplies, inclement weather, riots or civil commotion, act(s) of God, war, governmental action, act(s) of terrorism, infectious diseases, epidemic, pandemic, public health emergency, physical or structural dangers, or any other event, similar or dissimilar, beyond NSU's control, that in NSU's sole judgment may affect the health, safety or welfare of the university community or operations. If such an event occurs, NSU's duties and obligations to the student (including its delivery and format of classes, student housing and dining, campus facilities and related services, activities, and events) may be postponed, canceled or modified until such time as the university, in its sole discretion, decides it is safe to reopen or resume normal operations. Under no circumstances, except as otherwise required by federal or state law, will NSU be obligated to refund, reduce or credit any portion of tuition, housing, meal plans, fees, or any other cost or charge attributable to any location, delivery modality, or service affected by any such force majeure event as described herein necessitated by act(s) of God, university, academic or health and safety decisions, and/or any situations outside of the university's control. This includes, but is not limited to, any suspensions to or changes from in-person, on-campus education, services and/or activities to remote services, activities, and/or remote learning. By choosing to enroll or study at NSU, students agree to these terms.

Any decisions by the university to provide a refund or credit, in whole or in part, of any fee or other charge,

in the event of a campus closure, suspension, or other change to the delivery format of education, activities, housing, dining, and/or services shall be in the university's discretion and shall not create an expectancy that any individual is legally entitled to such refund or credit or that it will be provided in any other instances.

For additional information regarding emergency preparedness and response, including hurricanes, please refer to the NSU Public Safety website and the Comprehensive Emergency Management Plan available at *nova.edu/public-safety/cemp.html*.

General Administrative Policies and Guidelines

A.1 Alcohol Policy

NSU, as an institution of higher education, is dedicated to the well-being of all members of the university community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), NSU endeavors to prevent substance abuse through programs of education and prevention. NSU recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is NSU's policy to work with members of the NSU community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. NSU also recognizes that the possession and/or use of certain substances is illegal. NSU is further obligated to comply with all local, state, and federal laws. The policy governing the use of alcohol by students at NSU is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by individuals younger than 21 years of age.

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

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

3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the *Residential Living Guide*.

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

5. The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages.

Any violation of these laws may result in disciplinary action, including, but not limited to, probation,

suspension, or expulsion from the university.

Guidelines for the Use of Alcohol at University Student Events

NSU functions, in which students are invited, may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Vice President for Student Affairs.

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

One-quarter hour before the approved ending time of the event, ticket sales will stop.

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

An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined when the request for the event is submitted for review/approval.

No organization or individual may purchase beer or wine for an event. No other alcohol is permitted.

A full-time university employee will be present during an event at which beer and wine are served. If the faculty adviser of the organization is not available, the organization must identify which other university employee will be attending the event. The organizational contact of the event must be present during the entire event as a point of contact for the university.

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

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

Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.

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

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

A.2 Relationships Involving Supervision or Authority Policy

The University seeks to maintain a learning environment that is fair, respectful, and free from conflicts of interest or unequal power dynamics. To that end, employees are prohibited from engaging in or pursuing a romantic, intimate or sexual relationship with a student over whom they have direct supervision, instruction,

evaluation, advising, coaching, discipline, residential oversight, employment supervision, or any other professional responsibility or authority.

It is the responsibility of the employee to disclose to University administration if a consensual romantic, intimate or sexual relationship exists or develops between the employee and a student, so the University can address any actual, potential or perceived conflict of interest. Students are encouraged to report concerns about favoritism, coercion, retaliation, or boundary violations arising from such relationships to the Title IX Coordinator or another appropriate University official.

A.3 Drug-Free Schools and Campuses

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

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs* and alcohol are prohibited, in—and on—NSU-owned and/or controlled property and as a part of any NSU or student activities. No NSU student shall report to class while under the influence of any illicit drugs or alcohol. The possession of paraphernalia for unlawful drug use is also prohibited.

* The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician. However, in accordance with federal law, NSU does not permit the possession or use of marijuana on NSU property or during NSU-sponsored activities. As such, the possession or use of medical marijuana, even if authorized under state law, is prohibited on NSU property and during NSU-sponsored activities.

Any NSU student determined to have violated this policy will be subject to internal process and/or referral for prosecution by the appropriate authorities and other sanctions such as evaluation/treatment for drug use disorder (which may include mandatory completion of a drug/alcohol abuse rehabilitation program) or other university sanctioning up to, and including, expulsion.

There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or coworker has a problem with abuse of drugs and/or alcohol, help can be provided at programs at NSU and in the community. Additional information is available on the Office of Student Conduct website *nova.edu/studentconduct*.

NSU Programs	Community Programs
Center for Student Counseling and Well-Being For an appointment, call (954) 424-6911 or (954) 262-7050. Student Affairs Building, 3rd floor 3300 S. University Drive Fort Lauderdale, FL 33328-2004 *nova.edu/studentcounseling*	**Florida Department of Education, Office of Safe Schools** 325 West Gaines Street, Room 1444 Tallahassee, FL 32399 (850) 245-0416 • *SDFS@fldoe.org fldoe.org/safe-schools*
Healthy Lifestyles Guided Self-Change Program For an appointment, call (954) 262-5968 or email *gsc@nova.edu.* 3300 S. University Drive Fort Lauderdale, FL 33328-2004 *nova.edu/gsc*	**Florida Department of Children and Families Substance Abuse Program Office** 2415 N. Monroe Street, Suite 400 Tallahassee, FL 32303 (850) 487-2920 *myflfamilies.com/service-programs/substance-abuse*

	Broward Behavioral Health Coalition 3521 W. Broward Boulevard Lauderhill, FL 33312 (954) 622-8121 *bbhcflorida.org*
	Alcoholics Anonymous: (954) 462-0265 Narcotics Anonymous: (954) 476-9297

When student uses or deal in drugs or abuse alcohol, student also risk incarceration and/or fines. *The Federal Sentencing Guidelines* outline federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida Statutes provide sanctions regarding the use, possession, and/or sale of illicit drugs and the abuse of alcohol; such conduct also constitutes a violation of NSU policies and may result in university disciplinary action. Punishment varies depending upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Misdemeanor convictions range from less than 60 days to one-year imprisonment. For additional information, please refer to Chapters 316 and 893 of the *Florida Statutes*, or consult with a legal representative of your choosing.

A.4 Excused Absences for Participation in Cocurricular Activities

While enrolled at NSU, students are expected to make academic participation their top priority. However, there may be instances when students must miss class due to their commitment(s) to officially represent the university in certain cocurricular activities. NSU will consider travel to—and participation in—certain university-sponsored cocurricular events as grounds for approval of an excused absence, including, but not limited to, NCAA intercollegiate athletic competitions, musical/theatrical performances, and academic program field trips. Practices and rehearsals for university-sponsored cocurricular events, participation in club or intramural athletic competitions, and field trips that are not associated with the students' academic programs are not considered grounds for approved absences. Students who intend to miss class due to participation in a cocurricular event must still follow all applicable policies and procedures of their academic program to ensure that their academic program and instructors are aware of their absence, as well as receive direction on the makeup of any missed academic instruction and/or coursework. Students who are approved for an excused absence, pursuant to this policy, remain responsible for the completion any academic instruction and/or coursework missed during the period of the excused absence.

A.6 Health Policies

NSU Student Health Insurance Requirement

NSU requires all students to maintain medical health insurance coverage. Once enrolled, students are automatically charged for the Student Health Insurance Plan, and coverage begins at the start of the month of the start of the term in which you are enrolled for. NSU strongly encourages students to ensure their health insurance provides sufficient coverage to obtain all necessary diagnostic and treatment services following an exposure incident, prior to matriculation into clinical practice areas. Students may not voluntarily drop their health insurance coverage while enrolled in the program. However, students who lose their personal health insurance coverage during the term may contact *studenthealth@nova.edu* at any time to enroll in the NSU Student Health Insurance Plan. Students should refer to their respective college/program handbook for additional policies and information.

Remember, the U.S. Healthcare System doesn't provide universal coverage, and medical services entail financial risks.

The health insurance rates and deadlines coincide with your academic calendar. Your coverage will remain

active until the end of your academic year, which may extend beyond your graduation or class end dates.

For detailed information, including waiver deadlines, access to the online waiver, NSU Student Insurance Plan features, costs, and more, students should visit the bursar's web page at *nova.edu/studentinsurance*.

Opt-Out Required

For those students who already have adequate health insurance coverage and do not need the NSU-endorsed insurance plan, this charge will be removed from their account once proof of coverage has been submitted by completing the online waiver. To complete the waiver form, go to *nova.edu/studentinsurance*. The online waiver is the only process by which insurance charges will be removed and coverage will be canceled. Students who fail to complete the waiver form and provide proof of health insurance by the stated deadline will not be eligible to have charges removed and will continue to be enrolled in the insurance plan endorsed by NSU. **Waivers must be completed at the start of each academic year by the program's assigned deadline, which can be found online at** *nova.edu/studentinsurance*.

In view of healthcare reform and the Affordable Care Act, as well as all forms of healthcare insurance, we wish to advise those students who have healthcare coverage from commercial carriers—or the marketplace healthcare exchanges from states other than Florida—to check with their carriers to be sure they have comprehensive healthcare coverage in the region of Florida where they will be attending classes or practicum rotations.

Immunization Requirements

NSU health college students – See college- or program-specific policies.

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

- Meningococcal meningitis
- Hepatitis B, student must show proof of one of the following:
  - immunization with three doses of hepatitis B vaccine
  - blood test showing the presence of hepatitis B surface antibody, substantiation of immunity is required

Students must submit documentation of these immunizations through the University's designated compliance platform, CastleBranch, prior to moving into campus housing.

Students residing in University Housing may elect to waive the immunization requirements for meningococcal meningitis and/or hepatitis B. Students choosing to waive either or both vaccinations must complete and submit the Immunization Waiver Form provided by University Housing in lieu of vaccination documentation. These requirements are established in accordance with Florida Statute § 1006.69, which requires students residing in campus housing to either provide proof of vaccination for meningococcal meningitis and hepatitis B or execute a written waiver acknowledging receipt of information regarding these vaccines.

Please note that immunization exemptions permitted for University Housing may not be accepted by certain academic programs. Students participating in clinical, practicum, or field placement programs may be subject to additional immunization requirements established by their program or placement site. Students are responsible for consulting with their academic program to determine whether declining these vaccinations may affect their ability to continue their studies.

Communicable Diseases Guidelines

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of

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

- NSU will make available to the university community detailed information concerning the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.
- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.
- An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college/academic center.
- Within reason, the university will make arrangements for the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after appropriate arrangements to assist the student have been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, with or without such arrangements, or poses a reasonable threat to the health and safety of others.

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

A.7 Withdrawal

Withdrawal from Courses

Students may withdraw from one or more courses in accordance with the academic calendar and published withdrawal deadlines. Withdrawing from one or more courses does not constitute withdrawal from the University or from a student's academic program,

Voluntary Withdrawal from the University

Students who wish to end their studies and leave their academic program must formally withdraw from the University. Students seeking to withdraw from the University should submit a written request to their academic advisor or follow the official withdrawal process established by their academic program. Failure to complete the official withdrawal process may result in academic and financial implications.

Administrative Withdrawal by the University

A student who does not enroll for one year will be considered inactive. Inactive students may be administratively withdrawn from the University and their academic program. Students who have been administratively withdrawn and wish to return must reapply or follow the readmission process for their program.

Students should refer to their respective catalog and handbook for specific requirements.

A.8 Academic Inactivity Policy

Students are required to make consistent progress toward completion of required courses for award of a degree or certificate. Any student who does not maintain enrollment in at least one course for one year (which is three consecutive semesters for most programs and four consecutive semesters for a few select programs) will be considered inactive and withdrawn from the university and all student privileges will cease, except for students on an official Title IV approved leave of absence or verified required military service. As inactivity may affect financial aid, students who received aid are advised to consult with a financial aid counselor to learn more about the impacts of inactivity on financial aid eligibility.

Inactivity Policy for Service Members

Students who are service members or reservists who are temporarily inactive due to verified required military service will be excluded from the academic inactivity policy, will not be withdrawn from the university, and will not be required to complete the readmission process. As inactivity may affect financial aid, students who received aid are advised to consult with a financial aid counselor to learn more about the impacts of inactivity on financial aid eligibility.

A.9 Readmission Policy

Students who are withdrawn from the university and wish to resume their studies must complete the readmission process outlined in the applicable college's or academic program's student handbook or catalog. Readmission to a college and academic program is solely at the discretion of the college and/or program and may require a petition for readmission, completion of the same admissions process as other entering students, and/or other specific conditions to be satisfied, such as repeating one or more courses or remediation. Students who are inactive only due to verified required military service will not be required to complete the readmission process.

A.10 Student Account Holds

A bursar hold is placed on a student's account on the 30th day of the semester if a balance is still due. The bursar hold prevents students from accessing student services, including, but not limited to, campus residence hall check-in, future registration, and use of the NSU RecPlex. Other university entities, such as the Office of the University Registrar and the Office of Student Conduct, may place a hold on a student's account for different reasons. Students must contact the office that initiated the hold(s) to discuss what requirements must be met to have the hold(s) removed. To view their hold(s), students must log in to SharkLink.

A.11 Payment Policy

By registering for courses at Nova Southeastern University, the student accepts financial responsibility for payment of all institutional costs including, but not limited to, tuition, fees, housing, health insurance, and meal plan (if applicable), and any additional costs when those charges become due.

For Graduate and Professional Students:

All students must pay in full or have satisfactory payment arrangements in place by the published payment deadline for each semester. Institutional charges, including tuition, fees, and housing, if applicable, may be satisfied through direct payment, sufficient anticipated financial aid, enrollment in a payment plan, tuition waivers, veterans and GI Bill ® benefits, other approved funding sources, or a combination thereof.

For Undergraduate Students:

Undergraduate institutional charges; including tuition, fees, and housing, if applicable; must be paid in full or satisfied with payment arrangements by August 3 (for the fall semester) and December 1 (for the winter semester) Failure to meet financial obligations by the payment deadline will result in the cancellation of class registration for undergraduate students; however, this may not apply to select professional undergraduate programs, NSU full-time employees, and students receiving veterans' education benefits. For undergraduate financial deadlines and dates, visit the *bursar's website.*

NSU eBilling Notices and Late Fees

NSU *e*Bill notices are sent the middle of each month to the student's NSU email address. However, to avoid late charges, students should not wait for the notice to pay their tuition and fees. A student will not be able to register for future semesters with outstanding balances from previous semesters. The university reserves the right to place holds for nonpayment and assess late payment fees for students who do not satisfy their semester balance by the published payment deadline. This bursar hold halts student services, including, but not limited to, campus residence hall check-in, future registration, and use of the NSU RecPlex. It will remain on the student's account until the balance has been paid in full. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. Students with delinquent accounts will be liable for any costs associated with the collection of unpaid charges, including attorney fees and court costs. All registration agreements shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Broward County, Florida, regardless of the student's domicile.

Indebtedness to the University

Students with delinquent accounts will be liable for any costs associated with the collection of unpaid charges, including attorneys' fees and court costs. All registration agreements shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees may be brought in the appropriate court having jurisdiction located in Broward County, Florida, regardless of the student's domicile.

University Fees

The university provides a high-quality education and valuable student benefits across all learning formats including in person, online, clinical, and hybrid. Therefore, university fees are the same regardless of the educational program format.

NSU fees are approved annually by the Board of Trustees. The university reserves the right to change fees annually without notice. Detailed information regarding fees, including student health insurance and student service fees is available at *nova.edu/bursar/billing/tuition-fees.html*. Additional fees, such as acceptance, access, and lab fees, may be assessed by the student's college and/or program.

A.12 Leave of Absence Policy

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience certain circumstances that prevent them from maintaining an active status through continuous enrollment must consult with their academic advisor, program office, or the Office of the Dean of Students representative to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved

LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. Failure to qualify for—or timely return from—an LOA may have a significant impact on a student's ability to procure future financial aid and may result in the student being placed into a loan repayment status with the student's lender pursuant to applicable federal regulations. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance, as determined by the university as its sole discretion. An approved LOA may be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of the University Registrar's website at *nova.edu/registrar/policies/leave-of-absence-policy.html*

Administrative Break in Enrollment

An administrative break in enrollment is a temporary, institution-initiated pause in enrollment granted exclusively to graduate and professional students enrolled in lockstep, cohort-based programs. This category of leave allows students to separate from their program, without formally withdrawing from the university, in cases where continuity of the program is impacted by exceptional personal or academic challenges, as determined by the university as its sole discretion. Financial aid recipients who wish to request an administrative break in enrollment are advised to consult with a financial aid counselor to learn about impacts on their financial aid eligibility.

Undergraduate students are not eligible for administrative breaks in enrollment, except for specific lockstep, cohort-based professional programs.

A.13 Emergency Actions

In situations involving an imminent or ongoing threat of harm to the student or any other member of the university community, the Dean of Students or designee, in the exercise of their reasonable judgment, may remove a student immediately from campus temporarily and prohibit them from entering NSU's campus, or facilities utilized for university programs or activities. Students must continue to follow the NSU Code of Student Conduct and all NSU policies and procedures during any break in enrollment. Nothing in this policy shall be construed to prevent the university from requiring students to, at all times, meet the college/program essential eligibility requirements and technical standards. Nothing in this policy shall preclude NSU from utilizing other applicable policies and procedures, such as those in the Student Code of Conduct, Residential Living Guide, and academic program handbooks, or from immediately removing a student from class, clinical, or campus as appropriate.

PUBLIC SAFETY ACTION

If there is credible information, defined as: specific, articulable facts that would lead a reasonable person to conclude an individual or group of individuals poses a potential threat of harm, violence, or significant disruption to the campus community, impact to individuals on the campus or campus property, the Senior Director of Public Safety or designee, is empowered to take immediate action. Interim measures include, but are not limited to, the following actions:

- **No Contact Order:** A directive prohibiting a student from contacting another student or staff member via any means (in-person, electronic, social media, or third parties).
- **Restricted Access (Trespass Directive):** Revocation of access to campus facilities, including residence halls, classrooms, dining halls, and recreational areas.
- **Interim Residential/Academic Separation:** Temporary removal from campus housing or specific classes while investigation is pending.

- **Interim Suspension:** Immediate removal from all university activities and properties when a student poses an ongoing danger to the safety of others or significantly disrupts the educational environment.
- **Other sanctions and/or actions as deemed appropriate to address such threat.**

Interim measures are mandated directives. Failure to comply with an interim measure will result in additional student conduct charges, which may lead to severe disciplinary action, up to and including immediate expulsion. Interim measures may be modified or dismissed by the Senior Director of Public Safety, the Title IX Coordinator, or Dean of Students, or their designee, following appropriate review and/or investigation.

When interim measures are imposed, the university will attempt to provide prompt written notice of the mandated interim directives. The student may request a meeting with the threat assessment team, designated by the university, by contacting the Senior Director of Public Safety, as otherwise set forth in the interim directive notice, within five business days, to review the reliability of the information concerning the student's conduct and the appropriateness of the interim measures. During this meeting, the student will have the opportunity to present documentation to make their case to reverse the interim measures previously set forth by the Senior Director of Public Safety or designee.

TITLE IX EMERGENCY REMOVAL

The Title IX Coordinator or designee may evaluate and implement an emergency removal of a student when a threat arises from a report of Title IX Sexual Harassment. To issue an emergency removal of a student, Title IX coordinator or designee must:

- conduct an individualized safety and risk analysis
- determine that there is an immediate threat to the physical health or safety of any individual, and
- provide a removed student with written notice and an opportunity to challenge the decision after the removal.

Reviews of a Title IX emergency removal are limited to the review of materials relevant to the emergency removal to determine:

1. If the decision for emergency removal met the standards required under Title IX
2. If available information demonstrates that the Respondent no longer poses an immediate threat to the physical health or safety of a student or other individual.

A.14 Involuntary Removal from University Programs, Campus, or University Housing

Consistent with NSU's nondiscrimination policy, NSU prohibits unlawful discrimination on the basis of any type of disability or characteristic protected by applicable law. NSU also offers a range of resources, support services, and ADA accommodations or academic considerations to address the physical and mental health needs of students. However, in rare cases, a student's needs may require a level of care that exceeds the care that NSU can provide. Involuntary removal by the Dean of Students or designee from the university, campus, or university housing may be necessary where current knowledge about the individual student's medical or behavioral condition and/or the best available objective evidence indicates that

a. A student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to the student's own safety, and/or the safety of others; or
b. A student's behavior severely disrupts the NSU educational process, environment, and/or

community; and

c. The student does not want to drop or withdraw from classes; and

d. No reasonable ADA accommodation or academic consideration can adequately reduce the risks, threats, or disruption at issue. NSU utilizes the Student Behavioral Concerns Committee (SBCC), which is a subset of the Student CARE team, to determine if an involuntary removal is warranted, based upon the above criteria. If the above criteria are met, the SBCC has the authority to drop or withdraw a student from classes or remove a student from university housing in accordance with the procedures set forth in the following section. An involuntary removal from the university, campus, or university housing is not a disciplinary sanction and may not be intended or interpreted as punitive in nature.

STUDENT BEHAVIORAL CONCERNS COMMITTEE (SBCC) PROCEDURES FOR REMOVAL FROM UNIVERSITY PROGRAMS, CAMPUS, OR UNIVERSITY HOUSING

1. The NSU Dean of Students may be notified about a student who may meet the criteria for removal from a variety of sources, including, but not limited to, the student, faculty, academic advisers, residence hall staff, coaches, or administrators. The Dean of Students will use this policy when a) the student's behavior poses a credible, substantial, and immediate risk of harm to self or others, or otherwise threatens the health or safety of the NSU community; b) the student's behavior substantially interferes with the educational environment, the rights of others, or the orderly operation of the university, and cannot be effectively addressed through other university policies or supportive measures; c) the student refuses, or is unable to comply with, reasonable directives from university officials that are necessary to maintain safety or university operations, including participation in assessments related to student conduct or safety concerns.; or (d) the student's continued presence in a program, residential facility, or on campus would result in significant disruption of university activities, and no reasonable accommodation or intervention can adequately mitigate the disruption. Any decisions regarding removal will be based solely on behavior and safety considerations, not on the student's medical condition, disability, or treatment history. NSU will consider reasonable modifications, ADA accommodations, academic considerations, or supportive measures where appropriate and legally required.

2. The Dean of Students, or designee, will issue a written notice to the student that an involuntary removal is under consideration. The written notice will include the reason(s) why the student is being considered for involuntary removal, contact information for various NSU resources, including, but not limited to, the NSU Office of Student Disability Services, and a copy of this policy. Generally, notice will be provided at least 24 hours prior to the imposition of involuntary break. Any documentation student would like the SBCC committee to consider must be provided within five (5) business days after written notice. In addition, the notice will include a request to meet with the NSU Dean of Students, or designee. The Dean of Students, or designee, is a non-voting member of the SBCC who is also an administrator with knowledge of NSU's involuntary removal process and who will serve as a resource to answer any student questions about the process from referral through return to NSU.

3. The Dean of Students will convene the SBCC to review the behaviors of concern and any other relevant information regarding the student. The SBCC is responsible for conducting individualized assessments of students who meet the criteria outlined in this policy. The SBCC is the deciding body and will make the decision whether to involuntarily remove a student. The SBCC's standing members consist of the following university personnel: the Dean of Students, director of mental health services, assistant director of student conduct and mental health services, NSU Title IX coordinator, NSU director of public safety, NSU director of residential life, director of student disability services, NSU associate director of field operations, and a representative of the College of Psychology. However, the Dean of Students may appoint other and/or alternative university officials to join the SBCC on a temporary ad hoc basis as the circumstances may warrant. The director of student disability services is a non-voting member of the

SBCC and is present to offer resources, recommendations, and assistance to the SBCC. The Dean of Students is also a non-voting member. At least three members of the SBCC, excluding the Dean of Students, must be convened to issue involuntary removal. The SBCC's decision need not be unanimous, but a simple majority of those convened is required to render a decision.

4. The SBCC will consider all relevant information including the following:
    a. any relevant information from the student's educational record, including student conduct or other documented behavioral issues
    b. any recent reports of behavioral concerns
    c. any other relevant information, such as public or arrest records
    d. all documentation and information provided by the student
    e. any information provided by healthcare providers (see below)
    f. any potential modifications, ADA accommodations, or academic considerations appropriate to the situation
5. As the SBCC seeks information regarding the student's ability to function academically and safely at the university, with or without reasonable ADA accommodations or academic considerations, the SBCC may request information from the student's healthcare provider(s). To that end, the SBCC may request that the student execute a release of information providing NSU personnel temporary authority to obtain information from the student's healthcare provider(s), and/or documentation from a third-party provider, regarding issues relevant and appropriate to the consideration of a removal. If the student refuses to execute a release of information, the SBCC may proceed with the assessment based on information in their possession at the time.
6. The SBCC may also request to speak with the student's treatment provider(s). The SBCC will give significant weight to the opinion of the student's treatment provider(s) regarding the student's ability to function academically and safely at the university, with or without reasonable ADA accommodations or academic considerations. If the SBCC determines that the information provided by the treatment provider is incomplete, requires further explanation or clarification, or is inconsistent with other information in the student's record, the SBCC, with proper authorization, may contact the treatment provider(s) to obtain additional information. In certain circumstances, the university may require the student to undergo an additional evaluation by an objective professional designated by NSU, if the SBCC believes it will facilitate a more informed decision.
7. The SBCC will explore potential reasonable ADA accommodations and/or modifications or academic considerations that could obviate the need for involuntary removal. These may include the student's option to voluntarily drop or withdraw from classes; take a leave of absence when appropriate; and accept academic accommodations or housing and dining modifications, as well as possible exceptions to university policies, rules, and regulations. This includes consulting with the NSU Office of Disability Services, and/or other appropriate offices as needed, to determine if there are reasonable ADA accommodations or academic considerations that would permit the student to participate in the NSU community without involuntary removal.
8. When conducting an individualized assessment regarding a student's status, the SBCC may also confer, as feasible and when appropriate in a particular matter, with others regarding the need for removal. This may include, but is not limited to, faculty, academic advisers, residence hall staff, coaches, administrators, and/or other individuals as may be appropriate in an individual matter.
9. The SBCC will pay particular attention to the factors established in this policy. Before involuntarily removing a student, the SBCC will conduct an individualized assessment as to each factor, based on reasonable judgment that relies on current medical knowledge or the best available objective evidence,

and ascertain: the nature, duration, and severity of the risk or disruption; the probability that the risk or disruption will actually occur; and whether reasonable modifications of policies, practices, or procedures will adequately mitigate the risk or disruption so as to eliminate the need for an involuntary removal.

10. Following the SBCC's review of the relevant information, the SBCC will make a determination regarding the imposition of an involuntary removal. The possible outcome of this process is that the SBCC determines that the student
    a. may remain at NSU without conditions; or
    b. may remain at the university with conditions to be described in writing, which, if violated, would cause a re-evaluation of the student's status; or
    c. should be placed on an involuntary removal if the student does not elect, or is unable, to drop or withdraw from classes
11. Upon review of the SBCC's recommendation for removal, the SBCC chair will provide written notice to the student of the final decision of removal and a student's right to appeal and to request ADA accommodation for the appeal. The review and notice of decision should be completed by the SBCC no later than 30 calendar days after the student's response deadline to the notice that an involuntary removal is under consideration, noted in paragraph no. 2 above
    a. If an involuntary removal is imposed, the written notice will set forth the basis for the decision, a time frame for when the student must leave NSU, a time frame for when the student may be eligible to return to NSU, and the conditions/requirements the student will need to satisfy in order to be eligible to return.
    b. If an involuntary removal is not imposed, the university may impose conditions and/or requirements under which the student is allowed to remain at NSU.
    c. During a voluntary separation or involuntary removal, a student may be barred from any NSU locations and denied access to classes and classrooms, residence halls, and university events and activities.
12. Within five business days of receiving the decision of the SBCC chair, or designee, the student may submit an appeal, in writing, to the NSU vice president of student affairs, or designee. The written request for appeal must specify the particular substantive and/or procedural basis for the appeal and must be made on grounds other than general dissatisfaction with the decision. The permissible bases for appeal are as follows:
    a. Improper or inaccurate facts and criteria were brought to bear on the decision.
    b. New information not previously available to the student may change the outcome of the decision-making process.
    c. Procedural irregularities materially affected the outcome of the matter to the detriment of the student.

Click on the link below to submit an appeal request.

https://cm.maxient.com/reportingform.php?NovaSoutheasternUniv&layout_id=141&_aiid=15158

After reviewing the matter fully, the vice president of student affairs or designee will issue a written decision affirming, modifying, or reversing the involuntary removal decision. The vice president of student affairs or designee's decision will be final, and no other appeals or grievance procedures are available.

REQUEST TO SBCC FOR RETURN

A student will not be allowed to return to NSU until the removal period in the notification has elapsed and all conditions and/or requirements have been met.

Thereafter, a student must make a written request to the NSU Dean of Students to apply to return to the university. An involuntary removal will remain in effect until the SBCC determines, following an individualized assessment conducted by the SBCC based on the best available objective evidence, that the student is

a. able to return in person to the university, with or without reasonable accommodations; and

b. has complied with any university requirements applicable to all NSU students returning from time away from NSU; and

c. has complied with any special conditions or limitations mandated upon commencement of the removal

The SBCC may require the student to provide evidence that the student has sufficiently addressed the issues that previously met the criteria for imposing an involuntary removal. The SBCC may also ask, confer with, or seek information from others in making the determination.

All returning students must meet the essential eligibility requirements and any technical standards of the university, as well as any applicable standards of the relevant school or department, with or without reasonable ADA accommodations or academic considerations.

If the SBCC determines that the student is not ready to return to NSU, the student will be notified, in writing, of the decision, including the reason for the decision, within a reasonable amount of time after the student has submitted the request for return and required documentation. The student is not permitted to appeal the decision.

Nothing in this policy precludes commencement of student conduct processes upon return.

A.15 Student Travel Registration Requirement

The university supports educational, leadership, service, research, professional development, and other approved travel opportunities that enhance the student experience. Students participating in university-sponsored travel, whether domestic or international, must comply with the *University-Sponsored Student Travel Policy* and complete the required NSU Travel Request Form, registration, approval, and risk management requirements prior to departure. Students are responsible for meeting all applicable program requirements, deadlines, and financial obligations associated with their participation. Detailed information about the process and requirements can be found at *https://www.nova.edu/student-leadership/study-abroad/travel-registration.html*

A.16 Jurisdiction of University Policies and Procedures

All students attending NSU shall be subject to the Code of Student Conduct and Academic Responsibility (see *page 47*). The term "students" includes any individual enrolled in a course or academic program offered by NSU, whether in a degree-seeking program or not, including during any periods of inactivity in enrollment, such as during leaves of absences or temporary lapses in registration. Students may be held accountable through this code when a violation is reported, regardless of whether such act occurred on or off campus, or in connection with an NSU-sponsored or affiliated event.

A.17 Off-Campus Residency

The university does not approve, inspect, or supervise any off-campus student residences. The university does expect, however, that students living off campus will conduct themselves in a manner that will reflect

credit on themselves and the university, which includes observing all local, state, and federal laws as well as all rules and regulations contained in this handbook.

In the event of a change of residence from on-campus housing to an off-campus location, a student should notify the Office of the University Registrar of the new address.

A.18 Student Organization Rights and Responsibilities

Student organizations that are Registered Student Organizations (RSOs) must register annually with the Office of Campus Life and Student Engagement to maintain their RSO status and associated rights and privileges, including the reservation and/or use of university facilities. Information on establishing any other type of student organization or maintaining a current one can be obtained by contacting the Office of Campus Life and Student Engagement at the Don Taft University Center, or online at *nova.edu/campuslife/organizations/registration.html*. With the exception of fraternities and sororities, the Office of Campus Life and Student Engagement grants final approval for the creation of student organizations.

All student organizations are under the disciplinary jurisdiction of the Office of Student Conduct. All student organizations and groups are subject to the rules and policies of NSU, including, but not limited to, the NSU *Student Handbook* and the *Policies and Procedures for Student Organizations*.

The right of a student organization, including a fraternity or a sorority, to exist at the university may be revoked by the university at any time.

The policies and procedures for establishing a new fraternity or sorority on campus can be obtained by contacting the Fraternity and Sorority Life Office, which grants approval for the establishment of all fraternal organizations on campus. Additional information regarding the policies for social Greek- lettered organizations is available through the *Fraternity and Sorority Life Manual*.

Sororities and fraternities may also be governed by a governing council—the Panhellenic Council (PC), the Collegiate Fraternal Council (CFC), or Unified Greek Council (UGC). The policies, governing constitutions, bylaws, rules, and regulations of these councils shall not conflict with the rules and policies of NSU. NSU rules and regulations supersede any conflicting rules or regulations.

The Office of Student Conduct shall conduct a thorough investigation to determine whether a case involving a student organization will result in charges of violation(s) of the Code of Student Conduct and Academic Responsibility and whether those charges will be seen through either a judicial conference or a judicial hearing. Conduct actions relating to fraternity and sorority student organizations, however, may be addressed in accordance with the student conduct procedures detailed in the *Fraternity and Sorority Life Manual*, at the discretion of the Dean of Students. See Section D. University Disciplinary Procedures for details on how these cases will be adjudicated.

Any organization determined to be responsible for violating the Code of Student Conduct and Academic Responsibility will be sanctioned in accordance with the violation. Sanctions imposed as a result of a fraternity or sorority student-run disciplinary panel must be consistent with the purpose of the applicable governing constitution and bylaws of the organization as well as NSU.

Student organizations may appeal any disciplinary sanction imposed upon them. Procedures for an appeal can be found in *Section C. University Disciplinary Procedures* in this handbook.

A.19 Student Events and Activities

All activities, events, and programs sponsored by registered student organizations or student groups, whether held on or off campus, must receive prior approval through the appropriate university processes.

Student organizations and individual students may not represent the university in an official capacity without prior written authorization. Students should contact the Office of Student Affairs in their respective college for additional guidance.

On-campus events must be submitted through the Office of Campus Life and Student Engagement using the university's designated event approval process. Off-campus events and travel require approval through the University's Travel Request Form and any other applicable university processes (see Section *A.14 on page 38* for Student Travel Registration Requirements).

Requests for events, meetings, speakers, and other activities must be submitted within established deadlines and approved before space reservations are finalized, promotional materials are distributed, or public announcements are made. Failure to obtain the required approvals may result in cancellation of the event or other appropriate university action.

A.20 Stewardship of Student Records

NSU is committed to maintaining the privacy, security, and integrity of student records in accordance with applicable federal regulations, including the Family Educational Rights and Privacy Act (FERPA) and other relevant guidelines.

1. Physical Storage of Student Records: Student records maintained in physical form are securely stored in designated areas that are only accessible to authorized personnel. These areas are monitored and protected by security systems to prevent unauthorized access, as well as alteration or destruction of records. Physical records are retained for the required retention period and are disposed of in a manner that ensures confidentiality.

2. Digital Storage of Student Records: Student records stored electronically are safeguarded through encrypted storage systems and secure-access protocols. The university employs industry-standard cybersecurity measures, including firewalls, multifactor authentication, and data encryption to protect against unauthorized access and data breaches. Only authorized personnel have access to sensitive student information, and access is granted based on a need-to-know basis.

3. Data Retention and Disposal: In compliance with applicable federal regulations, student records are retained for the duration required by law. After the retention period expires, records are securely destroyed through methods that ensure the confidentiality of student information, whether in physical or digital form.

4. Access Control and Security: Access to student records—whether physical or digital—is tightly controlled. The university uses role-based access controls to ensure that only personnel with the proper clearance and a legitimate need can access sensitive information. Digital records are also protected by secure passwords and encrypted data systems to prevent unauthorized access, modification, or loss.

Additional information from the NSU Office of Records and Information Management is available at *nova.edu/records*.

A.21 University Computer and Telecommunications Use Policy

The following five sections detail NSU's policy related to the use of computing and information technology resources, email, and the Internet. The information is available at https://nova.edu/oiit/policies

Acceptable Use of Information Technology Resources and All Other Policies

NSU's Acceptable Use Policy provides guidelines for the appropriate and inappropriate use of the computing

and information technology resources of NSU and can be found at. *https://www.nova.edu/oiit.secure/all-users/policies/documents/information-security-acceptable-use-policy.pdf* This policy applies to all users of the university's information technology resources, including students, faculty and staff members, alumni, and guests of the university. Information technology resources include, but are not limited to, Internet/intranet/extranet-related systems, computing devices and related equipment, software, operating systems, storage media, network accounts providing electronic mail, Internet browsing, FTP data, local area networks, and listservs for which the university is responsible, as well as networks throughout the world to which the university provides computer access.

NSU's information technology resources are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. All users must have proper authorization for the use of the university's information technology resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the university's information technology resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of information technology resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

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

Policy violations generally fall into five categories that involve the use of information technology resources, including

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

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

- using information technology resources to invade the privacy of another user/individual
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at personal information)
- creating a false email address
- propagating electronic mail chain, pyramid schemes, or sending forged or falsified email

- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a website without permission
- posting a university site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- releasing or threatening to release a virus, worm, or other program that damages or otherwise harms a system, network, or data
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems, networks, or data outside the university
- improper peer-to-peer file sharing
- viewing, distributing, downloading, posting, or transporting child or any pornography via the web, including sexually explicit material for personal use that is not required for educational purposes
- using university resources for unauthorized purposes (e.g., using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
- violating federal copyright, intellectual property, and/or trademark laws or the NSU copyright, intellectual property, and/or policy

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

Enterprise Username and Password Policy

Policy Rationale

NSU's network and information systems provide the technical foundation for conduct of its academic, research, and administrative missions. Providing this open access to information technology is imperative to ensuring academic freedom at the institution. An important part of providing this network access is ensuring that the network and associated information is secure.

The purpose of this policy is to provide guidance to faculty and staff members, students, and other authorized users regarding usernames and passwords in order to protect individual and university information and resources. Adherence to this policy will help ensure that the university network and information systems are standardized, secure, and available to all.

Policy Statement

Usernames must be assigned to each individual user to access any NSU network. Passwords must meet the minimum standards set by the chief information security officer and, if possible, applications and devices providing access to technical resources must technically enforce them. The password should not be shared. Users are responsible for all activity performed under their assigned username and password. Faculty and staff members, vendors, and students must adhere to the standards for all systems and applications that come into contact with the university's technical resources.

Remedies

The university reserves the right to

- suspend access to preserve the confidentiality, integrity, and availability of the network, systems, or information
- periodically audit passwords for compliance
- pursue disciplinary action because of noncompliance

Electronic Mail Communications

NSU requires students and faculty and staff members to hold and maintain one official university computer account that is used to access major computing resources, including electronic mail. These university-assigned computer accounts correspond directly to NSU email addresses (see the following). All official electronic mail communications directed to NSU students and faculty and staff members will be sent exclusively to NSU-assigned computer accounts to ensure timely and accurate delivery of information. All email communications between students and faculty and staff members, as well as administration must be sent from the students' official NSU email account to the official NSU email account of the member of the faculty, staff, or administration. Student are expected to regularly read emails sent to their accounts.

Web Pages—Use of Material

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

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

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

- web pages
  - Copyright 2005 (your name). All rights reserved.
- organization web pages (examples)
  - Copyright 2005 Cornell Law Review. All Rights Reserved.
  - Copyright 2005 Nova Southeastern University. All Rights Reserved.
  - Copyright 2005 NSU College of Computing and Engineering. All Rights Reserved.

A.22 University Copyright Policy

NSU seeks to promote respect for intellectual property and a culture of copyright compliance throughout its

community. Copyright is a right granted by the U.S. Constitution to ensure that authors and creators retain the exclusive rights to their creations. Actions by students that violate copyright law by way of copying, filesharing or plagiarism not only violate the student code of conduct but potentially create liability for the University.

The use of copyrighted material in student projects may be legal under the doctrine of fair use. But fair use is a complex exception to the copyright law in which there are no bright line rules or safe harbors. Guidance on the principles of fair use at NSU can be found at: *https://copyright.nova.edu/fair-use/*. More detailed questions can be answered by the NSU Copyright Officer.

Many AI programs were built by ingesting copyrighted works into the programs without permission. The legality of this practice is highly disputed in numerous current legal cases, and remains unresolved. The use of AI in creating student projects will be subject to the guidelines issue by the instructor of a particular course but should not replace the student's obligation and warranty that a project or paper constitutes their own work, and is not copied from another source, including AI programs.

Students need to be informed that:

1) The unauthorized distribution of copyrighted material through downloading from unauthorized websites use of bit-torrent programs and unauthorized peer-to-peer sharing may subject them to civil and criminal liabilities, apart from the universities' own internal discipline proceedings.

2) The penalties for copyright infringement can range from a maximum of $30,000 for simple infringement to a maximum of $150,000 for willful infringement, per work infringed.

3) Students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution’s information technology system, are subject to discipline including dismissal from the university

4) Many legal alternatives exist to downloading including a wide variety of movies and video games which can be borrowed from the Alvin Sherman Library, the use of Creative Commons licenses, or the use of websites such as PublicDomainPictures.net(*https://www.publicdomainpictures.net/en/*). A list of public domain sources can be found at the NSU copyright website (https://copyright.nova.edu/public-domain-sources/)

A.23 Bathroom Policy

In accordance with the Safety in Private Spaces Act (Fla. Statute § 553.865), NSU restricts access to restrooms and changing rooms on its Florida campuses for exclusive use by males and exclusive use by females. For purposes of this policy, **male** and **female** is defined as an individual’s biological sex at birth. These exclusive-use restrooms are designated by signs for **men** for males or **women** for females. Unisex, single-person occupancy restrooms and changing rooms can be used by anyone.

A person who enters willfully, for a purpose other than those listed below, an exclusive-use restroom or changing facility designated for a sex different than their sex at birth, and who refuses to leave when asked to do so by administrative and/or instructional personnel, faculty members, security or law enforcement personnel, will be subject to university disciplinary action. Students and employees will be subject to the corresponding disciplinary procedures (refer to the Code of Student Conduct and Academic Responsibility found on the *NSU Student Handbook*; the *Employee Policy Manual*; and/ or the NSU University School Handbook) based on their role. Other individuals may be removed from NSU and/or subject to criminal trespass for violating this policy.

A person may enter an exclusive-use restroom or changing facility designated for a different sex only when

- the person is a parent, guardian, relative, or caregiver aiding or chaperoning a child under the age of 12, an elderly person, or a person with a disability
- the person is a law enforcement officer or government official/representative for regulatory purposes
- the person is an emergency medical assistance worker, or someone is needed to intervene in any emergency
- the person is a staff member/worker doing custodial work, maintenance, or an inspection when the exclusive-use restroom or changing facility is not in use
- the designated exclusive-use restroom or changing facility, matching an individual's sex, is out of order or under repair and another designated exclusive-use restroom or changing facility is not occupied by a person of that sex

If an individual observes someone entering an exclusive-use restroom or changing facility designated for a different sex, the individual may report their concern to the NSU Public Safety Department at (954) 262-8999. Individuals who believe NSU is not compliant with Florida Statute § 553.865 may report it to the Florida attorney general.

A.24 Demonstration Policy

The University supports the right to freedom of expression and peaceful demonstration, while maintaining the responsibility to uphold campus safety, respect, and the uninterrupted pursuit of academic activities. Demonstrations must be conducted in a manner that complies with this policy.

Visit *nova.edu/academic-affairs/demonstration-policy.html* for policy information.

Code of Student Conduct and Academic Responsibility

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

In support of the Code of Student Conduct and Academic Responsibility, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college or center. Student violations of conduct standards, university policies, and/or procedures will be handled by the Office of the Vice President for Student Affairs or through the individual college, when appropriate. An academic unit, as a result of professional education standards/requirements, may have additional procedures to address student misconduct. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

All **student organizations** are subject to university rules and regulations concerning conduct as set forth in this handbook, whether an incident occurs on campus or anywhere off campus.

Procedures for investigating and adjudicating each kind of incident are provided later in this handbook.

In circumstances where this handbook defines a violation more stringently or differently than local or state law, the handbook's definition shall supersede. The university is not limited to or bound by the definitions contained in local or state statutes or case law in addressing code of conduct violations.

Conduct Standards

Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws. Students are responsible for adherence to the university's code of conduct and all university policies and procedures at all times, regardless of whether such conduct occurs on or off campus, or in connection with an NSU-sponsored or affiliated event. Additional information about specific violations of the Code of Student Conduct and Academic Responsibility is included in this handbook, under section B. Specific Conduct Violations.

B. Specific Conduct Violations

This section applies to all students. The term "students" includes any individual enrolled in a course or academic program offered by NSU, whether in a degree-seeking program or not, including during any periods of inactivity in enrollment, such as during leaves of absences, or during temporary lapses in registration. Students may be held accountable through this code when a violation is reported, regardless of

whether such act occurred on or off campus or in connection with an NSU-sponsored or affiliated event.

B1 Alcoholic Beverages

Failure to comply with the Alcoholic Beverages Policy (as included in Section A) is prohibited. This includes, but is not limited to, the following:

- possession of beverage(s) containing alcohol by any person younger than the age of 21, including residue or remnants of alcohol that may be found in glassware within a student's room, within the student's possessions or vehicle
- consumption of alcohol by any person younger than the age of 21
- intoxication requiring evaluation and/or treatment by emergency personnel
- possession or use of any paraphernalia that enables the playing of ''drinking games'' or other activities that encourage binge drinking
- unlicensed distribution of beverage(s) containing alcohol, including the purchase for and/or delivery of alcohol to any individual(s) younger than the age of 21
- operating a motor vehicle while under the influence of beverage(s) containing alcohol, or possession of open containers of beverage(s) containing alcohol, while in a vehicle, whether parked or in operation
- public intoxication on campus or at university-sponsored events or programs

B.2 Animals

No pets or animals, other than fish, are permitted on the NSU campus, including all residence halls, with the exception of assistance animals (trained service animals or approved emotional support animals). There are different policies/processes for trained service animals and emotional support animals (ESAs). The NSU Service and Support Animal Policy is below and can be found on the Office of Student Disability Services website.

Nova Southeastern University (NSU) Service and Support Animal Policy follows the provisions of the Americans with Disabilities Act (ADA), as well as the Fair Housing Act and Section 504 regulations.

Students who require the use of a service animal or a support animal must follow all university guidelines as outlined in NSU's Service and Support Animal Policy.

All questions related to service animals or support animals on NSU campus locations should be directed to the Office of Student Disability Services via email: *disabilityservices@nova.edu* or by phone: (954) 262-7185.

Students are responsible for the actions of any authorized animal, both trained service animals and approved emotional support animals (ESAs), that they bring onto the campus grounds or into one of the campus facilities.

- Students must adhere to the related policies specific to any building or classroom where an animal may or may not be taken.
- Damage to property caused by the animal is prohibited.
- Injuries to others caused by the animal are prohibited.
- Students who fail to abide by these rules may be subject to disciplinary action.

Service Animals

Nova Southeastern University (NSU) will permit the use of trained service animals by individuals with documented disabilities in all public areas of the university where members of the public, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

A service animal is defined by state and federal law as an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

In addition to provisions for service dogs, revised ADA regulations have new, separate provisions for miniature horses that have been specially trained to assist individuals with documented disabilities such as but not limited to, visual impairments, hearing impairments, or mobility impairments by performing specific tasks. Individuals who utilize a miniature horse as a service animal should coordinate with the Office of Student Disability Services for guidance.

Examples of work or tasks a service animal has been trained to perform may include but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

NSU recommends that the service animal wear an identification symbol which is commonly recognized as indicating a service animal at work. A service animal shall have a harness, leash, or other tethers unless either the handler is unable to use a harness, leash, or other tethers because of a disability or the use of a harness, leash, or other tethers would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means). The service animal shall always be under the control of the handler. NSU is not responsible for the care or supervision of a service animal. NSU may ask an individual with a documented disability to remove a service animal from any campus location if the animal's behavior poses a direct threat to the health and safety of others, the handler does not take effective action to control it, or if the service animal is not housebroken. However, if Nova Southeastern University excludes a service animal for these reasons, it will allow the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal present.

When it is not obvious what tasks the service animal has been trained to perform, NSU employees are only permitted to ask two questions:

- Is the service animal required because of a disability?
- What work or task is the service animal trained to perform?

NSU personnel should refrain from making these inquiries if it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

With respect to an individual with a service animal, NSU employees are not permitted to ask about the nature or extent of a person's disability, nor are employees allowed to ask for documentation of either the disability or the need for the service animal, such as proof that the animal has been certified, trained, or licensed as a service animal.

NSU will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If NSU normally charges individuals for damages they cause, an individual with a disability may be charged for damage caused by his or her service animal.

Animals whose sole function is to provide emotional support, well-being, comfort, or companionship do not qualify as a trained service animal. Please refer to the Support Animal section below for more information.

Service Animal Request Process

Students who are not living on campus and are using a service animal solely to access the campus environment are encouraged to register with the Office of Student Disability Services, but are not required to do so.

Students who need a service animal in campus housing must register with the Office of Student Disability Services and provide the necessary documentation that the service animal meets all requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances, and must have an annual clean bill of health from a licensed veterinarian. Students can contact the Office of Student Disability Services via email: *disabilityservices@nova.edu* or by phone: 954-262-7185.

Support Animals

Nova Southeastern University (NSU) recognizes the importance of allowing support animals to provide individuals with documented disabilities an equal opportunity to use and enjoy university housing.

A support animal does not necessarily need to be trained and is not limited to any specific type of animal. A support animal is restricted to the assigned campus residence of the individual and may not accompany the individual to other areas of the university without permission.

An emotional support animal (ESA) or comfort animal is a support animal that provides emotional support that alleviates one or more identified symptoms or effects of an individual's existing disability. Unlike a trained service animal, a support animal not necessarily need to be trained and is not limited to any specific type of animal. A support animal is not a pet or a service animal.

NSU may require students who are seeking a reasonable accommodation for a support animal to provide reliable documentation from a qualified third party indicating that the student has a disability and that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability. A reliable third party includes, but is not limited to, a physician, psychiatrist, social worker, or other mental health professional.

NSU is not responsible for the care or supervision of a support animal. NSU may deny an individual's request to live with and use a support animal if: (1) the specific support animal in question poses a direct threat to the health and safety of others that cannot be reduced or eliminated by another reasonable accommodation; or (2) the specific support animal in question would cause substantial physical damage to the property of others that cannot be reduced or eliminated by a reasonable accommodation.

At NSU, approved support animals must remain confined to the individual's assigned campus residence room space, except for trips outside to visit relief areas. Since a support animal is not a trained service animal, a support animal may not be taken into any other public area of any campus location, including, but not limited to, the university center, dining areas, lab, classrooms, and administrative buildings.

An individual with a disability may be charged for damages caused by the support animal, absent reasonable wear and tear, to the same extent that NSU charges other individuals for damages.

Additionally, approved support animals (ESAs) may not be brought to campus events, even if those events are being held outdoors. Students who require the use of a support animal must register with the Office of Student Disability Services. Please contact the office via email: *disabilityservices@nova.edu* or by phone: (954) 262-7185 for more information on requesting accommodations.

Support Animal Request Process

Students seeking an approved emotional support animal (ESAs) must complete the Housing/Facility Accommodation Request Form and provide documentation to support the accommodation request. The form and documentation guidelines are available on the Student Disability Services website. Approved

emotional support animals (ESAs) are only permitted in NSU residence halls and may not be taken elsewhere on the NSU campus or into other university property or facilities.

B.3 Assault/Violence

To threaten bodily harm—or discomfort to another person, or commit or aid in the commission of an act that causes bodily harm and/or any other conduct that injures, threatens, or endangers the health, safety, and/or welfare of any other member of the university community on or off campus—is prohibited.

B.4 Bribery

To give, offer, promise, request, solicit, accept, or agree to accept for oneself or another any financial or other benefit with an intent or purpose to influence the performance of any act or omission is prohibited.

B.5 Academic Integrity

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

The following acts violate the academic Integrity standards:

- cheating—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic exercise
- facilitating academic dishonesty—intentionally or knowingly helping or attempting to help another to violate any provision of *NSU Conduct Standards*
- plagiarism—the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment

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

Students are expected to comply with the following academic standards:

- Original work—Assignments, such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, and/or remediation. Students' use of generative artificial intelligence (e.g., ChatGPT, Google Bard, DALL-E, Midjourney, etc.) or similar resources on any coursework or academic assessments without the prior permission of their faculty member, or the use of these resources in any way

that violates the academic standards of NSU and/or a student's academic program, is expressly prohibited.

- Referencing the works of another author—All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each academic program's specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their program and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center. At NSU, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards is considered plagiarism at NSU.
- Tendering of information—All academic work must be the original work of the student. Knowingly giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited. This includes the posting of course content, exam questions and/ or answers, or other work submitted for academic credit to online sources or otherwise making such materials publicly available without the prior consent of appropriate faculty members and/ or their academic program.
- Acts prohibited—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:
    - plagiarism
    - any form of cheating
    - conspiracy to commit academic dishonesty
    - misrepresentation
    - bribery in an attempt to gain an academic advantage
    - forging or altering documents or credentials
    - knowingly furnishing false information to the institution
- Additional matters of ethical concern—Where circumstances are such as placing students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

B.6 Respect, Inclusion, Prohibition of Hateful Conduct, Complicity

NSU is committed to maintaining a learning, clinical and professional environment that values dignity, respect, inclusion, and equal opportunity for all students. Students are expected to interact with faculty, staff, peers, and all other members of the community in a manner that is free from discrimination, harassment, intimidation, or hostility and, they must not engage in harassment, discrimination, intimidation, bullying, hateful speech, derogatory or demeaning comments, or any other conduct that creates a hostile, intimidating or offensive environment for others.

Students are expected not only to refrain from engaging in such conduct, but also to disassociate themselves from such behavior when it occurs. A student who knowingly participates in, encourages, supports, records, circulates, or remains present even as a bystander, during hateful, derogatory or discriminatory conduct without taking reasonable steps to remove themselves from the situation, report the conduct or otherwise demonstrate non-participation may be deemed to have condoned or supported the behavior.

Any conduct or action that is offensive, demeans, ridicules, marginalizes, intimidates, targets, excludes or degrades another person or group based on actual or perceived race, color, ethnicity, national origin, ancestry, citizenship, religion, creed, culture, language, sex, gender identify or expression, sexual orientation, age, disability, veteran status, political affiliation, or any other protected status is strictly prohibited.

Prohibited conduct includes, but is not limited to:

- Using racial, ethnic, religious or nationality-based slurs, epithets, stereotypes or derogatory remarks at an individual or group.
- Mocking, insulting or ridiculing a person's or group's accent, language, cultural customs, dress, religious practices, nationality or heritage.
- Displaying, sharing, posting, transmitting or distributing symbols, images, messages, memes, gestures or materials that promote hatred, discrimination or hostility toward any other person or group. Prohibited conduct would include participating in conversations, social media activity, group messaging or gatherings where racial, ethnic, cultural, religious or nationality-based harassment or ridicule occurs.
- Recording, sharing, liking, reposting or otherwise distributing discriminatory, hateful or degrading content.
- Engaging in conduct, even passively, intended to isolate, exclude, threaten, embarrass, humiliate or intimidate any other person or group because of cultural, racial, ethnic, national origin or religious differences.
- Participating in, encouraging, endorsing or facilitating hateful, discriminatory, harassing or degrading behavior directed toward any person or group.
- Remaining present during acts of harassment or hate-directed conduct while demonstrating approval, amusement, encouragement or indifference that could reasonably be interpreted as support for the conduct.

Violations of this policy may result in disciplinary actions range, based on the nature and severity of the offense, from behavioral probation to such as dismissal from the program, suspension, dismissal from the program and/or University.

NSU reserves the right to take immediate action whenever a student's conduct threatens the safety, well-being, dignity, educational environment or accreditation standards.

B.7 Contracting on Behalf of the University

Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the university. Students who attempt to, or enter into, a contract on behalf of the university without proper authorization, are subject to disciplinary action along with a hold being placed on the student's account until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of the university by a student without proper authorization is void.

B.8 Damage or Vandalism to Property

Defacing, littering, or damaging property of the university is prohibited.

B.9 Dangerous Items

Weapons, firearms, and other dangerous items are prohibited on campus.

The complete NSU Firearms/Weapons Policy is available in the Campus Safety Handbook and on the *Public Safety website*. A weapon includes

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

For the purpose of this policy, the term weapon or weapons means any object, device or instrument that is designed as a weapon; or through its use is capable of threatening or producing bodily harm; or which may be used to inflict self-injury. To see definition of weapons in our policy, please review our policy at

nova.edu/publicsafety/forms/nsu_weapons_policy.pdf.

Additionally, due to safety concerns raised by the Consumer Product Safety Commission regarding hoverboards—and the potential detrimental impact to the safety of our campuses—the operation, storing, and use of hoverboards is prohibited on all NSU campuses and sites and at all university facilities. Those in violation of this *policy* may be subject to disciplinary action.

B.10 Disorderly Conduct

Disorderly conduct that is prohibited includes:

- loud, threatening, or aggressive behavior or any other behavior which disturbs the peace and/ or impedes the rights of others; and/or disrupts the orderly functioning of the university
- lewd, indecent or obscene conduct or expression made by any means on- or off-campus
- disruptive behavior which substantially interferes with, obstructs or in any way negatively impacts the safety, viewing or enjoyment of others in the residence halls, classrooms, or at a university-sponsored events, on or off campus

B.11 Distributing or Posting Printed Media

The posting or distribution of printed materials not previously approved by the *Posting and Publicity Policies* is prohibited. Additional information regarding *individual buildings or academic unit* policies are also included online for reference.

B.12 Drugs, Drug Paraphernalia

The possession (including, but not limited to, the presence of a substance as identified below within a student's room, vehicle, or contained within a student's possessions), manufacture, distribution, use, abuse, or sale of the following is prohibited:

- possession or use of marijuana, even if prescribed
- illegal drugs, including but not limited to ecstasy/MDMA, lysergic acid diethylamide (LSD), cocaine, and/or heroin
- other substances, including, but not limited to, salvia, spice, "bath salts," flakka, or NBOMe
- any drugs requiring evaluation and/or treatment by emergency personnel
- use of any legally or illegally obtained over-the-counter medications in a manner contrary to medical use
- counterfeit/simulated drugs or controlled substances
- misuse or unprescribed possession of prescription medications
- drug-related paraphernalia or any item that potentially contains illegal residue
- distribution or sale of illegal drugs or prescription drugs that were not prescribed to the person receiving the drugs

B.13 Emergency Equipment and Procedures

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

B.14 Failure to Disclose Criminal Offenses

NSU students are required to disclose information about past and pending disciplinary actions and/or past

and pending criminal charges and convictions, and active investigations or misconduct that has not yet resulted in action(s). The student's duty to disclose begins at the time of submission of an admissions application and continues throughout the entirety of the student's enrollment at NSU, including any temporary periods of inactivity in registration.

Students have the continuing duty to disclose:

- arrests for any criminal offense in any city, state, or country, other than minor traffic offenses
- convictions of any criminal offense in any city, state, or country, other than minor traffic offenses
- any past and pending criminal charges filed against them
- any time they have entered a plea of guilty or nolo contendere (no contest) to a criminal offense; had adjudication of guilt withheld for a criminal offense; participated in a first-offender or pretrial diversion program, or its equivalent; or committed any offense where the records have been sealed or expunged, including criminal offenses committed as a juvenile
- ongoing investigations for pending charges, misconduct or criminal act or misconduct that has not yet resulted in action(s)
- an explanation as to any withdrawal or dismissal appearing on a transcript
- arrests and convictions for driving under the influence (is not a minor traffic offense for purposes of this policy) and must be disclosed
- if they are currently incarcerated or will be incarcerated upon or during enrollment at NSU

Any such information must be disclosed in writing within 10 days of occurrence to the Dean of Students, unless the student is applying to, or enrolled in, a program in a NSU health college, in which case the disclosure must be made to the dean of the student's college.

Failing to disclose or timely disclose, omitting or providing false or inaccurate information relating to arrests or convictions may result in rescission of admissions offers even after courses begin and/or student attendance at classes or disciplinary sanction up to, and including, dismissal from NSU.

A student's criminal history may have a significant, adverse impact on the student's ability to complete program requirements related to participation and completion of the NSU educational program or program component at an affiliating site. As such, even if properly disclosed, NSU reserves the right to request additional information concerning the arrests, charges and convictions from the student, and to take further action pursuant to the NSU Code of Student Conduct and Academic Responsibility, up to, and including, dismissal from NSU.

B.15 False Information (Including Fabrication, Fraud, and Falsification of Records)

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

Providing false, misleading, or materially incomplete information or documents to the university or a university official, or to a local, state, or national agency or official is a violation of the Code of Student Conduct and Academic Responsibility, subjecting a student to disciplinary action, up to, and including, expulsion from NSU. If the student/applicant has been admitted to NSU but not yet registered, their offer of admission will be rescinded. Individuals found to have submitted false, misleading, or materially incomplete information or documents in connection with the admissions process will be barred from future admission or enrollment with NSU.

The impersonation of a university official or office is a violation of the Code of Student Conduct and Academic Responsibility and may subject a student to disciplinary action, up to, and including, dismissal from NSU.

In addition, falsification of university records is prohibited. University records include, but are not limited to, admission, enrollment, registration, financial aid, student disciplinary, academic, health records, parking decals/hang tags, and student employment records. Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Vice President for Student Affairs or the Office of Human Resources) depending on the individual's affiliation with the university.

B.16 Fire

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

B.17 Gambling and/or Games of Chance

Gambling on campus is prohibited. Gambling may include, but is not limited to, conducting raffles, wagering on or selling betting-pools on any athletics or other event; possessing on one's person, premises (e.g., rooms, residence unit, car), or in a computer account or electronic format, any card, book, or other device for registering bets; knowingly using or permitting the use of one's premises or one's telephone or other electronic communication device for illegal gambling; knowingly receiving or delivering a letter, package, parcel, or electronic or telephonic communication related to illegal gambling; or playing or engaging in any game or raffle, at any place, by any device whatever for money or other things of value. Students are expected to comply with all applicable federal, state, and local laws regarding gambling. Students found in violation of the prohibition against gambling may be subject to disciplinary action, up to, and including dismissal.

This provision does not prohibit lawful fundraising activities, promotional contests, or educational activities that are expressly authorized by the university and conducted in accordance with applicable law and NSU Policy.

B.18 Guests and Visitors

Guests

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

Visitors

Visitors are not permitted in classrooms, laboratories, or other restricted areas on NSU property without prior permission from the applicable college, department, instructor, or department coordinator. If students are expecting visitors, they must request permission in advance and obtain approval from the appropriate university representative. Students may also be required to have visitors sign in with the college or department receptionist and/or department coordinator upon arrival. Student escorts are permissible after sign-in.

Additional visitor restrictions or procedures may apply within specific colleges, programs, clinical environments, or campus locations. Students should refer to applicable college- and program-level policies and procedures for additional information.

B.19 Harassment or Harm to Others

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

B.20 Hate-Based Conduct Violations

Any code of student conduct violation that manifests evidence that the victim or group was intentionally selected because of the perpetrator's bias against the victim or group may be considered a hate-based conduct violation. The categories of bias include any actual or perceived identity protection under NSU's Nondiscrimination Policy as well as ethnicity and homeless status. Any student found to have committed a hate-based conduct violation may be subject to disciplinary action, up to, and including, dismissal from NSU.

B.21 Hazing

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective (Florida Hazing Law, 1006.63). Engaging in, supporting, promoting, or sponsoring hazing or violating university rules governing hazing is prohibited.

B.22 Health and Safety

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

The determination of a student's participation and progress is to be made by the Student Behavioral Concerns Committee. NSU reserves the right to place conditions upon—or require the withdrawal of—a student from enrollment, university housing, or participation in any program, service, or activity offered by NSU, or to prohibit the student's physical presence on university campuses and properties when the student's continuation or presence therein, in the university's judgment, is detrimental to the health or safety of the student or others.

Policies and procedures associated with the Student Behavioral Concerns Committee can be found on the *NSU Student Conduct website*. Concerns about the well-being of a student can be reported at

nova.edu/studentconduct/report-a-concern.html.

Any action(s) taken by the Student Behavioral Concerns Committee does not preclude disciplinary action by NSU.

B.23 Identification Cards

University identification cards (SharkCards) may only be used by the student whose name appears on the card. Any alteration or illegal use of university identification cards is prohibited. SharkCards that are misused are subject to confiscation by university personnel.

Other Identification Cards: Possession of an identification card that bears another person's likeness or contains false demographic information is prohibited. This includes all altered, blank, forged, stolen, borrowed, fictitious, counterfeit, or unlawfully issued driver's license or identification cards. Identification cards meeting any of these criteria will be confiscated from students found with them in their possession and will be turned into the Office of Student Conduct and/or the Public Safety Department (NSU Public Safety) as evidence of misuse and policy violation.

B.24 Interference with University Investigations, Disciplinary Proceedings, or Records

Interference with university investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by NSU Public Safety, the Office of Legal Affairs, the Office of the Vice President for Student Affairs, the Department of Residence Life, or any other university office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, communications about proceedings in which causes disruption or compromises impartiality, actual disruption of proceedings, or promise of reward to any person or property of persons involved in university investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy university investigations or destroy university records or evidence. Interference with university investigations, disciplinary proceedings, or records may result in disciplinary action.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication) regarding any university investigatory, administrative, disciplinary, or judicial proceeding is prohibited, if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding. This does not prohibit the student from filing a grievance or complaint as provided in this handbook or through any outside governmental agency.

Communication related to the proceeding will be limited to identified individuals using administrative discretion.

B.25 Lake Swimming

Swimming in any lake, canal, and/or body of water on the NSU campus or being in the shark fountain is strictly prohibited and any violations of this policy will be subject to disciplinary action.

B.26 Littering/Projecting Objects

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

B.27 Misuse of Computers or Telecommunications (Technology)

Violation of University Computer and Telecommunications Policy is prohibited (as detailed in Section A.15).

B.28 Noise

Students have a responsibility to respect the rights, health, security, and safety of other university and community members. Excessive noise that disturbs the campus environment, unless approved by the Office of the Vice President for Student Affairs, or designee, for a special event, is prohibited. Students are held responsible for the actions of their guests.

B.29 Online/Internet Social Networking Usage

All students are responsible for their postings on the Internet and/or social networking sites. Prohibited usage of Internet/social networking sites may include

- stalking, harassing, or threatening another person or group
- creating language on a social network that is threatening, vulgar, or derogatory
- displaying or being displayed in an activity that violates federal, state, or local law and/or any regulation outlined elsewhere in the *NSU Student Handbook*

B.30 Parking and Motor Vehicle Policy

Failure to comply with the University's Parking and Motor Vehicle Policy is prohibited. Any violation of these regulations including non-compliance with posted signage, traffic control devices, or Florida State Statutes governing motor vehicle operation may result in the assessment of fines, vehicle immobilization, the towing of the vehicle at the owner's expense, the revocation of campus parking and operating privileges, and/or formal disciplinary action.

In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered in the NSU Parking Portal to obtain a digital virtual permit linked to the vehicle's license plate and ensure a NSU parking sticker is properly affixed and displayed on the rear windshield or bumper. It is the responsibility of the NSU Parking Portal account holder to ensure that a virtual permit is linked to their vehicle(s) and that all information (license plate, make, model, year, and color) is accurately entered and updated in the portal. All administrators, faculty and staff members, students, and visitors must register vehicles to be driven or parked on campus. All administrators, faculty and staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved. Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.

Students may pick up their NSU parking sticker at various locations on the Fort Lauderdale/Davie Campus, including the Campus Support Building, Carl DeSantis Building, Don Taft University Center (NSU RecPlex front desk), Terry Building, Horvitz Administration Building, Family Center Village (Building 100/200), Law School, Student Affairs Building, The Commons Residence Hall, Mako Residence Hall, and Rolling Hills Residence Halls A and B.

At **regional campuses**, NSU parking stickers are available at the main administrative office or security desk at the following locations: Fort Myers, Jacksonville, Miami, Miramar, Oceanographic, Orlando, Palm Beach, Tampa, Las Vegas, and San Juan.

NSU Public Safety is authorized to designate any spaces as temporary reserved parking. Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies NSU Public Safety, in writing, at the time the vehicle becomes disabled. The director of NSU Public Safety will determine whether a disabled vehicle is allowed to remain on campus. Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the administering of any repairs is the responsibility of the person making such repairs.

Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of NSU Public Safety. The maximum speed on any NSU driveway or roadway—excluding those owned and managed by the Town of Davie, Broward County, or the state of Florida—is 15 miles per hour or

less. All vehicle operators must obey NSU Public Safety and police direction and instructions regarding operating and parking motor vehicles. For additional information on public safety, parking, and traffic policies and procedures at the university, please visit the NSU Public Safety website at *nova.edu/public-safety*.

B.31 RecWell Center Policies and Procedures

NSU students and their guests who utilize the facilities (including fields and pools) managed by the Office of Recreation and Wellness must comply with the policies and procedures established by the department. *Department policies* are available online through the Office of Recreation and Wellness website.

B.32 Removal or Ejection from a University-Sponsored Event

Behavior which causes removal or ejection from any university-sponsored event, occurring either on campus or off campus, is prohibited.

B.33 Requests or Orders

All students and guests of NSU are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments and in administrative offices, participation in administration and/or judicial proceedings, and the compliance by the stated deadline with all the terms and conditions of all disciplinary sanctions. Students and guests are also expected not to obstruct, disrupt, or interfere with the operations of the university or administrative business. Additionally, this includes failure to comply with published guidelines for common areas or with any other university policy. Administrative discretion may be used to place a hold on a student's account if the student fails to comply with the directions of a university official.B.34 University Housing and Residence Life Policies and Procedures

All residents and/or guests in the residential buildings are required to comply with the University Housing and Residence Life policies and procedures at all times. A complete list of policies are included in the *Residential Living Guide* available online

B.34 Retaliation

To directly harass or threaten, to engage another person to commit an act on your behalf against, or otherwise commit an act against, another student who has reported a possible policy violation or who has participated in an investigation into the possible violation of a policy, is prohibited.

B.35 Smoking/Tobacco-Free Policy

Smoking and tobacco use are prohibited in all NSU facilities and on all university property and other properties owned or leased by the university, with no exception.

For purposes of this policy, "smoking" is defined as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product including cigarettes, cigars, pipe tobacco, and any other lit tobacco products. For the purposes of this policy, "tobacco use" is defined as the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; or any other form of loose- leaf, smokeless tobacco; as well as the use of unlit cigarettes, cigars, and pipe tobacco. Additional information on the *Tobacco-Free Policy* is available online.

B.36 Solicitation

Solicitation is defined as any approach of one person by another person for the purpose of buying,

exchanging, or selling goods or services, or distributing literature to cause a person to buy, exchange, or sell goods or services, or for the purpose of requesting funds, time membership, goods, services and/or equipment or materials to benefit either the university, its employees, outside organizations, or student organizations.

Personal solicitation, accosting individuals, hawking, or shouting is strictly prohibited.

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

B.37 Stalking

Stalking is prohibited and is defined as: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, and/or to suffer substantial emotional distress. For the purpose of this definition, see the following:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

B.38 Fraternity and Sorority Life Manual/Policies

NSU students affiliated with Social Greek Letter organizations are required to abide by the policies outlined by the *Fraternity and Sorority Life Manual*. Chapters and/or individuals can be held responsible for violations of the published policies contained therein.

B.39 Theft or Unauthorized Possession

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

B.40 Unauthorized Entry

Entering, attempts to enter, or remaining in any room, building, motor vehicle, trailer, or machinery, or other university property without proper authorization or by university personnel is prohibited. This includes attempting to stay past operating hours in any university facility.

B.41 Unauthorized Possession of University Property

Any university property issued to a student must be returned upon graduation, dismissal, withdrawal, separation from the university, or whenever requested by the university, the department responsible for the property, or the student's program. Students may be held financially responsible for any lost, stolen, damaged, unreturned, or improperly retained items.

Unauthorized possession of university property, failure to return university property when required, or failure to satisfy related obligations may result in disciplinary action, restitution, the assessment of applicable charges, fees, replacement costs, and other remedies authorized by university policy, and/or referral to legal authorities for prosecution.

B.42 Unauthorized Recording

Students are prohibited from making or attempting to make audio or video recordings of members of the university community in any location or situation wherein an individual has reasonable expectation of privacy unless all parties being recorded are aware of, and consent to, such recordings. Students are prohibited from recording audio or video, or taking in classrooms in all modalities (including online classes) without prior written permission from the instructor or pursuant to an approved disability accommodation.

Recording devices include, but are not limited to, cell phones, tablets, computers, smart watches, smart glasses, wearable cameras, and any other device capable of capturing, storing, transmitting, or streaming audio, video, images, or other recordings.

Students are further prohibited from reproducing, sharing, or disseminating class content recordings or any portion thereof with individuals who are not registered for the class. Engaging in such activities will be considered a breach of the Code of Student Conduct and Academic Responsibility and subject to disciplinary action.

In some programs of study, students may be audiotaped and/or videotaped in academic classes, clinical labs, or other educational settings for teaching, learning, assessment, and/or grading purposes. Program offices may obtain authorization and release forms from students prior to such recording activities.

No audio or videotaping is permitted during exam reviews or examinations without prior written authorization from the instructor and/or the university.

B.43 Video and/or Audio Copyright Violation

Federal copyright law restricts the use and/or distribution of copyrighted video and audio recordings without appropriate licenses or permission. Any use or distribution of audio or video recordings without appropriate approvals, or any other violation of NSU's copyright office is prohibited. Additional information, including NSU's full copyright policies, is available from the *NSU Copyright Office*.

B.44 Violation of Disciplinary Status/Conditions

Violating university policies or procedures while currently on disciplinary status (including probation or suspension) for a previous violation is prohibited. This may serve as grounds for a university judicial hearing.

B.45 Declined Payment

Students who make and/or deliver checks to NSU—or any of its affiliates—that are declined/not honored by a bank for proper cause shall be subject to a standard charge for administrative fee and will be required to provide restitution for all amounts owed. NSU assesses a $25 declined payment fee for each declined payment, including installment payments that are part of a payment plan and payments made by check or credit card. A declined payment hold is placed on the account until the declined payment and assessed fee have been paid.

The issuance of a dishonored check may also constitute a violation of the Code of Student Conduct, and students may be subject to disciplinary action in accordance with university policies. Please also see Payment Policy on page 31 and at *https://nova.edu/bursar/payment/*.

C. University Disciplinary Procedures

C.1 Introduction

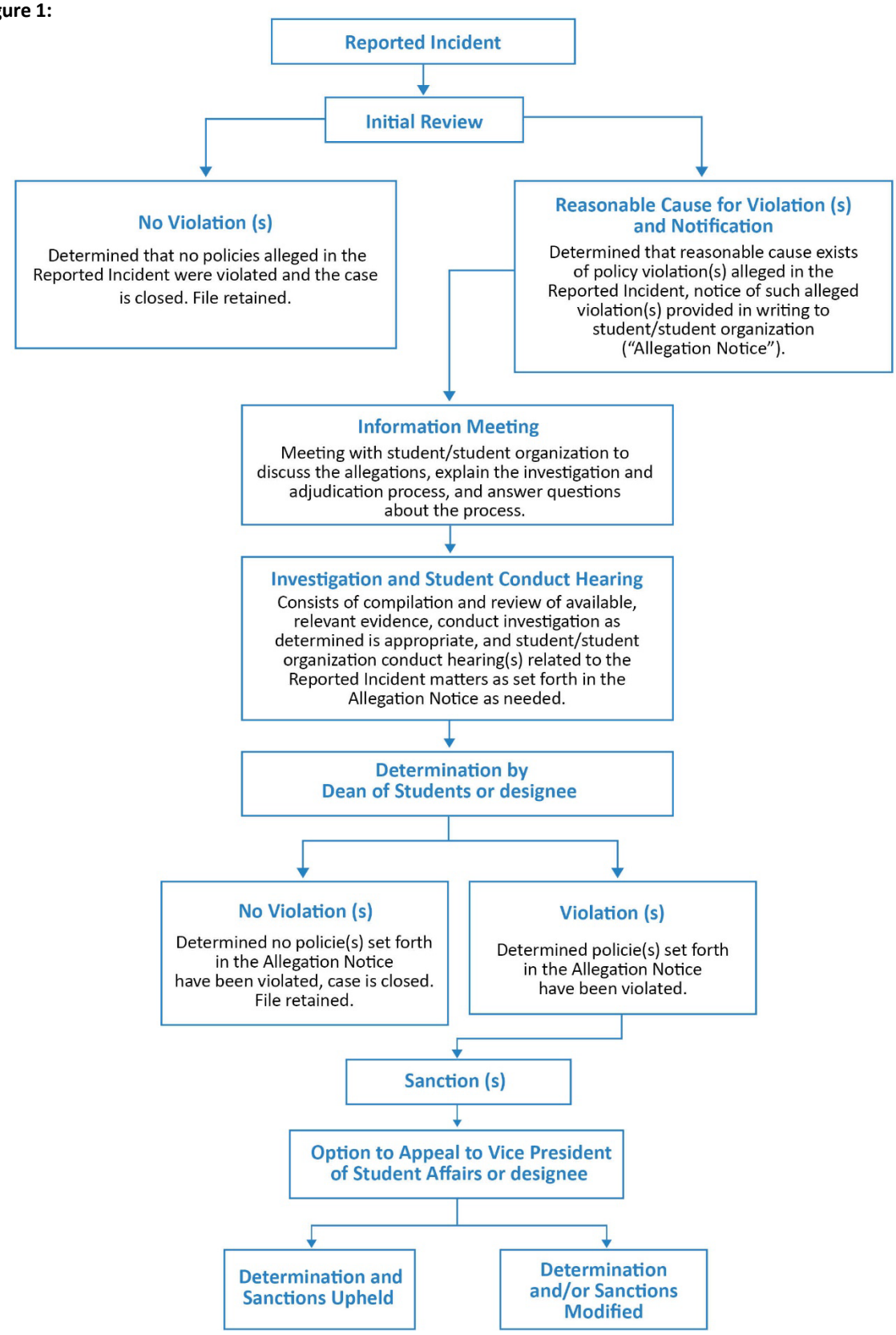
This procedure applies to students and student organizations who are alleged to have violated one or more policies of the NSU Code of Student Conduct and Academic Responsibility and/or any other university policies or procedures, except for those being resolved through the Title IX Sexual Harassment Resolution Procedures. In such cases, the student/student organization may be investigated and sanctioned pursuant to the NSU Student Disciplinary Process. At the discretion of the Dean of Students or designee, conduct-alleged violations specifically by fraternities or sororities and/or their individual members may be addressed in accordance with the student conduct procedures detailed in the *NSU Fraternity and Sorority Life Manual.*

A complaint of a conduct violation may be made by any member of the university or non-university community. The process through which students or student organizations are held accountable to university policies and procedures is intended to promote a better understanding of the expectations of university community as to acceptable conduct standards and appropriate behavior of students and student organizations within the community. The following outlines the procedure that may be taken when a complaint is filed with the Office of Student Conduct and possible consequences. As this is an internal procedure and closed process, parents or other family of the student, friends, significant others and/or attorneys or other legal representatives representing the student are not permitted to participate in or observe at any stage the disciplinary process.

In the event of any inconsistency between the NSU Code of Student Conduct and Academic Responsibility, including its processes and procedures with policies and/or processes and/or procedures of an individual college or applicable graduate program, those policies shall govern and supersede to the extent of the inconsistency.

Upon receipt that a conduct violation by a student or student organization may have occurred, the Dean of Students and/or designee will initiate the process as illustrated in *figure 1*

Figure 1:


Reported Incident
Initial Review
No Violation (s)
Determined that no policies alleged in the Reported Incident were violated and the case is closed. File retained.
Reasonable Cause for Violation (s) and Notification
Determined that reasonable cause exists of policy violation(s) alleged in the Reported Incident, notice of such alleged violation(s) provided in writing to student/student organization ("Allegation Notice").
Information Meeting
Meeting with student/student organization to discuss the allegations, explain the investigation and adjudication process, and answer questions about the process.
Investigation and Student Conduct Hearing
Consists of compilation and review of available, relevant evidence, conduct investigation as determined is appropriate, and student/student organization conduct hearing(s) related to the Reported Incident matters as set forth in the Allegation Notice as needed.
Determination by Dean of Students or designee
No Violation (s)
Determined no policie(s) set forth in the Allegation Notice have been violated, case is closed. File retained.
Violation (s)
Determined policie(s) set forth in the Allegation Notice have been violated.
Sanction (s)
Option to Appeal to Vice President of Student Affairs or designee
Determination and Sanctions Upheld
Determination and/or Sanctions Modified

C.2 Reported incident and initial review

Upon receipt of the reported incident(s), the Dean of Students or designee will conduct a review into the allegation(s). When it is determined that no policies have been violated, the case is closed and the file will be retained. When it is determined that there is reasonable cause to believe policy violation(s) have occurred, a notice stating the alleged violation(s) are sent to the student or president of the student organization to their NSU email address.

Notices will:

- Identify those university conduct/academic responsibility standard(s) or codes alleged to have been violated and sufficient detail to substantiate the allegations.
- Advise the student's/student organization's rights during the process
- Require that the student/student organization must within five (5) business days of receipt of the notice, contact the Office of Student Conduct to schedule an informational meeting and student conduct hearing.
- Inform the student/student organization that they may, but are not obligated to, provide the Office of Student Conduct with any relevant information, evidence or names of witnesses having information relevant to the alleged conduct

A complaint alleging that a graduate or professional student has violated the Code of Student Conduct and Academic Responsibility may be initiated by notifying the Dean of the student's college or designee.

In the event of any inconsistency between the provisions of this section and the policies, processes, or procedures for alleged conduct violations of an individual college or applicable graduate or professional program, the policies of the applicable college or program shall dictate the process and will govern and supersede to the extent of the inconsistency.

Reasonable efforts will be made to expeditiously process allegations by students/student organizations. With respect to consequences of student/student organization misconduct, NSU reserves the right to delay conferring degrees or rescind degrees that may have been conferred, until pending disciplinary matters are resolved. If a student withdraws from the university or is no longer an active student, the university may, at its discretion, continue the disciplinary process without the student participation, or place the disciplinary process on hold until the student's attempted return to NSU. Students are not permitted to re-enter NSU until all outstanding disciplinary cases are resolved.

C.3 Information Meeting

Upon completion of the initial review, when it is determined that there is reasonable cause to believe policy violations have occurred, the Office of Student Conduct will contact the student/ student organization to schedule an information meeting. The purpose of this meeting is to review the investigation process and to answer any questions the student/student organization may have. Students/student organizations have the option to waive their right to attend an information meeting. If an information meeting is scheduled, students/student organizations may submit a written statement to the Office of Student Conduct for consideration at least five (5) days prior to the meeting.

Scheduling

- An email will be sent to the student(s)/student organization inquiring as to availability for scheduling of the information meeting and the student conduct hearing.
- If the student/student organization fails to respond within two (2) business days of inquiry, the Office of Student Conduct may schedule the information meeting and student conduct hearing for the student(s)/student organization according to the availability of the Dean of Students or

designee (hearing officer) and will notify the student/student organization by email as to the date and time for the meeting and any other relevant details.

- If the student conduct hearing conflicts with a class, the Dean of Students or designee will request an excused absence from the professor.
- Failure to attend the scheduled information meeting constitutes a waiver by the student/student organization of their right to such a meeting,
- If a student fails to attend a scheduled student conduct hearing, the hearing will be held *in absentia*.

C. 4 Investigation and Student Conduct Hearing

The investigation may include the collection, compilation and review of available and relevant evidence, interviews, and other investigative steps determined appropriate by the Dean of Students or designee. The investigation will address the reported conduct and allegations identified in the Allegation Notice.

The purpose of the student conduct hearing is to provide the student/student organization with a meaningful opportunity to respond to the alleged violation(s) of the Code of Student Conduct and Academic Responsibility and provide evidence and present relevant information and witnesses for consideration.

The student conduct hearing is closed and limited to the student/student organization, the student's or student organization's adviser (should the student/student organization choose to have one), and the Dean of Students and/or designee, and other NSU staff as appropriate. All meetings are recorded. The recording will be used only in the event of an appellate process and is the property of the university.

The Dean of Students or designee, at their discretion, may conduct the hearing remotely. Participants are expected to participate from a private and appropriate location and comply with any reasonable conditions established for the hearing as set forth above.

At the beginning of the student conduct hearing, the hearing officer will review with the student/student organization their rights in the hearing process as outlined before, as well as the alleged code violations.

During the student conduct hearing, the student/student organization will have an opportunity to respond to the allegations contained in the Allegation Notice, accept responsibility (Responsible) or contest the allegation(s) (Not Responsible), and present relevant evidence, witnesses, and other relevant information.

Witnesses shall be present only while providing information. Witnesses must be able to provide firsthand, relevant information regarding the reported incident. Character witnesses are not accepted. If the student/student organization accepts responsibility, the Dean of Students or Designee will determine the sanction(s) that will be imposed.

In Absentia—If the student/student organization fails to schedule or attend a scheduled student conduct hearing, and the Dean of Students or designee has given reasonable notice and reasonable efforts to schedule the hearing, the Dean of Students or designee may make a determination based on the information available. If the student/student organization is found responsible (to have violated university conduct policies), the Dean of Students or designee may impose sanctions. This decision shall be communicated in writing to the student/student organization via NSU email. By failing to schedule or appear for a student conduct hearing, students/student organizations waive their right to appeal the decision of the Dean of Students or designee. Failure to appear for a scheduled proceeding may also result in a student account hold.

Additionally, the University reserves the right to modify the Allegation Notice related to infractions beyond those in the original Allegation Notice, that may become known during the Investigation and Student Conduct Hearing process or initiate the disciplinary process as to new allegations.

C. 5 Determination

After the conclusion of the investigation, including the student conduct hearing and review of available evidence and/or other relevant information, the Dean of Students or designee will make a determination and the student/student organization will receive a written statement as to the disposition of the case, with information regarding each violation alleged in the Allegation Notice. For any graduate or professional student, a copy of the final disposition will also be provided to the dean's office of the student's college. If the proceeding is conducted by the student's college, the college will provide a copy of the final disposition to the Office of Student Conduct.

C. 6 Individual Student Member and Organizational Responsibility

A student's individual responsibility for misconduct is separate from the responsibility of a student organization. An organization may be held responsible for conduct that constitutes an organizational violation of the Code of Student Conduct even when individual student members are also subject to separate proceedings. Conversely, the conduct of an individual student member does not, by itself, establish a violation by the organization.

C. 7 Rights of a Student/Student Organization during the Discipline Process

Right to abstain from verbal participation—Students/student organizations are not required to share their version of the incident in question but must understand that their nonparticipation or withholding of relevant information will not preclude a discipline officer from making a decision on charges or responsibility.

Right to review and provide information and offer witnesses with first-hand knowledge. Students/student organizations are permitted to review the incident report that initiated the conduct process against them, and any other documentation they would otherwise be permitted to inspect or review pursuant to FERPA. Students/student organizations may provide any information, documentation, or evidence to the investigator and/or discipline officer for consideration up to 48 hours after the conclusion of the student conduct hearing.

Right to an adviser—For any alleged conduct violation that may impact student enrollment status, students/ student organizations may request guidance from an adviser. That individual may be present with the students/student organizations during all meetings and/or hearings. An adviser must be either a full-time member of the university staff or faculty, except for cases falling under Title IX processes. The adviser should be someone who understands the policies and procedures used in the student discipline process. The role of the adviser is not to "represent" the student/student organization or speak for the student/student organization at any point during the disciplinary process. Rather, an adviser may be present to answer questions the involved student/student organization poses directly to the adviser. Regardless of whether a student/student organization chooses to utilize an adviser or not, every effort will be made by the discipline officer adjudicating the process to answer any questions a student/student organization may have before or after any meetings or hearings.

Right to an impartial process—Students/student organizations who believe that the hearing officer has a conflict of interest, which prevents them from conducting the student conduct hearing process in an impartial manner, should notify the Office of Student Conduct of such allegation, along with any supporting information as to perceived conflict of interest, in writing, prior to the occurrence of the student conduct hearing. In such circumstances, another hearing office will be appointed.

C. 8 Sanctions

If, following the investigation and student conduct hearing, the student is found responsible for violating the Code of Student Conduct and Academic Responsibility, the hearing officer will decide on the sanction to be

imposed. One or more of the following sanctions may be imposed for violations:

Verbal Warning—A verbal warning to the student by a university staff member that the student's behavior is inappropriate.

Disciplinary Warning—A warning to a student that the student's behavior has not met University standards. This sanction remains in effect for a designated number of semesters of attendance.

Disciplinary Probation—A disciplinary sanction serving notice to a student that the student's behavior is in serious violation of university standards. A time period is indicated during which another violation to the Code of Student Conduct and Academic Responsibility may lead to a more severe sanction (suspension or expulsion), if the student is found in violation. Once placed on disciplinary probation, the student may be removed from participating in select University programs, including but not limited to premier programs, clubs, organizations, fraternities, sororities, intramural, intercollegiate sports. Students on probation are prohibited from representing the University, holding office in a student organization, or being eligible to join a sorority or fraternity.

Although not noted on the transcript, students should be aware that disciplinary probation may be reported by NSU to outside agencies.

Final Disciplinary Probation—A severe penalty indicating that the student has blatantly violated university standards, under which the following conditions exist:

Any further violation of the Code of Student Conduct and Academic Responsibility will result in the minimum of suspension being imposed if the student is found in violation. Once placed on final disciplinary probation, the student may be removed from participating in select University programs, including but not limited to premier programs, clubs, organizations, fraternities, sororities, intramural, intercollegiate sports. Students on probation are prohibited from representing the University, hold office in a student organization, or be eligible to join a sorority or fraternity.

After two semesters in attendance, a student may initiate a request to the Vice President for Student Affairs, in writing, for reduction of the sanction of final disciplinary probation to disciplinary probation but must also demonstrate reason to substantiate the request.

Although not noted on the transcript, students should be aware that final disciplinary probation may be reported by NSU to outside agencies.

Temporary Suspension—Action taken by the Vice President for Student Affairs or the Dean of Students that requires a student's temporary separation from the University until a final determination is made regarding potential violations of the Code of Student Conduct and Academic Responsibility.

Suspension—A mandatory separation from the University for a period of time specified in an order of suspension. As per the inactivity policy, an application for readmission may be required. Readmission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the University. During the period of suspension, the student is barred from campus-visiting privileges unless specific permission is granted by the Vice President for Student Affairs, or designee, and the student may be removed from participating in select University programs. Suspension shall be noted on the student's transcript. If suspended, the University Registrar will officially drop or withdraw the student effective as of the date of the incident. Any academic or financial consequences of the drop or withdrawal will be determined by the date of the incident in relation to the standard academic calendar for that semester/term, unless extenuating circumstances warrant an exception.

Expulsion—A permanent dismissal from the University with no right for future readmission under any circumstances. A student who has been expelled is barred from campus-visiting privileges. Expulsion is noted on the student's transcript. If expelled, the University Registrar will officially drop or withdraw the student effective as of the date of the incident. Any academic or financial consequences of the drop or

withdrawal will be determined by the date of the incident in relation to the standard academic calendar for that semester/term, unless extenuating circumstances warrant an exception.

Additional sanctions:

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

Restitution—A payment made for damages or losses to the university, as directed by the discipline officer.

Restriction or Revocation of Privileges—Temporary or permanent loss of privileges that includes, but is not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

Termination or Change of Residence Hall Agreement/Accommodation—A disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the Vice President for Student Affairs, the Dean of Students, and/or the director of University Housing, or designee.

Counseling Intervention—A referral for counseling to the Center for Student Counseling and Well-Being or other university health provider/program when deemed to benefit the student.

Other Appropriate Action—Sanctions other than those defined about as deemed appropriate based on the nature of the conduct violations (such as researched paper or other written assignment, or presentation) as determined by the Dean of Students, or designee.

Reporting to External Organizations—Additionally, the University retains the right to report student disciplinary history and sanctions to external organization when necessary.

Parent/Legal Guardian Notification—University may notify parents/legal guardian of a students over the age of majority (18 years old) without student consent in the case of specific emergency situations involving student health or safety, or for violations of the University alcohol or drug policies by the student.

Student Organization Sanctions:

Alleged violation(s) of the code of conduct involving a Registered Student Organization may be addressed by the Office of Student Conduct, the Office of Campus Life and Student Engagement, and/or an appropriate University designee, as determined by the nature and severity of the alleged violation(s). Sanctions for Registered Student Organizations may include one or more of those listed above and/or others as deemed appropriate.

C. 9 Appeal Process

Students/student organizations may appeal the decision and sanctions resulting from the disciplinary procedure in writing to the Vice President for Student Affairs within five (5) business days of the receipt of the written disposition from the Dean of Students or designee of the conduct hearing. The only basis for appeal are as follows:

- New, relevant evidence that was not available during the investigation or student conduct hearing that would substantially alter the outcome.
- Information that the applicable university procedures were not followed and the deviance would substantially alter the outcome.
- The sanction is not commensurate with the violation(s) of the Code of Student Conduct and Responsibility.

The Vice President for Student Affairs or designee will issue a written decision on the appeal within thirty (30) calendar days of receipt of the appeal request. This decision will be sent directly to the student/student

organization at their NSU email address. Based on the Vice President for Student Affairs' or designee's, as the appellate officer, review of all relevant information submitted with the appeal, the original decision and sanctions may be either upheld or modified. The decision of the Vice President for Student Affairs or designee is final.

C. 10 Disciplinary Notations on Academic Transcripts

An academic transcript is a complete record of the student's academic performance and enrollment history, which may also reflect disciplinary actions, behavioral misconduct, and administrative decisions. Major sanctions such as suspension and expulsion are explicitly noted on the student's transcript. Additionally, if a student withdraws from the University while a disciplinary matter is pending, the University may place a notation on the student's academic transcript indicating that the student withdrew with conduct charges pending. The notations may remain until the disciplinary matter is resolved or as otherwise provided by University policy.

D. Discrimination Grievance Procedures for Students

Nova Southeastern University ("University") has established the below grievance procedures to review, investigate, and resolve allegations of discrimination in violation of the University Non-Discrimination Policy. When another complaint procedure applies (e.g., appeals of student conduct determinations, grade disputes, disability accommodation appeals, etc.,) those should be pursued instead.

Complaint Procedures

Filing a Complaint

A written, formal complaint must be submitted in writing*by a student and must provide detailed description of the alleged acts of discrimination and may include any supporting information and/or potential witnesses. Complaints provided by non-students will be referred to the appropriate University office or official.

Complaints alleging sex-based discrimination should be directed to:

Title IX Coordinator • (954) 262-7858 • *titleIX@nova.edu*
Website and online reporting form are available at *nova.edu/title-ix*.

Complaints alleging all other discrimination should be directed to:

Office of the Dean of Students • (954) 262-7281 • *bj379@nova.edu*
Website and online reporting form are available at *https://www.nova.edu/student-conduct/report-a-concern.html*

The appropriate University official designated above will be responsible for overseeing the University's response to the applicable complaint and may appoint a designee at any time. If either a complainant or a respondent is both a student and an employee, the University official will consider the context in which the alleged discrimination occurred.

*NSU also will accept oral complaints from individuals who have difficulty writing a complaint, including those with disabilities if they are unable to file a written complaint. The University will record the complaint, and/or memorialize it in writing, certified by the complainant. The individual will certify that the written complaint is an accurate representation of their complaint.

Initial Review

Upon receipt of a formal complaint, an initial review will be conducted by the appropriate University official,

as determined by the University, to evaluate the jurisdiction and nature of the complaint. This generally involves the following:

- Reviewing the complaint and any preliminary information
- Contacting the complainant (or affected party, if the complainant is not the person who experienced the alleged discrimination, harassment, and/or retaliation) to review the complaint procedures and seek any clarification about the complaint.
- Offering interim measures, if appropriate, while the complaint is under review.
- In cases involving an allegation subject to the Violence Against Women Act (VAWA), the Title IX Coordinator will evaluate whether the allegations are subject to the jurisdictional requirements of the NSU Title IX/Sexual Misconduct Policy and therefore will be resolved through the Title IX Sexual Harassment Resolution Procedures, or whether the allegations are subject to these grievance procedures. If resolved through these grievance procedures, the following exceptions apply:
    - The parties are permitted to have an advisor of the party's choosing present to accompany the party, but serves as a silent advisor and does not represent the party.
    - Notification of the result, i.e., the determination and rationale, will be provided simultaneously in writing to the parties, and the complainant will be notified of the respondent's sanction(s) relevant to the complainant as well as any remedies (see below) for the complainant. If there are any concerns for safety, the University official overseeing the complaint may take appropriate measures to provide the notice of outcomes in a way that protects the safety of those involved.

Referral or Dismissal

Some complaints may not actually meet the definition of discrimination set forth by University policy, or otherwise may be more appropriately handled by other offices. These complaints will be dismissed or referred to other offices as appropriate, at the discretion of the University official overseeing the investigation.

Notice of Allegations

If the complaint falls under the jurisdiction of this policy and is to be investigated, the University will provide notice of the allegations to the parties (complainant and respondent(s)) with sufficient time - as specified by the University – for each party to review and respond to them.

Alternative Resolution

The University may attempt to resolve matters through mediation or other alternative resolution, when the University, in its sole discretion, deems to be appropriate. Mediation will not be used for reports of extreme forms of discrimination, harassment, and/or retaliation or where prohibited by law. In mediation, the investigator(s)—or an assigned individual—typically meets with the reporting party and the respondent—separately and/or together—to seek an acceptable resolution. Any informal resolution may be made only with the agreement of all affected parties.

If an alternative resolution is unsuccessful, the matter will proceed to investigation.

Investigation

Grievance investigations are objective, fact-finding inquiries. The purpose of the investigation is to gather facts relating to the allegations made by the complainant and to enable the University to decide whether NSU policy has been violated. During the investigation, the parties will have the opportunity to present relevant information to support or refute the allegations and to respond to the information collected. The burden is on NSU and not on the parties to investigate the allegations.

- The University official overseeing the complaint will appoint an investigator(s) who will contact the complainant/affected party to coordinate phone call (s), virtual, or physical meeting (s), as determined by such investigator.
- The investigator may interview the complainant, respondent, and any other witnesses deemed to potentially have relevant information as determined by the investigator.
- The investigation may include written statements, interviews, document requests, and any other sources the investigator(s) deems appropriate.
- Investigations may be expanded to address additional allegations that surface during the investigation at the investigator's discretion. If relevant, the parties will be provided with written notice of any such additional allegations related to them and will be given the opportunity to respond to the additional allegations.
- The investigator(s) typically will complete the investigation within 90 calendar days of the appointment of the investigator.
- This is a closed investigation. In other words, parents or third parties may not directly participate in this process unless specifically requested by the investigator. Parties and witnesses are expected to speak for themselves during the investigation. Attorneys are not permitted to be present during University interviews or meetings during this investigation or resolution, unless the allegations involve a VAWA offense.
- The investigator will summarize the findings of the investigation and provide them to the Title IX Coordinator or Dean of Students or their designee. Parties are not entitled to review investigation materials.

Determinations

The University official overseeing the complaint, or their designee will make a determination of whether each allegation occurred or not, (i.e. substantiated or not) based on a preponderance of the evidence.

- When an employee is alleged of engaging in discrimination, the determination and rationale will be communicated to both parties in writing as well as to the Office of Human Resources (OHR). OHR will review the investigation findings and consider appropriate action under applicable OHR policies and procedures. In these cases, the complainant is entitled to know whether an employee was found responsible, whether corrective action was taken, and any sanctions or remedies affecting the student's educational access or safety.
- When a student is alleged of engaging in discrimination the Dean of Students or designee determines the sanction(s), if any, to be imposed. If it was substantiated the respondent engaged in discrimination factors contributing to sanction determination include the nature and severity of the conduct, any prior relevant misconduct by the respondent, and other factors where relevant Both parties will be notified of the determination and rationale. Information specific to the respondent's prior conduct, or any disciplinary action imposed, will not be disclosed with the complainant.

The only eligible basis for appeal of a determination is new evidence that was not reasonably available at the time the decision was made, that could affect the outcome. On that basis, a party may submit an appeal in writing within five (5) days that the determination was sent. The other party will be advised of the appeal and the nature of the evidence submitted. Otherwise, the decision-maker's determination is final, and not subject to appeal.

Remediating Discrimination

Discrimination is not consistent with university core values. The remedies for violating this policy on discrimination shall be as determined by the university official making such determination, which may include but not be limited to sanctions set forth in the Student Code of Conduct, remedial counseling for the respondent, supportive counseling, for the reporting party, training or education, separation of the parties,

suspension, dismissal or other corrective action directed to the respondent.

Distance Education Student Complaint Process

NSU provides several means through which a student may address complaints and grievances. In order to resolve academic grievances, complaints, and concerns in an expeditious, fair, and amicable manner, students are asked to consult their respective college catalog (*https://www.nova.edu/academics/course-catalog.html*) or student handbook (*https://www.nova.edu/student-affairs/student-handbooks.html*) for information on the appropriate grievance procedures. The link above provides academic catalogs for each Nova Southeastern University college. Students are urged to exhaust all possible internal avenues for resolution before filing complaints with external agencies.

In the unlikely event that an issue cannot be resolved through university processes, complaint may be filed with the following external agencies:

1. **Regional Accreditor:** *Southern Association of Colleges and Schools Commission on Colleges* (SACSCOC), 1866 Southern Lane, Decatur, Georgia 30033-4097. Telephone: (404) 679-4500. The link above provides information on the SACSCOC complaint policies and procedures.

2. **State Agency:** Florida Department of Education, Office of Articulation; email: *articulation@fldoe.org*; telephone: (850) 245-0427.

3. **State Authorization Reciprocity Agreement (SARA):** SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Institutions that participate in SARA are authorized to provide online and other distance education activities to students from all SARA member states. Institutions that choose to participate in SARA operate under a set of policies and standards overseen by the National Council for State Authorization Reciprocity Agreements (NC-SARA) and administered by four regional higher education compacts. NSU has been approved by NC-SARA to participate in this reciprocity agreement.

Distance education students that are enrolled in a Florida institution that operates under SARA, who have completed the internal institutional grievance process and applicable state grievance process, may appeal noninstructional complaints to the Florida State Authorization Reciprocity Agreement (FL-SARA) Postsecondary Reciprocal Distance Education Coordinating Council (PRDEC). For additional information on the complaint process, please visit the *FL-SARA Complaint Process* web page.

NSU Resources, Supports, and Services

Academic and Enrollment services

Center for Academic and Professional Success

The *Center for Academic and Professional Success* (CAPS) provides career consulting and job search assistance to undergraduate students, graduate students, and alumni. Through personalized consulting and various career-related resources, the center aims to educate students and alumni on how to create an individualized career action plan—ranging from selecting a major to navigating a competitive job search. Additionally, CAPS helps students and alumni explore opportunities in careers and graduate or professional schools.

CAPS provides a variety of programs and services, including pre-health advising, career assessments, internship and experiential learning opportunities, job fairs, guest speakers, and soft skills development workshops.

In addition, CAPS offers comprehensive academic support services to help undergraduate students achieve their academic goals. These services include academic planning, course sequencing, meeting prerequisites, preparing for graduate and professional school, and assistance with class registration.

Office of the University Registrar

The *Office of the University Registrar* offers a variety of services to the university community. These services include, but are not limited to, course registration, transcript processing, name and address change, loan deferment, enrollment and degree verification, grade processing, degree conferral, and diploma printing. The office also facilitates and communicates academic progress standing to students on a trimester basis and oversees all related communications with students and academic programs. The essential responsibility of the registrar's office is to create, maintain, and protect students' academic records, as well as interpret and uphold university policy. For more information, visit *nova.edu/registrar* or call (954) 262-7200, 800-262-7200, or 800-541-6682, ext. 27200.

Transcript Requests

Students may view a complete academic history, print out an unofficial transcript, and request an official printed or electronic transcript in SharkLink. The fee for an electronic official transcript is $17. Printed official transcripts are delivered by U.S. postal mail. They cost $19.50 to be sent within the U.S., and $22 to be sent internationally. For additional information on ordering transcripts, visit *nova.edu/registrar/services/transcript.html*.

Transfer Evaluation Services

Undergraduate students may refer to the institutional policies on transferring credits to NSU listed on the TES website at *nova.edu/tes*. Questions regarding the transfer of graduate/first-professional-level courses should be addressed to the student's program admissions office.

Class Registration and Changes

All students must complete an online Student Enrollment Agreement (SEA) form each year in order to gain

access to class registration. The SEA outlines the university's standards and policies regarding course registration and withdrawal, financial responsibility, and more. A copy of the SEA is available on the registrar's website at *https://nova.edu/registrar/documents/student-enrollment-agreement.pdf*. Students must be officially registered prior to the start of the semester/term in order to participate in and receive academic credit for those courses. All holds must be cleared at the time of registration. Late registration will not be accepted if due to a financial hold that was not cleared prior to the close of the registration period. Students are responsible for reviewing their registration and academic records each semester/term for accuracy and for promptly notifying their program office/adviser of any discrepancies. Students have no more than 20 days after the end of a semester/term to resolve any discrepancies. Petitions for retroactive drops, withdrawals, or refunds for a course will only be considered based on documented extenuating circumstances. Appropriate documentation may include doctor's notes and death certificates.

Roster Reconciliation

Students are required to attend the first class of each course to start academic work for the semester, unless they have obtained prior approval for an absence from the instructor. Without such approval, a student will be reported as not in attendance, which may result in the student being dropped from the class through the university's roster reconciliation process. However, it remains the student's responsibility to monitor class registration status in accordance with the Student Enrollment Agreement (SEA), regardless of the instructor's roster reconciliation submission.

Name or Social Security Changes

NSU requires official documentation to make any change to the name or Social Security number students have on record. Students must submit a completed Data Change Form, available at *nova.edu/registrar/forms/index.html*, along with supporting legal documentation. For details on acceptable documentation for each change, visit the registrar's website at nova.edu/registrar/services.html.

Student Contact and Personal Information

To ensure that they can be contacted in an emergency, receive financial aid refunds, and receive any important information sent by postal mail, students must keep their contact information current in SharkLink (*sharklinkportal.nova.edu*) at all times. This includes preferred and permanent mailing addresses and phone numbers. Students may update their address in *SharkLink*.

Auditing a Course

An audit is a registration status that allows students to attend a course without receiving academic credit. Prior to auditing a course, a student must submit a completed Course Audit Request Form to seek written approval from the instructor and the department chair/director. Upon completion of the audited course, an AU grade will be posted. The AU grade cannot be changed to a letter grade, nor will it affect a student's GPA. For detailed information, visit *nova.edu/registrar/policies/course-audit-policy.html.*

Loan Deferment/Enrollment and Degree Verification

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

Degree Works Online Degree Evaluations

The university's online degree evaluation system, Degree Works, is a useful reference tool to help students track their progress toward completion of degree requirements published in the college catalog. Students may access Degree Works in SharkLink. Degree Works evaluations are not official and do not replace a

student's academic advisor or college catalog information. Students should consult their specific academic advisor/program office for detailed program requirements and course options. Final approval for the completion of graduation requirements is granted by the program office. For more information, visit the registrar's office at *nova.edu/registrar/degreeworks.html*.

Office of Undergraduate Admissions

The *Office of Undergraduate Admissions* guides and supports students and families through all of the processes related to enrolling in undergraduate programs at NSU. The office works closely with all of the university's colleges that house undergraduate academic programs, Financial Aid and Academic Records, and other campus departments and offices that are relevant to undergraduate recruitment and admissions. The office also participates in numerous college admission fairs, hosts school counselors on campus, provides campus tours through student ambassadors, and maintains an active national and international student recruitment schedule.

One-Stop Shop

The *One-Stop Shop* is the central point of contact for information and service for walk-in prospective, new, and continuing students. Students can submit required financial aid documents, obtain enrollment verification, request official transcripts, and register for classes. The One-Stop Shop is located in the Horvitz Administration Building on the Fort Lauderdale/Davie Campus. For a comprehensive listing of services and hours of operations, visit *nova.edu/financialaid/contactus*.

Tutoring and Testing Center (TTC)

The Tutoring and Testing Center (TTC) supports the academic progress of all NSU students. Supplemental learning assistance and a variety of testing services are provided in a supportive and professional environment that enhances the ability of all students to meet educational goals, achieve academic excellence, and enhance personal growth.

Tutoring Services

Students can receive one-on-one tutoring in subject areas that include mathematics and science. Tutoring sessions are 45-minutes long and take place in the Academic Support Lab, located on the 4th floor of the Alvin Sherman Library. These sessions are designed to be interactive and students are expected to bring attempted assignments with them to the appointment. Math and science tutors clarify and reinforce specific topics. Our office staff uses a student-centered holistic approach, which considers the "whole student" when discussing academic success strategies.

Peer Academic Consultants (PACs) work with all students (undergraduate and graduate) to help reinforce skills in study strategies, time management, and test preparation. For more information, please call (954) 262-8350 or visit our website at *nova.edu/tutoring-testing/tutoring-services/*.

Testing Services

Testing Services also facilitates faculty make-up exams and accommodations for students with documented disabilities. Other credit- bearing examinations available to students are the College-Level Examination Program (CLEP), DSST - DANTES subject standardized tests, and New York Proficiency Testing in Foreign Languages. All exams take place on the second floor of the Student Affairs Building by appointment. For more information, please call (954) 262-8374 or visit our website at *nova.edu/tutoring-testing/testing-services/*.

Supplemental Instruction

Supplemental Instruction (SI) is a peer-led student academic enrichment program that offers free, weekly, and organized group study sessions outside of class for select historically difficult courses. These study sessions are facilitated by SI Leaders who are nominated by faculty members for their leadership ability and content mastery. All SI Leaders are current NSU undergraduate students who have previously taken and mastered the course and have the skills and training to help guide others through course material. For more information, please call (954) 262- 8350 or visit our website at *nova.edu/tutoring-testing/supplemental-instruction/*.

Writing and Communication Center (WCC)

The *WCC* offers NSU students one-on-one assistance at any stage of the writing process, from brainstorming through final editing. WCC consultants help students develop and strengthen general writing and communication skills during face-to-face or online consultations. Services include assistance on academic projects (essays, lab reports, theses, and dissertations); digital projects (presentations, posters, and infographics); professional projects (articles for publication); personal projects (creative writing); and oral presentations.

Library Services

University Libraries

The *university library* system is composed of the *Alvin Sherman Library, Research, and Information Technology Center*, the *Martin and Gail Press Library*, the *Panza Maurer Law Library*, the *Oceanographic Campus Library*, and the *Tampa Bay Regional Campus Library*. The 325,000-square-foot Alvin Sherman Library is a joint-use facility with the Broward County Board of County Commissioners. It serves students and faculty and staff members of NSU, as well as residents of Broward County. The five-story structure encompasses electronic classrooms, group-study rooms, a café, Ann Porterfield digital media lab and creative makerspace, and service desks with staff trained and ready to serve library users. Collections of print and electronic resources support the research of students and faculty and staff members. A large spacious atrium houses educational art pieces. The second-floor reference desk is clearly visible to students and enhanced by The NSU Glass Garden created by glass artist Dale Chihuly for the Sherman Library. Also on the second floor is the Craig and Barbara Weiner Holocaust Museum, as well as the Adolfo and Marisela Cotilla Gallery that features visiting exhibits and cultural events throughout the year. Overall, the university's libraries house more than one million items. Interlibrary Loan agreements through organizations such as the Online Computer Library Center, the Southeast Florida Library Information Network, the Consortium of Southeastern Law Libraries, and the National Library of Medicine provide broad access to a wide range of materials.

Financial-related support Services

Enrollment Processing Services

Enrollment Processing Services (EPS) is the university's central hub for the collection, processing, and secure storage of documents and files related to students' academic and financial aid records.

Office of Financial Aid

The *Office of Financial Aid* is dedicated to assisting students in making well-informed decisions regarding the funding of their education at NSU. The office administers grants, scholarships, student employment, and loans and prepares student financial aid offers based on federal and state regulations and institutional guidelines. It provides information on the application processes for financial aid, student employment, and veterans educational benefits and counsels students on proactive debt management strategies and financial literacy. The office also monitors student Satisfactory Academic Progress (SAP) for financial aid eligibility and awards scholarships from internal and external sources. Students may receive financial aid guidance in person, by email, by telephone, or virtually. For more details, including contact information, visit *nova.edu/financial-aid/index.html* or call (954) 262-3380 or 800-541-6682, ext. 23380.

Return of Title IV Funds

Any student who withdraws from all Title IV-eligible courses within an academic semester may be required to return unearned financial aid funds. The Return of Title IV Funds regulation is based on the premise that students earn financial aid for each calendar day they attend classes. Students are strongly encouraged to consult with a financial aid counselor before dropping or withdrawing from courses, so they may be prepared for what may happen to their financial aid. For complete information, please review *nova.edu/financial-aid/*.

Satisfactory Academic Progress (SAP)

To receive financial aid, a student must continually meet Satisfactory Academic Progress (SAP) requirements established by the Department of Education. These progress requirements include the following three criteria: qualitative (grade point average), maximum time frame (total allowable credits), and pace (overall credits completed). Students who fail to meet SAP during the 2026–2027 academic year will not be eligible for Title IV federal and Florida state financial aid during the 2027–2028 academic year. Comprehensive information is available on the financial aid website at *nova.edu/sap*.

Veterans Educational Benefits

The U.S. Department of Veterans Affairs (VA) educational benefits are designated to provide eligible individuals with an opportunity for educational and career growth. Detailed information regarding veteran benefits at NSU is available online at *nova.edu/financial-aid/veterans*. Students may also contact the NSU Veterans Benefits Office by calling (954) 262-7236 or toll free at 800-541-6682, ext., 27236, Monday through Friday, between 8:30 a.m. and 5:00 p.m.; by emailing *vabenefits@nova.edu*; or by visiting the veteran benefits office in the William and Norma Horvitz Administration Building on the Fort Lauderdale/Davie Campus. Students may also learn about their education benefits by visiting the Department of Veterans Affairs online at *va.gov* or by contacting the VA at 888-442-4551. Veterans Affairs (VA) Payment Policy In accordance with Title 38 US Code 3679 subsection (e) of the Veterans Benefits and Transition Act of 2018, Nova Southeastern University (NSU) will not impose a penalty on any student using veterans education benefits under Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post 9/11 GI Bill®) because of the individual's inability to meet financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs (VA). NSU will not

- prevent the student from attending or participating in the course of education during periods in which there is a delayed disbursement
- assess late payment fees if the financial obligation is fully funded by the Department of Veterans Affairs (VA)
- require the student to secure alternative or additional funding for delayed disbursements

- deny the student access to institutional facilities and services (e.g., access to the Don Taft University Center RecPlex, grades, transcripts, and registration) available to other students who have satisfied their tuition and fee bills

Grade/Progress Reports for Students Receiving Veterans Benefits

Nova Southeastern University furnishes each student with a Notification of Posting of Grade with instructions on how to view an unofficial transcript that shows current status of grades and earned semester hours for all courses completed and/or attempted, and grades for courses in which the student is currently enrolled. At the end of every evaluation period (e.g., term, semester) each veteran can request an official transcript that shows the current status of grades and earned semester hours for all courses completed and/or attempted. This electronic transcript can be obtained from the One-Stop Shop at the Horvitz Administration Building or ordered online in SharkLink for a $17 fee.

Office of the University Bursar

The *Office of the University Bursar* is responsible for billing students; collecting and depositing payments; sending invoices and receipts; third party student vendor billing requests, including Florida Prepaid College Plans, vocational rehabilitation programs, and scholarships; providing access to student educational tax forms, and issuing refunds from excess financial aid funds The office also administers NSU payment plans and assists borrowers of Federal Perkins and Health and Human Services Loans with repayment options. NSU Student Health Insurance is also housed within this office. For more information, visit *nova.edu/bursar* or call (954) 262-5200 or 800-541-6682, ext. 25200.

Health, safety, and Well-Being

Center for Student Counseling and Well-Being

The NSU Center for Student Counseling and Well-Being (CSCW) by Henderson Behavioral Health offers a wide array of services and programs to support various aspects of student's well-being. These services crisis appointments, individual, couples, and family counseling, and medication management. Additionally, Henderson Behavioral Health recently partnered with Better Mynds, an online telehealth platform. Through this partnership, students benefit from more accessible counseling services, including access to virtual support groups, regardless of location. Examples of what a student can focus on in counseling include but are not limited to: Academic & Career Development, Relationship Challenges, Adjustment to Student Life, Depression, Stress & Time Management, Problem Solving & Goal Setting, Test and Seminar Anxiety, Eating and Body Image, Anxiety, and Substance Abuse. Henderson is accredited at the highest level to provide student counseling services by the Commission on the Accreditation of Rehabilitation Facilities (CARF).

Services Offered

- individual counseling
- couples counseling
- family counseling
- psychiatric services

How to make an appointment

Please register for an appointment accessing the HSCS portal at *https://www.nova.edu/studentcounseling/*

Daily Triage/Screening Appointments are available.

Payment

Part-time and full-time students can participate in up to 10 sessions per year, and counseling sessions are available at no cost. If seeing the psychiatrist, students are charged a nominal fee. Insurance is accepted.

Hours of Operation

Monday 8:30am – 6:00 p.m.

Tuesday 8:30am – 8:00 p.m.

Wednesday 8:30am – 8:00 p.m.

Thursday 8:30am – 5:00 p.m.

Friday 8:30am – 6:00 p.m.

After Hours On-Call Counselor:

(954) 424-6911, available 24/7 (365 days per year): select #4 to connect to Counselor.

NSU Health

NSU Health a patient-centric, integrated healthcare network built on a foundation of education, research, and the highest-quality patient care. NSU Health offers whole-person patient care across an array of services, from primary, dental, and eye care to mental health counseling, pediatrics, women's health, a full-service pharmacy, and more on campus. One additional highlight of NSU Health is the Student Medical Center, a special health center devoted exclusively to student healthcare, which is located in the Dr. Sanford L. Ziff Health Care Center. Specific information about the clinics and services available to enrolled students are included on the NSU Health website at *nsuhealth.nova.edu*.

Student Medical Center

The mission of the Student Medical Center is to provide quality primary healthcare services to our collegiate population. The center is located in Fort Lauderdale on the first floor of the Dr. Sanford L. Ziff Health Care Center. The friendly staff of physicians are board-certified in multiple specialties, from internal medicine to emergency medicine. Services available include physical examinations; women's healthcare; vaccinations; STI prevention, testing, and treatment; birth control; general medical care; and minor surgical procedures. Students can schedule an appointment by calling (954) 262-4100.

More information about the student medical center is available online at *nsuhealth.nova.edu/student-care/student-medical-center.html*. Additional Information about healthcare services and clinics available to enrolled students can be found on the NSU Health website at *nsuhealth.nova.edu*.

NSU Public Safety Department

The NSU Public Safety Department (NSU Public Safety) provides protective services on campus 24 hours a day. NSU Public Safety uses community-focused crime prevention strategies, including patrol officers, to prevent crimes and threats on the Fort Lauderdale/Davie Campus, Oceanographic Campus, and at the NSU Art Museum Fort Lauderdale. It also utilizes contract security officers to assist with traffic direction and special events on the Fort Lauderdale/Davie Campus and to provide on-site security services at NSU's regional campuses, as well as to augment security services at the Oceanographic Campus and the NSU Art Museum Fort Lauderdale. NSU Public Safety and contract security officers patrol and enforce university policies and parking and traffic regulations on university property. NSU Public Safety officers and contract security personnel are not police officers, are not empowered as law enforcement officers, and do not have

the authority to make arrests.

NSU Alert: Stay informed of all campus emergencies.

- Call 9-1-1 for any emergency while on campus, then call NSU Public Safety at (954) 262-8999.a
- Sign up for NSU's Emergency Notification System by updating your emergency contact information at *NSU Emergency Notification Information*.
- Program the NSU Emergency Hotline number, 800-256-5065, and SMS short code 82932 as "NSU ALERT" in your mobile device contacts so emergency notifications can be quickly recognized.

If you see something, send something.

- Download the SaferWatch app.
- Receive real-time alerts and updates.
- Report crime, threats, and suspicious activity.
- Subscribe for FREE to the NSU locations of your choice.

If you have information about something that seems a little off, take a picture, write a text, or take a screenshot and send it to SaferWatch. The information goes directly to NSU's Public Safety officers, so they can review it, take appropriate action, and send updates via the SaferWatch app. NOTE: SaferWatch is not a replacement for 9-1-1. This is something to report tips. If you see an in-progress emergency, call 9-1-1. Visit the *NSU Alert website* to learn more.

Emergency Preparedness

The *Campus Safety Handbook* contains additional crime prevention, emergency preparedness, including, but not limited to severe weather safety such as hurricane preparedness, and campus safety information.

Office of Student Conduct

The *Office of Student Conduct* supports the educational mission of the institution by reviewing and resolving alleged violations of the Code of Student Conduct and Academic Responsibility. Guided by the university's eight core values, the office encourages students to take responsibility for their actions, learn conflict resolution skills, enhance decision-making abilities and develop social awareness and ethical values.

Additionally, the office supports the NSU Student CARE Team, a multidisciplinary team designed to provide support for students' well-being and academic success by connecting students in need with campus and community resources.

In addition, the office supports the Student Behavioral Concerns Committee by ensuring that students experiencing or exhibiting behaviors that are of concern in relation to their personal, physical, and emotional well-being are supported and connected to various resources.

Office of Student Disability Services

The *Office of Student Disability Services* provides information and individualized accommodations to ensure equal and comprehensive access to university programs, services, and campus facilities. *Information about requirements* for requesting academic or facility accommodations, by any student enrolled at the university, is available online through the office website.

Office of Student Experience

The Office of Student Experience serves as a central hub for involvement, leadership, and school spirit, intentionally shaping a vibrant and connected campus community. The office leads signature initiatives such as Waves of Welcome, the university's kickoff to the academic year that builds excitement, belonging, and engagement from the very start. It also manages the university wide Engagement Calendar to ensure students are consistently informed about opportunities to get involved throughout the year. The office hosts hallmark traditions including Community Fest and the Student Life Achievement Awards, known as the STUEYs, which celebrate the outstanding contributions of faculty, staff, and students. The Office of Student Experience advises the Pan Student Government Association and President's 64, the official student ambassador program on behalf of the President, connecting student leaders with senior administrators, donors, and key university stakeholders. Additionally, the office oversees Razor the Mascot and the Sharkettes Dance Team, whose presence energizes major events, athletic competitions, and university celebrations, further enhancing the overall student experience at NSU.

Title IX/Sexual Misconduct

The *Title IX coordinator* and staff provide prevention and response to sexual misconduct affecting students at NSU. This includes assistance to those who may have experienced sexual harassment, sexual assault, dating or domestic violence, sex- or relationship-related stalking, or pregnancy- or sex-related discrimination. The *Title IX website* includes the secure Title IX/Sexual Misconduct Incident Initial Reporting Form, which can be accessed 24/7 to report an incident directly to the Title IX staff. The Title IX staff provide a variety of supportive measures and assist students in reporting to law enforcement, connecting with community resources, and accessing other supports to promote their success as students at NSU. Additionally, the NSU Peer Educator Program is available for students interested in leading prevention programming for their peers on campus.

Technology and Learning Systems

Office of Innovation and Information Technology

The *Office of Innovation and Information Technology's* unit maintains several computer labs and classrooms at the Fort Lauderdale/Davie Campus and at every regional campus, i.e., Fort Myers, Jacksonville, Miami, Miramar, Orlando, Palm Beach, Tampa Bay, and Puerto Rico. In addition to courses, open labs are scheduled and maintained for student use on NSU campuses and at other university locations. NSU's labs house a variety of computer equipment for student use.

Students and faculty and staff members have access to printers, projectors, speaker and microphone systems, and other technology tools. Wireless laptops are available for use in the library, study rooms, and several regional campuses. Color printers and printing stations located in high traffic areas for on-the-go printing are also available.

Technical Help

The Shark IT Team is dedicated to serving the technology needs of the NSU community. Our team provides a variety of technology support for students, staff, and faculty. Our professionals are available to answer questions, troubleshoot technology issues, and escalate incidents as needed to our specialized IT teams. We are the first stop for technical questions or concerns. You may complete a ticket or call our office for support. You can contact the Shark IT Team at (954) 262-4357; 800-541-6682 ext. 24357; or email *help@nova.edu*.

SharkLink (Student Portal)

SharkLink is an online information portal providing students and faculty and staff members with enhanced, streamlined access to NSU's computing resources and Web communication options. This portal allows a single login to provide the user with access to all the available applications including email, personal and shared Web calendars, online groups, and integration with Self-Service Banner, Canvas, and other NSU applications. Through SharkLink and these online applications students can view grades, transcripts, and holds; review the status of financial aid applications and loans; check registration status; view personal class schedules and register for classes; pay for classes; and check and change personal contact information. Upon acceptance, a Shark ID / NSU email name and password will automatically be generated. This email is the student's official NSU email account and provides access to SharkLink. This email account is the official method of communication at NSU and is used to notify students of upcoming registration deadlines, scholarship information, and other important NSU information.

Students are required to use their NSU accounts for intra-campus communication and for submission of class assignments as required by faculty members. In addition, students participating in online coursework use their account to access the electronic classroom.

SharkLink can be accessed at *https://sharklinkportal.nova.edu/*. Students log in to the secure area using their ID/Username and password.

Means of Communication with Students

SharkLink

Students are encouraged to use NSU's SharkLink to

- check email
- access their financial aid information
- request official transcripts and view unofficial transcripts
- view their student accounts
- make payments
- access their grades
- register for and drop courses
- view their course schedule
- access their online degree evaluation (Degree Works)
- obtain enrollment verification
- change their primary and mailing addresses and phone numbers
- apply for student employment
- sign the Student Enrollment Agreement

Email

All email communications between faculty, administration, staff, and students must use the NSU email account. Personal email accounts may not be used. Students should check their NSU email accounts regularly for important information.

For technical support or problems with an NSU email account, or for students who lose or forget their ID or password please contact the Shark IT Service Center at (954) 262-HELP (4357) or 800-541-NOVA(6682) ext. 24357 for assistance.

Help desk office hours can be located at *https://www.nova.edu/help/index.html*.

Wireless Networking

NSU's wireless networking 1NSU provides wireless access for all the students of the university. In order to connect to 1NSU, you will need an active NSU account. Select 1NSU from the dropdown on your device and enter your NSU credentials. For more information, visit *nova.edu/help/wireless*.

Student Life and Engagement

Center for Student Leadership and Global Engagement

The *Center for Student Leadership and Global Engagement* provides NSU students with the opportunity to become involved in a variety of leadership development programs, as well as civic engagement and service learning activities in the community, in the state of Florida, nationally, and internationally. Home to the Global Mosaic Student Council who provide student-led educational and social opportunities for cultural and international connections. Signature programs include service days, alternative breaks, LEAD Week, the Annual Leadership Conference, the Tool Kit Series for leadership development, and the facilitation of Experiential Education and Learning Units in leadership development and community engagement. The office also houses NSU's premier leadership program, *Hochberg-Miniaci Razor's Edge Leadership*, a dynamic leadership development program for high-performing student leaders who participate in a four-year curriculum that includes curricular and cocurricular elements. Students in the program graduate with a minor in Experiential Leadership. The Center for Student Leadership and Global Engagement also serves as the home of NSU's Undergraduate Student Government Association, further reinforcing its commitment to student voice and shared governance. In addition to leadership development on campus, the division advances learning beyond the classroom through global engagement initiatives. The Office of Study Abroad provides comprehensive support to both domestic and international students seeking global learning opportunities, including summer, semester, and full academic year study abroad programs, faculty led travel study experiences, international internships, and international service learning opportunities. The office ensures students are well prepared and supported as they pursue meaningful experiences around the world.

Mako Media Network

Mako Media Network is NSU's student run media network. Students learn journalism ethics and standards while producing The Current newspaper, Mako TV newscasts, and Mako Radio DJ shows, events and podcasts.

NSU Athletics

NSU recognizes, values, and supports intercollegiate athletics as an integral part of the educational mission of the university. Central to the program's mandate, and in accordance with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes. *NSU Athletics* is also dedicated to sponsoring competitive intercollegiate programs for both men and women. Valuing deeply the physical, social, and emotional welfare of those who participate, the department and the university express this commitment through their membership with NCAA Division II (DII) and the Sunshine State Conference. Both exemplify the principles of amateur athletics, which include sportsmanship, fair play, and equitable opportunity for all. In its 44-year history, NSU Athletics, beginning as a one-sport NAIA program in 1982, has grown into the 18-sport NCAA program that it is today. During this time, NSU Athletics has won 15 team national championships, 50 individual national championships, 398 All-American honors, 399 Scholar All-Americans, and countless conference championships. Men's sports include baseball, basketball, cross country, golf, rowing, soccer, swimming, and distance track. Women's sports include basketball, cross

country, golf, soccer, softball, swimming, tennis, distance track, volleyball and lacrosse. As an NCAA Division II member, NSU Athletics has experienced an unprecedented amount of success in the past decade. Valuing deeply the commitment to academic success, NSU student-athletes have also maintained a cumulative departmental GPA of 3.0, or better, every year since obtaining NCAA DII membership in 2002.

Office of Campus Life and Student Engagement

The *Office of Campus Life and Student Engagement* (CLSE) is home to the Student Events and Activities (SEA) Board, more than 500 registered student organizations (inclusive of undergraduate, graduate/professional, and regional) , as well as the Inter- Organizational Council (IOC), Shark preview Leaders, and the Orientation Guides. This office hosts and sponsors university-wide events such as Sharkapalooza, Water Works, All Fins In, and For Graduates Only. CLSE is also responsible for our Sharks on the Scene (S.O.S.) program, offering students exclusive discounted tickets to some of the largest events South Florida has to offer. The Office of Campus Life oversees the Fraternity and Sorority Life Office (FSL), Shark Preview, and Orientation.

- The FSL office oversees our 14 social Greek lettered organizations by three (3) distinct councils: Collegiate Fraternal Council, Panhellenic Council, and Unified Greek Council. Joining the Fraternity and Sorority Life Community provides opportunities for academic support, social networking, service to the greater community, and a chance to be a part of NSU tradition.
- Shark Preview at Nova Southeastern University is an immersive admitted student experience designed to give future Sharks an authentic look at campus life before they enroll. In collaboration with the Office of Admissions, the program introduces students and their families to academic programs, signature opportunities, campus resources, and the vibrant student experience that defines NSU. Through engaging sessions, student panels, campus tours, and direct interaction with faculty, staff, and current student leaders, attendees gain a clear understanding of what it means to thrive at NSU. Shark Preview is intentionally high energy, informative, and welcoming, helping students envision their place in the community and feel confident in choosing NSU as their future home.
- Orientation at Nova Southeastern University is designed to help new students transition smoothly into campus life. It offers an exciting introduction to the university's resources, services, and community. Through interactive sessions, you'll get familiar with academic expectations, student life, and campus facilities while meeting fellow students and faculty and staff members. The program is aimed at ensuring you feel supported and confident as you begin your academic journey at NSU, providing essential information about everything from student organizations to wellness services.

CLSE plays a key role in assisting students to develop an affinity to NSU through engagement in organizations and activities related to their interests.

Office of Student Affairs at the Regional Campuses

Student Affairs at NSU's regional campuses serves as the liaison with the Fort Lauderdale/Davie Campus to provide an array of programs, services, resources, and opportunities for all regional campus students. This function oversees and advises the student advisory board that advocates on behalf of regional campus students, in addition to fostering campus and community engagement.

Office of Study Abroad

The Office of Study Abroad (Sharks Abroad) provides students with opportunities to participate in international academic experiences, including summer, semester, and full academic year programs, faculty-led travel courses, internships, research, service-learning, and exchange programs. Students may earn academic credit toward their degree while studying abroad. Participation requires approval through the

university's study abroad process, including academic and financial review, and students are responsible for understanding program requirements, costs, and applicable policies. Additional information, available programs, and application procedures can be found through the Office of Study Abroad.

As per the *University-Sponsored Student Travel Policy*, all faculty and staff members and students traveling to international destinations on NSU-related trips are required to complete the NSU Travel Registration process. Detailed information about the process can be found at *https://www.nova.edu/student-leadership/study-abroad/travel-registration.html*

Study Abroad

Participation in NSU-approved study abroad programs allows students to take courses at international institutions and earn academic credit that may be transferred toward the completion of their NSU degree requirements. Prior to applying, students are required to attend a Study Abroad information session and meet with their academic advisor to ensure the proposed program and coursework align with their academic and graduation plan. All policies, procedures, and participant expectations are outlined in the Sharks Abroad Canvas course. Students will be enrolled in this course upon receiving approval to participate in an NSU-approved study abroad program.

Additional information regarding financial aid availability, the credit transfer process, and program destinations is available at *nova.edu/sharksabroad*. Questions may be directed to NSU's Sharks Abroad team at *sharksabroad@nova.edu.*

Office of Residence Life

The *Office of Residence Life* provides students with a dynamic living experience with an emphasis on building a strong sense of community and belonging throughout each residence hall. Full- and part- time live-in staff are in each community and ensure safety, well-being, and support for all residents. A professional staff member is on-call 24/7 to address any and all incidents that may occur and to provide various types of student support.

Office of Recreation and Wellness

The *Office of Recreation and Wellness* (NSU RecWell) strives to enhance the health and well-being of the NSU community through robust programs and services. The many vast opportunities include intramural and club sports, group fitness, wellness education, as well as instructional how-to recreation.

The face of NSU RecWell is its recreational complex, known as the RecPlex. This 100,000-square-foot facility is located in the Don Taft University Center and houses a 15,000-square-foot cardiovascular and strength training area, two indoor basketball courts, three indoor racquetball courts, an indoor climbing wall, a leisure swimming pool, three multipurpose rooms, and locker rooms—equipped with showers and saunas.

Office of University Housing

The *Office of University Housing* provides quality facilities for students who live on campus, and coordinates the administrative processes of all on-campus housing including assignments, contracts, billing, facilities, and maintenance of the nine on-campus residence halls. On-campus housing consists of a traditional residence hall with private bath facilities for undergraduate students, as well as apartment- style housing for upper-division undergraduate students.

Office of Student Affairs Marketing

The *Office of Student Affairs Marketing* assists in ensuring that all promotional and marketing materials

uphold the university's brand integrity and guidelines. The office works to inform students and the broader university community about available activities, programs, and services.

Additionally, the office supports students and student organizations by providing guidance to ensure compliance with the university's brand standards (*nova.edu/brand).* Services available to students and the university community include, but are not limited to: *Student Poster Printing Services*, a complimentary large-format poster printing service for curricular-related student use and extracurricular use by recognized student organizations; the Shark Fountain Brick Project; SharkLens (student photography services); and *SharkFINS*, the weekly student e-newsletter.

Student Activity Fee Accounts Office

The *Student Activity Fee Accounts Office* is responsible for providing effective financial account management for NSU student clubs, organizations, and student engagement initiatives supported through student activity fee funds. Account services include reimbursements to students, faculty members, and staff affiliated with a club or organization, payment to vendors, account deposits, fundraising, credit card terminal rentals, management of student government (SGA) allocations, and fund reconciliation.

Military Affairs and Veteran Resources

Veterans Resource Center at the Milton and Barbara Jones Office of Military Affairs

The Milton and Barbara Jones Office of Military Affairs and Veterans Resource Center (VRC) serves as the centralhub for veterans, active-duty Service members, National Guard, Reservist, ROTC cadets, military spouses, military dependents, and other military-connected students at Nova Southeastern University.

The Veterans Resource Center supports military-connected students by providing guidance, resources, and connections to campus and community services that promote academic success, professional development, student engagement, and overall well-being.

Located in the Carl DeSantis Building, the Veterans Resource Center offers a welcoming space to study, connect with fellow students, and access Military Affairs staff. Amenities include collaborative study space, computers, printing, a conference room, complimentary refreshments, and a microwave and refrigerator.

The Veterans Resource Center provides guidance and connects students with resources related to:

- Military and VA education benefits and scholarship opportunities
- Military pathways and academic programs
- Academic advising and student success resources
- Career development and employment opportunities
- Health and wellness resources
- Student Disability Services
- Military-connected student organizations and community resources

NSU Military Affairs also collaborates with NSU Health Veterans Care to help connect eligible veterans and their families with healthcare services available through NSU.

For more information, visit *nova.edu/veterans*, email ***vrc@nova.edu***, or call **(954) 262-FLAG (3524)**.*https://www.nova.edu/veterans/mailto:vrc@nova.edu*

International Affairs

Office of International Affairs

The *Office of International Affairs* (OIA) serves as the central hub for the university's international initiatives, including international student services. Within the OIA, the Office of International Students and Scholars (OISS), provides immigration guidance, orientation, counseling, and comprehensive support for new and continuing international students, visiting scholars, and faculty members both on and off campus. In addition, the OIA offers ongoing assistance to members of the university community involved in campus internationalization, global partnerships and exchanges, and other globalization efforts.

The OIA is committed to welcoming international students, scholars, and their families while helping them successfully transition to life at NSU. For more information, contact the OIA at (954) 262-7240 or visit the website at *nova.edu/internationalaffairs*.

Other Campus Resources and Services

ATMs

There are several automated teller machines (ATMs) on NSU's Fort Lauderdale/Davie Campus. They are located in the Don Taft University Center, the Rick Case Arena, the Terry Building, and the Carl DeSantis Building. The ATMs are operated by Truist Bank, which may charge a fee for their use in addition to charges by your financial institution.

Bookstore

The *NSU Bookstore* carries **all the required and recommended textbooks** and supplies for each class. It has the largest selection of new, used, and digital textbooks available for purchase and rental. The bookstore also carries an array of NSU clothing, accessories, gifts, school supplies, reference titles, and graduation regalia. You can order online at *nsubooks.bncollege.com* for free in-store and regional campus pickup or for domestic and international delivery (delivery fees apply). The NSU Bookstore is conveniently located in the center of campus, right in front of the Alvin Sherman Library. Normal operating hours are Monday through Friday, 8:30 a.m.–6:15 p.m.; Saturday, 10:00 a.m.–1:30 p.m.; and Sunday closed. Please refer to the website for operating hours during holidays and school closures. At commencement time, the NSU Bookstore provides all graduate candidates with their regalia.

The NSU Shark Store is an extension of the NSU Bookstore and is located on the ground floor of the Don Taft University Center. The Shark Store carries a variety of school spirit clothing, accessories, and gifts. The Shark Store operates Monday through Thursday, 10:00 a.m.–4:00 p.m. The Shark Store is also open outside of these hours to support special athletics and university-sponsored events.

Campus Map

Please visit *Nova Southeastern University Interactive Campus Maps* for virtual map.

Campus Shuttle

The *Shark Shuttle* provides free transportation on a fixed route within the NSU campus for students, faculty, and staff members. The iShark App can be utilized to access real-time arrival data. Shark Shuttle buses are

monitored via GPS. A complete Shark Shuttle route information can be found at *nova.edu/locations/shuttle.html*. To gain access to real-time bus arrival predictions, access the NSU iShark App or call the Shark Shuttle Office at (954) 262-8871.

NSU Alumni Association

Once a Shark, always a Shark. The NSU Alumni Association is your connection to a global network of more than 225,000 alumni, with members across all 50 states and more than 115 countries around the world. Get involved by joining the Student Alumni Association, which provides current students with exclusive opportunities to gain leadership experience and build relationships with alumni for future success. Upon graduation, students receive a complimentary membership to the NSU Alumni Association with access to special members-only benefits and services. Email *alumni@nova.edu* to explore additional ways to get involved!

To learn more about the NSU Alumni Association, visit *nova.edu/alumni*.

Office of Student Employment

Student Employment assist NSU students who are looking for employment opportunities they can balance with their academic responsibilities. Students can participate in either need-based employment programs or non-need-based programs.

There are three student employment programs:

- Federal Work-Study (FWS)
- Nova Southeastern University Student Employment (NSE)
- Job Location and Development (JLD)

NSE and JLD programs provide jobs to students regardless of financial need. Although the JLD program is not need-based, students who wish to participate in the program must complete the FAFSA. FWS is need-based and requires the completion of the FAFSA. For more information on NSU student employment, including how to apply for jobs and the Student Employment Manual, visit the student employment website at *https://www.nova.edu/financial-aid/student-employment/index.html*..

Parking

Please refer to *"Parking and Motor Vehicle Policy" section* of this handbook or visit *https://nova.edu/public-safety/parking/*.

Shark Dining Services

An integral feature to campus life undoubtedly lies within the dining services. The passion and pride of *Shark Dining* is undeniable as the team has the sole objective of delivering an unforgettable dining experience through the highest quality, menu ingenuity, and value. The team also strives to build community through its culinary expertise. The team embraces cooking from scratch, menuing seasonally, and resourcing responsibly. Shark Dining offers 15 distinctive dining venues, 3 convenient locations. Dining on campus hosts popular national brands such as Starbucks, Sushi Maki, Chick-fil-A, Einstein Bros. Bagels, Sambazon Açai Bowls, Qdoba Mexican Eats, and illy Coffee. Shark Dining also provides a range of internal concepts to include extended options for *vegetarians and vegans*. Shark Dining has an acute focus on health and wellness, nutritional labeling, and accommodating special dietary requests, ensuring no student will go hungry. The flavor and variety will satisfy any craving at Nova Southeastern University's Fort Lauderdale/Davie Campus. Shark Dining has partnerships with various departments to bring a monthly

Teaching Kitchen experience, focused on getting students comfortable with cooking nutritional and manageable meals. Shark Dining also hosts a monthly dining forum to target feedback from the campus community and maintain an open line of communication with on-site senior management team. Menus, hours, dining venues, events, and more can be accessed any time at *dineoncampus.com/nsu* or through the iShark app. Students can get connected to their dining funds and SharkCard with *Grubhub*, NSU's official mobile ordering app. Students can use their declining balance on Grubhub to skip all those lines. The app is free to download and can be found in your smartphone's app store. Download it today and enjoy all of the perks.

SharkCard Services

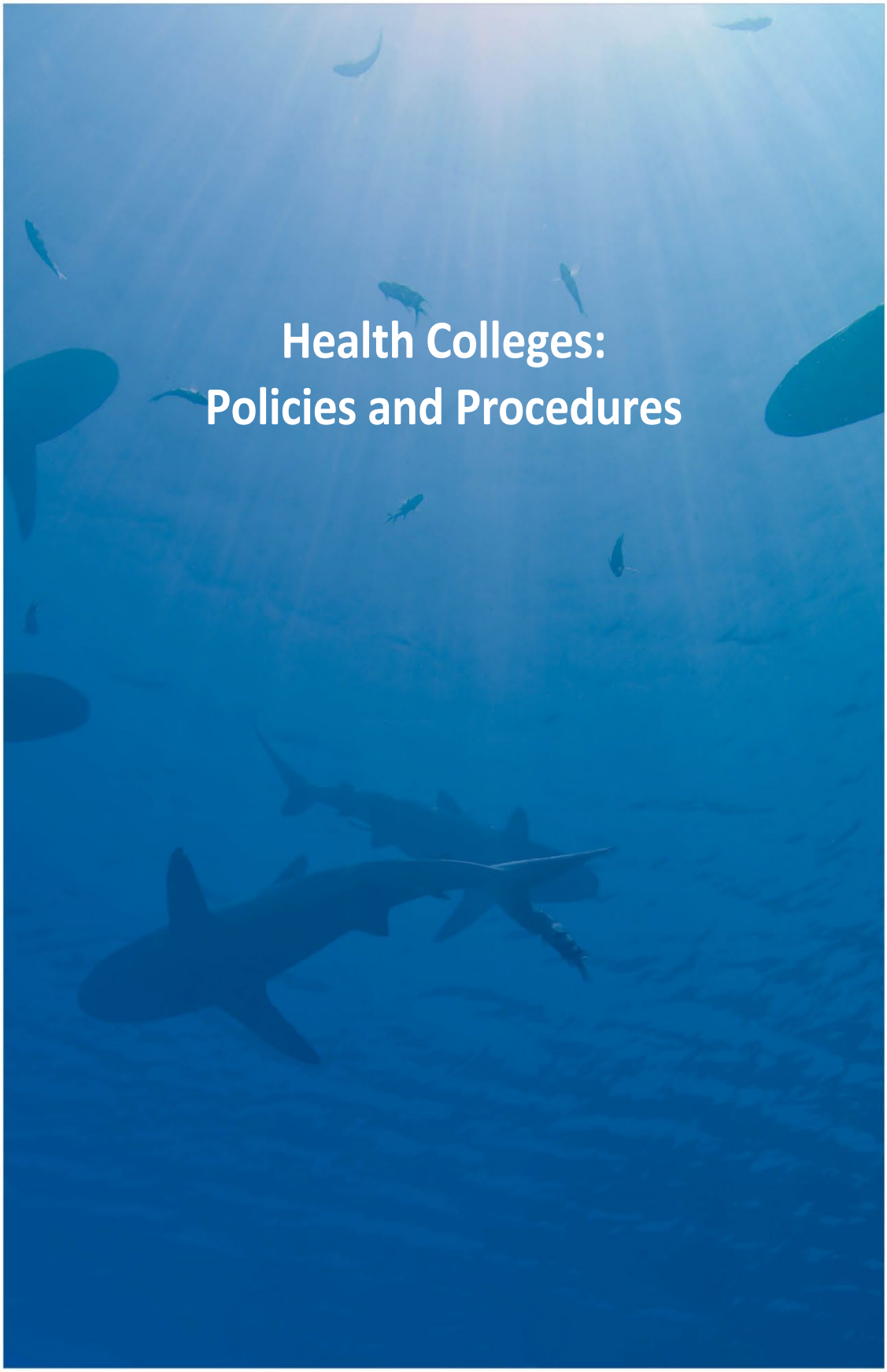
The *SharkCard* is the official NSU identification card. All students and faculty and staff members affiliated with the university are required to carry the SharkCard at all times while on campus and to present their identification card when requested by authorized university personnel. The SharkCard features a digitized photo, biometrics, SmartChip, and magnetic strip. The SharkCard is NSU's single- card program that combines a number of features and uses, including the following:

- building access
- campus and student event access
- copier usage
- identification purposes
- library privileges
- meal plans
- pay-for-print
- use as a form of payment at participating off-campus retailers and merchants
- vending machine usage

This high-tech card has two embedded antennas that will allow access to various areas around campus, from parking garages to computer labs. The card also links biometric data used to calculate time and attendance for both students and staff members. The magnetic stripe allows users to add funds in increments of $1, $5, $10, or $20 to an online account that can be used for copying, printing, vending machines, and more. Students are able to add these funds online or at dedicated value stations located at the Alvin Sherman Library or at the Press Library/Lab Building. SharkCard Services is located in the Don Taft University Center, entering from the east side entrance (Shark Fountain side), by the box office.

SharkPrint

NSU provides students with laser printing at libraries, computer laboratories, and on regional campuses. The print release stations, either stand alone or embedded, are located in various locations around each campus and control the process. Each registered NSU student (both full time and part time) receives a credit of $75 per fiscal year (July 1 through June 30) on the student's MyNSU Print account. The student also can use these funds for making copies at the photocopy machines. Unused credits cannot be carried over to the following year. The *MyNSU Print* credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Revalue stations are available for the public and for NSU students to add value to their SharkCards.



Health Colleges:
Policies and Procedures

Health College Policies and Procedures

Students enrolled in programs within the NSU Health Colleges listed below are responsible for becoming familiar with and complying with the policies and procedures in this section **as applicable to their respective college, academic program, clinical or fieldwork requirements, and training sites. Certain policies may apply only to specific colleges, programs, or students based on the nature and requirements of their academic or clinical experiences. Students should also refer to their respective college or program section for additional policies and requirements.**

NSU Health Colleges:

- Barry and Judy Silverman College of Pharmacy
- College of Optometry
- College of Dental Medicine
- Dr. Kiran C. Patel College of Allopathic Medicine
- Dr. Kiran C. Patel College of Osteopathic Medicine
- Ron and Kathy Assaf College of Nursing

Background Checks / Duty to Disclose Criminal Offenses

Students may be required to undergo Level 1 or Level 2 background checks, as defined in Chapter 452, Florida Statutes or defined by other applicable state laws, prior to acceptance in a health care program and/or at any time during the term of enrollment in a health care program. Each Health College or program may also establish college- or program-specific requirements as to the level of background screening of students or applicants, often to ensure compliance with clinical site requirements, with a Level 2 screen most frequently required for programs with clinical components. If the report reveals potential concerns, the program may ask students to provide additional explanation in writing and certain documentation (e.g., police reports). Students may also be required by clinical sites where they intern for training to obtain a background check, with the results reported to the clinical training facility. Students with questions concerning background checks should contact their respective college and/or academic program for more information.

For programs that require students to submit to background checks, offers of admission will not be considered final until the completion of the background check(s), with acceptable results as deemed so by the university and/or the colleges, and where appropriate, by clinical training facilities. If, at any time, information received in connection with a background check indicates that an applicant or enrolled student has provided false or misleading statements or has omitted required information, or the results from a background screen preclude the student from being able to meet the requirements for completion of the program, then the applicant's admission may be denied or rescinded, the enrolled student may be disciplined or dismissed.

Admission to a health college program does not guarantee clinical placements for required clinical training. Clinical sites can reject a student with a criminal history or other concerns on a background check. Consequently, is a student is unable to get a clinical placement because of his/her background check, the student may not be able to complete the program and may be withdrawn or dismissed. Students enrolled in health colleges and programs have a continuing duty after the initial background check to report any change in their status, such as disclosing any arrest, conviction, guilty or no contest plea, or participation in a pretrial diversion program or its equivalent for any criminal offense other than a minor traffic offense. Students in programs are required to notify the college dean's office within 10 days of offense, except students in clinical settings must notify immediately. Upon such notification, Programs will take action, as determined in the

college's reasonable judgement, based on a case-by-case basis, which may include but is not limited to referral to the college's Student Progress Committee or other equivalent college committee or to the Dean of Student Affairs, and withdrawal of student from a clinical site.

A failure to timely disclose any information as required above, including arrests or pending criminal charges, may result in disciplinary action, up to and including dismissal from NSU.

Dress Code

Students in Health College programs are expected to demonstrate professionalism throughout their academic program. Professional appearance, including appropriate attire, grooming, and personal hygiene, is an important component of professional conduct and contributes to a safe, respectful, and patient-centered learning environment. It also reflects positively on the University, the student's academic program, and the health professions.

Students are expected to present themselves in a professional, clean, neat, and well-groomed manner at all times while participating in academic, clinical, laboratory, simulation, or other University-related activities. Professional appearance is particularly important when interacting with patients, clients, faculty, staff, clinical personnel, or members of the public.

Students whose appearance or attire does not comply with applicable dress and grooming requirements may be asked to leave the classroom, laboratory, clinical site, or other University activity until appropriately attired or groomed. Missed educational activities may be subject to remediation and may result in disciplinary action, as permitted by the student's academic program.

The University respects cultural and religious practices that may affect attire and is committed to providing reasonable accommodation in accordance with applicable laws and University program directives. Students desiring accommodation due to a disability, sincerely held religious belief, or other protected basis, should contact the appropriate University office. Students with questions regarding appropriate attire or grooming are encouraged to consult the Office of Student Affairs for the college or program leadership within their respective colleges before participating in academic or clinical activities.

General Appearance and Grooming Standards

- Students are expected to comply with the following standards unless otherwise specified by their academic program or clinical site:
- Wear a valid University-issued identification badge in plain view while on campus, in classrooms, laboratories, simulation centers, administrative offices, and clinical settings, as required.
- Maintain clean, neat, and professional personal hygiene and grooming.
- Keep hair clean, neat, and secured as necessary to prevent interference with vision, patient care, or safety requirements.
- Maintain facial hair in a clean and well-groomed manner.
- Keep fingernails clean and appropriately maintained. Artificial nails or nail enhancements may be prohibited in clinical settings in accordance with infection control standards or clinical site requirements.
- Avoid strong fragrances, including perfumes and colognes, in clinical and patient care environments.
- Wear jewelry that is safe, professional, and does not interfere with patient care, laboratory activities, or safety requirements.

- Comply with all applicable occupational safety, infection control, and laboratory safety requirements, including the use of required personal protective equipment (PPE) and appropriate closed-toe footwear where required.
- Keep personal electronic devices on silent mode during classes, laboratories, simulations, and clinical activities. Use of such devices is permitted only when authorized for educational purposes or during designated breaks.
- Refrain from the use of tobacco products, nicotine products, vaping devices, or chewing gum in classrooms, laboratories, simulation centers, clinical settings, and other areas where prohibited by University or clinical site policies.

Professional Attire

Unless otherwise directed by the academic program or clinical site, students are expected to wear professional attire appropriate for the educational or clinical setting. Appropriate attire may include:

- Professional business attire, such as slacks, dress pants, skirts, dresses, blouses, collared shirts, ties, or other comparable professional clothing.
- Program-approved scrubs when required for laboratory, simulation, or clinical activities.
- Program-required clinical coats, jackets, uniforms, or other approved attire when applicable.
- Closed-toe shoes in laboratories, simulation centers, and clinical environments, or as otherwise required for safety.
- The following attire is generally not appropriate for classrooms, laboratories, simulation centers, or clinical settings unless specifically authorized by the academic program:
- Clothing that is excessively revealing, sheer, torn, damaged, or soiled.
- Clothing with offensive, discriminatory, or inappropriate language, images, or messages.
- Athletic or exercise attire not intended for the educational or clinical setting.
- Open-toe shoes or footwear that does not meet applicable safety requirements in laboratories or clinical environments.

Students are expected to consult their specific program handbook for any program-specific dress, grooming, identification, safety, or clinical site dress code requirements. Students must also comply with any additional requirements established by their academic program, laboratory, simulation center, or assigned clinical rotation site. Where differences exist, the more restrictive requirement shall apply.

Failure to comply with applicable dress code requirements may result in removal from the educational activity and may subject the student to remediation and/or disciplinary action in accordance with University and program directives.

Drug Policy

As a condition of enrollment in health college programs at NSU, all students agree to abide by university standards concerning Drug- Free Schools and Campuses as outlined in *NSU Student Handbook*.

Drug Testing

Students in health college programs may be required to submit to random urine drug screen testing. Students who test positive for illegal or illicit drugs, such as marijuana (even if prescribed or certified by a physician), or for a controlled substance for which the student does not have a valid prescription, will be referred to the Student Progress or other committee at the relevant college. Certain colleges may have additional program directives that apply. Students are expected to check the college section of this student handbook for additional or program-specific requirements.

The University recognizes that substance abuse is a career and life-threatening problem and encourages students who may use substances to seek help in overcoming possible addiction or use dependency. Students are encouraged to reach out to the Office of Student Affairs within their respective college for help in seeking services for drug and alcohol counseling or contact any of the behavioral health resources available to students.

Students in health college programs should expect to be randomly tested for drugs and alcohol. Further, the university and colleges reserve the right to require any student to undergo drug and alcohol testing if there is reasonable grounds to suspect drug or alcohol use, including, but not limited to

- direct observation of drug or alcohol use or possession
- physical behaviors related to the influence of drugs or alcohol
- abnormal or erratic behavior that is disruptive or a risk to others
- arrest or conviction of a drug- or alcohol-related offense on or off campus
- documented information from a credible source submitting a complaint
- evidence that a previous drug or alcohol test was tampered with
- possession of drug paraphernalia
- after treatment for drug or alcohol use

College administration will order the student for drug testing to be performed at a qualified, designated laboratory site identified by the college.

Students who

- test positive on a drug or alcohol urine screen
- have a repeated inconclusive and/or diluted drug or alcohol urine screen*
- refuse to submit to a drug or alcohol urine screen
- demonstrate illegal or disruptive actions related to drug or alcohol use
- have an arrest for possession of drug paraphernalia or other illegal possession/use of drugs
- have a demonstrated dependence to drugs or alcohol

may be referred to the Student Progress Committee or other equivalent college/program committee for recommendations, which may include without limitation, the evaluation of potential violations of the college and program Code of Behavioral Conduct. Please note that NSU's Drug-Free Schools and Campuses Policy (see *NSU Student Handbook*) prohibits the use and possession of marijuana regardless of whether a valid prescription exists.

**In the event of an inconclusive or diluted test result, the student will be required to submit to an additional urine drug screen within 24 hours of the program's receipt of inconclusive/diluted result. Should the repeat test be inconclusive and/or diluted, the student will be placed on an administrative break in enrollment until such time as they can present a negative drug and/or alcohol screen and will be referred to the Student Progress Committee for review and possible disciplinary action.*

Any student who receives a confirmed positive drug screen may be offered the option to voluntarily participate in a designated chemical dependency intervention program. Participation is intended to support recovery while preserving the opportunity for future progression in the program under defined conditions.

Eligibility, Voluntary Participation, and Financial Responsibility

- Participation in an intervention program is voluntary and confidential, but strongly encouraged.

- Students who elect not to participate will be subject to standard disciplinary action in accordance with program directives.
- Students choosing to participate must enroll in an intervention program approved or recognized by their respective college.
- All costs associated with the intervention program (evaluation, intervention, monitoring, drug screening) and related services are the sole responsibility of the student.
- The program and institution bear no financial obligation for intervention services.

Status and Requirements During Intervention

Students who elect to participate in the intervention will:

- Be placed on Behavioral Probation.
- Be required to take a 6 to 12-month administrative break from the program depending on:
    - Documented intervention participation.
    - Demonstrated progress in the intervention program.
    - Recommendations from the intervention provider.
- Duration will be determined on an individualized basis, guided by safety and readiness for return.
- Maintain continuous enrollment and active participation in the designated intervention program.
- Comply with all intervention program requirements, including but not limited to:
    - Counseling sessions
    - Drug/alcohol screening
    - Case management or monitoring agreements
- Provide documentation of compliance and progress from the intervention provider upon request.

Conditions for Re-Entry

Students seeking re-entry must:

- Submit formal documentation verifying:
    - Successful participation in an intervention program.
    - Demonstrated stability.
    - Fitness for resuming all nursing program activities, including safe clinical practice (as determined by a qualified healthcare provider).
- Provide evidence of negative drug screens, as required.
- Meet with program leadership for a re-entry evaluation.
- Agree to any ongoing monitoring conditions imposed by the program, at the student's expense.

Student Assistance Program

The Student Assistance Program is managed by the NSU Dean of Students, or designee, in conjunction with each Office of Student Affairs within the colleges. The objective of the Student Assistance Program is to assist students in need of substance abuse services to 1) protect the public welfare and 2) encourage those students to pursue a life of recovery so they may regain and maintain physical and psychological health, as well as academic success at NSU. Students enrolled in a health college/program, and in need of substance abuse

services, are encouraged to voluntarily seek such assistance with their college's Office of Student Affairs or directly with the Dean of Students or designee.

The Student Assistance Program is a nondisciplinary student resource. However, in cases of suspected substance abuse, intoxication, influence, or impairment, students may be referred by their college to the Student Assistance Program for testing and assessment. Activities that may warrant referral to the Student Assistance Program include, but are not limited to

- direct observation of drug or alcohol use or possession
- physical behaviors related to the influence of drugs or alcohol
- abnormal or erratic behavior that is disruptive or a risk to others
- arrest or conviction of a drug- or alcohol-related offense on or off campus
- documented information from a credible source submitting a complaint
- evidence that a previous drug or alcohol test was tampered with
- possession of drug paraphernalia
- after treatment for drug or alcohol use

The Student Assistance Program may require that the student submit to random drug/alcohol screen(s), or to partake in assessment, evaluation, and/or treatment for substance abuse-related issues. All drug screen(s), assessment(s), evaluation(s), and/or treatment for substance abuse-related issues will be provided by an independent licensed healthcare provider(s) authorized by the Student Assistance Program. All students agree to abide by Student Assistance Program instruction and recommendation(s) as a condition of enrollment at NSU.

A student referred to the Student Assistance Program shall sign an authorization and consent for release of information, including an authorization for the release of a student's medical records so the Student Assistance Program Office and authorized representatives of the applicable college may monitor the student's performance and compliance with the conditions of the Student Assistance Program. Any failure to comply with the conditions of the Student Assistance Program, or failure to comply with any recommendation of an independent, licensed healthcare provider authorized by the Student Assistance Program, may result in disciplinary action, up to, and including, dismissal from the respective college.

Students referred to the Student Assistance Program may have their clinical rotations or other clinical assignments suspended or rescheduled at sites that will allow them to be more appropriately monitored during the course of participation in the Student Assistance Program. Students may also be asked to take a leave of absence or administrative break in enrollment from NSU while participating in the Student Assistance Program. Any act of inappropriate behavior or violation of student handbook policy by a student participating in the Student Assistance Program may be considered grounds for discipline and may result in dismissal from the respective college.

Faculty members who observe a student with symptoms suggestive of intoxication, substance influence, and/or impairment may report the matter to the dean or authorized representative of their respective college. The Student Assistance Program is independent from the disciplinary process for each respective college. Student Assistance Program procedures are as follows:

1. Any student who has received a DUI or any type of citation due to substance abuse (alcohol, drugs, etc.) must notify the Student Assistance Program Office at *sap@nova.edu* immediately. Rotation site eligibility may be affected.

2. A student referred to the Student Assistance Program Office will be referred to the Director of Student Mental Health Services and the NSU Center for Student Counseling and Well-Being for an evaluation/assessment and testing.

3. Student will be responsible for fees.

4. Student will complete all forms and give authorization for processing.
5. Student will be responsible for keeping appointments.
6. The Student Assistance Program Office will be in communication with the student's college as needed and warranted.
7. A copy of the completed assessment will be reviewed by the Student Assistance Program Office. Recommendations resulting from the assessment will be shared with the student's college. The assessment report will be kept in the Student Assistance Program Office and not in the student's academic file.

Email

University-assigned email addresses must be used for all email communications between students and not to be used for personal purposes, administration, and faculty and staff members concerning university-related business. It should be noted that forwarding (either automatic or manual forwarding) of emails containing patient/protected health information (PHI) or other sensitive information to non-NSU managed email addresses is strictly prohibited and may result in disciplinary action. PHI or other sensitive information may be emailed within the university utilizing an NSU email address when necessary to perform a job task and only if the email is accompanied by a confidentiality statement. PHI or other sensitive information may be emailed to an external recipient only if absolutely necessary and only when secured via email encryption technology and procedures as approved in advance by the NSU chief information security officer. For security reasons, NSU ID numbers should never be used in the subject line of an email.

Food in Lecture Halls, Laboratories, and Clinics

Other than bottled water, food and beverages are not permitted in lecture halls, laboratories, or clinics. Special college administration approval is required for students to consume food and beverages, other than water, in the locations mentioned.

Health Forms Requirements

Certificate of Physical Examination

Most programs require health professions students to have a certificate of physical examination completed by their physician. Forms will be provided to each matriculant as part of the admissions package or can be downloaded from *nova.edu/smc/immunization-forms*. Students in clinical health programs may be required to have annual physical examinations, in addition to examinations that may be required by clinical sites.

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

These certificates (whether done privately or by the university) will be placed in an appropriate site.

The student should carry a copy of their health/hospitalization insurance card with them to the clinical sites, as well as their BLS card.

Immunization Requirements

Health Professional students must complete a mandatory immunization form, which must be signed by a licensed healthcare provider. The form can be found at *nova.edu/smc*.

Students in the health colleges are required to upload proof of immunizations to the college's designated online portal to satisfy the requirements of their programs and the training facilities where they are assigned. The following immunizations and vaccinations are required for students enrolled in health college programs at NSU, in alignment with current recommendations from the Centers for Disease Control and Prevention (CDC) and/or the American Academy of Pediatrics (AAP) for healthcare personnel.

Prior to matriculation at NSU, all students must provide documentation of immunization or evidence of immunity for the following diseases. The only exception is the influenza vaccination, which is required annually:

Hepatitis B

- Provide documentation of 3 doses of Engergix-B, Recombivax or Twinrix or 2 doses of Heplisav-B followed by a **QUANTITATIVE** Hepatitis B Surface Antibody (titer) preferably drawn 4-8 weeks after final dose.
- If the series is in progress, evidence of at least one dose must be provided, and the renewal date will be set accordingly.
- Students who do not demonstrate immunity must follow CDC and/or AAP recommended guidance for additional vaccination and repeat serologic testing prior to clinical participation involving potential exposure to blood or other potentially infectious materials.

Influenza Vaccination

The influenza vaccine is required throughout the NSU Health Colleges and may also be required by individual clinical sites.

Measles, Mumps, and Rubella (MMR)

One of the following is required: 2 doses of MMR vaccine or two (2) doses of Measles, two (2) doses of Mumps and (1) dose of Rubella; or **QUANTITATIVE** serologic proof of immunity for Measles, Mumps and/or Rubella (lab results required).

PPD Skin Test (Two-Step) / Tuberculin Skin Test

One of the following is required annually: negative two-step test or negative blood test (such as QuantiFERON Gold Blood Test or T Spot Test); if positive PPD results, provide a chest X-ray and/ or prophylactic treatment information within the past 12 months. It should be noted that some rotation sites may not accept the QuantiFERON Gold Blood Test.

Tetanus Toxoid, Diphtheria Toxoid, and Acellular Pertussis Vaccine (Tdap)

All students are required to have had a Tetanus Toxoid, Diphtheria Toxoid, and Acellular Pertussis Vaccine (Tdap) booster prior to matriculation and must maintain immunity by continuing to remain current, according to the CDC recommendations for healthcare personnel, during their program. Due to the increased risk of pertussis in a healthcare setting, the Advisory Committee on Immunization Practices highly recommends that healthcare workers receive a one-time Tdap (ask your healthcare provider). Tdap is required, without regard to interval of previous dose of Tetanus-Toxoid (Td).

Varicella (Chicken Pox)

One of the following is required: proof of two doses of vaccine or positive antibody titer. (Lab report is required.)

Any Other Vaccinations Required by Clinical Sites

Clinical practicum or rotation sites may require additional immunizations not listed above. Students should contact their dean or program director for further information regarding site-specific immunization requirements.

Arrangements: Students may request that the Student Medical Center administer these immunizations. Students may call (954) 262-1262 to make an appointment. Once made, the appointment becomes the student's obligation and must be kept. For students at other NSU campuses, appointments may be scheduled with the NSU-designated physician for their area. Students may request that the NSU Clinic Pharmacy administer the influenza vaccination.

Students are financially responsible for all required immunizations.

Failure to comply: The university is not required to provide alternative sites for clinical practicum or rotations should immunization be a requirement for placement. Therefore, failure to comply with these requirements may result in students' inability to satisfy the graduation requirements in their programs.

Relative to clinical rotation site requirements, students are expected to consult their specific college/ program handbooks for compliance with any college/program-specific requirements.

Exemptions

Medical exemption requests are submitted through the *Office of Student Disability Services: Exemption Verification process*.

Religious exemption requests are reviewed by the Dean of Students' Office, through this form: *Request for Exemption from Vaccine Requirements*

HIV and AIDS Policy

The university recognizes the occurrence of and has adopted practices for the health and welfare of its students and faculty and staff members, as well as its responsibilities to patients with AIDS or harboring the human immunodeficiency virus (HIV). While the Health Colleges do not subscribe to compulsory HIV testing either as a screening device or in individual cases, some clinical rotation sites may require this test and students must comply. As an institution of medical learning, the Health Colleges and individual health programs provide education to students so they better understand HIV and AIDS pathophysiology, AIDS testing, diagnosis and treatment, and community resources to provide counseling and other services.

Identification Badges (SharkCard)

Students must wear identification (ID) badges at all times while on campus. ID badges are not transferable. ID badges are issued at the One-Stop-Shop. These badges are given to the students at no charge except for replacement.

Identification Requirements and Fieldwork Prerequisites

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

Postexposure Policies and Procedures

A bloodborne pathogen exposure incident is considered an urgent medical event that requires immediate attention for proper medical management. An exposure, which might place a student at risk for hepatitis B virus, hepatitis C virus, or HIV infection is defined as a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood, body fluid, or other potentially infectious materials.

If a health profession or research student has experienced such an exposure, the student must not delay in seeking medical care. The exposed student is to report the incident and the outcome of that initial evaluation as soon as possible to the *environmental health and safety (EHS) liaison* or the Office of Environmental Health and Safety via email at *EHS@nova.edu*. It is the responsibility of the exposed person to complete the appropriate online *Postexposure Incident Form*, located on the Office of Environmental Health and Safety website at *nova.edu/ehs/index.html*, as soon as possible and no later than 24 hours after the exposure incident.

If the exposed student is within the local geographic work areas of the NSU Fort Lauderdale/Davie Campus or NSU's health clinics at the Fort Lauderdale/Davie Campus and during normal business hours, the exposure should be immediately communicated to the EHS liaison within that college/ NSU health clinic/business unit, **and** the exposed student must **immediately** go to the NSU Student Medical Center, identify themselves as having been exposed to a bloodborne pathogen, and undergo a postexposure evaluation and follow-up procedure. It is important to note that student health insurance will be billed.

If the exposure occurs after normal business hours or outside of the NSU Fort Lauderdale/Davie Campus, the exposed person should proceed on their own to the nearest emergency department for an immediate and timely evaluation. NSU students have exclusive responsibility for their own medical bills.

All applicable processes and procedures can be found in NSU's Bloodborne Pathogens Exposure Control plan and NSU's Post-Exposure Policy and Procedure for Management of Blood and Body Fluid Exposure, at *https://nova.edu/ehs/documents/bbp-exposure-control-plan.pdf* and *https://nova.edu/ehs/documents/post-exposure-policy-for-management-of-blood-and-body-fluid-exposure.pdf* , respectively.

Certain clinical sites may offer evaluation and treatment to students exposed during assigned clinical rotations, however, students are still required to immediately communicate the exposure to the EHS liaison within the applicable college/ program. Social Events and Extracurricular Activities

All extracurricular activities by recognized organizations, on campus and off campus, must be approved in advance by that specific college's Office of Student Affairs. A student or group of students may not officially represent the health college(s) or the university, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the specific college's Office of Student Affairs/Office of Student Activities designee and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus should be made on the student activities request form at least two weeks in advance. The specific college's Office of Student Affairs/Office of Student Activities must approve activities before the manager of events and academic support systems can assign a room, and no meeting announcements may be made until approval is received. At that time, a specific room will be assigned for the function. No announcements can be posted unless authorization is given. Students must comply with all university requirements related to student travel, events, and activities. Refer to the *University-Sponsored Student Travel Policy* and Student Events and Activities Policy in *NSU Student Handbook* for detailed information regarding registration, approvals, risk management, and event planning requirements.

Student Employment

Due to the intensity of all full-time academic programs, outside employment during regular school terms is strongly discouraged. Any employment should not interfere with the student's progression throughout the

program.

Student Insurance Requirement

See NSU Health Policies in the *NSU Student Handbook* and at *nova.edu/studentinsurance* or requirements and opt-out information.

Unlicensed Student Practice

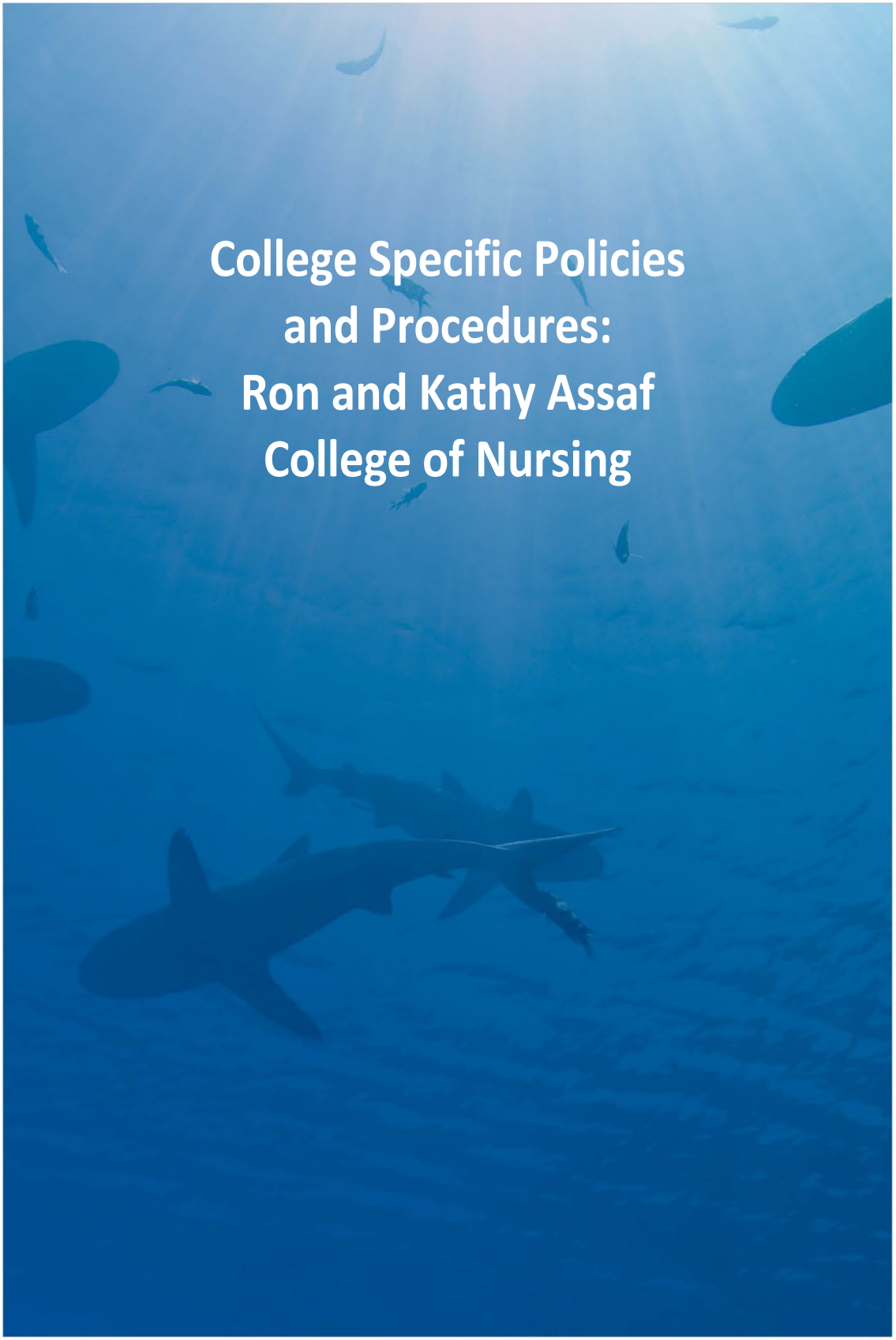
Students without licensure cannot work in the field of health care study and must not hold themselves out as licensed or perform professional practice or services requiring a license. It is a violation of the law and contrary to program requirements or university directives for any unlicensed person to attempt to engage in the professional practice of healthcare. Students must not use student identification or affiliation with the college or program to access facilities or medical records unless as part of an organized, supervised clinical training program. Students who hold a valid license in a different healthcare field are still able to work in that field to the extent provided by law.

Use of Cell Phones, Computers, Tablets, and Electronic Devices

The use of any electronic devices for other than classroom activities (e.g., non-classroom-related personal use) during class time is discouraged.

Visits to Other Institutions

Students may not use their enrollment in a health college as a professional or graduate school student to gain expanded access to any health facility beyond what is granted to the general public.



College Specific Policies and Procedures: Ron and Kathy Assaf College of Nursing

Ron and Kathy Assaf College of Nursing

Administration

Stefanie La Manna, Ph.D., M.P.H., A.P.R.N., FNP-C, AGACNP-BC
Dean and Associate Professor
Room 1570/Ext. 21963

Michelle Julian, Ph.D., M.S.N., R.N.
Associate Dean of Academic Affairs and Associate Professor
Room 1553/Ext. 21984

Chitra Paul Victor, Ph.D., M.B.A., M.S.N., R.N., R.M., C.N.E.
Associate Dean of Academic Programs and Associate Professor
Room 421/(239) 274-1036

Gesulla Cavanaugh, Ph.D., M.S., M.P.H.
Assistant Dean of Research and Assessment and Associate Professor
Room 1555/Ext. 21980

Timothy D. O'Connor, Ph.D., R.N., LNHA
Director of Assessment and Accreditation and Assistant Professor
Room 1571/Ext. 21894

Cheng-Chang Pan, Ph.D., M.B.A., M.A., PMP
Course Design Director and Professor
Room 1568/Ext. 21161

Smitha Ajesh, M.S.N., PMHNP-BC
Program Director, A.P.R.N./PMHNP, and Instructor
Miramar Campus and Tampa Bay Regional Campus
Room 316D/Ext. 29498

Mahalah Batto, DNP, APRN, FNP-BC, PMHNP-BC
Program Director, A.P.R.N.-FNP, and Assistant Professor
Palm Beach Campus
Room 220/Ext. 52119

Lyn Peugeot, D.N.P., M.S.N., R.N.
Program Director, Entry B.S.N. and Assistant Professor
Fort Lauderdale/Davie Campus
Room 1565 /Ext. 21978

Luis Taboada Rodriguez, M.S.N. (E.d.), R.N.
Program Director, Entry B.S.N. and Accelerated B.S.N., and Instructor
Fort Myers Campus
Room 428/(239) 274-6964

Kimberly Sand, D.N.P., A.P.R.N., ANP-BC
Program Director, A.P.R.N.-FNP, and Assistant Professor
Tampa Bay Regional Campus

Room 3321/Ext. 45443

Juan Segura, M.D., D.N.P., M.S.H.S.A., A.P.R.N., AGACNP-BC, FNP
Program Director, AGACNP and FNP and Assistant Professor
Palm Beach Campus
Room 218/Ext. 52122

Sonia Wisdom, Ph.D., M.S.N., R.N., AGACNP-BC
Program Director, Entry B.S.N. and Accelerated B.S.N., and Assistant Professor
Miami Campus
Room 332/Ext. 55445

Fees and Expenses

(Fees subject to change.)

NSU Student Services Fee (per semester) $680

Nursing General Access Fee (one time per year) $165

Undergraduate Nursing Lab Fee (first semester) $175

Undergraduate Technology Fee (per semester)..... $125

B.S.N. National Assessment Testing (per semester)..... $375

A.P.R.N. and D.N.P. Technology Fee (per semester) $250

A.P.R.N. Lab Fee (each semester) $150

Please refer to the applicable college catalog for tuition and fee information or visit *https://www.nova.edu/bursar/billing/tuition-fees.html*. Please note that courses may have additional fees associated with them.

Mission Statement

It is the mission of the Ron and Kathy Assaf College of Nursing to provide quality undergraduate and graduate educational programs within an atmosphere of scholarly inquiry, professional values, interprofessional collaboration, and community service.

Vision Statement

The Ron and Kathy Assaf College of Nursing will be nationally and internationally recognized for preparing transformational leaders in healthcare who are valued for excellence in nursing practice, education, and research.

Core Values

- **Integrity** is the quality of consistently adhering to a code of honesty, accountability, and being ethically moral.
- **Creativity** is the ability to transcend traditional ideas, patterns, and rules as well as having the capacity to construct meaningful new ideas, methods, and interpretations.
- **Courage** is the aptitude to uphold one's convictions and demonstrate confidence to speak and act in accordance with one's beliefs and responsibilities.
- **Stewardship** is advocating and protecting resources entrusted to one's care.

- **Compassion** is an active desire to alleviate another's distress through caring, empathy, and supporting and helping others.
- **Competence** is having the expertise, knowledge, and skills to successfully and efficiently perform the roles of the profession.

Accreditation—Nursing Program

The baccalaureate degree program in nursing/master's degree program in nursing/Doctor of Nursing Practice and postgraduate A.P.R.N. certificate program at Nova Southeastern University's Ron and Kathy Assaf College of Nursing is accredited by the Commission on Collegiate Nursing Education (*http://www.ccneaccreditation.org*).

National Licensure and Certification

Bachelor of Science in Nursing (B.S.N.)—NCLEX-R.N.

Applicants to the Ron and Kathy Assaf College of Nursing (ACON) who meet all university and departmental requirements will be considered for admission. Final determination of eligibility to take the National Council Licensure Examination (NCLEX) for Registered Nurses (R.N.) rests with the Florida Board of Nursing. The licensure application requires disclosure of any criminal history and the disposition of all cases prior to board review. Entry into the nursing program is the prospective student's decision, based upon the knowledge students may, or may not, be granted a nursing license. Applicants will notify the program director and dean of any arrest record prior to and during enrollment in the NSU Ron and Kathy Assaf College of Nursing and prior to application for licensure. The graduate is required to meet all reporting requirements of the Board of Nursing at the time of application to sit for the NCLEX-R.N.

Florida Board of Nursing
4052 Bald Cypress Way BIN C-02
Tallahassee, FL 32399-3252
(850) 488-0595

M.S.N.—Advanced Practice Registered Nurse

The curriculum in the Advanced Practice Registered Nurse (A.P.R.N.) program prepares its graduates to provide advanced nursing care in the areas of Family Nurse Practitioner (FNP), Adult-Gerontology Acute Care Nurse Practitioner (AGACNP), Psychiatric-Mental Health Nurse Practitioner (PMHNP), and become licensed by certification exam. Nurses who enter the A.P.R.N. programs must have a current, active registered nurse license with no restrictions in the state of Florida and have graduated with a bachelor's degree from a regionally or internationally accredited school.

Licensure Requirement

All programs, excluding entry-level programs.

An active, current, unencumbered U.S. professional nursing (R.N.) license is required for admission into a nursing program and must be maintained throughout the program.

Academic Policies and Procedures

Academic Progression

Academic progression is defined as the student's advancement from one academic semester to the next. To facilitate academic progress, students must have satisfactorily completed all courses and clinical requirements in the preceding academic semester to move to the next academic semester without restrictions. A student's professionalism, maturity of thought, and/or academic performance are contributory to academic progression. Resources are available to assist students at risk of unsatisfactory progression. Students are encouraged to seek assistance from their instructor, adviser, or program director.

Exam Reviews and Follow Up

Exams are used to assess learning outcomes and as a teaching tool. Following the administration and analysis of examinations, faculty members review the most frequently missed exam concepts in class. Additionally, faculty members reach out to and meet with any student whose performance falls below the expected passing score to provide additional review of concepts and hold a post-exam learning session outside of class time.

All students are welcome, but students who failed the exam are required to attend.

Grading System

At the end of each course, the instructor submits a grade for each student to NSU grades and to the program director. Instructors assign grades based on successful completion of all didactic and clinical objectives and submission of clinical paperwork.

Grading Progression

The NSU ACON grading system is based on a scale of 0–100 points. The passing grade for the didactic B.S.N. nursing program is 75 points and for the graduate programs is 80 points. There are no rounding of grades. Students in the B.S.N. to D.N.P. program are graded using either the master's or the doctoral grading scale. Students taking 5000-level courses are graded following the master's grading scale and 7000-level courses are graded following the doctoral grading scale. Courses taken as part of a student's nursing track and offered outside of nursing, follow the grading table that corresponds to the specified nursing program.

B.S.N.	
Grade	**Points**
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	76-79
C	75
C-	70-74
D+	67-69
D	64-66

B.S.N.	
Grade	**Points**
F	Below 64
M.S.N.	
Grade	**Points**
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	76-79
C	75
C-	70-74
F	Below 70

Ph.D. and D.N.P.	
Grade	**Points**
A	90-100
B	80-89
F	Below 80

Master's Nursing Programs: The passing grade for the Master's in Nursing Programs is 80 points (*B*-).

Transcript Notations

In all Ron and Kathy Assaf College of Nursing programs, except the undergraduate programs, failing grades will be included in calculating the GPA from the term in which the grade was received and in the cumulative GPA.

When an undergraduate student passes a course by remediation examination, the final grade will be recorded and noted as E [e.g., C(E)] next to the grade on the transcript.

Transcript Notations (in addition to numerical and alpha grades)

I	Incomplete
W	Withdrawal
AU	Audit
E	Exempt from GPA (If a student successfully repeats a failed course, an E may be noted after the prior failing grade, and the failing grade will then be exempt from GPA calculation.)
I	Included in GPA (If a student successfully repeats a failed course, an I may be noted after the new grade, and the new grade will then be included in GPA calculation.)
C(E)	Passed Course by Remediation
TR	Transfer Credit
EQ	Credit awarded based on prior experience
IP	In Progress

Academic and Disciplinary Standing

Academic Warning

Academic Probation

Academic Dismissal

Disciplinary Probation

Disciplinary Expulsion

Readmitted

Agreement for Incomplete Grades

In the event of rare, emergent, and extenuating circumstances, students may consult faculty members regarding an incomplete grade for a course if the following criteria are met:

- The student must be in passing status.
- The student has the responsibility to consult faculty member(s) regarding an incomplete request.
- At least 50 percent of the coursework must have been completed. Clinical courses must meet attendance expectations.
- Students requesting an incomplete due to medical or military reasons are expected to provide official documentation.
- A student who is absent from the final examination without prior approval is not eligible to receive an incomplete grade.

The decision to grant an incomplete request rests with the individual course faculty member/program director. Students may appeal the faculty member's decision to the program director. The program director's decision is final. The student and the faculty member must sign the Incomplete Grade Agreement/Contract, which specifies the timeframe for completing the coursework. The remaining coursework must be completed within a timeframe agreed upon by the faculty member and the student, not to exceed one semester beyond the course's final date.

If the student does not complete the coursework/clinical requirements within the agreed upon time frame, the incomplete grade is calculated based on the work accepted and points earned prior to the incomplete grade. A student cannot remove an incomplete grade by registering in a subsequent term to repeat the course.

Student Evaluation of Courses and Didactic Instruction

The Ron and Kathy Assaf College of Nursing requires students to complete the evaluations assigned to them. Student evaluations are important to your instructors, who use them to improve their teaching; your college's leadership, who use them in part to make decisions on faculty retention and promotion; and Nova Southeastern University, who uses them to satisfy its accrediting bodies and improve the quality of instruction across the university. If you are unable to complete your evaluations in the allotted time, your program director will be aware of your lack of participation.

Course Failures

Failing any course will result in referral to the Committee on Student Progress (CSP) and may lead to disciplinary action up to, and including, dismissal. Course failures may significantly extend the length of the program of study or require the student to sit out a specified time frame from the program until the course is offered again. Students are charged additional tuition for repeated courses.

A student may participate in a clinical rotation only after successfully completing all prerequisite courses. Failure to pass any of the didactic and/or clinical components or their remediation may lengthen the student's time in the program, delay graduation, or result in dismissal from the program. A student who

appeals course failures may not be allowed to begin any clinical rotation during the appeal process.

Grade Disputes

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

Dropping a Course

For programs that have a drop/add period, dropping a course occurs during the first week of the term. For more information, including dates and times, visit the Office of the University Registrar website at *nova.edu/registrar*. No classes will be added or dropped without approval from the program director. Dropping a course may affect loans, scholarships, or grant aid awarded prior to the drop. Students are expected to meet with financial aid before withdrawing from or dropping the course. If a student receives a tuition refund when dropping a course, it may reduce aid and change the balance due. Students may only drop nursing courses during the drop/add period, with the program director's approval.

Academic Withdrawal from a Course/Program

A student may withdraw from a course or program of study, with consultation of the student's adviser and approval of the program director, provided that the student is passing the course(s). A grade of W will appear on the student's transcript. Students on clinical rotation or practicum must obtain prior approval from the program director to withdraw. Withdrawal from a clinical rotation or practicum may significantly extend the length of the program of study. By making the request, the student understands that they may not be eligible to return to the program before the next academic year and may be required to meet specified conditions before being permitted to return.

Withdrawal, Drop, and Readmission

Students are eligible to withdraw from a course after the drop/add period, provided they are passing the course and the withdrawal period has not expired.

Undergraduate Students

The **undergraduate student** withdrawal period begins at the end of the drop/add period for each semester and ends three weeks prior to the end of the semester, or, for students enrolled in eight-week courses, after the drop period and up to 66.6 percent of the term. Students who are not passing a course and are beyond the drop/add point will not be able to withdraw from the course. A student must meet with the program director to request and obtain approval for withdrawal. Students may request only two withdrawals during their program of study.

If an undergraduate student wishes to withdraw, after receiving approval from the student's dean of Academic Programs or program director and completing the required withdrawal form(s), an eligible undergraduate student may receive a refund of the tuition, according to the following formula:

Drops through the 7th day of the term in which the class begins.....100 percent

Drops during the 8th through 14th day of term.....75 percent

Drops during the 15th through 21st day of term .....50 percent

Withdrawals after the 21st day of term ..... no refund

Graduate Students

Graduate students who wish to withdraw from the program or course must submit a written request for voluntary withdrawal to the dean of Academic Programs or program director, who will evaluate the student's request. After completing the required documentation and obtaining the dean's and/or program director's approval, an eligible student may receive a partial refund of the tuition, according to the following formula:

Drops during the first week of the semester in which classes begin.....75 percent

Drops after the first week of the semester in which classes begin .....No refund

The withdrawal period starts with the second week of the semester and ends three weeks prior to the end of the semester.

Students Enrolled in Programs that Have Drop/Add Programs

Students enrolled in programs that have a drop/add period may make schedule changes through the end of the drop/add period (11:59 p.m. on the first Sunday of the semester) without incurring financial charges.

Students should refer to the Academic Calendar for specific dates. The university reserves the right to modify the academic calendar as outlined in applicable institutional policies.

Withdrawals remain on the student transcripts as a notation of *W*, but will not affect the student's grade point average (GPA). There is no financial refund when a student withdraws from a course. Not attending classes does not constitute an official withdrawal, and the student will receive grades based on course requirements and completed work.

Readmission

Students who have been dismissed from the College of Nursing will not be readmitted. All students wishing to be readmitted to a nursing course from which they have withdrawn must notify the dean of Academic Programs or the program director at least during the application cycle prior to their desired reentry date. Reenrollment in clinical courses is on a space-available basis.

Because the second enrollment, if granted (post withdrawal), is the last opportunity for students to successfully meet course objectives, they are encouraged to realistically assess the factors that hindered their progress during the previous enrollment (financial limitations, family obligations, personal concerns, reading skills, etc.). Only when such an assessment has been made and necessary corrective steps taken, should students attempt a nursing course for the second time. Please also see *Institution's Readmission Policy*.

Transfer Credits

Undergraduate general education credits are evaluated and transferred through the Transfer Evaluation Services. Nursing courses will be evaluated for credit toward the B.S.N., M.S.N., D.N.P., and Ph.D.

1. Entry-level students may only transfer 6 nonclinical nursing credits in the B.S.N. track.
2. To be considered for credit, a course must have been taken at a regionally accredited program and be the equivalent of a course offered in the NSU program.
3. The student must have earned a passing grade (C or higher for undergraduate, or B or higher for graduate) in the course.

4. Students must submit the syllabus of any course, for which they are seeking credit, directly to the program director to assure course equivalency. Additional documentation may be required by the program director before credit may be granted.
5. Only courses completed prior to matriculation into a program will be considered for transfer credit.
6. The program director and the associate dean must approve the transfer credits.
7. A transfer credit form will be submitted to the Office of the University Registrar.
8. A copy of the transfer credit form with all supporting documents (e.g., syllabus, assignments, etc.) will be placed in the student file. The ACON does not transfer B.S.N. nursing credits from clinical nursing courses from other nursing programs.
9. Graduate-level courses will be evaluated per NSU policy located at *https://www.nova.edu/transfer-credit/index.html*.
10. Exceptions to this policy may be made solely at the discretion of the dean of the ACON.

Postgraduate Certificate A.P.R.N.

A postgraduate certificate in the Family Nurse Practitioner (FNP), Adult Gerontology Acute Care Nurse Practitioner (AGACNP), and Psychiatric Mental Health (PMH) is available.

Once admitted and accepted, all students in the postgraduate certificate program must complete courses in their selected area of study or concentration. Waivers for didactic coursework and/or clinical hours will be based on a formal gap analysis. Students will be required to submit official transcripts, syllabi, and other materials for the gap analysis. Students may be required to take additional courses at the graduate level based on the student's gap analysis.

Inquiries regarding degree requirements should be directed to the associate dean or program director.

Upon successful completion of the postgraduate certificate, graduates are eligible to sit for the certification examination specific to their specialty. Certificate students do not attend graduation since they have already obtained an M.S.N. degree.

Leave from Studies

It is recognized that students may need to temporarily discontinue all coursework (which includes clinical rotations) either voluntarily or by administrative action. This can occur through a leave of absence (LOA) or an administrative break in enrollment.

All leave time is counted toward the graduation requirement of completing the program within 150 percent of the time for the program's curriculum, starting from the date of matriculation into the ACON or, for transfer students, the date of matriculation into their original college of nursing.

1. Leave of Absence (LOA)

In addition to policy outlined in the section *A.12 Leave of Absence Policy*, student should be told by the program director that, upon return from leave, the student will need to meet with financial aid at the start of the term and report this meeting to the program director.

A student is not eligible to take an LOA unless they have completed at least one full semester at NSU. In this situation, the appropriate standard withdrawal or incomplete policy should be followed (see below).

2. Requesting an Administrative Break in Enrollment

An administrative break in enrollment may be voluntary or may be imposed by the dean.

A student requesting a voluntary administrative break in enrollment must complete the proper paperwork, the Administrative Break (AB) Form, obtained and guided by the program director. The program director will refer the student to financial aid and then establish the parameters of the administrative break. A student cannot receive financial aid during an administrative break in enrollment, regardless of the reason. The AB Form must detail any dialogue and agreement of the administrative break and should be signed and dated by the program director, dean of Academic Programs, and student, indicating the anticipated time for return.

The administrative break plan should indicate that the student agrees to meet with the financial aid office prior to resuming the first day of class and should report on the meeting to the program director.

During an administrative break in enrollment, the student must follow the prescribed instructions and requirements and, if applicable, complete rehabilitation or treatment for the reason that precipitated the necessity for the administrative break in enrollment.

To resume the program, the student may be required to meet with the program director and demonstrate that the preestablished instructions/requirements/documented plan memorialized on the AB Form have been met, and that the student shows a reasonable likelihood that the previous problem(s) will not recur. The program director will recommend to the dean whether the student may resume the program.

Refer to *page 33* for institutional definition of Administrative Break in Enrollment.

3. Course Status During an Administrative Break in Enrollment

If a student will be on an administrative break in enrollment for 50 percent or more of any course and is in passing status (i.e., misses half or more of a course), the student will be withdrawn from the course(s) (see the Withdrawal from a Course section in this handbook). In all such cases, a grade of withdrawal *(W)* will be noted on the student's transcript. In such cases of withdrawal from a course, the student must repeat the course in its entirety during the next course offering, after returning from an administrative break in enrollment, and will receive the earned grade. Until the course is repeated, the student may not progress to the next class year of study. If a student did not begin one or more courses during the semester in which the student begins the administrative break in enrollment, those courses will not be reflected on the student's academic record and transcript.

If a student will be on an administrative break in enrollment for less than 50 percent of any course and is in passing status (i.e., misses less than half of a course), the student will be issued an incomplete contract for the course. The incomplete plan must be completed in the semester the student returns. The student's program director will sign the incomplete contract as completed by the faculty member(s), including possible dates of return and the time allowed to make up missed coursework and examinations, prior to finalizing the incomplete plan with the student. While on an administrative break in enrollment, a student is not eligible to attend any classes or laboratory sessions, make up incomplete coursework, or take any class examinations.

A student requesting an administrative break in enrollment beyond one year in length must meet with the program director and the dean of Academic Programs, and a recommendation will be made to the dean, who will make the final decision. Students in the B.S.N. or A.P.R.N. programs should be encouraged to return as soon as possible to succeed on their NCLEX or certification examinations. Time away from clinical classes affects test performance.

4. Communication with the ACON During a Leave of Absence/Administrative Break in Enrollment

A student who is on an LOA or an administrative break in enrollment must communicate every two months with the program director for the duration of the LOA/administrative break in enrollment. This communication is initiated by the student and occurs during the first week of every other month, starting

with the month following the onset of the LOA/administrative break in enrollment. Failure to report may result in the student being referred to the CSP for disciplinary action.

5. Return from Administrative Break in Enrollment

Prior to returning from an Administrative Break in Enrollment, the student must demonstrate that they have satisfied any conditions for return established at the time the break was approved. If the student was under review for a disciplinary action prior to the request for leave or administrative break in enrollment, the student may not resume the program without appearing before the CSP. Upon completion of its review, the CSP will recommend to the dean whether the student may resume the program. If appropriate, a student may resume the program with a disciplinary action imposed on the student at the beginning of the resumption for a stated period. All decisions made by the dean concerning a student's ability to return following an administrative break in enrollment are final.

If the student is not in good academic standing at the time of the administrative break in enrollment, a committee composed of administrative committee members will review the student's record and recommend to the dean whether the student may resume the program.

6. Leave of Absence Records

Leave of absence records and the date of each determination shall be placed in the student's academic record.

Graduation Requirements

To be eligible for a degree from NSU's ACON, students shall meet the program requirements, as follows, for their specific programs. To graduate, students must be in good standing. Accordingly, a student who is on academic or disciplinary probation will not be cleared for graduation until the sanction is lifted. Students should consult their program directors about the process for lifting any sanctions. Diplomas are not sent to a P.O. box address. It is the students' responsibility to update their mailing address in Self-Service Banner.

Bachelor of Science in Nursing (B.S.N.)

- satisfactorily complete the program requirements for the degree, including all courses and clinical requirements, with a grade of C or better
- attain a 2.0 cumulative GPA
- attain a 2.25 GPA in the major
- satisfactorily meet all financial and library obligations
- successfully complete all didactic and clinical coursework
- attendance at the graduation ceremony is expected and encouraged by the department
- students must satisfactorily complete the program within 150 percent of the length of the program

Master of Science in Nursing (M.S.N.)

- satisfactorily complete the program requirements for the degree, including all required courses and clinical requirements
- attain a minimum cumulative GPA of 3.0, with no course with a grade lower than B- applied toward the degree
- satisfactorily meet all financial and library obligations
- satisfactorily complete the program within 150 percent of the length of the program

Doctor of Nursing Practice (D.N.P.)

- satisfactorily complete the program requirements for the degree, including all required courses
- attain a minimum cumulative GPA of 3.0, with no course with a grade lower than B applied toward the degree
- satisfactorily meet all financial and library obligations
- satisfactorily complete D.N.P. project
- attendance at the graduation ceremony is expected and encouraged by the department
- complete the program within five years

Doctor of Philosophy (Ph.D.) in Nursing with a Focus on Nursing Education or Administrative Leadership

- satisfactorily complete the program requirements for the degree, including all required courses
- attain a minimum cumulative GPA of 3.0, with no course with a grade lower than B applied toward the degree
- satisfactorily meet all financial and library obligations
- satisfactorily complete dissertation
- satisfactorily complete application for graduation (attendance at the graduation ceremony is expected and encouraged by the department)
- complete the program within 6 years

Graduation with Honors—Diploma

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

For undergraduate students, Latin Honors are awarded based on students' cumulative GPA once all final grades have been entered after their graduation term. To be eligible for these honors, a student must also have 56 graded credit hours of NSU courses. The GPA requirements to graduate with Latin honors are as follows:

1. cum laude (3.80–3.89)
2. magna cum laude (3.90–3.96)
3. summa cum laude (3.97–4.0)

The honors level (cum laude, magna cum laude, summa cum laude) will also be reflected on the student's diploma and official transcript.

President's List

Students taking master's level courses, excluding certificate students, who receive a 3.8–4.0 GPA are placed on the President's List for that semester. A letter of commendation is sent to the student, and the honor is recorded on the student's official transcript and diploma. President's letters are only awarded during the fall and winter terms. Students are ineligible if they received an incomplete grade during the semester or are repeating a course.

Dean's List

Undergraduate students who receive a 3.8–4.0 GPA are placed on the Dean's List for that semester. A letter of commendation is sent to the student, and the honor is recorded on the student's official transcript and diploma. Dean's letters are only awarded during the fall and winter terms.

Students taking master's level courses, excluding certificate students, who receive a 3.6–3.79 GPA are placed on the Dean's List for that semester. The dean sends a letter of commendation to the student, and the honor is recorded on the student's official transcript and diploma. Dean's letters are only awarded during the fall and winter terms. Students are ineligible if they received an incomplete grade during the semester or are repeating a course.

Campus/Program Transfer

Once accepted to a nursing program on a specific campus, students seeking to transfer to an alternate campus/program must petition for a transfer request. Students will submit, in writing, their current campus/program, the campus/program they would like to transfer into, and the rationale for the transfer request. This request must be submitted to the student's current campus program director, transfer campus program director, and the dean of Academic Programs. The final decision will be made by the dean in collaboration with the dean of Academic Programs.

Health Forms and Examinations

The college is required to submit to clinical sites satisfactory evidence that each program participant is free from contagious disease and does not otherwise present a health hazard to hospital clients, employees, volunteers, or guests prior to participation in the program. Students must comply with the requirements of the health colleges and clinical agencies.

Students must comply with all program-required immunizations and upload the required documents to the online health portal. Students must have a certificate of physical examination completed by their healthcare provider. Forms will be provided to each matriculant as part of the admissions package. Students must remain in full compliance with required immunizations until they graduate from the program. Additional testing and requirements may be needed based on individual hospital/agency requirements. These costs will be the student's responsibility.

Performance standards for all health college students are identified in this student handbook. If a student is unable to meet the core performance standards, they will be asked to obtain clearance from a healthcare provider before returning to the program.

A student who experiences a health problem that may interfere with the ability to provide client care (e.g., surgery, fracture) must provide documentation from the healthcare provider indicating the ability to provide client care, in accordance with the expectations of the facility and the standards of the ACON.

Client Safety

Faculty recognize that nursing students are learners. However, the physical and emotional safety of a client cannot be jeopardized. The inability of a student to provide consistent, safe care or to follow the policies and procedures of the affiliating agency or the school will result in the student being asked to leave the clinical area and may result in a referral to the CSP for disciplinary action, up to, and including, the student's dismissal from the ACON or being required to withdraw from the program.

Background Checks

See *Health Colleges: Policies and Procedures section*.

Immunization Requirements

See *Health Colleges: Policies and Procedures section* section on Immunization Requirements. Students must also comply with the requests and requirements of clinical facilities and maintain compliance throughout the program.

Eligibility for Florida R.N. Licensure and Required Disclosure

During enrollment in the semester in which a student is scheduled to complete all of the program requirements, the student is responsible for applying for graduation and to the Florida (or other state) Board of Nursing to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The application to the Florida Board of Nursing's contracted vendor (Pearsonvue) for testing is also the responsibility of the student.

Students will be required to successfully complete one or more diagnostic exams to demonstrate readiness to successfully complete the NCLEX-RN examination. Students will also complete a review course in NUR 4180 for the NCLEX-RN examination before receiving the final course grade in the Accelerated B.S.N./B.S.N. programs.

Academic Support

Student and Alumni Organizations

A variety of organizations are available in which students to participate in. Two nursing-specific opportunities are:

Sigma Theta Tau

Sigma Theta Tau is the International Honor Society of Nursing. The mission of Sigma Theta Tau International is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide. The vision of Sigma Theta Tau International is to create a global community of nurses who lead in using knowledge, scholarship, service, and learning to improve the health of the world's people.

The ACON is proud of our Upsilon Chi Chapter of Sigma Theta Tau International (STTI). Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Information about the chapter is available at *upsilonchi.sigmanursing.org/upsilonchichapter/home*.

Florida Nursing Student Association

The Florida Nursing Student Association (FNSA) is the professional organization for nursing students in Florida. It serves to prepare nursing students to be members of a professional organization and provides a voice for students at public, institutional, and governmental bodies. NSU's ACON has a district FNSA chapter. All students are encouraged to become members. Participation in various local, district, state, and national activities is also encouraged.

Advisement

Academic Advising

NSU and the ACON believe that academic advising plays an important role and is integral to student progression and success. Prior to the start of classes, each new student is assigned to a faculty adviser for academic and program progression.

Registration

Registration is a component of academic advising. The advisement schedule is program specific. A designated nursing faculty adviser will meet with the student each semester regarding the lockstep courses to be taken in the upcoming semester. Prior to the advisement session, the student should review all nursing program course requirements and tracking. If the student has difficulty with registration or financial aid, they should contact the program director immediately for assistance. Students are not permitted to take extra courses to meet financial aid eligibility requirements when repeating courses or returning from an approved leave. Students are required to meet with their advisers each term, including the last term of coursework, prior to graduation. If students have not registered for coursework at NSU for more than one year, they must reapply for admission, and their major's required curriculum will be reevaluated in accordance with the most current NSU student catalog.

Degree Works Report

The Degree Works report enables students to review their class choices and program requirements. It is recommended that students print and bring their report to meetings with an academic adviser to determine course selection and program progression.

Channels of Communication

Because most student concerns are directly related to their experiences in the classroom and/or clinical course, the faculty member most directly involved is usually the first and best resource.

The following guidelines should prove helpful:

- Faculty members' and advisers' schedules will be made available to students. NSU has an open door policy; however, students will find that scheduling an appointment is recommended.
- Students are encouraged to consult the course faculty member(s) as needed.
- After the student has discussed the course problem with the faculty member(s), the program director is available to mediate unresolved issues.
- If the student, the faculty member, and the program director cannot successfully resolve an issue, the next line in the chain of command is the dean of Academic Programs.

To summarize, students are encouraged to use the following channels of communication in their respective order:

a. course faculty member (lecture class and/or clinical courses)

b. adviser (for non-course issues, if the student is not comfortable with the faculty member, or if the issue is not course specific)

c. program director

d. dean of Academic Programs

The grievance procedure for nonacademic disputes is outlined in the college section of this student handbook.

Program Contact Numbers

To contact the ACON, see the varying program contact numbers below.

Program	Campus	Phone Number
Bachelor of Science in Nursing (B.S.N.) Program	Fort Lauderdale/Davie	(954) 262-1977
Bachelor of Science in Nursing (B.S.N.) Program	Miami	(305) 275-2628
Bachelor of Science in Nursing (B.S.N.) Program	Fort Myers	(239) 274-3486
Accelerated Bachelor of Science in Nursing (B.S.N.) Program	Fort Myers	(239) 274-3486
Accelerated Bachelor of Science in Nursing (B.S.N.) Program	Miami	(305) 275-2628
Ph.D./D.N.P.	Online	(561) 805-2291
B.S.N. to D.N.P.	Palm Beach, Miramar, or Tampa Bay	(561) 805-2291
D.N.P. to Ph.D.	Online	(561) 805-2291
M.S.N.—A.P.R.N., FNP, and AGACNP	Palm Beach	(561) 805-2291
M.S.N.—A.P.R.N., FNP	Tampa Bay	(813) 574-5440
M.S.N.—A.P.R.N., PMHNP	Miramar	(954) 262-9499

M.S.N.—A.P.R.N., PMHNP	Tampa Bay	(813) 574-5393

Students will receive their professors' direct phone numbers on the syllabus.

Ron and Kathy Assaf College of Nursing Hours

The ACON schedules classes during the day, evening, and weekend. Due to the variety of class hours, faculty members will adjust their office hours accordingly. Appointments with faculty members, program directors, the dean of Academic Programs, associate deans, and the dean can be scheduled at mutually convenient times.

Students may have weekend and evening course/clinical requirements. These hours will be posted in advance to help students plan. The department will attempt to make every reasonable effort to notify students of class changes as far in advance as possible and feasible. Changes are made to benefit the quality of the education students receive.

Community Activities

The ACON endeavors to be integral to the community's health. The college recognizes the importance of community participation. The institution and the college depend on the community for clients, employers, and support, just as the community depends on the institution and the college for employment opportunities and services. The nursing program participates in service activities that contribute to the community's health. Students will receive advance notice so they can plan their schedules accordingly.

Undergraduate Service Hours

Students in the Ron and Kathy Assaf College of Nursing are required to complete community service hours to graduation. Students are required to complete 25 service hours, with a minimum of 5 hours per semester. Prior to beginning, the hours must be approved per ACON policy.

Technology Requirements

General Minimum System Requirements

PC/Laptop

- operating system—64-bit Windows 11 (must be genuine U.S.-English versions of Windows operating systems)
- processor—Intel i5 (11th gen or newer) or AMD Ryzen 5 (5000 series or newer)
- RAM—16 gigabyte (GB) or higher
- storage—512 GB or higher (solid-state drive [SSD] recommended)
- graphics card—integrated graphics card (e.g., Intel Iris Xe) or NVIDIA® GeForce® RTX 3050 (or higher) with at least 4 GB video memory
- display—1920x1080 (full HD) or higher
- webcam—1080p resolution or higher

MacBook/iMac

- operating system—Mac OS X 10.14 Mojave or higher (must be genuine versions of Mac operating systems)
- processor—Apple M1 chip (or newer) or Intel i5 (10th gen or newer)
- RAM—16 GB or higher

- storage—512 GB or higher (solid-state drive [SSD] recommended)
- graphics—Apple integrated graphics (M1/M2) or Intel Iris Plus (or higher)
- display—Retina display or equivalent (1920x1080 or higher recommended)
- webcam—built-in FaceTime HD camera or external 1080p resolution cameraRAM—8 gigabyte (GB) or higher

General Requirements for All Students

- Internet access—Ongoing access to a portable laptop computer and an active Internet service provider (ISP) account are required.
- software—Microsoft Office 2021 or Microsoft 365 subscription (with PowerPoint, Word, and Excel) or a compatible office suite are required.

Accessories

- surge suppressor
- portable laptop computer with wireless Internet capability
- wireless router

Additional Requirements

All students must have a webcam with at least 1080p resolution for online activities such as virtual classes or online testing.

For additional information on technology resource requirements/recommendations, please refer to the NSU Office of Innovation and Information Technology website at *nova.edu/oiit*.

Internet Service Provider

To access the university's computing resources, all NSU students must obtain Internet access through a suitable ISP. There are many ISP providers across the country. It is the responsibility of each student to arrange for and maintain an Internet connection. Students should contact the NSU Help Desk with any questions at (954) 262-4357 or at *nova.edu/help*.

Audio and Videotaping

See *Policy here*.

Computers in Classroom

Instructors must authorize the use of the computer in the classroom. Unless the course instructor approves computer use, computers and other electronic equipment, including phones, should remain off during the class.

Textbooks and Supplies

The textbooks and other required nursing materials and supplies are available for purchase at the NSU Bookstore or via the NSU Bookstore's designated online link. Unless advised otherwise, it is recommended that students do not purchase textbooks required at other course levels until they are ready to enroll in these courses. This will ensure students have the most current required editions. It is recommended that students write their names in all their textbooks. It is strongly suggested that students do not leave textbooks unattended in the classroom or elsewhere.

The college recommends that students purchase their books well in advance. After the first few weeks of the semester, the bookstore returns all books that have not been purchased to the publishers. Books may also be purchased online through the NSU Bookstore. The bookstore purchases the latest edition. If students purchase online from another vendor, they may be purchasing the incorrect edition.

In addition to the printed materials, students will need the following supplies: a secondhand watch and a stethoscope. These are available for purchase at any local uniform shop or online. All students will be measured for an NSU lab coat and the ACON-approved uniform during the orientation. Students must have access to a computer with Microsoft Office software.

Course Assignment Format

Unless specifically indicated by the professor or when prior arrangements have been made, all written work turned in for grading must be typewritten and follow the latest edition of the APA format. Students must have basic computer skills, including, but not limited to, sending and receiving emails and attachments, saving files, and formatting documents.

Student Performance Standards

Attendance

Undergraduate Students

In the ACON, and for students in the B.S.N. programs, class attendance is required. Points are awarded for in-class assignments, including unannounced quizzes and in-class activities. Students must be present in class to be eligible for these points. Additionally, students are expected to attend classes punctually. Class schedules are issued to assist faculty and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice.

Working while enrolled in the entry-level nursing program or the accelerated bachelor's degree program is not advised due to the program's intensity. Students who choose to work are advised to keep their working hours to a maximum of 20 hours per week.

Graduate Students

For students in graduate programs, on-campus intensives are mandatory. Crucial content and skills are covered during these intensives. Any missed on-campus intensives will require an in-person make-up, and dates will be at the Program Director's discretion.

Online Courses

Online courses require students to participate in the online environment as designated by the course syllabus. Failure to participate in course discussions and activities, as directed for each course week, may result in deducted points and affect the overall course grade. The online class environment relies on the engagement of each member for full exchange of course material.

Student Responsibility for Missed Assignments

If a course requirement is late, the student must refer to the syllabus and meet with faculty member(s) as soon as possible. Some assignments can not be made up.

Faculty Member Responsibility for Missed Assignments

Faculty members are under no obligation to provide makeup quizzes/tests/exams for students who have unexcused absences from classes in which those quizzes/tests/exams are administered. Although the course instructor should exercise a fair and consistent standard for resolving questions of missed assignments, the type, extent, manner, and time frame of any makeup assignments shall be at the discretion of the instructor/program director.

Clinical/Laboratory/Practicum Absence

Attendance at undergraduate clinical or lab is mandatory. An excused absence requires the student to notify the clinical instructor and course faculty member(s) a minimum of 48 hours prior and submit documentation as soon as reasonably possible. An excused absence, with documentation, may include medical, legal, NSU cocurricular events, bereavement, or other emergency situations. In medical or other emergency circumstances, the student will provide notification and documentation as soon as reasonably possible. An unexcused absence or failure to provide appropriate notification and supporting documentation may result in course failure, academic and/or behavioral warning/probation/dismissal, and a referral to the CSP. The program director, with the dean of Academic Programs, is the final authority in determining if an absence is excused and if sufficient documentation has been provided. Any clinical/ lab hours missed must be completed prior to the end of the term to pass the course. All students who are absent from the clinical/lab

experience may be responsible for the clinical instructor/professor's payment. The ACON will assign the makeup day(s). Students should refer to the course syllabus for additional information on clinical/laboratory/practicum absences.

Graduate Students

A.P.R.N. students are expected to follow the graduate clinical guide. Students must notify the site, preceptor, and the clinical coordinator if they are unable to attend a planned clinical day.

Clinical Rotations and Practicum Experiences

Attendance is required for all clinical and practicum experiences. Policies and procedures for all clinical and practicum experiences are program specific. B.S.N. students must live within 150 miles of their assigned campus. The clinical coordinator will place the B.S.N. student within 75 miles of the student's campus.

Graduate A.P.R.N. Students

Students enrolled in the A.P.R.N. programs are active partners in their educational process. Students are responsible for notifying the clinical coordinator two semesters prior to the start of each clinical course if they have an identified preceptor and clinical site. The clinical coordinator will confirm that the preceptor meets NSU requirements for clinical supervision and that the site provides the appropriate clinical experience. If an A.P.R.N. student does not have a preceptor requested or a clinical site, the clinical coordinator will place the A.P.R.N. student within a 150-mile radius of the student's residential ZIP code. This placement, once made, is not negotiable. Students must submit all required paperwork before the start of clinical hours and arrange to visit the clinical site and meet their preceptor. Failure to meet this requirement may jeopardize progression in the course and the A.P.R.N. program.

A.P.R.N. students are expected to begin clinical hours when didactic coursework begins. The clinical site and preceptor are approved by the clinical coordinators. Students are not permitted to compress clinical hours at the beginning or the end of the semester. It is expected that clinical attendance will be weekly to ensure full integration of course content.

Graduate students are expected to notify the preceptor, the clinical site, and the clinical coordinator at least two hours before the clinical if they will be absent from the clinical experience. All absences must be made up.

Promptness

Promptness is another trait a professional healthcare practitioner must display. Additionally, tardiness to class disrupts the lecturer and other students and is therefore markedly inconsiderate and rude.

Class schedules are published and available online. Administration reserves the right to make changes, assign weekend hours, or deviate from published schedules with notice. Students will wait for the instructor's arrival for at least 20 minutes after the specified start time, unless notified otherwise by an authorized person.

Religious Holiday Policy

See the *Religious Holidays Policy* section in the NSU Student Handbook portion of this publication. Clinical hour requirements will not be excused and will follow ACON policy for missed clinical.

Dress Code

In addition to what outlined in the *Health College Policies and Procedures section*, students must maintain a neat and clean appearance befitting those attending professional school. Therefore, attire should convey a

professional appearance whenever the student is on campus and in classes, laboratory, or on an experiential rotation or program. The dress code is to be maintained at all times on any NSU campus and all areas involved in providing patient care. The dress code applies Monday through Friday from 8:00 a.m. to 5:00 p.m., and to any clinical, laboratory, externship, or research experience that falls outside that time frame. Those failing to comply with the dress code may be dismissed from the classroom, campus, and/or clinical setting. A written warning describing the infraction will be entered into the student's file. The dress code is to be observed at all times, including during midterms, examination periods, and advisement.

As an ACON student, you are assigned to various clinical facilities for clinical rotations. Compliance with individual dress codes as specified by policies of the clinical site is required.

The following is professional attire from 8:00 a.m. to 5:00 p.m.:

- Professional business dress for nonclinical classes is preferred and includes shirts, slacks/skirts, blouses, dresses, appropriate shoes, and white clinical jackets.
- Students must visibly wear NSU ID badges while on campus, at all clinicals, practicums, immersions, or any other ACON-affiliated experience.
- The nursing clinical uniform consists of teal scrubs with the student's name and NSU embroidered on the left side of the scrub top and white clinical jacket.
- Tattoos: All tattoos must be covered at all times when the student is on campus, while in uniform, or at the clinical setting. Artificial eyelashes are not permitted.
- Piercing: One piercing, only in the lobe of the ear with a small stud, is allowed. No dangling earrings are allowed. Spacers, ear disks, and/or ear gauges are not permitted.
- Nails: Fingernails must be short, clean, and unpolished. Artificial nails are not allowed.
- Hair: Hair must be neatly groomed and professional in appearance. This includes, but is not limited to, natural hair colors (e.g., pink hair, blue hair, etc., is not permitted). Hair must be tied back and off the collar during clinical rotations and in the simulation laboratory.
- Facial hair should be closely trimmed.
- White clinical jackets should be worn by all ACON students participating in classroom, clinical, laboratory, externship, or research experiences.
- Students must wear scrubs or teal polo shirts and khaki bottoms to clinical experiences in psychiatric-mental health nursing and community health nursing.
- Shoes: If wearing scrub sets, students must wear white shoes. If wearing khaki slacks/skirts and a teal polo shirt or business attire, students must wear brown/black shoes.
- Additional attire may include long-sleeve white or gray T-shirts under the scrubs.
- Fake eyelashes are not allowed when wearing scrubs or uniforms in educational labs and clinical environments such as hospitals.

No institutional scrubs may be worn by any ACON student at any time while on campus. Institutional scrubs are those with the institution's identification symbols or lettering. Those scrubs are marked in locations that are easy to identify as being part of the inventory of that institution.

The following attire is never appropriate while the student is on campus: jeans, capris, leggings, shorts or cutoffs, miniskirts (above mid-thigh), see-through clothing or halter tops, flip-flops, jogging or exercise clothing, hats or caps (unless for religious reasons), or inappropriately mismatched garments. Students will wear the prescribed uniform during designated clinical experiences and be neatly groomed. The specified uniform is worn when the student is in the hospital, nursing lab, or healthcare agency under the supervision of a professor.

When on campus, students may wear professional business casual attire or their NSU scrubs with their white clinical jackets. If the student elects to wear the NSU scrubs to class, they must be laundered in time for the next clinical experience. The specified scrub style and polo shirts must be ordered and purchased through

the NSU Bookstore or an approved vendor. No other uniform is acceptable. The College-Level Policies and Procedures section of this handbook outlines the dress code for health college students and serves as the foundation for the ACON's dress code. Students must adhere to the health college's and ACON's detailed dress codes, as outlined. The dress code must be observed at all times, including during midterm exams, exam periods, and advisement sessions**.**

The approved style of undergraduate nursing student scrubs will be distributed each semester. Specific scrub styles are available in the NSU Bookstore. The length must be no shorter than ankle length. Nursing scrubs must be worn during simulation and clinical experiences.

Identification Badges

Students must wear identification badges at all times while on campus and at clinical sites. ID badges are not transferable. ID badges are issued at the One-Stop Shop in the Horvitz Administration Building. Students on our regional campuses can obtain their ID badges online. For future information, visit SharkCard Services on the NSU website. These badges are given to the students at no charge except for replacements.

Service Animals

The ACON adheres to *NSU's Service and Support Animal policy*, which can be located in the *NSU Student Handbook* portion of this publication. However, clinical rotation sites may also have policies that students are required to follow. Failure to comply with clinical site policies and/or to complete a rotation could affect the student's ability to complete the program.

Classroom Behavior

Talking during lectures to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone from class who engages in disruptive behavior during class or in the laboratory. Hats, except religious coverings, are not to be worn indoors. Food and drinks are not permitted in the classrooms, auditorium, laboratories, or library.

Netiquette

In a traditional classroom, students are reminded that behavior that disrupts the class or interferes with other students' ability to learn is unacceptable. Any person engaged in disruptive behavior receives a written warning from the instructor. Students who continue to engage in disruptive behavior after this warning may be administratively withdrawn from the course. Similarly, in an online course, any electronic postings, emails, or messages that disrupt the class or interfere with learning objectives are unacceptable. Electronic communication—the backbone of online courses—must be civil, respectful, and cordial at all times. Any posting that disrupts or interferes with learning will be removed, and the author will receive a written warning. A second disruptive posting will result in the author being administratively withdrawn from the course. If a class or meeting uses the Zoom platform for delivery, students must have their cameras turned on with a live view and no Zoom background.

Social Media

Social media outlets are a great tool when used in a way that fosters learning and enhances the educational experience of its participants. The ACON prohibits the posting of messages or photos that incite lawless action, are an expression of intent to inflict physical or emotional harm upon members of the college's student body or faculty, or that are a violation of any law prohibiting discrimination, defamation, or are otherwise unlawful.

Students are prohibited from uploading text, messages, chats, or photos of course and exam content, faculty-generated course content, simulation scenarios, or educational materials that are used exclusively for the educational purposes of courses offered at the ACON. Students are also prohibited from posting videos/photos of patients, patient care areas, or any other patient care materials. Similarly, any videos or photos that capture students who are actively enrolled in the ACON engaging in the aforementioned activities, especially while in college uniform, will be subject to sanctions delineated in the student handbook.

Usage of the name and/or signage of the college or university in any of these contexts is also prohibited.

Drug and Alcohol Policy

ACON adopts the *Drug-Free Schools and Campuses* policies listed in the *NSU Student Handbook*. This includes the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs; controlled substances without a prescription; and the use of, or being under the influence of, alcohol while on rotation/clinical experience or in class. In addition, students are expected to follow the ACON drug policy, which is below. Students taking prescribed medications that may influence drug screening results are required to disclose this information to the Program Director. Should a student receive a positive drug or alcohol screen, the student will be referred to the CSP for disciplinary action, which may include expulsion/dismissal from the student's program and the ACON. The student may be sent for a repeat screening at the discretion of the college.

In accordance with the Drug-Free Schools and Campuses policies listed in the NSU Student Handbook, the ACON's prohibition on illegal drug use extends to medical marijuana. The manufacture, distribution, dispensation, possession, or use of cannabidiol (CBD) derived from marijuana is also prohibited by the ACON. Students should be aware that some CBD products may contain unlawful tetrahydrocannabinol (THC) and/or THC amounts that are higher than what is advertised. Therefore, the consumption or use of CBD products may result in unanticipated THC-positive drug screenings. In accordance with this policy, if a student tests positive for THC on a drug screening, the student will be referred to the CSP for disciplinary action, which may include expulsion/dismissal from the student's program and the ACON.

The student will only be permitted to report to class or a rotation/clinical experience if cleared by the NSU Student Assistance Program and/or the associate dean/designee of the ACON. Disclosures of drug/alcohol screening results may also be made to Intervention Project for Nurses (IPN) or the Board of Nursing, when appropriate.

The ACON utilizes a third-party laboratory company to process drug and alcohol screening tests. The urine sample and/or specimen collected will be maintained by the laboratory company for a one-year period of time from the date it is received by the laboratory company, and then will be discarded. Requests for the urine sample and/or specimen retest must be made by the student directly to the laboratory company within this time frame. NSU is not responsible for the maintenance, production, or analysis of the urine sample and/or specimen for the presence of drugs or alcohol. The student pays for repeat testing.

All ACON programs are clinical, and all students should expect to be randomly tested for drugs and alcohol. Random drug and alcohol screenings may be required by the ACON, and/or at the request of affiliating institutions, prior to entering the facility and at any time throughout students' tenure as ACON students. The ACON maintains affiliation agreements with many healthcare institutions to facilitate clinical rotations. Additionally, students may be required to undergo a drug and/or alcohol screening if their behavior raises reasonable grounds to suspect use . Students will be responsible for payment for additional drug or alcohol screenings due to diluted/inconclusive test results, random testing, repeat testing , or other testing requested by outside institutions. Further, positive drug or alcohol screenings may require the ACON to notify the Florida Board of Nursing and/or an impaired practitioner program under Florida law.

There are circumstances in which students may need to take over-the-counter or prescribed medications that have the potential to impair their performance or personal behavior or result in positive drug testing. As

such, all students are responsible for being aware of the effect taking these medications may have on performance and drug screenings. If a student uses a medication that negatively impairs performance or results in a positive drug test, the student may be unable to participate in clinical activities, which may extend program length or result in the student's inability to complete their academic program.

Any student may be required to submit to drug and/or alcohol testing based upon what the faculty members and administration consider to be reasonable grounds to suspect drug or alcohol use, including, but not limited to:

- direct observation of drug or alcohol use or possession
- physical behaviors related to the influence of drugs or alcohol
- abnormal or erratic behavior that is disruptive or a risk to others
- arrest or conviction of a drug- or alcohol-related offense on or off campus
- documented information from a credible source
- evidence that a previous drug or alcohol test was tampered with
- possession of drug paraphernalia
- after intervention for drug use

Students required to submit to drug or alcohol testing may be subject to immediate removal from all academic coursework and/or clinical activities until results are received by the program. All testing will be performed at a qualified designated laboratory identified by the college. The ACON reserves the right to require students to submit to additional follow-up drug or alcohol screenings at its discretion.

Students who

- test positive on a drug or alcohol urine screen
- have a repeated inconclusive and/or diluted drug/alcohol urine screen*
- refuse to submit to a drug or alcohol urine screen
- demonstrate illegal or disruptive actions related to drug use
- have an arrest for possession of drug paraphernalia or other illegal possession/use of drugs
- have a demonstrated dependence to drugs or alcohol

will be referred to the CSP for further action, including the evaluation of potential violations of NSU and/or ACON policy. Should a student have a valid prescription for the medication, it will be reviewed by the ACON prior to making the decision to refer the matter to the CSP. Please note that both NSU's Drug-Free Schools and Campuses Policy and ACON's Drug Policy prohibit the use and possession of marijuana regardless of whether a valid prescription exists.

*In the event of an inconclusive or diluted test result, the student will be required to submit to an additional urine drug and/or alcohol test at the direction of the ACON, at the student's expense. Should the repeat test be inconclusive and/or diluted, the student will be placed on an administrative break in enrollment, until such time as the student can present a negative drug/alcohol screen, and will be referred to the CSP for review and possible disciplinary action.

Any student who receives a confirmed positive drug screen may be offered the option to voluntarily participate in a designated chemical dependency intervention program. Participation is intended to support recovery while preserving the opportunity for future progression in the program under defined conditions.

Eligibility, Voluntary Participation, and Financial Responsibility

- Participation in an intervention program is voluntary and confidential, but strongly encouraged.

- Students who elect not to participate will be subject to standard disciplinary action in accordance with nursing program policies.
- Students choosing to participate must enroll in an intervention program approved or recognized by the College of Nursing.
- All costs associated with the intervention program (evaluation, intervention, monitoring, drug screening) and related services are the sole responsibility of the student.
- The nursing program and institution bear no financial obligation for intervention services.

Status and Requirements During Intervention

Students who elect to participate in the intervention will:

- Be placed on Behavioral Probation.
- Be required to take a 6 to 12-month administrative break from the nursing program depending on:
    - Documented intervention participation.
    - Demonstrated progress in the intervention program.
    - Recommendations from the intervention provider.
- Duration will be determined on an individualized basis, guided by safety and readiness for return.
- Maintain continuous enrollment and active participation in the designated intervention program.
- Comply with all intervention program requirements, including but not limited to:
    - Counseling sessions
    - Drug/alcohol screening
    - Case management or monitoring agreements
- Provide documentation of compliance and progress from the intervention provider upon request.

Conditions for Re-Entry

Students seeking re-entry must:

- Submit formal documentation verifying:
    - Successful participation in an intervention program.
    - Demonstrated stability.
    - Fitness for resuming all nursing program activities, including safe clinical practice (as determined by a qualified healthcare provider).
- Provide evidence of negative drug screens, as required.
- Meet with nursing program leadership for a re-entry evaluation.
- Agree to any ongoing monitoring conditions imposed by the nursing program, at the student's expense.

Behavioral and Academic Disciplinary Policies and Procedures

Student Grievances

Except for grievances and/or complaints involving sexual misconduct, discrimination, and disability accommodations, this process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school. If the grievance is related to perceived discrimination, please refer to the university's Equal Opportunity/Nondiscrimination Policy in the NSU portion of this publication for more information. Academic grievances should be referred to the program director or the Committee on Student Progress (CSP). The purpose of this policy is to address other nonacademic formal complaints.

1. We recommend students try to resolve the issue professionally with the other party involved.
2. When formal grievance steps are perceived as necessary, the student will present the grievance to the appropriate program director.
3. If a satisfactory solution cannot be achieved, the student will be advised to prepare a written summary of the grievance for the dean of Academic Programs.
4. The dean of Academic Programs will request a meeting with the student and the program director.
5. If the grievance is not resolved after meeting with the dean of Academic Programs and the program director, the student's written grievance, along with a summary from the dean of Academic Programs, will be sent to the dean, and a meeting with the dean, dean of Academic Programs, and student will be scheduled.
6. The dean will advise the student, in writing, of the action taken to resolve the grievance.

Committee on Student Progress

The ACON has a Committee on Student Progress (CSP). It is the CSP's responsibility to conduct proceedings to examine student academic problems or students who have violated any regulation, policy, and/or professional or behavioral codes of conduct. The CSP examines individual cases and makes appropriate recommendations to the program director/designee. At the discretion of the academic program, violations of college or university conduct/behavioral policies may be referred to the NSU dean of students for resolution under the *conduct procedure*s detailed in this *NSU Student Handbook*.

Dismissal, suspension, or leave of absence records and the date of each determination shall be placed in the student's permanent records. The CSP hasnonexclusive authority to evaluate all alleged student misconduct, whether academic, moral, professional, or ethical. Exceptions to this authority include, but are not limited to, the following:

- Nothing shall limit the right of the Ron and Kathy Assaf College of Nursing to immediately remove a student from the college who has been accused of a violent act, a threat, or any act that constitutes a violation of state, local, or federal criminal law subject to further proceedings consistent with these rules. A student who has been removed from the college shall not return until given permission to do so by the dean.
- Nothing shall prevent the dean from taking action deemed necessary, including removing a matter from the committee's consideration, whenever, in the dean's judgment, such action may prevent harm to the health, safety, and welfare of any individual; to school property; or to the integrity of the educational process.

- Nothing shall limit the right of the college or any of its representatives or students to file a report with any law enforcement or civil agency.

Process and Procedure – Academic and Behavioral

- Except in cases of first-time course failure, when informed of the alleged violation or academic deficiency by the program director and/or the dean of Academic Programs, the chair of the CSP will conduct a preliminary investigation. The student is informed of the option to attend the CSP. The program director and/or the associate dean and the chair of CSP, will conduct a preliminary investigation. Students with first-time course failures are excluded.
- The CSP chair will schedule the CSP meeting and notify the student. of the time, place, and subject of the meeting.
- If necessary, the student will provide the CSP chair with a list of any witnesses the student may have, in writing, no less than two business days before the hearing date. The student will be responsible for ensuring the presence of the witnesses. Character witnesses are not permitted. Legal representation or any other form of representation is prohibited during the hearing.
- Witnesses will be called in individually, if necessary, to be questioned and to provide any statements. Any witness may be asked to remain outside the meeting room for later recall. The student will not be present during the questioning of any witness.
- The student will be given an opportunity to present statements to the committee. The student will only be present during the student's statement and to respond to any questions from the committee. The student will not bring any information, including evidence, to the CSP hearing that has not been previously presented to their program director.
- The CSP chair will dismiss the student and any witnesses and close the meeting for discussion.
- At the conclusion of the discussion, the committee shall make recommendations to the program director.
- The program director and the associate dean, or designee, shall review the committee's recommendations, make a final decision, and notify the student, in writing, by certified mail (return receipt requested), and by email with response requested.
- The recommendations of the CSP and all reports, letters, and investigative records shall be maintained by the program for not less than five years. This information is not part of the student's permanent record or the student's transcript.

Students have the right to appeal the decision within three business days of notification to the ACON's College-Wide Appeals Committee (CWAC). The date and time of the CWAC meeting will be provided. A request for appeal must follow the procedures outlined in the *Ron and Kathy Assaf College of Nursing Student Handbook*, in the section titled *Student Appeals*.

Student Code of Conduct, Student Academic and Disciplinary Procedures, and Academic Dishonesty

All ACON students are required to abide by the NSU Code of Student Conduct and Academic Responsibility, Academic Dishonesty, and Student Disciplinary Policies located elsewhere in this *Ron and Kathy Assaf College of Nursing Student Handbook* and in the *NSU Student Handbook*. Additionally, nursing students are expected to adhere to the National Student Nurses' Association (NSNA) Code on Academic and Clinical Conduct.

Academic and disciplinary status may impact a student's eligibility to be awarded honors recognition or serve in any leadership position. To be eligible to participate in any of the above-mentioned, students must be in good academic and disciplinary standing and must maintain the required GPA each term/semester.

Academic Warning/Probation/Dismissal

The purpose of this policy is to identify and assist students who are not making satisfactory academic progress. To enhance students' chances of achieving the best academic outcomes, the ACON has adopted academic standards designed to identify students experiencing academic difficulty and to provide timely intervention through academic advising and support programs. The policy addresses academic discipline at three levels—academic warning, academic probation, and academic dismissal. The university reserves the right to take additional action as it deems appropriate. Individual program policies may affect interpretation of these policies, and the student is therefore subject to the program's policies.

Academic Warning

Academic warning serves as an opportunity to address academic difficulties. Academic warning is the least severe of the three levels of academic discipline. An Academic warning will not appear on the official transcript but will be placed in the student's program file. It is a written notification that any continuation of substandard academic performance may result in additional disciplinary action.

Academic warnings are effective in the subsequent semester and will be lifted at the end of the semester if the student successfully completes all courses. The issuance of an academic warning will result in the student being referred to the student's program director and/or the CSP.

Academic Probation

Academic Probation provides an opportunity to address serious academic difficulties and prevent academic dismissal. It is a trial period during which a student must demonstrate the ability to succeed academically. Academic probation appears on the student's official transcript. A student who fails any course in a program will be placed on academic probation. **The academic probation may be lifted when the student successfully completes the failed course the next time it is offered.** When placed on academic probation, the student will be referred to the student's adviser and/or the CSP.

Academic Dismissal

Academic Dismissal is stipulated when students are unable to improve their academic performance or are unable to meet the conditions of their probation, as described above. A student who fails two courses in a program may be dismissed with the second failure.

A student who fails a second course in a program will be referred to the student's adviser and/or the CSP and may be subject to dismissal from the program. Please see the CSP and CWAC procedures in this handbook for appeal information.

Behavioral Warning/Probation/Dismissal

The purpose of this policy is to ensure adherence to the university's Student Code of Conduct and Academic Responsibility, Academic Dishonesty, and Student Disciplinary Policies located elsewhere in this *Ron and Kathy Assaf College of Nursing Student Handbook*, in the *NSU Student Handbook*, and the National Student Nurses' Association (NSNA) Code on Academic and Clinical Conduct, and provide guidance to students who may be in violation of the code. This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership. The ACON has adopted disciplinary standards designed to identify those students who are in violation of the student conduct policies, and to provide timely intervention through advising and support. The policy addresses disciplinary conduct at three levels—warning, probation, and dismissal. The university reserves the right to take additional disciplinary action as it deems appropriate.

Behavioral Warning

Behavioral warning serves as an opportunity to address code infractions and is a disciplinary sanction serving notice to a student that the student's behavior has not met university standards. . A behavioral warning will not appear on the official transcript, but will be placed in the student's program file. It is a written notification that any violation of applicable conduct policies may result in additional disciplinary action. It is a This sanction remains in effect for a designated number of semesters of attendance, after which it is expunged from the student's file.

Behavioral Probation

Behavioral Probation serves as an opportunity to address serious disciplinary difficulties with the goal of preventing expulsion from the program. It is a disciplinary sanction serving notice to a student that the student's behavior is in serious violation of university standards. A time period is indicated during which another violation of any applicable conduct policies will automatically raise the question of a more severe sanction (i.e., expulsion) if the student is found in violation. Behavioral probation appears on the student's official transcript.

Behavioral Dismissal

Behavioral dismissal is stipulated when students violate any applicable conduct policies and/or do not meet the conditions of their probation.. Depending on the nature and severity of the violation, a single act can result in behavioral dismissal.

Process and Procedure

Academic dishonesty is addressed in the university-wide section of this student handbook, under NSU Student Code of Conduct and Academic Responsibility. The following policy and procedure applies specifically to the ACON as a supplement to the policy in the university-wide student handbook. Program directors with reasonable cause to believe that a student has committed an act of academic dishonesty as outlined under the Academic Standards in the university-wide section of this handbook must refer the infraction directly to the AHC. The AHC will review the allegations of academic dishonesty and determine whether the behavior constitutes academic dishonesty. The AHC will provide the determination to the program director. If academic dishonesty is found, the program director will communicate the decision to the CSP, who will then follow the process outlined under the Committee on Student Progress section of this handbook. If the behavior is not found to constitute academic dishonesty, the CSP will not hear the case.

The AHC is composed of faculty representatives from each discipline within the ACON.

Student Appeals

Policy and Procedure for Appeals

The Student Appeals Hearing is a proceeding conducted by the ACON's CWAC upon the written request of the student who is being dismissed. All procedures and actions are aimed at safeguarding and preserving the educational and developmental mission of the ACON. The purpose of the CWAC is to review decisions to ensure the policies and procedures of the university, health colleges, and the ACON have been followed. The following procedure must be followed for a student to file an appeal.

- A written email request must be received by the chair of the CWAC within three business days (excluding holidays and weekends) of student notification from the Associate Dean. The appeal must contain a concise statement of all relevant facts, the result sought, and any supporting documentation. The CWAC will not consider evidence that was not presented to the program director or the ACON's Committee on Student Progress. An extension beyond the three business days can be requested in exceptional circumstances.

- The student will provide the committee chair with a list of any witnesses the student may have, in writing, no later than two business days before the hearing date. Only witnesses with direct information that is relevant will be considered, no character witnesses are permitted.
- Participation by legal representatives with regard to the preparation of the written request is prohibited.
- No rules of evidence will be used. The hearing shall be internal, private, and closed to those not associated with the university. Nonuniversity personnel are not available for consultation during these hearings.
- Legal representation or any other form of representation during the appeal hearing is prohibited.
- No recording devices will be permitted during the hearing process.
- Only evidence that was presented to the CSP will be considered by the CWAC.

Appeals Committee Membership

The Appeals Committee shall consist of an administrative dean position from the health colleges, or designee; four faculty members from the ACON, one of whom will be elected by the members of the committee to serve as chair; and one representative from ACON's Office of Student Affairs. The student affairs representative is a nonvoting member and ensures that policies and procedures are carried out to protect the rights of the student and to ensure that the policies of the college are followed. The chair of the CSP will attend the hearing but will not participate during any votes. The chair of the CWAC will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

Hearings Protocol and Procedure

- The student will be notified of the date, place, and time of the hearing via email to the student's NSU email address (read receipt and delivery requested), via certified mail to the student's last known address, or hand delivered with receipt.
- Any student who fails to appear at the designated date and time will automatically waive the right to appeal.
- The Appeals Committee hearing will proceed under the direction of the chair.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership, including the chair.
- The student will be present only during the student's testimony and will not be present during any witness questioning.
- Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student.
- The Appeals Committee may question any witnesses present during the hearing.
- The Appeals Committee will have the option of calling more witnesses.

Appeals Committee Hearing and Decision Process

- The chair will convene the hearing with only committee members present.
- The chair will advise the committee members of the violation(s) and the department decision, review the evidence, respond to any questions, and provide an opportunity for preliminary discussions.
- The chair will call the student into the hearing room and introduce the student to the committee members.

- The student will have an opportunity to present the appeal, provide statements and evidence in defense of alleged violation(s), appeal the degree of disciplinary action, summarize the student's position, and respond to any questions from the committee members.
- The chair will then dismiss the student from the hearing.
- Witnesses will be called individually by the committee and questioned without the student being present.
- Witnesses may be asked to remain outside the hearing room for later recall or may be dismissed at the committee's discretion.
- The committee members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The committee may delay the vote if it determines that additional information or facts are needed before a vote.
- The decision of the committee will be forwarded, in writing, by the chair to the student via certified mail to the student's last known address and/or via email to the student's NSU email address. Copies will be delivered to the ACON dean, or designee. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.

Note: At the discretion of the committee, the chair of the respective department CSP and/or the dean of Academic Programs/director/associate dean designee/dean may also be called during the hearing.

Identification of the Chemically Impaired Nursing Student

The ACON adheres to the health college program's decision on policies on drug abuse. See Drug Policy—Zero Tolerance in the handbook. Students who report to class while chemically impaired or exhibit behaviors of chemical impairment will be removed from classes and clinical rotations. The student will be required to submit to a drug screening. Students with positive drug screen results will be referred to the CSP for disciplinary action, which may include expulsion/dismissal from the student's program and the ACON. Students who are licensed nurses will be reported to the Board of Nursing.

Undergraduate Academic Programs

Entry Nursing Program Description

The entry-level nursing program is designed for students seeking initial licensure as registered nurses. Continuous enrollment in this program is required.

General Math Competency

Students have a solid understanding of mathematical concepts upon entry into the B.S.N. in Nursing program, based upon the successful completion of prerequisite math courses that include 3 semester hours of Math 1040, or above, and 3 semester hours of statistics. To demonstrate basic knowledge of safe medication dosages in nursing, students who enter the ACON B.S.N. program must demonstrate math competency prior to starting clinical rotations. To ensure student success, students will engage in self-study activities to prepare for the math competency exam.

1. Students are responsible for learning dosage calculations and demonstrating competency. Students may not administer medications until the successful completion of the math competency exam.
2. Students will have three opportunities to take and pass the math competency exam. The first two attempts will occur during the first semester.
3. Students will have two attempts during the first clinical course, and if unsuccessful, the third attempt will be provided during the first week of the next clinical course. If the student does not pass the math exam on the third attempt, the student will be dismissed from the program.

Exit Requirements for the B.S.N. Programs

All students must meet with their adviser every semester, including the last semester of enrollment, and review their Degree Works report and completion of all required courses. All students are responsible for the graduation fee payment prior to degree conferral. Degrees cannot be conferred if there are any financial and/or library holds remaining on the student's account. Information related to graduation is provided on the NSU website. All entry-level students are expected to attend the graduation ceremony.

Exit Exam Requirements For the B.S.N. Programs

One or more exit exams will be administered during NUR 4180 in the last semester of the program. All students are required to sit for this examination and meet the designated benchmark. Students who do not meet the designated benchmark will receive an incomplete *(I)* grade for the course until the benchmark is met. Students who receive an incomplete *(I)* will be allowed to participate in the graduation ceremony and will incur no additional tuition charge. The student's degree will not be approved or conferred until the incomplete is satisfied. Degree approval is required prior to sending the student's name to the Florida Board of Nursing.

Graduate Academic Programs

Post-Licensure Student Practicum or Clinical Requirements

Students in practicum and/or clinical rotations may have additional requirements, including, but not limited to, criminal background checks, basic life support, advanced life support, pediatric advanced life support, immunizations, and health forms.

M.S.N. Advanced Practice Registered Nurse:

Family Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, or Psychiatric-Mental Health Nurse Practitioner Program Descriptions

This M.S.N.—A.P.R.N. program offers additional education for experienced B.S.N. nurses interested in obtaining an M.S.N./Advanced Practice Registered Nurse (A.P.R.N.) degree. This program offers courses that prepare the nurse to take the Family Nurse Practitioner (FNP), the Adult-Gerontology Acute Care Nurse Practitioner (AGACNP), or the Psychiatric-Mental Health Nurse Practitioner (PMHNP) certification exam. Classes are offered in hybrid format with core courses taught online. Students must live within 225 miles of their campus. M.S.N.—A.P.R.N. concentrations include Family Nurse Practitioner, Adult-Gerontology Acute Care Nurse Practitioner, or Psychiatric-Mental Health Nurse Practitioner. Students are required to be continuously enrolled in the program by taking at least one graduate course each term.

Post-M.S.N. in Advanced Practice Registered Nurse Certificate Programs

This program is for a nurse who has obtained an M.S.N. degree and now wishes to obtain an A.P.R.N. certificate. This knowledge will prepare the nurse to sit for the FNP, the AGACNP, or the PMHNP certification examination. The coursework will include all of the specialty course content related to clinical practice and preparation for this role. Students are required to be continuously enrolled in the program by taking at least one graduate course each term.

Exit Requirements for Advanced Practice Registered Nurse Program

All students must meet with their adviser during the last semester of enrollment and review their Degree Works report and completion of all required courses. Degrees cannot be conferred if there are any financial and/or library holds remaining on the student's account. Information related to graduation is provided on the NSU website.

D.N.P. Program Description

This online Doctor of Nursing Practice (D.N.P.) program is a practice-focused degree that prepares graduates to practice at the highest level in specialty practice or executive leadership. The program is designed to serve post-M.S.N., advanced practice nurses; nurse informaticists; community health nurses; and nurse executives.

The program coursework is primarily online, with virtual intensive days during each project course. These intensives are 1 to 2 days in length.

To progress in the D.N.P. program, the student must take a minimum of one course per semester, with no more than one semester off per year. If a student is unable to complete the objectives for a particular

course, including a practicum or capstone, the student will be required to reregister for that course the following semester (and pay all applicable fees).

B.S.N. to D.N.P. Program

For R.N.s with a B.S.N. degree who wish to pursue the highest clinical degree, multiple pathways are available to pursue a D.N.P. Once enrolled, students are eligible to complete components of both the M.S.N. and D.N.P. through one streamlined track. Upon completing the entire curriculum, graduates of the A.P.R.N. tracks are awarded both an M.S.N. and D.N.P. degree.

Students who pursue the A.P.R.N. role, en route to a D.N.P., complete the clinical courses in an online format with on-campus intensives. M.S.N.—A.P.R.N. concentrations include FNP, AGACNP, or PMHNP. The D.N.P. courses, included in the B.S.N. to D.N.P. program, are totally online.

D.N.P. Project

The D.N.P. project is the culmination of the doctoral candidate's engagement in the D.N.P. program and is expected to reflect the highest levels of nursing practice competencies. The D.N.P. student must demonstrate through this scholarly project

- advanced clinical judgment, expertise, and specialization in a defined content area
- advanced levels of systems thinking and accountability in designing, implementing, and evaluating evidence-based care to improve healthcare quality, safety, and outcomes
- leadership in the development and implementation of patient-driven, institutional, local, state, federal, and/or international health policy in a select content/specialty area

Exit Requirements for D.N.P. Program

All students must meet with their adviser during the last semester of enrollment and review their Degree Works report and completion of all required courses. Degrees cannot be conferred if there are any financial and/or library holds remaining on the student's account. Information related to commencement is provided on the NSU website.

Ph.D. Program Description and Progression

This online Ph.D. in Nursing program is a terminal degree. The focus on nursing education prepares master's-degree students to practice as educators and nurse scientists in academia. The program coursework is online with a required annual synchronous summer institute . Attendance at the virtual summer institute is mandatory and required until students begin their comprehensive examinations. To progress in the Ph.D. program, students must take a minimum of one course per semester and be continuously enrolled with no more than one semester taken off per year.

D.N.P. to Ph.D. Program

The D.N.P. to Ph.D. program is designed for nurses who have completed the D.N.P. degree through a regionally accredited school (CCNE, ACEN, CNEA) and have an interest in furthering their education to complete a Ph.D. in Nursing. The program begins in the winter semester. The program is six semesters (27 credits) of coursework, followed by a minimum of three semesters (9 credits) of dissertation. The classes are online, with a required annual synchronous summer institute. Summer institute occurs once per year, generally late May or early June, and attendance is required each year.

Research Hours

After successful completion of the quantitative and qualitative research courses, the student will seek approval to begin the research practicum. Each student will be expected to complete 150 hours of mentored research experience prior to the comprehensive examination.

To complete this requirement, the student will select a research mentor. The mentor must be Ph.D - prepared and have experience in the research method. A current curriculum vitae of the research mentor and the Research Hours Proposal form will be completed and signed by both the student and the student's selected research mentor. This form contains a short narrative synopsis of the focus of the research mentoring experience. The form is submitted to the faculty adviser for approval. The form can be located in the Ph.D. student center.

Comprehensive Examination

Each student must successfully complete a comprehensive examination after completing all coursework and research hours, and before proceeding to the dissertation phase of the program. Students will receive information about the dates and requirements for the comprehensive examination in the semester preceding the examination.

The comprehensive examination is designed to evaluate the Ph.D. student's mastery of the content of the Ph.D. Program. The examination consists of four questions, and a passing grade on all four is required to successfully complete the examination and advance in the Ph.D. program. Students may have two attempts to successfully complete the examination.

Once a student has successfully completed the comprehensive examination, they may use the initials Ph.D. (c).

Dissertation Requirements

Students enrolled in the Ph.D. in Nursing program should follow the requirements for their dissertation as outlined in the *Ron and Kathy Assaf College of Nursing Dissertation Guide*. A copy of this guide is located in the Ph.D. student center.

Dissertation Committee Makeup

- The chairperson must be an ACON nursing faculty member.
- A chairperson must be selected before the end of NSG 7280 State of the Science: Seminar II. A Chairperson Letter of Agreement must be completed at that time and sent to the program director of the Ph.D. program. A copy of the letter can be found in the dissertation guide.
- At least one other committee member must be an NSU faculty member.

Dissertation Proposal Defense

After all committee members have determined a student is ready to defend chapters one through three, a proposal defense will be scheduled. All committee members must sign the Approval for Proposal Defense form. A copy of this form is located in the Ph.D. Student Center.

Format for Proposal Defense

- Once approval is given to schedule the defense, the student is responsible for contacting each committee member for availability and scheduling the defense.

- The proposal defense must be conducted by remote videoconference.
- Once the defense is scheduled, the chairperson will arrange the videoconfrence. Only the committee members,the program director, and the associate/assistant deans may attend the defense.
- The student should email a PowerPoint presentation and the current copy of the dissertation to each committee member 48 hours before the defense date.
- The student will have 25-30 minutes to present, followed by a question and answer session.
- Following the presentation and question and answer session, the committee will deliberate and give their decision and recommendation to the student.
- After successful completion of the proposal defense, the student will submit the Institutional Review Board (IRB) proposal to the student's dissertation chairperson. Once approved by the dissertation chairperson it is submitted to the ACON center representative for the IRB at NSU.
- After approval from the IRB at NSU, the student may then seek approval from the IRB at participating institutions (if any).

Dissertation Defense

After approval by all committee members, a final defense will be scheduled.

The student will be required to have the dissertation reviewed by an NSU-approved editor.

The defense is the final presentation and clarification process to the dissertation committee and invited guests. The college will post a notification to ACON faculty members and students in the required NSU notification time frame. Please refer to the *Ron and Kathy Assaf College of Nursing Dissertation Guide*.

Format for Dissertation Defense

The defense will be held via videoconference, and the student and all committee members must attend. See the *Ron and Kathy Assaf College of Nursing Dissertation Guide*, Letter of Agreement (external committee member) for information about attendance by external committee members.) The student must be visible through the webcam. The student will have 30 minutes to present, followed by a question and answer session.

Following the presentation and question and answer session, the committee will deliberate and give their decision and recommendation to the student.

The student should provide a copy of the edited dissertation to each committee member following the defense. Please refer to the *Ron and Kathy Assaf College of Nursing Dissertation Guide*.

Exit Requirements for Ph.D. Program

All students must meet with their adviser during the last semester of enrollment and review their Degree Works report and completion of all required courses. Degrees cannot be conferred if there are any financial and/or library holds remaining on the student's account. Information related to commencement is provided on the NSU website.