

2026–2027

STUDENT ACADEMIC CATALOG
GRADUATE PROGRAMS

NSU Florida

H. Wayne Huizenga College of Business and Entrepreneurship

Official Document Notice

Policies set forth herein for the 2026/2027 academic year are effective upon publication of this document and will remain in effect until superseded by a subsequent version of this catalog. These policies are in place for the term in which a student begins classes. The regulations and requirements herein, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova Southeastern University administration. It is the student's responsibility to become familiar with the contents of this catalog by accessing The H. Wayne Huizenga College of Business and Entrepreneurship (HCBE) website at *https://www.business.nova.edu/current-students/catalogs.html* and downloading this document. Failure to read this catalog does not excuse students from the rules, policies, and procedures it contains. Students must also abide by the policies and procedures set forth in the NSU Student Handbook located at *https://www.nova.edu/studentaffairs/index.html*, the most current NSU Student Handbook supersedes all prior years' handbooks.

The university recognizes that individual programs require differing time limits for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program.

Information in this catalog is considered accurate at the time of publication. For any questions pertaining to this document, contact your Academic Advisor.

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Nova Southeastern University
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policies, and procedures applicable to all students for the academic year 2026–2027 and will remain in effect until superseded.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/*.

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.

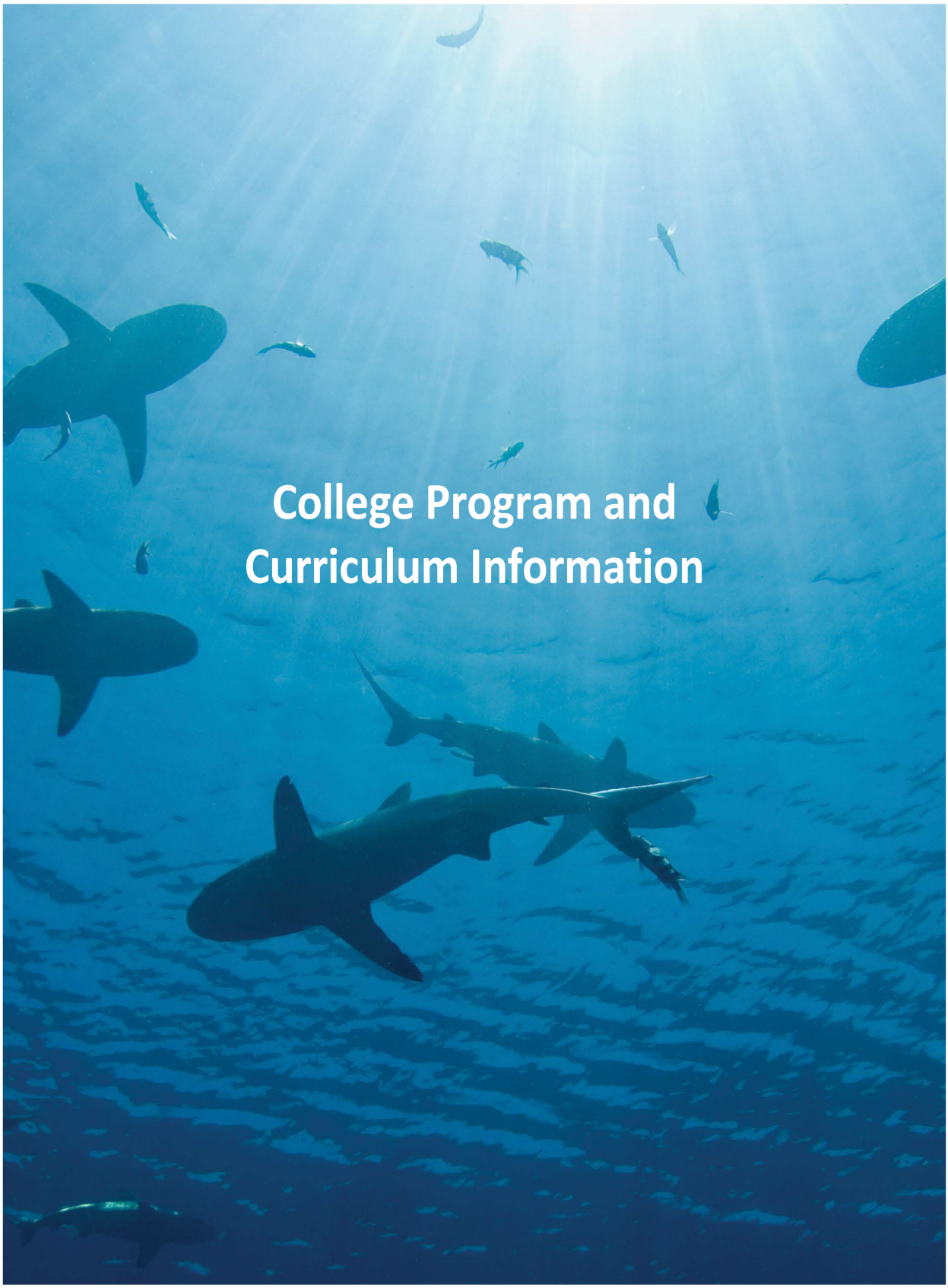
Force Majeure

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*.



College Program and Curriculum Information

H. Wayne Huizenga College of Business and Entrepreneurship

Dean of the College



Ronald Chenail, Ph.D.
Executive Vice President, Provost, and Chief Academic Officer
Interim Dean, H. Wayne Huizenga College of Business and Entrepreneurship

About the College

The Huizenga College of Business and Entrepreneurship (HCBE) in Fort Lauderdale, Florida is one of few in the nation with entrepreneurship in its name. That says a lot about who we are, a college committed to delivering an up-to-date curriculum that fosters the spirit of innovative thinking in the workplace. Here, students learn to face the critical issues of today and tomorrow, head on.

Over 40 years ago, when few other institutions considered customer's needs, the Huizenga College accommodated working professionals by creating weekend programs. Today, that tradition continues. The Huizenga College serves approximately 2,000 bachelor's, master's, and doctoral students in a variety of degree programs tailored to meet the demands of today's workforce.

Administrators and faculty are keenly attuned to the complicated demands placed on today's employees, managers, and leaders. Courses are continually refined to the most current and relevant practices. Students at the Huizenga College encounter some of the most exciting, enriching coursework available anywhere in education today; courses designed to challenge critical thinking skills, to widen perspectives on traditional business practices, and to foster an entrepreneurial spirit.

Our students come from a cross section of society and have varied professional backgrounds. This is why courses are delivered in a range of flexible formats on our main campus, at select regional campuses, and online.

No matter the program or format, each program utilizes all the tools, technology and management have to offer, giving students an unprecedented opportunity to acquire skills that will enrich their knowledge base and leadership abilities, while learning to add value to their company and to their lives.

Vision Statement

Graduates of HCBE will innovate, influence, and transform organizations that are Best ***for*** Our World™.

Mission Statement

We prepare business and entrepreneurial leaders to embody values-based decision making as they adapt, innovate, influence, and transform organizations to tackle tomorrow's challenges and opportunities.

College's Core Values

We are committed to setting the example across business schools and all academic areas at NSU that profit, the people of the workplace, and our world in which we live must be in balance for the greater good. We embrace each of NSU's core values (student-centered, academic excellence, scholarship/research, innovation, opportunity, community, diversity, and integrity), with a particular emphasis on the following:

- ***Integrity*** is the core of our College and we take the stewardship of how we treat others seriously. We focus on transparency in doing the right thing with every decision.
- We believe in the power of working together to create a culture of collaboration and respect, which adds value to our teams and our relationships with the University and external communities.
- Our efforts through research, teaching, service, and fundraising focus on the success of our students. This student-centeredness is evident from recruitment to graduation and beyond when our students become alumni.

College Accreditation Statement

The H. Wayne Huizenga College of Business and Entrepreneurship is also accredited by the Association to Advance Collegiate Schools of Business (AACSB International) [777 S. Harbour Island Blvd. Suite 750, Tampa, Florida 33602; telephone number (813) 769-6500].

Contact Information for the Huizenga College of Business and Entrepreneurship

H. Wayne Huizenga College of Business and Entrepreneurship Carl DeSantis Building
Nova Southeastern University 3300 S. University Drive
Fort Lauderdale, FL 33328

(954) 262-5000; Toll-free (800) 672-7223

Degree Programs

Master's Division

The Huizenga College of Business and Entrepreneurship awards seven master's degrees:

Master of Accounting

With Majors in:

- Accounting Analytics (STEM Designated)
- Public Accounting
- Tax

One-Year Master of Business Administration

Concentrations in:

- Business
- Digital Marketing
- Entrepreneurship
- Healthcare Management

Master of Business Administration

With Majors in:

- Business
- Business Intelligence and Analytics (STEM Designated)
- Entrepreneurship
- Finance
- Healthcare Management
- Human Resource Management
- Management
- Marketing
- Process Improvement (STEM Designated)
- Supply Chain Management and Operational Systems (STEM Designated)

Master of Public Administration

Master of Science in Digital Marketing

Master of Science in Finance (STEM Designated)

Master of Science in Human Resource Management

Master of Science in Real Estate Development

Certificate in:

- Public Accounting

Doctoral Division

Doctor of Public Administration

Faculty

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M.B.A., U.S. International University

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J.D. - University of Miami
M.B.A. - University of Miami

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Professor Emeritus

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Associate Professor of Public Administration
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M.P.A., Florida International University

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M.I.B.S., University of South Carolina

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Professor Emeritus

Michael Bendixen
Professor Emeritus

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M.A., Fordham University

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Marketing, and Public Administration
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M.B.A., St. John's University

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M.B.A., Oklahoma State University

Frank Cavico
Professor Emeritus

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M.B.A., University of Chicago

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Maryann Evans
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Anne Fiedler
Professor Emeritus

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M.B.A., New York University

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Ph.D., University of Northern Colorado
M.A., Western Michigan University

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M.S., Indiana University

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M.S., University of Rhode Island

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M.S., Rochester Institute of Technology

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Professor Emeritus

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M.S., Indiana University

Yuewu Li
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Ph.D., Texas Tech University

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M.S., University of Florida

Terrell Manyak
Professor Emeritus

Pankaj Kumar Maskara
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M.S.F., Boston College
M.B.A., Middle Tennessee State University

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Professor Emeritus

Karen McKenzie
Professor Emeritus

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M.S., Nova Southeastern University

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M.A., University of California at Berkeley

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M.A., University of New Hampshire

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M.A., University of Mumbai, India

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M.B.A., University of Miami

Pedro Pellet
Professor Emeritus

Jack Pinkowski
Professor Emeritus

Randolph Pohlman
Dean Emeritus

Robert Preziosi
Professor Emeritus

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Ph.D., University of North Carolina

Cynthia Ruppel
Professor Emeritus

Ricardo Russi
Director – Real Estate Management Program/Assistant Professor
Ph.D., Florida Atlantic University
M.S., Kanas State University
M.B.A., Florida Atlantic University

François Sainfort
Professor Chair of Management and Entrepreneurship
Doctorate, Ecole Centrale Paris, France D.E.A., Ecole Centrale Paris, France

John Sennetti
Professor Emeritus

Edie Schmidt
Professor of Decision Sciences
Ph.D., Purdue University
M.B.A., University of Southern California, Los Angeles

Belay Seyoum
Professor of International Business
Ph.D., McGill University
LL.M., McGill University

Rita Shea Van Fossen
Professor of Management
Ph.D., City University of New York
M.B.A., Temple University

Randi Sims
Professor of Management
Ph.D., Florida Atlantic University

Kuang-Ting Tai
Assistant Professor, Public Administration
Ph.D., Rutgers University
M.A., Arizona State University

Raejean Tanyar
Director of Accreditation Information Processes/Lecturer, Decision Sciences
M.S., Nova Southeastern University

Etka Topaloglu
Assistant Professor, Human Resources
Ph.D., State University of New York at Binghamton
M.Sc. Montclair State University

Leslie Tworoger
Professor Emeritus

Thomas Tworoger
Professor Emeritus

Art Weinstein
Professor Emeritus

Suri Weisfeld-Spolter
Professor of Marketing
Ph.D., Baruch College, City University of New York
M.S., Baruch College, City University of New York

Adam Williams
Professor of Public Administration
Ph.D., Florida Atlantic University
M.A., The University of Alabama

Albert Williams
Professor of Finance and Economics
Ph.D., University of Georgia
M.A.E., University of Georgia

Thomas Wuerzer
Professor of Real Estate Development/Director of MS in Real Estate Development Program
Ph.D., University of Cincinnati
M.A., University of Delaware
M.S., U of Bayreuth, Germany

Kurt Wurthmann
Professor of Management
Ph.D., Columbia University
M.B.A., Yale University
M.S., Columbia University
Master of Engineering Cornell University

Pan Yatrakis
Professor Emeritus

Yuliya Yurova
Professor of Decision Sciences
Ph.D., University of Illinois at Chicago
M.S., Eastern Michigan University

Mahla Zare
Assistant Professor of Entrepreneurship
Ph.D., University of Kentucky
Ph.D., University of Tehran
M.S., Drexel University
M.A., University of Tehran

ADMISSION PROCEDURES

Master's Division

Admission to graduate programs is competitive and meeting minimum requirements does not guarantee admission. Applicants are evaluated based on demonstrated academic achievement as evidenced by official undergraduate and/or graduate transcripts. Newly admitted students who do not begin the program within 12 months will have their application (or approved deferral) withdrawn and must submit a new application for future consideration.

GPA REQUIREMENTS

- An overall cumulative undergraduate degree GPA of 3.0 or higher on a 4.0 scale or in the last 60 undergraduate credits is preferred. However, all applicants with at least a GPA of 2.5 are strongly encouraged to apply.
- An overall cumulative graduate degree GPA of 3.0 or higher on a 4.0 scale is required for those seeking admission who have earned a graduate degree.
    - Applicants with less than a 3.0 GPA in their graduate degree will be evaluated on their last 60 credits enrolled between their graduate and/or undergraduate programs.

PROGRAM REQUIREMENTS FOR ADMISSION

- MPA Only - A one-hour online diagnostic entrance test to be administered at no cost by the Department. Details will be provided to students once they have submitted all other application materials.
- Master of Science in Finance must also meet the program prerequisite requirements as referenced in the section titled *Prerequisite Courses*.

As part of the review process for applicants with a GPA below 3.0 using the criteria above, supplemental materials (e.g., résumé, GMAT/GRE scores) and/or an interview may be required. If required, GMAT or GRE scores must have been completed within the past five years.

Enrollment Criteria for Admission Granted by Committee Review

Students admitted to the Huizenga College of Business and Entrepreneurship with a GPA less than 3.0 may have conditions associated with their admission at the discretion of the College. Criteria such as, but not limited to, required remedial coursework, limits on course enrollment, and specified academic performance expectations Students failing to satisfy the criteria established by the admission committee outlined in the admission letter may be dismissed permanently without appeal from the Huizenga College of Business and Entrepreneurship.

Any student 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 in connection with the admissions process will be subject to having the admission offer rescinded or immediate dismissal without refund, and will be barred from future admission or enrollment with NSU. All students who wish to apply to the Huizenga College of Business and Entrepreneurship at Nova Southeastern University must provide a variety of documents. Transcripts and all other documentation concerning admission should be sent by mail to: Nova Southeastern University, Attn: Enrollment Processing Services, H. Wayne Huizenga College of Business and Entrepreneurship, 3300 S. University Drive, PO Box 299000, Fort Lauderdale, Florida 33328-2004 or official electronic transcripts can be sent to *electronictranscript@nova.edu*.

Doctoral Division

Doctor of Public Administration (DPA)

The goal of the admission process is to identify candidates who exhibit high potential for successfully completing the doctoral program. Applicants to the program must have an earned master's or doctoral degree from a regionally accredited institution or foreign evaluation of equivalency. Applicants are evaluated based on demonstrated academic achievement as evidenced by their graduate GPA in the form of official graduate transcripts, professional goals and objectives as presented in a goals statement essay, and their professional experience as indicated on their resume or curriculum vitae. Applications are not evaluated until all required documentation has been received.

Applicants to the DPA program are encouraged to apply throughout the calendar year; however, all admissions documents must be submitted before July 31 for courses starting in the fall term (August). Admission to the doctoral program is competitive, and regretfully, not all those who apply will be admitted.

To be considered for admission, applicants must submit:

1. A completed doctoral application form with signature page.
2. A $50 nonrefundable application fee.
3. Official transcripts from all undergraduate and graduate institutions attended (and/or highest degree earned dependent on program). Transcripts must be received directly from each institution. Normally, the minimum acceptable graduate GPA is 3.25.
4. A resume or curriculum vitae with a detailed explanation of previous and current employment responsibilities that demonstrates experience in business, industry, government, military service, education, or consulting.

In addition, applicants may be required to attend an interview before the admissions committee.

Candidates applying to the doctoral program must have unrestricted access to a computer, the Internet, and have demonstrable working knowledge of the Microsoft Office software suite (Word, Excel, and PowerPoint). Refer to the section on *Technology Requirements*.

The doctoral admissions committee reserves the right to request additional information from any applicant.

Admissions Appeal Procedure

Any applicant who is denied admission has the right to appeal the decision, in writing, to the Center Director of Public Administration. The applicant will be notified by the Center Director of Public Administration when a decision has been reached. Please direct all correspondence to:

Nova Southeastern University
H. Wayne Huizenga College of Business and Entrepreneurship
Attn: DPA Program Director
3300 S. University Drive
Fort Lauderdale, Florida 33328

Official Transcripts

- **Official transcripts for Master's/graduate degrees** - Sealed official transcripts from the applicants conferred 4-year bachelor's degree institution attended (**excluding CAS program**

applications and international student applications). If a student is seeking to transfer in college or institutional credits toward the degree applying to, and it is different from where the applicant earned a 4-year bachelor's degree, the admissions office may require sealed official transcripts from that institution. All CAS program applicants are required to submit sealed official transcripts from all institutions attended, per CAS requirements.

- **Official transcripts for Doctoral/graduate degrees**- Sealed official transcripts from the applicants conferred master's degree institution attended (**excluding CAS program applications and international student applications**). A college, depending on the program may require both bachelor's and master's degree official transcripts. If a student is seeking to transfer in college or institutional credits, toward the degree applying to, and it is different from where the applicant earned a 4-year bachelor's degree and/or master's degree, the admissions office may require sealed official transcripts from that institution. All CAS program applicants are required to submit sealed official transcripts from all institutions attended, per CAS requirements.

Graduate of Foreign Institutions

Applicants who have earned a degree from an institution outside the United States must submit an independent academic evaluation from a NACES member company, including a certified English translation of transcripts based upon the submission of original documents. A list of these organizations can be found at *www.naces.org*.

Master's Division

- The independent academic evaluation must list the degree equivalency and include a GPA (grade point average) calculation as well as a course-by-course credit evaluation.
- The academic evaluation must be completed for all undergraduate and/or graduate work and be performed based on original and official documents.

Doctoral Division

In addition to the documents and requirements to be considered for admission, applicants with a master's or doctoral degree from a foreign institution must include a/an:

- Determination that the degree is equivalent to a master's or doctoral degree from a regionally accredited institution in the US.
- Determination of the graduate GPA on a 4.0 scale.
- Course by course evaluation.

English Competency for Master's and Doctoral Divisions (Non-native English speakers):

- A score of a 4-5 (dependent upon the program) on the Test of English as a Foreign Language (TOEFL) is required of those applicants whose first language is other than English; or minimum paper score = 550; minimum Internet score = 79.
- TOEFL scores earned more than two years prior to the date of enrollment will not be accepted.
- A score of 6.0 or higher (dependent upon the program) on the International English Language Testing System (IELTS) examination is acceptable in lieu of the TOEFL.
- A score of 54 on the Pearson Test of English- (PTE) Academic is acceptable in lieu of the TOEFL.
- TALK International, School of Languages: Completion of level 9 test with a minimum score of 85%.
- Duolingo Test of English: 105 or higher (dependent upon the program).

- Completion of ENC 1101 and ENC 1102 (or comparable courses) with a grade of "C" or higher from a regionally accredited institution.
- Completion and passing of ELS level 112 Intensive Program English for Academic Purposes.
- Proof of English language competency can also be in the form of successful completion of a degree at an approved regionally accredited U.S. institution of higher education.
- A letter on official letterhead from the applicant's prior university stating that all bachelor's degree course material was taught and studied in English may suffice for the TOEFL requirement. This option is permitted only If the degree was earned two years or less prior to the date of enrollment (dependent upon the program).
- At the discretion of the Dean's office, the English language proficiency may be waived based on an interview and additional documents.

Note – all documents submitted to Nova Southeastern University become the property of NSU and cannot be returned to the applicant.

Conditions for Admissions

Applicants may be admitted under one of the following types of admission decisions, based on the submission of required documentation:

- **Full Acceptance:**

  To be considered for full acceptance, all admission requirements and documents must be submitted and reviewed.

- **Conditional:**

  To be considered for conditional acceptance, students are required to submit their bachelor's degree transcript showing courses in progress, along with a letter on college letterhead stating they are enrolled in their last term, they are in good academic standing, and the expected graduation date.

- **Provisional:**

  To be considered for provisional acceptance, students are required to submit an official or unofficial transcript indicating degree conferral (stating degree earned, date awarded, and final grade point average).

To be considered for provisional acceptance prior to degree conferral, the following documents must be submitted: an unofficial or official transcript showing all completed course work required to earn a bachelor's degree and a letter on college letterhead stating student has met all program requirements, is in good academic standing, and the anticipated degree conferral date.

Please note: A template for conditional or provisional acceptance can be found at *https://www.business.nova.edu/admissions/graduate-programs.html* under conditions of admission.

Students with acceptance based upon unofficial documentation at time of application may register for one semester only; however, students in this situation are not financial aid eligible.

Registration for future semesters is contingent upon receipt and approval of all outstanding documents. If these documents are not received and accepted, the student will not be permitted to register for additional courses and current financial aid will not be disbursed.

Note: All official documentation, including test scores (GMAT, GRE, and/or English proficiency if applicable) transcripts, and NACES evaluations must be received prior to the start of registration for the subsequent term.

F1 Visa Applicants

International students must be fully accepted to begin their program of study and the I- 20 process. Applicants whose immigration status requires an NSU I-20 must contact the Office of International Students and Scholars for information and assistance with the issuance of the I-20.

International students on an F1 visa are not eligible for the following programs:
Doctor of Public Administration, One Year MBA Online, Master of Public Administration, Master of Science in Human Resource Management, Master of Science in Digital Marketing, and Master of Science in Real Estate Development.

Acceptance to the Master of Accounting, Master of Science in Finance and certificate in public accounting is contingent upon academic review, course modality, and availability. Applicants should consult their admission recruiter to learn about additional programs that may have admission restrictions.

Corporate Sponsorship Applicants

Master's applicants who have not met the minimum admission requirements may seek admission through corporate sponsorship. Corporate sponsorship means the applicant is currently in a management position with significant responsibilities in a company, has adequate preparation to complete a graduate program, and is eligible for tuition reimbursement (if available as a benefit in the company he or she is working). The following documents are required for consideration:

- An endorsement on company letterhead verifying corporate sponsorship, signed by the applicant's immediate supervisor and an HR representative.
- Current Curriculum Vitae or Resume.

Those seeking admission through Corporate Sponsorship must contact the Office of Admissions for further information.

Non-Degree Seeking Students

Students who wish to take up to two courses may apply as a non-degree seeking student. Non-degree seeking students must adhere to identical admission criteria as degree-seeking students. International students on an F-1 visa may not use non-degree seeking student status.

Courses taken outside of the initial program of study may impact a student's academic standing and Satisfactory Academic Progress. Students should consult with their academic advisor and the Office of Financial Aid respectively regarding these impacts.

At the discretion of the Dean's office, students seeking a degree from another regionally accredited institution and requesting to register for courses at the HCBE to transfer back to their primary institution may be granted admission with limited admissions documents. Further information may be obtained by contacting the HCBE Admissions Office.

Application and Admission Decision

The completed master's admission application and a non-refundable $50 application fee should be submitted prior to the term for which admission is desired. Applicants must complete the online application located at https://apply.nova.edu. You must create a login ID and Password. When all information has been provided, you must click on the navigation button "Submit and Pay." Retain this information view your admission status and decision throughout the process. As required documents are received by Nova Southeastern University, you will receive email acknowledgements.

Applications will be reviewed after the following items have been received by the admissions office: application form, application fee, and all sealed official transcripts (unofficial copies are acceptable pending receipt of sealed official transcripts). A student interview and additional documents may be required upon review by the admission committee. To ensure evaluation for the desired starting semester, applications and all required documents must be ready for review at least two weeks prior to the start of the term. Late applications that cannot be processed in time for the desired starting term will be considered for the next semester. All applicants will receive an official admission decision via email to the email address on record.

MINIMUM REQUIREMENTS

1. Online application form and $50 application fee.
2. An earned bachelor's degree with the minimum required GPA for your program from a regionally accredited institution. Lower GPA scores must be accompanied with a resume. Programs may require the submission of additional documentation and/or information at their discretion.
3. Sealed official transcripts of the awarding bachelor's institutions (and/or highest degree earned) and NACES accredited academic evaluations for students with degrees earned outside the United States. Unofficial transcripts will be provided for any other institution attended by the student.
4. Proof of English proficiency through one of the approved forms of testing for applicants who do not meet the requirement, see the section titled *Graduates of Foreign Institutions*.

Process for Reinstatement from Academic Suspension or Probation Due to Inactive Status

A suspended student who has served two consecutive academic semesters of suspension or a student placed on academic probation who has become inactive due to three semesters of inactivity may petition for reinstatement to the Huizenga College of Business and Entrepreneurship. The appeal must be delivered at least 60 days prior to the first day of the term in which they wish to enroll. Master's students must appeal for reinstatement in writing to the Director of Graduate Advising. Doctoral students must appeal for reinstatement in writing to the Center Director of Public Administration. Within the petition, the student should state the reasons why their academic potential has improved since suspension or their inactivity while on probation and what their strategy for success will be if reinstated.

Any students wishing to return after suspension or the inactivity period from probation will need to complete a new HCBE admissions application in addition to submitting a reinstatement request letter. Students should review the Academic Reinstatement Process located at *https://www.business.nova.edu/admissions/graduate-programs.html* for information pertaining to the process. The reinstatement packet will be reviewed by appropriate personnel, and the student will be notified in writing as to the decision pertaining to the reinstatement request. Reinstatement to a program after academic suspension or the inactivity period from probation is not guaranteed.

Please note that requirements for financial aid and immigration status are generally more stringent than the requirements for academic reinstatement. Students should also consult the Office of Student Financial Assistance on their Satisfactory Academic Progress (SAP) standing to determine if they will be eligible for financial assistance if reinstatement is granted.

Please also see Academic Inactivity Policy and Readmission Policy in the *NSU Student Handbook*.

Returning Graduate Students

Students currently pursuing an academic program with HCBE may seek admission to another academic

program within their last semester of enrollment. Students will submit a new application for the additional program and will obtain a letter from their academic advisor reflecting good academic standing, verification that the student is enrolled in final classes, and the expected degree conferral date. Conditional admission may be granted however students must successfully complete the original academic program otherwise admission to the subsequent program may be impacted.

Second Master's Degree

Students who have earned a master's degree with NSU and wish to pursue a second master's degree with HCBE must complete an online application for admission (*https://apply.nova.edu*) and submit a non-refundable $50 application fee. NSU alumni are eligible to receive an application fee waiver. Contact the Department of Graduate Recruitment and Admissions to learn more.

Prior to obtaining acceptance into the program, an evaluation will be completed to determine if any coursework from the new program can be waived due to the completion of equivalent coursework in the prior program. Students will be able to generate a Degree Works degree evaluation one week after their acceptance into their program to view the details of their curriculum. The audit will detail the outstanding courses needed to earn the second degree as well as reflect any waived courses which may have been satisfied from the prior program. For master's degrees, a student must pursue a minimum of 30 new degree applicable credits towards the completion of the additional business degree. Grades earned in any coursework that is waived from the new program will not factor into the student's program or overall GPA in the new program.

Students are not permitted to pursue multiple HCBE master's degrees simultaneously.

Courses taken outside of one's degree program may be applied to a second degree provided the second degree is completed within three years from the first course applied in the second degree.

Concurrent Degree Programs

The Huizenga College provides a unique environment for combining non-business and business education through several concurrent degree programs between the Huizenga College and other NSU colleges and departments.

Students must seek approval from their primary program of study to pursue classes with HCBE. Students in the following programs must complete the minimum year requirements as set forth by the primary program of study prior to being considered a candidate for the program. Students will request an approval letter to be submitted to the Office of Admission for HCBE from their primary program office. The approval letter will initiate the application process within the college.

An applicant must be offered admission to both schools/colleges to be considered a concurrent degree candidate. Concurrent degrees are offered in the following areas:

College	Minimum Year Requirement	Concurrent Degree Programs
College of Dental Medicine	End of second year	Dental/Business (DMD/MBA)
College of Pharmacy	End of first year	Pharmacy/Business (Pharm.D./MBA) (Ph.D. Pharmacy/MBA)
Dr. Kiran C. Patel College of Allopathic Medicine	End of first semester	Biomedical Sciences/Business (MBS/MBA)
Dr. Kiran C. Patel College of Osteopathic Medicine	End of first semester	Osteopathic Medicine/Business (DO/MBA) Health Care Sciences/Business (DPT/MBA) Public Health/Business (MPH/MBA) Health Informatics/Business (MSHI/MBA) Doctor of Occupational Therapy/Business (OTD/MBA)
Shepard Broad Law Center	End of first year	Law/Accounting (JD/M.Acc.) Law/Business (JD/MBA) Law/Real Estate Development (JD/MSRED)

Students must also adhere to the academic standards of their primary program of study and provide documentation that they are permitted to register for classes with HCBE each semester.

For students who are receiving academic credit waivers, conferral of the concurrent business degree is contingent upon satisfactory completion of the student's primary program of study. Students who do not meet the academic requirements for conferral of their primary program and who wish to complete the business degree will be required to adhere to all HCBE criteria for program completion. Please contact the Office of Academic Advising for additional information.

The courses listed below are satisfied by course equivalents from the student's primary college.

College of Dental Medicine

Dental/Business (DMD/MBA)*

- CHS 5050 and CHS 5500 (MBA in HM Major)
- Two open electives (MBA in Business Major)
- One open elective (MBA excluding HRM Major)

College of Pharmacy

Pharmacy/Business (Pharm.D./MBA)

- CHS 5050, and CHS 5500 (MBA in HM Major)
- Two open electives (MBA in Business Major)
- One open elective (MBA excluding HRM Major)

Ph.D. Pharmacy/Business (Ph.D. Pharmacy/MBA)

- MKT 5125 and QNT 5160

Dr. Kiran C. Patel College of Allopathic Medicine

Biomedical Sciences/Business (MBS/MBA)

- CHS 5500 (MBA in HM Major)
- One open elective (MBA excluding HRM Major)

Dr. Kiran C. Patel College of Osteopathic Medicine

Osteopathic Medicine/Business (DO/MBA)

- CHS 5050 and CHS 5500 (MBA in HM Major)
- Two open electives (MBA in Business Major)
- One open elective (MBA excluding HRM Major)

Physical Therapy/Business (DPT/MBA)

- CHS 5050 and CHS 5500 (MBA in HM Major)
- Two open electives (MBA in Business Major)
- One open elective (MBA excluding HRM Major)

Public Health/Business (MPH/MBA)

- CHS 5050 and CHS 5500 (MBA in HM Major)

Health Informatics/Business (MSHI/MBA)

- CHS 5300 and CHS 5500 (MBA in HM Major)
- Two open electives (MBA in Business Major)
- One open elective (MBA excluding HRM Majors)

Occupational Therapy/Business (OTD/MBA)

- CHS 5050 and CHS 5500 (MBA in HM Major)
- Two open electives (MBA in Business Major)
- One open elective (MBA excluding HRM Major)

Shepard Broad Law Center

Law/Accounting (JD/M.Acc. excluding M.Acc. Accounting Analytics) *

Students may be eligible to receive a waiver for one open elective class (Act 5783) in the M.Acc. upon successful completion of one or two of the following courses:

- Law 0612 - Contracts
- Law 0648 - Torts

Law/Business (JD/MBA)

Students may be eligible to receive a waiver for one or two open elective classes in the MBA upon successful completion of one or two of the following courses:

- Law 0807 - Business Planning Workshop
- Law 0997 - Health Care Organizations, Regulations, and Access
- Law 1044 - Health Law Workshop

Law/RED (JD/MSRED) *

- No waivers.

*Students wanting to pursue dual degrees should contact the Office of Academic Advising for special instructions prior to first enrollment.

Transfer Credits Policy

HCBE will consider the equivalent of up to two graduate level courses from another regionally accredited institution as transfer credits at its discretion.

Master's Division – transfer course work must be at the master's or doctoral level, have an earned grade of B or higher, and may not total more than six semester credits.

Non-Degree Coursework - HCBE may consider non-degree coursework completed at a regionally accredited institution for transfer credit. HCBE may also consider relevant corporate or professional training for transfer credit, providing the training has been evaluated by appropriate HCBE faculty and determined to be equivalent to graduate-level academic learning. All non-degree coursework and training must meet applicable transfer credit eligibility requirements.

Doctoral Division – transfer course work must be at the doctoral level, have an earned grade of B or higher, and may not total more than eight semester credits.

Transfer credit is not accepted in the following situations:

a. Courses applied toward another degree earned,

b. Courses used towards completion of a certificate program at NSU or other institution,

c. Courses where content has been deemed unequal to those in the student's chosen degree program,

d. Courses that are more than seven years old from when the student begins a Huizenga College master's program and six years from when the student begins a Huizenga College doctoral program, or

e. Courses taken at other institutions while a student is on suspension or any other type of leave after first enrolling at the Huizenga College.

Applications requesting approval of transfer credit are made in writing at the time of application. Students must initiate the process of transferring their credits no later than the end of their first term of enrollment with their assigned academic advisor for course work in which credit has already been awarded. Students must submit a course description and/or course syllabus so that the course may be evaluated by the appropriate department chair. Transfer of credit will not be awarded for any coursework taken after a student has begun coursework with HCBE except for classes pursued via an approved Study Abroad

program. The acceptance of transfer credits is not guaranteed and remains at the discretion of the appropriate department chair.

Credits earned at Nova Southeastern University are transferable at the discretion of the receiving school. Students who wish to transfer credit should contact the admissions office of the receiving school for information.

Transfer credit is governed by the University's **Transfer Credit for Graduate and Professional Programs Policy**. Please refer to the policy for eligibility requirements, procedures, and additional information: *https://www.nova.edu/academic-affairs/documents/transfer-credit-grad-prof-programs-policy.pdf.*

Prerequisite Courses

Students required to complete prerequisite courses (undergraduate courses to demonstrate readiness for particular master's courses) may be fully admitted to and enter their program of study; however, they may not enroll in graduate courses before the corresponding prerequisite course is satisfied. For example, in the MBA in Management degree, a student may enroll in an accounting prerequisite course while taking graduate courses in marketing since the accounting prerequisite course does not serve as a prerequisite. Students in the M.S. in Finance degree are required to complete the accounting, finance and economics prerequisite requirements prior to consideration for admission.

Undergraduate courses taken outside HCBE with similar course titles, as detailed in the section titled *Program Requirements*, are not automatically accepted. Course descriptions and/or syllabi may be required to ensure equivalency. Students must earn a grade of C or better in all courses in the section titled *Program Requirements* and courses will only be considered if the bachelor's degree conferral was no more than 10 years from the time of Huizenga College review.

PREREQUISITE COURSE SATISFACTION

Students have four options for satisfying a program prerequisite course:

1. Complete course(s) offered by the H. Wayne Huizenga College of Business and Entrepreneurship.
2. Take a required course through a regionally accredited institution with prior course approval in writing from the H. Wayne Huizenga College of Business and Entrepreneurship (students who have completed a course outside of the country may have to provide a NACES translation of the course description or syllabus if additional information is required. Students selecting this option must complete the requirements within their first two semesters with HCBE. After the second semester, courses must be completed with HCBE. Official transcripts must be sent to the university and imaged into the student file for review.
3. Complete a proficiency examination administered by a testing organization that has national recognition, such as CLEP and DANTES, with prior approval from the H. Wayne Huizenga College of Business and Entrepreneurship. Students selecting this option must complete the requirements within their first two semesters with HCBE. After the second semester, courses must be completed with HCBE. Official transcripts must be received by the office of Academic Advising one week prior to students seeking to register for courses requiring the prerequisite requirement.
4. A student in the Master of Accounting program who has an earned Bachelor's degree in Accounting with grades of C or higher, from a regionally accredited institution and is a licensed CPA, can have the 10-year time limit waived for all prerequisite courses except for ACT 5731. Students will need to provide a copy of the CPA license to their academic advisor for submission of review by the Department Chair.

Program Requirements

The following undergraduate level courses are required:

Master of Accounting – principles of accounting, intermediate accounting I and II, cost accounting, accounting information systems, advanced accounting, and auditing.

Master of Business Administration (includes all majors) – Business or corporate finance, statistics, and financial accounting.

Master of Science in Finance – Business or corporate finance, statistics, financial accounting, and micro or macroeconomics. These courses must be completed to gain admission into the program.

Classes less than three credits may not qualify for financial aid funds. Students should consult with the Office of Student Financial Assistance regarding eligibility.

Students who are pursuing a primary program within another center at NSU must contact the Office of Student Financial Assistance to determine financial eligibility for courses.

ACADEMIC RESOURCES AND STUDENT SERVICES

Academic Advising

The mission of the Office of Academic Advising is to partner with students to deliver accurate, timely, comprehensive guidance and support to achieve academic, personal and professional goals.

The HCBE Office of Academic Advising consists of a team of professional academic advisors who are available to assist students navigate their academic program while engaging in proactive, positive decision-making and problem solving. While most students are able to register online, it is recommended that students consult with their assigned academic advisor at the start of their program to develop an academic plan for program completion. Students needing assistance during their studies should contact their assigned academic advisor for further guidance.

To reach an academic advisor, contact the Office of Academic Advising at 800-672- 7223, ext. 25067, or 800-554-6682, ext. 25067 (Bahamas, Canada, and Mexico only), 954-262-5067, or schedule an in- person or phone appointment through the online Advising Appointment Module link located at *https://nova.campus.eab.com/* .

Huizenga College Office of Enrollment Services

The Huizenga College of Business and Entrepreneurship Office of Enrollment Services is composed of the Office of Graduate and Professional Admissions and the Office of Academic Advising. The main office is located on the first floor of the Carl DeSantis Building at the Fort Lauderdale- Davie Campus. All prospective and current Huizenga graduate students (including students not located on the main campus) may obtain assistance with graduate admissions, academic advising, and program-related information in person or via telephone. For additional information or assistance, call (954) 262-5067, (800) 672-7223ext. 25067, or (800) 554-6682 ext. 25067 (Bahamas, Canada, and Mexico only).

Students may find additional resources in the NSU Resources, Services, and Administrative Offices section in the *NSU Student Handbook*.

FINANCIAL INFORMATION

Awards

Except for the DPA program, the awards below are available to degree seeking and non-degree seeking students. Exclusions apply to *The Best for Our World Award*. Students eligible for the Corporate Partner and Government Employee Awards must complete the online verification process each term via the Huizenga Portal or by directly accessing the verification form at *https://secure.business.nova.edu/corporate/verification/*. All other students wishing to obtain an award from the Huizenga College will need to submit their request with the Office of Academic Advising in writing from their NSU email account. Requests for all awards must be submitted, and the verification process completed, prior to the start of each academic semester. Students are not eligible to have awards applied for terms prior to completing the online verification process or submitting an official request to the Office of Academic Advising. If the student is unable to submit verification online, they should notify their academic advisor via their NSU student email account prior to the start of the term. Students are accountable for reviewing their financial record to ensure accuracy of tuition and fee assessments.

For students receiving any of the awards listed below, NSU reserves the right to substitute the award with an internally or externally funded scholarship. Any substituted scholarship will be awarded in an amount equal to the original award so that the student's financial responsibility is not increased. Students are not eligible to receive both an award and a scholarship, and NSU reserves the right to determine the appropriate funding source.

Students must remain in good academic standing and with no acts of academic dishonesty or misconduct on record to continue to meet eligibility to receive the award. Students are only eligible for one tuition award per program.

The tuition awards will not apply to repeated courses, zero credit classes or any fees associated with the student account. In addition, major classes offered by another college within NSU may not receive the awards below. Students should consult with their academic advisor to identify non-HCBE courses within their curriculum. NSU employees that receive 100% tuition waiver are not eligible to receive awards. The award amount will change each year based upon published tuition rates.

NSU Alumni Award

The Huizenga College of Business and Entrepreneurship encourages continuing education by offering an alumni award to qualified applicants. Undergraduate, graduate, or doctoral students who have completed their degree or certificate program at Nova Southeastern University and qualify for admissions into one of the Huizenga College's master's degrees, certificate or non-degree programs are eligible for the award. The award equals $219.80 off per credit of published tuition rates. For students pursuing the One Year MBA an award of $278 off per credit will be applied. Persons seeking this award must send an official request via their NSU student email account to their academic advisor.

Government Employee Award

Students pursuing any HCBE master's degree or non-degree program who are non-profit, government organization, city, county, federal, or other U.S. government employees are eligible for an award of $219.80 per credit off the published tuition rate.

Students seeking this award will need to complete the online employee verification form referenced above.

Corporate Partner Award

Students who are employed by an HCBE Corporate Partner are entitled to an award for all HCBE master's degrees or non-degree programs. Persons seeking this award must complete the online verification form prior to the start of each term as previously referenced above. The award is based on individual corporate agreements. Please contact your academic advisor via your NSU student email account for additional information.

Award for Alumni of Higher Education Institution Partners

Students who have graduated with a bachelor's degree from various partner colleges are entitled to an award of $219.80 off per credit hour towards Huizenga College of Business and Entrepreneurship master's degree, certificate, or non-degree program. For students pursuing the One Year MBA an award of $278 off per credit will be applied. Persons seeking this award must make an official request to the Office of Academic Advising. The award is based on individual partner school agreements. Eligible students should contact their academic advisor via your NSU student email account for more specific award information.

Military Service Award

Students who are on active duty, retired, honorably or medically discharged, and/ or considered active reserves are eligible for this award. The award is equal to $219.80 off per credit of published tuition rates. Students must submit verification to their academic advisor (e.g. the DD214). A comprehensive list of approved military service verification documents can be found at: *https://scra.dmdc.osd.mil/scra/#/home* or submitting the DD214. Students who are on active or reserve status must send their request to their academic advisor each semester via their NSU student email account in order to receive this award. Eligible students should contact their academic advisor via their NSU student email account for specific award information.

Professional Organizations

Students who are members of designated professional organizations partnered with the Huizenga College of Business and Entrepreneurship are eligible for a Professional Organization Award. The award is based on individual professional organizations agreements. Persons seeking this award must make an official request to the Office of Academic Advising. Students must provide a copy of their membership enrollment with the organization. Membership documentation must be provided each calendar year to verify enrollment with the organization. The award is based on individual organization agreements. Eligible students should contact their academic advisor via their NSU student email account for specific award information.

The Best for Our World^{tm} Tuition Award

This will be awarded to first-time enrolled students who plan to utilize their graduate degree from the College of Business by personifying values-based decision making to tackle tomorrow's challenges. The tuition award is based on a student's undergraduate or graduate performance. Students must have a cumulative GPA of a 3.25 or higher (on a 4.0) scale. Note: The tuition award does not apply to fees or other student expenses. The tuition award amount is based on $219.80 per credit hour off the current published tuition rates. For students pursuing the One Year MBA an award of $278 off per credit will be applied and for students pursuing the MS/RED an award of $286.40 off per credit will be applied. Requirements are subject to change. This tuition award is not eligible to non-degree seeking students.

Financial Aid Awards

Students may find information about Financial Aid Awards at *https://www.nova.edu/financial-aid/*.

Tuition and Fee

Tuition and Fee information can be found on the college's website at *https://business.nova.edu/admissions/tuition-fees.html* and are subject to change without notice.

University Fees	
Student Health Insurance Fee	Students can also find information on university-wide fees at *https://www.nova.edu/bursar/billing/tuition-fees.html*.
Student Services Fee	
Late Payment Fee	
Official Transcript Fee	
College Specific Assessments	
Late Registration Fee	$200
Tuition	
DPA (per credit)	$1,1606
One Year MBA (per credit)	$1,390
M.S. Real Estate Development (per credit)	$1,432
All other programs unless noted above (per credit)	$1,099

Students are encouraged to contact an academic advisor in the Office of Academic Advising.

Scholarships

Scholarship information is available on the NSU website at: *https://www.nova.edu/sbin/report/scholarships/search.html*.

Payment Policy

Please refer to Payment Policy section as outlined in the NSU Student Handbook (*nova.edu/student-handbook/.*

COLLEGE POLICIES AND PROCEDURES

Academic Standards

Master's Division

GPA Requirement

All HCBE graduate students must maintain a minimum cumulative grade point average (GPA) of 3.0 for the duration of their course of study to be considered in good academic standing. All course work taken at the Huizenga College of Business and Entrepreneurship are calculated into a student's GPA prior to degree conferral. Students whose cumulative GPA falls below a 3.0 minimum will be placed on academic probation for one semester. Students who have previously earned a graduate degree or certificate with HCBE will have a manual calculation of their course work completed to exclude courses applied toward a previously awarded program. Students who fail to raise their cumulative GPA to a 3.0 during the probation term will be suspended from the Huizenga College of Business and Entrepreneurship for the duration of two consecutive academic semesters. Academic standings are notated on a student's official transcript.

Academic Standing and Probation

Students will be placed on academic probation if their overall GPA falls below the requirements as indicated above for their program of study. Students who have previously earned a graduate degree or certificate with HCBE will have a manual calculation of their course work completed to exclude courses applied toward a previously awarded program. Students who have two consecutive semesters of below standard cumulative GPA requirements will be suspended from the program for a period of two academic semesters. Students on probation may be required to retake courses in which substandard grades are earned to regain good academic standing. Substandard grades are identified as grades impacting the student record that have resulted in falling below the minimum GPA requirement as defined above. Upon placement of probation, students are to partner with their academic advisor to determine if their academic standing can be resolved in one term. If the standing will require more than one academic semester for remediation, the student is responsible for submitting a Huizenga Student Success Plan and working with the academic advisor to identify an academic plan for remediation. Students must adhere to the criteria established in the Huizenga Student Success Plan to avoid automatically being placed on suspension or dismissal if their GPA remains below a 3.0 in the subsequent semester of enrollment. Students are advised to take courses under probation standing only when ready to devote maximum effort to their studies.

Continued Probation Upon Reinstatement From Academic Suspension

Students reinstated from suspension are subject to all current program policies and degree requirements. Reinstated students from suspension will automatically be placed on continued probation upon reentry into their program. Reinstated students from suspension will be required to meet with their Academic Advisor prior to registering to develop an academic success plan and monitor their progress. Students must repeat courses in which substandard grades were earned to regain good academic standing. If the student is unable to achieve and maintain good academic standing in their program during any semester following reinstatement, the Huizenga College of Business and Entrepreneurship reserves the right to permanently dismiss the student for substandard academic performance.

Notification of Probation, Suspension, and Dismissal

Notification of probation, suspension, and dismissal is sent to the student's mailing address of record.

Students are required to have read this catalog and be cognizant of the policies relating to potential sanctions. Ignorance of the policy does not exempt the student from adherence. Students dismissed from any program within the Huizenga College of Business and Entrepreneurship are not eligible for admission into any other programs within the Huizenga College of Business and Entrepreneurship.

Appeal Process for Suspension

Appeals for academic suspension will only be considered in the event of exceptional circumstances and within 10 days from the end of the semester. Students with evidence of exceptional circumstances wishing to appeal their suspension must provide an electronic appeal letter to their assigned academic advisor. The appeal letter should clearly explain the extenuating circumstances and include supporting documentation, if necessary. The appeal letter should also address how the student's academic potential will improve in subsequent semesters and outline strategies for future academic success. Appeals are reviewed and granted at the discretion of the Associate Director of Academic Advising in consultation with the appropriate department chair, program director, or other college leadership. Students seeking an appeal are not guaranteed eligibility to maintain enrollment in the current term, or for enrollment in the subsequent semester.

Active Status and Reinstatement

Please note that requirements for financial aid and immigration status are generally more stringent than the requirements for continuous registration as stated herein. Students are considered actively engaged in master's level study if they are enrolled in one or more courses at the Huizenga College in a given semester. Students who interrupt their studies for three consecutive semesters are considered inactive and will be withdrawn from their program.

Students seeking reinstatement will be required to meet the current Huizenga College Catalog standards for admission, matriculation, and graduation in effect at the time of reinstatement. The university reserves the right to not reinstate students who were on academic probation at the time they interrupted matriculation, who were not in good financial standing, or who do not meet the current admission requirements as determined by the admissions committee. Students may seek reinstatement at any time prior to the total time limit for the program. Reinstatement is not guaranteed.

Doctoral Division

GPA Requirement

Doctorate students must maintain a minimum cumulative grade point average (GPA) of 3.0 for the duration of their course of study in order to be considered in good academic standing. All course work taken at the Huizenga College of Business and Entrepreneurship are calculated into a student's GPA prior to degree conferral. Students whose cumulative GPA falls below a 3.0 minimum will be placed on academic probation for one semester. Students who fail to raise their cumulative GPA to a 3.0 during the probation term will be suspended from the Huizenga College of Business and Entrepreneurship for the duration of two consecutive academic semesters. Academic standings are notated on a student's official transcript.

Comprehensive Exam Requirement

Doctorate Students must complete a three-part comprehensive examination upon the completion and passing of PUB 6000, 6100, 6200, 6449, and 6927. Students must pass the three sections of the comprehensive exam to remain in the program. Students who do not successfully pass one or more sections of the comprehensive exam will be granted a second attempt to pass the section of the failed exam. Any student who is unsuccessful in the retake of one or more sections of will be dismissed from the program.

Academic Standing and Probation

Students will be placed on academic probation if their overall GPA falls below the requirements as indicated above for their program of study. Students who have two consecutive semesters of below standard cumulative GPA requirements will be suspended from the program for a period of two academic semesters. Students on probation may be required to retake courses in which substandard grades are earned in order to regain good academic standing. Substandard grades are identified as grades impacting the student record that have resulted in falling below the minimum GPA requirement as defined above. Upon placement of probation, students are to partner with their academic advisor to determine if their academic standing can be resolved in one term. If the standing will require more than one academic semester for remediation, the student is responsible for submitting a Huizenga Student Success Plan and working with the academic advisor to identify an academic plan for remediation. Students must adhere to the criteria established in the Huizenga Student Success Plan to avoid automatically being placed on suspension or dismissal if their GPA remains below a 3.0 in the subsequent semester of enrollment. Students are advised to take courses under probation standing only when ready to devote maximum effort to their studies.

Continued Probation Upon Reinstatement from Academic Suspension

Students reinstated from suspension are subject to all current program policies and degree requirements. Reinstated students from suspension will automatically be placed on continued probation upon reentry into their program. Reinstated students from suspension will be required to meet with their Academic Advisor prior to registering to develop an academic success plan and monitor their progress. Students must repeat courses in which substandard grades were earned in order to regain good academic standing. If the student is unable to achieve and maintain good academic standing in their program during any semester following reinstatement, HCBE reserves the right to permanently dismiss the student for substandard academic performance.

Notification of Probation, Suspension, and Dismissal

Notification of probation, suspension, and dismissal is sent to the student's mailing address of record. Students must read this catalog and be aware of the probation policies. Ignorance of the policy does not exempt the student from adherence. Students dismissed from any program within HCBE are not eligible for admission into any other programs within the Huizenga College of Business and Entrepreneurship.

Appeal Process for Suspension

Appeals for academic suspension will only be considered in the event of exceptional circumstances and within 10 days from the end of the semester. Students with evidence of exceptional circumstances wishing to appeal their suspension must provide an electronic appeal letter to their assigned academic advisor. The appeal letter should clearly explain the extenuating circumstances and include supporting documentation, if necessary. The appeal letter should also address how the student's academic potential will improve in subsequent semesters and outline strategies for future academic success. Appeals are reviewed and granted at the discretion of the DPA Program Director. Students seeking an appeal are not guaranteed eligibility to maintain enrollment in the current term, or for enrollment in the subsequent semester.

Active Status and Reinstatement

Please note that requirements for financial aid and immigration status are generally more stringent than the requirements for continuous registration as stated herein. Students are considered actively engaged in doctoral level study if they are enrolled in one or more courses at the Huizenga College during the semester. Students who interrupt their studies for three consecutive semesters are considered inactive and will be withdrawn from their program.

Students seeking reinstatement must meet the current Huizenga College Catalog standards for admission,

matriculation, and graduation in effect at the time of reinstatement. The university reserves the right to not reinstate students who were on academic probation at the time they interrupted matriculation, who were not in good financial standing, or who do not meet the current admission requirements as determined by the admissions committee. Students may seek reinstatement any time before the program's total time limit. Reinstatement is not guaranteed. If reinstatement is granted, the Huizenga College reserves the right to determine the parameters of the reinstatement and/or place conditions for reinstatement upon the student's return.

Class Attendance Expectation

Students are expected to attend all scheduled class meetings. For online and hybrid courses, regular and substantive academic engagement is required and serves as the equivalent of attendance.

Instructors may establish specific engagement expectations, provided such requirements are clearly stated in the course syllabus. A course may require direct engagement with the professor as part of its academic requirements. Failure to meet attendance expectations may result in a reduced course grade, including failure of the course.

Nonattendance/nonparticipation does not constitute a drop or refund request.

Change of Major

Students who wish to change their degree program, major, or concentration within the Huizenga College of Business and Entrepreneurship must do so by notifying their academic advisor. The student's record is re-evaluated for approval for the program in which they seek admission.

Students enrolled in the 36-credit Master of Business Administration (MBA) program may elect to transition to the 30-credit MBA curriculum if they have completed six credits or less in their current program. Students who have completed seven or more credits in their MBA program are not eligible to transition to the 30-credit MBA curriculum. These students may elect to change their program of study, concentration, or major; however, they will retain the catalog under which they originally entered their program.

Students wishing to change programs to the Master of Public Administration or M.S. in Finance program will need to satisfy additional requirements outlined in the admission's section of the catalog. Students seeking a change into these programs will need to work with their academic advisors. All graduate coursework taken at the Huizenga College of Business and Entrepreneurship is calculated into a student's cumulative GPA prior to degree conferral. This may affect a student's academic standing when a change of major (degree program) or concentration is fulfilled. Students who elect to change their major must be aware that they may lose credit for courses taken and may need to take additional courses, and the length of their program may change. See table of contents for academic standards.

Class Balancing

Students registered for classes may be moved into another section of the class to balance the instructor/student ratio of the courses. Students will be moved into the same format of the course offered at the same date and time.

Class Cancellations

All classes offered are subject to cancellation at the discretion of the college.

Course Formats

Master's Division

The Huizenga College of Business and Entrepreneurship offers master's degree programs in person and online. Dates for classes can be found in the schedule of classes called Course Wizard *https://coursewizard.nova.edu/search*

WEEKNIGHT

Classes taught in person will be conducted in the evening. Evening classes are generally scheduled to meet for four hours for each of eight evenings for a total of 32 hours or for two hours for 16 weeks in the fall and winter semesters. Courses for the Master of Accounting program generally meet for two and a half hours for 16 weeks totaling 40 hours. In the summer semester classes are seven or 12 weeks. Please check the schedule of classes carefully to understand your class meeting choices. Faculty will also require out-of-class activities via Canvas that may include reading and discussing articles, facilitated discussions, and other instructor-led activities to supplement the in-class instruction. Canvas is the online learning platform used by all NSU programs.

ONLINE

Many of the master's courses at HCBE are offered in an online format. The courses have adopted all the rigors of ground-based courses, including identical learning outcomes, virtually the same syllabi and textbook requirements, identical distance library resources, and the same faculty pool.

All HCBE students must adhere to the technology requirements stated in this publication. Meeting or exceeding these requirements allows students the opportunity to learn without the restrictions imposed by outdated technology. Mandatory chat sessions at defined and scheduled days and times are required in many degree programs and/or courses. Students are required to attend such sessions as defined by faculty.

Doctoral Division

ONLINE

The HCBE offers doctoral degree program courses in an online (synchronous) format, primarily on Saturdays from 8:00 am to 5:00 pm. Attendance at on-campus end-of-term seminars may also be required periodically during the program. Dates for classes can be found in the schedule of classes *https://coursewizard.nova.edu/search*

All HCBE students must adhere to the technology requirements stated in this publication. Meeting or exceeding these requirements allows students the opportunity to learn without the restrictions imposed by outdated technology. Mandatory chat sessions at defined and scheduled days and times are required in many degree programs and/or courses. Students are required to attend such sessions as defined by faculty.

Degree Conferral and Commencement

Degree Conferral Requirements

Master's Division

To be eligible for conferral of a master's degree or certificate, the student must fulfill the following requirements.

1. Gain full admission as a degree-seeking candidate.
2. Complete all curriculum and program requirements.
3. Satisfy cumulative and program GPA requirements of 3.0.
4. See policy regarding Repeating a Course
5. Earn no more than two grades of a C- or below in degree applicable coursework.
6. Fulfill all obligations to the library, the student's program, and the University.

Doctoral Division

To be eligible for conferral, students must fulfill the following requirements:

1. Gain full admission as a degree-seeking candidate.
2. Complete all curriculum and program requirements.
3. Achieve a cumulative GPA of 3.0 or higher.
4. Earn a C or better in all degree applicable coursework.
5. Pass the comprehensive examination.
6. Satisfy the doctoral closure seminar requirements.
7. Fulfill all obligations to the library, the student's program, and the University.

Successful completion of a Huizenga College doctoral degree culminates in the awarding of a diploma, validating the student's successful fulfillment of all graduation requirements.

Degree and Certificate Conferral

NSU's HCBE awards seven master's degrees: Master of Accounting, Master of Business Administration, Master of Public Administration, Master of Science in Digital Marketing, Master of Science in Finance, Master of Science in Human Resource Management, and Master of Science in Real Estate Development. HCBE also awards a certificate in public accounting. Also, HCBE awards the Doctor of Public Administration degree. The diploma indicates the student has earned a degree in one of the areas listed above along with the major area of study; however, it does not indicate the concentration. The certificate reflects certificate type and major. The academic transcript, the official record of academic achievement at NSU, indicates degree earned, major field of study, and concentration, if any.

Information regarding the degree conferral process can be located on the University Registrar website at *nova.edu/registrar/services/degree-conferral.html*.

For doctoral students, a doctoral degree cannot be processed for conferral until after the last day of the last semester.

Digital diplomas are emailed to the personal email on record with the university by a university vendor named Parchment. Printed diplomas take 4-6 weeks after conferral to be mailed and are sent to the student's mailing address on record so long as there are no financial obligations associated with the student account. Additional details regarding diplomas can be found by visiting, *https://www.nova.edu/registrar/services/diplomas.html*.

Please note: Students should contact their academic advisor prior to registering for their second to last semester in order to ensure they are on track to complete all necessary degree requirements. Students

should also check SharkLink (*sharklinkportal.nova.edu*) to ensure their mailing address and all other contact information is current.

Commencement

Huizenga College students participate in an annual graduation ceremony in Broward County, Florida. Master's and doctoral students conferred by the last day of February of the current year and in good academic standing are automatically invited to attend. Master's students who are registered and expected to complete all degree requirements during the second eight-week term of the winter semester (March – May) and are in good academic standing will also be automatically invited to attend.

Once an invitation has been extended to a student who meets the eligibility criteria for participation in the commencement ceremony, the invitation cannot be rescinded. Students will not be eligible to participate in any other commencement ceremony for the respective degree for which the invitation was extended.

Student and Program Policies

- **Degree Limits:** *https://www.nova.edu/academic-affairs/documents/degree-limits-policy.pdf*
- **Degree Rescission:** *https://www.nova.edu/academic-affairs/documents/aqaa/forms/NSU-Degree-Rescission-Policy.pdf*
- **Conferral of Degrees:** *https://www.nova.edu/academic-affairs/documents/conferral-of-degrees.pdf*

For a full list of academic policies and procedures, please visit *https://www.nova.edu/academic-affairs/academic-policies.html*

Excused Absence for Religious Holiday

See "NSU Student Religious Holiday Policy" section in the *NSU Student Handbook* or visit *https://www.nova.edu/student-conduct/religious-holiday-policy.html*

Enrollment Status

Degree Programs

Master's Division

Students pursuing all programs must be registered for at least six credits per semester to be considered full-time. Students enrolled in three or fewer credits per semester will be considered part-time status. A minimum of three applicable credits must be pursued to be considered half time and thus eligible for financial aid.

Doctoral Division

Students pursuing the DPA must be registered for at least eight credits per semester to be considered full-time. Students enrolled in seven or fewer credits per semester will be considered part-time status. A minimum of four-degree applicable credits must be pursued to be considered half time and thus eligible for financial aid.

F1 Visa Students

Students must maintain full-time enrollment of six credits per semester. Only three of those six credits may be taken in an online format. International students are required to start in the first term of fall or winter. The summer semester is not subject to the six-credit requirement however some academic plans may require a student to pursue credits in the summer semester in order to maintain their visa status in future semesters. Students should meet with the Office of International Students (OISS) regarding their I-20 status.

Program Length (Time Limit)

Master's Division

The time limit for all master's degree programs and the certificate in public accounting is three years from the first course taken.

Students classified as inactive by not enrolling in courses for three consecutive semesters must follow the process for reinstatement to the program before resuming their studies. Upon receipt of an application for reinstatement, the student file will be reviewed by the assistant dean/department chair to determine if coursework may need to be repeated. Active-duty military personnel required to interrupt their studies to undertake overseas assignments will be exempt from this policy. They will be required to produce appropriate evidence supporting this waiver of policy.

Doctoral Division

Students are expected to complete the doctoral program within five years of first matriculation of doctoral coursework. Requests for extensions to this time limit are made to the Doctoral Program Office and are only considered when the student can demonstrate satisfactory progress. If an extension is granted, the student is given a letter of agreement indicating his/her deadline and all remaining requirements. When there is insufficient progress, the student is dismissed from the program for failure to satisfy all program requirements within the time allowed. Students must maintain their active status in the program by taking courses and participating in program activities. Students classified as inactive must follow the reinstatement process to the program before resuming their studies.

Reinstated students may be required to retake coursework that is more than four years old as a condition of their reinstatement to the program. All reinstated students will be subject to the specific course and degree requirements in effect at the time of their reinstatement to the program, as well as any specific requirements imposed as a condition for reinstatement. The signing of a letter of agreement regarding additional requirements and deadlines may be required.

The four-year period of validity of coursework is also applicable to transfer credits at the time of admission to the program. Once accepted, transfer credits will age in the same fashion as credits taken at NSU dating from acceptance by NSU and placement on the student's transcript.

Active-duty military personnel required to interrupt their studies to undertake overseas assignments will be exempt from this policy. They will be required to produce appropriate evidence supporting this waiver of policy.

Grading

Grading System

Grade	Description	Quality Points
A	Excellent	4.0
A-		3.75
B+		3.5
B	Good	3.0
B-		2.75
C+		2.5
C	Poor	2.0
C-		1.75
F	Failing	0.0
NPR	No Progress	0.0
PH	High Pass	0.0
P	Pass	0.0

Grade Point Average and Quality Points

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

Quality points = A letter grade's numerical GPA value MULTIPLIED BY the number of credits assigned to the course

GPA hours = Attempted credits, excluding withdrawals, successfully completed pass/fail courses, and incompletes

Current semester or term GPA = The total number of quality points for the semester or term DIVIDED BY the total GPA hours for the semester or term

Cumulative GPA (CGPA) = Total quality points DIVIDED BY total GPA hours

Note: Students earn grades based on their performance relative to the established criteria and benchmarks for each class. Professors qualified to make that judgment assign student grades. Grade appeals follow the Grade/Academic Grievances procedure in the Student Code of Conduct section of this catalog.

Students who register for a course and do not attend will receive a grade of F on their transcript. It is the student's responsibility to ensure he or she is officially dropped from a course. This is verified by viewing registrations in *SharkLink* portal.

The University Registrar records and maintains the official student progress records for the university. Official grades are posted at the end of each term.

Incomplete Grade Policy

A student who is unable to complete a course due to exceptional circumstances, such as medical emergency, may request an incomplete. The grade of Incomplete (I) will be granted only in cases of extreme hardship. In such cases, a student needing an incomplete must submit a written appeal with full rationale to the course professor before the course ends. The student does not have a right to an incomplete, which may be granted only when there is clear evidence of just cause at the discretion of the faculty member. A student who is absent from the final examination without prior approval is not eligible to receive an incomplete

grade unless extenuating circumstances exist at the discretion of the faculty member. To qualify for a grade of Incomplete (I), students must have completed over 50% of the graded work in the course and must have a passing grade in that work.

Should the student meet the incomplete policy criteria and the course professor agrees, the professor will prepare an incomplete contract. The incomplete contract must describe the work to be completed and a completion date. The completion period should be the shortest time possible. The time limit for changing the incomplete grade to the final grade may not exceed one semester/term or graduation, whichever comes first. The incomplete contract must be submitted to the academic department offering the course no later than when final grades are due.

During the incomplete grade period, the student must engage in active communication with the professor to complete the remaining coursework.

Earning an Incomplete in a course may affect or cause the loss of financial aid eligibility for the next academic year. Students are encouraged to consult with the Office of Student Financial Assistance regarding the impact on their financial aid.

The academic department offering the course monitors each incomplete contract. If a change of grade form is not submitted by the scheduled completion date, the grade will be changed automatically from I to F. When a student retakes the course, the higher of the earned grade will be calculated into the GPA. However, all grades will remain part of the student's academic transcript.

I	Incomplete	See incomplete grade policy
F	Incomplete Failure	Given when students fail to satisfy an incomplete contract within the designated time or when an incomplete contract has not been signed.
W	Withdrawal	See drop and refund policies.

Repeating a Course

Master's Division

A student who has earned the grade of A in a course may not repeat the same course for credit. If a student repeats a course one or two times, the highest grade of the attempts is calculated in the overall GPA. If a course is repeated three or more times (four or more attempts total), only the two lowest grades will be excluded from the GPA. All grades from attempts of the same course will remain on the transcript as a matter of academic record. However, course credit will only be calculated once towards degree completion. Failing grades earned by students found to have committed academic misconduct are not excluded from the GPA calculation.

A hold can be placed on the student record to prevent future enrollment once all degree requirements have been met to prohibit enrollment in future semesters providing the student meets criteria for degree conferral. Students seeking to repeat course work once all degree requirements have been met will need to supply documentation to the Dean's Office regarding the need to repeat course work to improve the academic GPA.

Doctoral Division

A student who has earned a grade of C or higher in a course may not repeat the same course for credit. A student may repeat a course in which a grade of C- or lower has been earned but credit toward the degree and the GPA will be granted only once. The transcript will show both the original and repeat grades; however, only the higher grade will be calculated in the student's GPA. Students repeating a

course must pay full course tuition and fees (tuition discounts are not granted.) Failing grades earned by students found guilty of academic misconduct are not excluded from the GPA

A hold can be placed on the student record to prevent future enrollment once all degree requirements have been met to prohibit enrollment in future semesters providing the student meets criteria for degree conferral. Students seeking to repeat course work once all degree requirements have been met will need to supply documentation to the Dean's Office regarding the need to repeat course work to improve the academic GPA.

Grade Reports

Students may view their grades online through SharkLink, located *https://sharklinkportal.nova.edu*, typically 7-10 days after the end of the term (Master's: for eight-week classes October, December, March, May, and July; for full semester classes December, May, and August). Students may contact their academic advisor if grades are not posted by stated times. Students will not receive grade reports through regular mail.

Students who submit tuition and fees to their employer should use SharkLink to access the course fees and grades. Students may print this information from SharkLink and submit it to their employer. If the employer requires additional information, students should contact the Office of the Registrar for assistance. However, if a student has a "hold" on their account then accessing grades will not be possible until the hold is cleared.

Honor Societies and Academic Organizations

Students who are active members of certain honor societies can wear adornments specific to their society membership at the commencement celebration. Students should contact their honor society directly regarding availability of adornments. These items are not for sale at the NSU bookstore nor does the College distribute these items.

Honor societies recognize and promote academic excellence. Membership in these societies is an honor and a privilege that can enhance your academic and professional career. Academic honor societies provide a means by which students can establish a professional network and move forward in their careers. Provided below, is a list of regional, national, and international academic honor societies affiliated with NSU.

Alpha Sigma Gamma

Alpha Sigma Gamma is the international real estate honorary society. Alpha Sigma Gamma was created in 1993 to recognize the academic and scholarly achievements of real estate students, faculty and professionals throughout the world. It is the premier organization of its kind with over 1,300 lifetime members. Membership is open to undergraduate, graduate, and doctoral students in real estate majors. Students interested in applying for membership in Alpha Sigma Gamma must have completed 90 credit hours for undergraduate students or 30 credit hours for graduate students and have a 3.75 GPA. Interested students must also ask their program director to verify eligibility for membership.

Induction occurs once per academic year in the winter semester.

For more information contact: *twuerzer@nova.edu*

Beta Alpha Psi

Beta Alpha Psi is the premier international honor and service organization for students enrolled in the accounting, finance and business analytics majors. The mission of Beta Alpha Psi is to inspire and support excellence by encouraging the study and practice of accountancy, finance and areas related to business analytics. Providing opportunities for service, professional development, interaction among members as well

as financial professionals and fostering lifelong ethical, social, and public responsibilities.

The Omicron Gamma chapter of Beta Alpha Psi is an active organization where, beyond scholarship, members participate in leadership, professional and service activities. To be considered for candidacy towards membership in Beta Alpha Psi, undergraduate and graduate students must be a declared major in accounting, finance or business analytics, have a minimum GPA of 3.25 and complete the minimum activity criteria.

Induction occurs once per academic year in the winter semester.

For more information contact: *betaalphapsi@clubs.nova.edu*

Beta Gamma Sigma

Beta Gamma Sigma is the international business honor society. Since 1913, the mission of Beta Gamma Sigma is to encourage and honor academic achievement in the study of business, to cultivate and celebrate leadership and professional excellence, to advance the values of the Society, and to serve its lifelong members. Beta Gamma Sigma recognizes and honors top performing students from around the world in business schools accredited by The Association to Advance Collegiate Schools of Business (AACSB).

Beta Gamma Sigma is also a proud member of the Association of College Honor Societies (ACHS). Through their dedication to providing lifetime value for its members, Beta Gamma Sigma works to bring programs, connections, benefits, and opportunities to every individual in the organization. To be considered for induction into Beta Gamma Sigma, undergraduate students must have completed a minimum of 90 credit hours with an overall GPA of 3.80. Graduate students must have completed a minimum of 30 credit hours with an overall GPA of 3.80. D.P.A, M.P.A. and M.S. Philanthropy students are not included.

Induction occurs once per academic year in the winter semester. Eligible students will be emailed more information regarding membership during the winter semester.

For more information please contact: *betagammasigma@nova.edu*

Pi Alpha Alpha

Pi Alpha Alpha is the global honor society formed to recognize and promote outstanding undergraduate and graduate students in public administration, public policy and public affairs. Each year, upon the recommendation of the faculty, students are nominated for induction into Pi Alpha Alpha. Students are notified by e-mail if they are nominated to join Pi Alpha Alpha. To be considered for nomination, D.P.A. and M.P.A students must complete 18 credits of their program by the end of the Winter term each year and maintain a GPA of 3.7. Induction occurs once per academic year in the winter semester.

For more information contact: *ktai@nova.edu*

NSU Letterhead and Other Official Attribution

NSU does not authorize the use of its letterhead or specifically endorse survey and research efforts unless these efforts have been reviewed, coordinated, and approved by university staff. Accordingly, students are not authorized to use NSU letterhead, or other logos that imply university endorsement, without written authorization from their respective Program Office.

NSU Student Email

All NSU students are issued a university email account. The university email system is the primary method used to disseminate information to students related to notifications regarding registration, program changes, commencement, academic standing, and academic misconduct notifications. Students are expected to check their NSU email daily to remain informed about information related to their academic program. Failure to access and read NSU email does not excuse students from fulfilling their responsibilities.

CODE OF STUDENT CONDUCT

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Students should refer to the full Code of Student Conduct and Academic Responsibility in the NSU Student Handbook (*nova.edu/student-handbook/*). Conduct standards, supplementary standards, and university policies and procedures are handled by NSU's Office of Student Conduct or by the college as deemed appropriate. Violations of academic conduct will be handled by the student's academic college.

Grade/Academic Grievances

Faculty members serve as the initial contacts for all grievances involving the fairness of a grade, or any classroom or instructor activity, in their courses. Students unable to resolve a grade/academic grievance with a faculty member should contact the appropriate department chair or program director in the college responsible for the course, who will make a final decision on the fairness of the grade. Grade/academic grievances will not be permitted to proceed any further unless evidence of discrimination or a violation of rights can be demonstrated.

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

All issues pertaining to grievances on non-academic misconduct are handled by the Dean of Students. The student should refer to the *NSU Student Handbook* for policies and procedures on such matters.

Academic Misconduct

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

Faculty members are committed to upholding the standards of academic integrity and do their utmost to prevent academic misconduct by being alert to its possibility. If academic misconduct is detected, the faculty member communicates with the student and imposes appropriate sanctions within the scope of the course. Faculty members must report academic integrity violations to their department chair who must then report it to the Office of the Assistant Dean. If the department chair is the instructor for the course, then the chair must report it to the Office of the Assistant Dean.

The Academic Leadership, defined as the dean, assistant dean, or department chair, may impose institutional sanctions in addition to any imposed by the instructor within the classroom (hereafter referred to as within-class sanctions) in accordance with the *Academic Misconduct Grievance Procedure* (see below). Deans, assistant deans, or department chairs, at their discretion, may immediately suspend students pending a hearing on charges of violations. Sanctions may include academic misconduct warning, academic misconduct suspension, or academic misconduct dismissal, including notation on the student's academic transcript. Students found responsible for violations of academic integrity have the option of appealing the sanctions using the *Academic Misconduct Grievance Procedure*.

Academic Integrity and Standards

Students are expected to comply with the Academic Integrity policy as outlined in the *NSU Student Handbook*.

Academic Misconduct Sanctions

Academic misconduct in the classroom is first addressed by the instructor for within-class sanction(s). Students charged with academic misconduct will be notified in writing via email by the instructor and any further sanctions imposed by the institution will be communicated to the student by the NSU's Office of the Dean of Student.

Academic sanctions may be imposed when a student is found responsible for violating academic integrity policies or other classroom-related expectations. Sanctions may be applied at the classroom level, the college level, or both, depending on the nature and severity of the violation. These may range from a warning to more serious consequences such as course failure, suspension, or expulsion.

Classroom-Level Sanctions

These sanctions are typically imposed by the course instructor and may include:

- **Verbal or Written Warning:** A formal notice that a student's behavior or actions were inappropriate and must not be repeated.
- **Grade Reduction on Assignment:** A percentage or letter grade deduction applied to the specific assignment or exam in question.
- **Zero on Assignment:** The student receives no credit for the affected work due to the violation.
- **Failing Grade for the Course:** A final grade of "F" may be assigned if the violation warrants it, in accordance with course policies.
- **Required Resubmission:** The student may be allowed or required to revise and resubmit the assignment, with or without a grade penalty.

College-Level Sanctions

These sanctions are typically imposed by an academic integrity board, student conduct committee, or the dean's office designee. Sanctions may include:

- **Formal Reprimand:** A written statement placed in the student's academic file.
- **Loss of Academic Privileges:** This may include loss of eligibility for honors, scholarships, internships, or participation in certain academic programs.
- **Suspension:** A temporary separation from the institution for a designated period, after which the student may return under specified conditions.
- **Expulsion:** Permanent separation from the institution, noted on the student's academic record.
- **Revocation of Degree or Credit:** In cases of significant misconduct discovered post-graduation, degrees or credits may be revoked.

Academic Misconduct Grievance Procedure

Students must follow the process and timeline noted below. The student may forfeit all rights under the grievance procedure if each step is not followed within the prescribed time limit.

For Within Class Academic Misconduct Charge And / Or Sanction Grievances

Step One: Meet with the Instructor

Students must discuss their grievance with the instructor for the course as soon as feasible but no later than 10 calendar days after receipt of the sanction's notification email from the instructor. The student must contact the instructor via email to set up a meeting to discuss the grievance.

Step Two: Meet with the Chair

Students who feel their grievance was not satisfactorily resolved after meeting with the instructor should meet with the department chair that offers the course (or Assistant Dean if the course instructor is also the Department Chair). Students are eligible to appeal in the following circumstances:

1. There was a deviation from procedure by the instructor.
2. Evidence unavailable at the time of the instructor's decision is now available.
3. If the sanction applied to the violation may be considered disproportionate.

Students must send the following information to the chair/Assistant Dean using their NSU official email account. This information must be received no later than 10 days after the conclusion of Step One above.

1. Student Name
2. Student ID Number
3. Major/Program
4. Day/Evening Phone Number
5. Course CRN
6. Email Address
7. Instructor Name
8. Problem: Provide an explanation of the problem and include any pertinent documentation as support.
9. Action Requested: Provide an explanation of the requested action.
10. Prior Action Taken or any other pertinent information.

After receiving the communication from the student, the chair or assistant dean will communicate with the instructor and other parties involved. The instructor will provide a copy of all relevant documents to the chair or assistant dean, as needed. After reviewing the matter, within 10 days the chair or assistant dean will decide and inform the student, instructor, and the Office of the Dean.

Step Three: Meet with Office of the Dean

Students who feel that their grievance was not satisfactorily resolved after meeting with the Program Chair (or Assistant Dean) may request a final appeal hearing with with the College Dean or designee, as appropriate.. All material detailed in step two above should be provided to the representative. The Dean's representative, or Dean, will conduct a review of all material and interview the student, instructor, or other parties as deemed appropriate. After reviewing the matter, the Dean's Office or Dean will inform the student and instructor within 10 days. The decision is final and binding and cannot be appealed further.

For Institution Imposed Academic Misconduct Sanction Grievances Request a Hearing by the Academic Integrity Committee

In cases of institutional imposed sanctions which may be in addition to or in place of within-class sanctions levied by the instructor, (e.g., suspension, expulsion, and other sanctions) a student may appeal such sanctions as outlined below. This appeal will only address the sanction(s) and not whether academic misconduct took place, for this is only addressed in the within-class grievance process discussed earlier in this document. All appeals must be initiated within 20 days of the sanction notification letter.

The student may submit an appeal request in writing to the Office of the Dean for a hearing by the Academic Integrity Committee (AIC) with any new information and/or documentation. Students will be contacted through their NSU email account to establish a date to attend a hearing with the AIC. The AIC will be comprised of an appointee from the Office of the Dean, a representative from the applicable academic department offering the course where the academic misconduct occurred, and a faculty member from a different department in the college. The instructor of the course in question may not be part of the AIC.

Following review of the student's presentation and all the facts and findings pertinent to the matter, the AIC will make a recommendation to the Dean, who will then accept, reject, or modify the decision. This decision is final and binding and cannot be appealed further.

Administrative Grievance Procedure

Administrative Grievances are related to academic policies and administrative actions outside the classroom. Such grievances include requests for exceptions to administrative policies. Grievance procedures must be initiated in a timely fashion no later than 20 days after the end of the semester in which the grievance issue took place. The student may forfeit all rights under the grievance procedure if each step is not followed within the prescribed time limit. Students will complete a Request to Exception to Policy (REP) form located at *https://www.business.nova.edu/current-students/graduate/index.html* within the Student Forms area. The completed form along with supporting documentation will be submitted to the students assigned academic advisor within the 20-day time limit. The appeal packet will be reviewed by the Office of Academic Advising Appeal Committee and the determination will be communicated to the student through their NSU email.

Student Contact and Personal Information

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

To make a change to other personal information, such as a name, Social Security Number, date of birth, Nova Southeastern University requires official documentation. Students must submit a completed Data Change Request available at *nova.edu/registrar/forms1.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*.

ACADEMIC POLICIES AND INFORMATION

Degree Works Degree Evaluation

The Degree Works degree evaluation system allows students to compare their completed coursework against the degree requirements published in the college catalog. Degree works can be accessed through SharkLink located at *https://sharklinkportal.nova.edu*. Degree Works is not meant to replace your academic advisor or the catalog; it is a reference tool to help you track your progress towards degree completion. Degree Works degree evaluations are not official transcripts.

Students should consult their academic advisor for detailed program requirements and course options. For further information about Degree Works, please visit the Registrar's Web site *https://www.nova.edu/registrar/degreeworks*.

Registration Policy

Students are required to register themselves for courses via SharkLink located at *https://sharklinkportal.nova.edu/dashboard* during the registration period. Students who have been placed on academic probation will need to complete a Student Transaction Form (STF) and submit the form to their Academic Advisor for processing. The PDF version of the STF can be located at *https://www.business.nova.edu/current-students/graduate/index.html* under Student Forms.

To register for courses students will access SharkLink with their username and password. Students who have not met their financial obligations to the university may not register until all financial holds are removed. All questions about student billing and accounts should be directed to the Bursar's Office at (954) 262-5200.

Late Registration Policy

Students are encouraged to register early in the published registration period to reserve their space in class(es). The late registration period follows the normal registration period. During the late registration period, students who have not yet registered for the term may register through SharkLink and/or their academic advisor; however, a late fee will be assessed (Refer to the section titled *Fees and Tuition*). Students changing their schedules (switching classes, adding, or dropping a class) and new students in their first term initiating registration during the late registration period will be exempt from the late registration fee. The Huizenga College reserves the right to refuse any late registrations during the late registration period. Consult the academic calendar located at *http://www.business.nova.edu/current-students/academic-calendars.html* for specific information pertaining to the dates.

Students who are receiving federal financial aid are encouraged to register a minimum of two weeks prior to the start of each semester to allow enough time for their financial aid to be processed.

Students cannot attend class sections for which they are not registered. No credit for work will be granted in a course for which a student is not registered.

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 *https://www.nova.edu/registrar/policies/course-audit-policy.html*.

Drop/Add and Withdrawal Policy

DROP AND ADD PERIODS

The first week of each semester comprises the drop/add period. The drop/add is the designated time frame when course schedules may be edited without academic penalty. Students who add classes after classes have started are responsible for all course requirements. When adding classes during this time frame, the student should contact the course faculty to understand what work has been missed and further expectations for the course.

Dropping and/or adding courses will affect the student's enrollment status, tuition and/or fee charges and balances, eligibility for financial aid to include grant aid, loans, and scholarships, satisfactory academic progress (SAP), and loan deferment. Students electing to drop and/or add courses during this time frame should consult with their academic advisor and the financial aid office to assess potential positive and negative consequences.

Students wishing to add, drop or withdraw from classes may do so by utilizing one of the following options:

1. Access SharkLink (*https://sharklinkportal.nova.edu*) if adding or dropping classes prior to the end of the add/drop period. (Students wishing to drop all classes should use option 2 or 3).
2. Complete a Student Transaction Form (STF) and submit it to an Academic Advisor via your NSU email or by fax to (954) 262-3964. An STF can be downloaded by going to *https://www.business.nova.edu/current-students/graduate/*, navigate to Student Forms section and selecting on Student Transaction Form link. (This is the only option available to students who have a hold, are dropping or withdrawing from all courses within that semester or are dropping or withdrawing from a workshop course).

A drop or withdrawal request must be received during the term in which the student is registered for the course, otherwise the drop or withdrawal request will not be considered. Nonattendance/nonparticipation does not constitute a drop or refund request. If a student wishes to drop or withdraw from a course, they must follow one of the Drop and Withdrawal policy options. Neglecting to do so will result in a failing grade for the course and no refund will be issued.

Please refer to the academic calendar for specific drop periods and corresponding refund percentages by term at: *http://www.business.nova.edu/current-students/academic-calendars.html*.

HCBE students taking a class taught by another NSU college will follow its refund and withdrawal schedule. See the curriculum for each program to determine if your course will adhere to a different schedule.

Student Enrollment Agreement (SEA)

As part of the registration process students must accept the Student Enrollment Agreement (SEA). The SEA requires students to agree with NSU standards and policies regarding course registration and withdrawal, financial responsibility, a release of liability, and more. Students registering for courses will be prompted to complete the form as part of the registration process on SharkLink (*https://sharklinkportal.nova.edu*).

For further information about the SEA, please visit the Registrar's Web site *https://www.nova.edu/registrar/services/sea.html*.

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.

It remains the students' responsibility to monitor class registration status in accordance with the Student Enrollment Agreement (SEA) and the NSU Student Handbook, regardless of the instructor's roster reconciliation submission.

Students who believe they were reported in error as non-attendees must communicate with the instructor who is the only one able to correct the record.

Refund Policy

Students are entitled to a full refund of all payments (excluding registration and application fee) if the registration is cancelled by the student prior to the end of the drop/add period. In addition, students will receive a full refund of tuition payments and registration fee paid (excluding application fee) if they do not meet minimum admission requirements, or for a cancelled course, seminar, or workshop. Students who complete a drop request are entitled to a tuition refund based on the academic calendar. Withdrawing from a course after the 50% refund window will result in no refund. Students will receive a grade of W, which will not impact their grade point average (GPA). Please refer to the academic calendar to determine the last day to withdraw from a course. The day the student drops or withdraws determines the refund amount.

Students with questions about a drop or withdrawal should contact their academic advisor for assistance. Students should also consult the Office of Financial Aid on how dropping or withdrawing from their classes can affect not only current aid. The academic calendar can be accessed by visiting *http://www.business.nova.edu/current-students/academic-calendars.html*

Note: Students who are suspended or dismissed from their program of study due to academic misconduct will not receive a refund of tuition and fees.

Please refer to the master's and doctoral academic calendars for specific drop periods and corresponding refund percentages by term at: *http://www.business.nova.edu/current-students/academic-calendars.html*

Please refer to *https://www.nova.edu/registrar/services/registration.html* **for more information about registration and any related policies.**

Study Abroad

Students may consider pursuing a study abroad option for course credit. Students will work with the Office of International Affairs and the Office of Academic Advising to locate an approved institution and course(s) to fulfill this option. For coursework to transfer back to NSU, the course must be at the graduate level and related to a business discipline, equal to three course credits, and a grade of B or higher must be earned. Students must submit a detailed course syllabus as part of the review process and package. The department chair(s) overseeing the course(s) submitted for review retains final authority for approval or denial of course equivalency. Any courses completed abroad without such approval in writing will not be approved under any circumstance.

A maximum of six graduate credits may be completed under the study abroad option and a student must be

in good academic standing before initiating the study abroad process via their advisor.

Withdrawal From the University

Students who plan to withdraw from all courses during a semester and leave the university must submit a written request to their Academic Advisor before withdrawing. Students who are not enrolled for three consecutive semesters will become inactive and will not be eligible to enroll in courses. Students who withdraw from the university or become inactive must formally apply for reinstatement before returning. Please also refer to the Academic Inactivity Policy in the *NSU Student Handbook*.

DEGREE PROGRAMS

Master of Accounting

Program Philosophy

The Master of Accounting program prepares students for accounting careers, enhances the knowledge of career professionals, and lays a prerequisite for more advanced accounting education through flexible learning formats.

Program Competencies and Objectives

1. **Accounting Knowledge:** Our students will apply accounting knowledge in the core sub-disciplines.

   Learning Objective 1: Our students will demonstrate competence in applying accounting knowledge attained in core accounting sub- disciplines.

2. **Critical Thinking:** Our students will be critical thinkers.

   Learning Objective 1: Students will apply critical thinking processes to evaluate complex problems.

   Learning Objective 2: Students will use emerging technology to apply analytical skills to accounting data

3. **Communication:** Our students will be adept communicators.

   Learning Objective 1: Our students will prepare a well-supported business document.

4. **Ethics:** Our students will be ethical in their professional decision making.

   Learning Objective 1: Our students will formulate ethical decisions in a professional context.

Curriculum

Students **with** an Undergraduate Degree in Accounting	
Curriculum 30 credits *	
15 credits *	
ACT 5713	Accounting Theory (3)
ACT 5721	Accounting Professional Ethics (3)
ACT 5725	Financial Statement Analysis (3)
ACT 5730	Accounting Analytics (3)
TXX 5760	Survey of Taxation: Individuals, Entities, and Property (3)
Students **without** an Undergraduate Degree in Accounting	
Curriculum 30 – 51 Credits *	
Core 15 – 36 credits*	
ACT 5001	Introductory Accounting (3) *
ACT 5004	Cost Accounting (3) *
ACT 5006	Intermediate Accounting I (3) *
ACT 5007	Intermediate Accounting II (3) *
ACT 5009	Advanced Accounting (3) *

ACT 5010	Auditing (3) *
ACT 5713	Accounting Theory (3)
ACT 5721	Accounting Professional Ethics (3)
ACT 5725	Financial Statement Analysis (3)
ACT 5730	Accounting Analytics (3)
ACT 5731	Accounting Information and Control Systems (3) *
TXX 5760	Survey of Taxation: Individuals, Entities, and Property (3)

In addition to the core courses above for the MACC, students will choose a major of study from the listing below.

ACCOUNTING ANALYTICS (15 CREDITS)

ACT 5741 Financial Reporting and Data Analytics (3)

ACT 5743 Data Analytics in Auditing (3)

BIA 5471 Digital Transformation and Analytics Strategy (3)

BIA 5485 Data Mining and Predictive Analytics Fundamentals (3)

ISEC 0615 Fundamentals of Cybersecurity (3) (**, ***)

** Course is not eligible for HCBE tuition award.

*** Course does not follow HCBE refund, withdrawal schedule. Refer to College of Computing AI, and Cybersecurity academic calendar *https://computing.nova.edu/graduate/cal.html* for applicable dates.

PUBLIC ACCOUNTING (15 CREDITS)

ACT 5717 Forensic Accounting and Fraud Examination (3)

ACT 5741 Financial Reporting and Data Analytics (3)

ACT 5743 Data Analytics in Auditing (3)

Two electives, (6), from ACT or TXX prefix with course number that begins with 57xx. A maximum of one course (3 credits) coming from HCBE graduate courses outside of accounting or taxation may be approved at the discretion of the accounting & taxation department chair. Students who have not completed a course addressing business law should pursue ACT 5783 Modern Business Law for Accountants (3).

TAX (15 CREDITS)

TXX 5767 IRS Practice and Procedure (3)

TXX 5769 Tax Planning & Research (3)

TXX 5771 Partnership Taxation (3)

TXX 5775 Corporate Taxation (3)

One elective, (3), from ACT or TXX prefix with course number that begins with 57xx. A maximum of one course (3 credits) coming from HCBE graduate courses outside of accounting or taxation may be approved at the discretion of the accounting & taxation department chair.

Relevant elective courses for all MACC Majors include, unless otherwise noted:

ACT 5717 Forensic Accounting and Fraud Examination (3)

ACT 5741 Financial Reporting and Data Analytics (3)

ACT 5743 Data Analytics in Auditing (3)

ACT 5780 Accounting Internship (3)

ACT 5783 Modern Business Law for Accountants (3)

ACT 5792 CPA Exam Review (3)

TXX 5767 IRS Practices and Procedures (3)

TXX 5769 Tax Planning & Research (3)

TXX 5771 Partnership Taxation (3)

TXX 5775 Corporate Taxation (3)

FIN 5130 Financial Management (3) ***

MGT 5105 Managing Organizational Behavior in a Dynamic and Complex World (3) ***

MKT 5125 Marketing Decisions for Managers (3) ***

Total Curriculum Requirements: 30-51 credits

Note: If the equivalent of any required graduate course was taken at the undergraduate level, courses must be substituted for elective courses. Students intending to qualify for the CPA exam should work closely with the Accounting Department to ensure their program will satisfy Florida requirements.

* Course may be waived at the discretion of the department chair or designee. Waivers will only be considered when an equivalent course with a grade of C or higher has been earned in the past 10 years. Refer to the section titled *Prerequisite Courses* for additional information.

** Course is not eligible for HCBE tuition award.

***Courses may be taken as electives with permission from the department chair.

STEM Designated MACC Major

The Huizenga College of Business and Entrepreneurship offers the Accounting Analytics major with a STEM-designation. Per the United States Department of Homeland Security, a STEM-designated program falls within one of the four categories of science, technology, engineering, and math. International students with an F-1 visa should consult with the Office of International Affairs (*intl@nova.edu*) to learn more about the benefits available to them under *Optional Practical Training (OPT)* and *STEM-designated majors*.

Professional Certifications

Accounting certification is one key measure of expertise, professionalism, and quality. The MACC program prepares students to become Certified Public Accountants (CPA), Certified Management Accountants (CMA), and Enrolled Agents (EA).

Certified Public Accountant (CPA) Educational Requirements (Florida)

Students pursuing CPA licensure should review the current educational and licensure requirements established by the Florida Board of Accountancy. For current educational requirements, students should consult the *Florida Board of Accountancy Educational Requirements*. For current licensure requirements,

students should consult the *Florida Board of Accountancy Licensure Requirements*. Students are responsible for reviewing the applicable requirements to determine eligibility for CPA licensure.

Work Experience Rule

Individuals who sat for the CPA examination prior to 1984 must provide evidence of one year of public, academia, or industry accounting experience or one year of employment by a unit of federal, state, or local government in a position which required the use of accounting skills under the supervision of a licensed certified public accountant or approved chartered accountant.

In 2008, the Florida legislature expanded the work experience requirement to include all applicants for CPA licensure regardless of when they sat for the CPA examination. In addition to experience obtained in public accounting and government, the 2008 legislative change also allows experience obtained in industry and academia. Excess upper division accounting courses may be used to meet the general business requirement. However, elementary accounting classes are never acceptable for credit. Neither are courses for non-accounting majors nor any MBA courses equivalent to elementary accounting.

Graduates of a Master of Accounting Program offered through an accredited institution such as Nova Southeastern University are eligible to sit for the Certified Public Accountancy Examination in any U.S. State, its territories, the District of Columbia, and Puerto Rico. Students should note that requirements for professional licensure can vary drastically by state. Because these requirements can change frequently and often without notice, it is strongly encouraged and is the responsibility of the student to ensure the degree they earn will meet requirements for licensure in the state in which they seek to be licensed. The H. Wayne Huizenga College of Business and Entrepreneurship Master of Accounting degree does not meet all licensure requirements in a student's state of residence. Students should refer to their state licensing body for further information or contact the accounting and taxation department. For licensing board contact information and approval status, please see below. *https://nasba.org/stateboards/*

Students are responsible for keeping current on state requirements. All inquiries concerning CPA requirements should be addressed to:

Florida Board of Accountancy
240 NW 76th Drive, Suite A Gainesville, FL 32607
Phone: (850) 487-1395
Fax: (352) 333-2508
http://www.myfloridalicense.com/DBPR/certified-public-accounting/licensure/

Certified Management Accountant (CMA) Requirements

All inquiries regarding the CMA program should be addressed to:

Institute of Management Accountants
10 Paragon Drive
Montvale, New Jersey 07645-1718 (800) 638-4427
Website: *https://www.imanet.org/cma-certification?ssopc=1*

Enrolled Agent (EA)

An enrolled agent is a person who has earned the privilege of representing taxpayers before the Internal Revenue Service and is the highest credential awarded by the IRS. To receive this credential, individuals must either pass a three-part comprehensive IRS test covering individual and business tax returns or have experience as a former IRS employee. In order to maintain this elite status, enrolled agents must adhere to ethical standards and complete 72 hours of continuing education courses every three years.

More information can be found at this link from the IRS website: *https://www.irs.gov/tax-professionals/enrolled-agents/enrolled-agent-information*

Master of Business Administration

Program Competencies and Objectives

1. **Business Knowledge:** Our students will apply business knowledge in the core business disciplines.

   Learning Objective1: Our students will demonstrate competence in applying business knowledge attained in core business disciplines.

2. **Critical Thinking:** Our students will be critical thinkers.

   Learning Objective 1: Students will apply critical thinking processes to evaluate complex problems.

3. **Communication:** Our students will be adept communicators.

   Learning Objective 1: Our students will deliver compelling oral presentations.

   Learning Objective 2: Our students will prepare a well-supported business document.

4. **Teamwork:** Our students will be team players.

   Learning Objective 1: Our students will collaborate on projects.

One-Year MBA Curriculum With Concentrations

Students **with** an Undergraduate Degree in Various areas of Business	
Curriculum 30 *	
Core 21 credits *	
MGT 5105	Managing Organizational Behavior in a Dynamic & Complex World (3)
MKT 5125	Marketing Decisions for Managers (3)
FIN 5130	Financial Management (3)
ACT 5140	Accounting for Decision Makers (3)
ISM 5150	Information Strategy for Digital Transformation (3)
QNT 5160	Analytical Modeling for Decision Making (3)
MGT 5170	Applying Strategy for Managers (3)
Students **without** an Undergraduate Degree in Various areas of Business	
Curriculum 30 – 39 *	
Core 21 - 30 credits*	
ACT 5001	Introductory Accounting (3) *
FIN 5008	Business Finance (3) *
QNT 5000	Foundations of Business Statistics (3) *
MGT 5105	Managing Organizational Behavior in a Dynamic & Complex World (3)
MKT 5125	Marketing Decisions for Managers (3)
FIN 5130	Financial Management (3)
ACT 5140	Accounting for Decision Makers (3)
ISM 5150	Information Strategy for Digital Transformation (3)
QNT 5160	Analytical Modeling for Decision Making (3)
MGT 5170	Applying Strategy for Managers (3)

Students pursuing the One-Year MBA will choose a concentration of study from the listing below.

BUSINESS (9 CREDITS)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

DIGITAL MARKETING (9 CREDITS)

Choose three from the following:

MKT 5256 Digital Content Marketing (3)

MKT 5257 Customer-Centric Digital Marketing (3)

MKT 5258 Social Commerce (3)

MKT 5259 Digital Customer Experience (3)

ENTREPRENEURSHIP (12 CREDITS)

ENT 5961 Foundations of Entrepreneurship and Innovation (3)

ENT 5965 Product Innovation and Commercialization (3)

ENT 5970 Entrepreneurship/Finance (in place of FIN 5130) (3)

ENT 5975 The Startup Experience (3)

HEALTHCARE MANAGEMENT (9 CREDITS)

CHS 5050 Health Systems Management (3)

CHS 5300 Principles of Leading Changes, Collaboration, and Team Science in Complex Health Systems (3)

CHS 5400 Translational Research in Complex Health Systems (3)

Professional / Online

MBA Core Curriculum (21-30 Credits)

Students **with** an Undergraduate Degree in Various areas of Business	
Curriculum: MBA HRM 39 Curriculum: All Other MBA Majors 36	
Core 21 credits *	
MGT 5105	Managing Organizational Behavior in a Dynamic & Complex World (3)
MKT 5125	Marketing Decisions for Managers (3)
FIN 5130	Financial Management (3)
ACT 5140	Accounting for Decision Makers (3)
ISM 5150	Information Strategy for Digital Transformation (3)
QNT 5160	Analytical Modeling for Decision Making (3)
MGT 5170	Applying Strategy for Managers (3)
Students **without** an Undergraduate Degree in Various areas of Business	
Curriculum: MBA HRM 39 - 48 Curriculum: All Other MBA Majors 36 - 45	
Core 21 - 30 credits*	
ACT 5001	Introductory Accounting (3) *
FIN 5008	Business Finance (3) *
QNT 5000	Foundations of Business Statistics (3) *
MGT 5105	Managing Organizational Behavior in a Dynamic & Complex World (3)
MKT 5125	Marketing Decisions for Managers (3)
FIN 5130	Financial Management (3)
ACT 5140	Accounting for Decision Makers (3)
ISM 5150	Information Strategy for Digital Transformation (3)
QNT 5160	Analytical Modeling for Decision Making (3)
MGT 5170	Applying Strategy for Managers (3)

* Course may be waived at the discretion of the department chair or designee. Waivers will only be considered when an equivalent course with a grade of C or higher has been earned in the past 10 years. Refer to the section titled *Prerequisite Courses* for additional information.

In addition to the core courses above for the MBA, students will choose a major of study from the listing below. These classes are offered in the weekend, evening, or online formats, but not necessarily in all three.

BUSINESS (15 CREDITS)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

BUSINESS INTELLIGENCE ANALYTICS (15 CREDITS)

BIA 5471 Digital Transformation and Analytics Strategy (3)

BIA 5476 Data Management and Business Intelligence (3)

BIA 5485 Data Mining and Predictive Analytics Fundamentals (3)

BIA 5495 Business Intelligence/ Analytics Lab (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

ENTREPRENEURSHIP (18 CREDITS)

ENT 5961 Foundations of Entrepreneurship and Innovation (3)

ENT 5965 Product Innovation and Commercialization (3)

ENT 5970 Entrepreneurship/Finance (in place of FIN 5130) (3)

ENT 5975 The Startup Experience (3)

Choose two from the following:

ENT 5899 Entrepreneurship Internship (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

FINANCE (15 CREDITS)

FIN 5540 Banking (3)

FIN 5545 Financial Engineering (3)

FIN 5550 Investment Strategies (3)

FIN 5570 Advanced Corporate Finance (3)

Choose one from the following:

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

FIN 5580 Finance Internship (3)

HEALTHCARE MANAGEMENT (15 CREDITS)

CHS 5050 Health Systems Management (3)

CHS 5200 Financial Environment in Complex Health Systems (3)

CHS 5300 Principles of Leading Changes, Collaboration, and Team Science in Complex Health Systems (3)

CHS 5400 Translational Research in Complex Health Systems (3)

CHS 5500 Practicum in Complex Health Systems (3)

HUMAN RESOURCE MANAGEMENT (18 CREDITS)

HRM 5310 Managing Human Resources (3)

HRM 5360 Human Resource Development (3)

HRM 5365 Talent Management (3)

HRM 5375 Managing Total Rewards (3)

HRM 5380 Employee Relations (3)

Choose one from the following:

HRM 5355 Strategic Human Resource Management (3)

MGT 5680 Master of Business Administration Internship (3) *

*MBA/HRM students taking this course will encounter some HRM 5355 coursework.

MANAGEMENT (15 CREDITS)

HRM 5310 Managing Human Resources (3)

MGT 5380 Building and Leading Teams (3)

MGT 5631 Leading People and Organizations (3)

MGT 5686 Leading Creativity and Innovation (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

MARKETING (15 CREDITS)

MKT 5205 Consumer Behavior (3)

MKT 5225 Social Media and Influencer Marketing (3)

MKT 5245 Marketing Research (3)

MKT 5270 Managing Marketing Communications (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

PROCESS IMPROVEMENT (15 CREDITS)

PIM 5450 Quality Management (3)

PIM 5455 Project Management (3)

PIM 5460 Process Improvement Methods (3)

PIM 5465 Process Improvement Practicum (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

SUPPLY CHAIN MANAGEMENT AND OPERATIONAL SYSTEMS (15 CREDITS)

SCM 5410 Supply Chain Operations Management (3)

SCM 5415 Managing International Transportation and Logistics (3)

SCM 5421 Supply Chain Information Systems (3)

PIM 5455 Project Management (3)

XXX XXXX Open elective course in HCBE excluding CHS, ISEC, MSIT, and MMIS prefixes (3)

INTERNSHIP OPTION: Students can enroll in a three–credit Internship course as an open elective or as

indicated above. Students interested in this option must speak to their Academic Advisor at least one term prior to registration.

STEM Designated MBA Majors

The Huizenga College of Business and Entrepreneurship offers three MBA majors with a STEM-designation; Business Intelligences and Analytics, Process Improvement, and Supply Chain Management and Operational Systems. Per the United States Department of Homeland Security, a STEM-designated program falls within one of the four categories of science, technology, engineering, and math. International students with an F-1 visa should consult with the Office of International Affairs (*intl@nova.edu*) to learn more about the benefits available to them under *Optional Practical Training (OPT)* and *STEM-designated majors*.

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Master of Public Administration

Program Philosophy

You want to change lives for the better, help families, and strengthen communities. Some of the best opportunities to do that are found at the state and local levels, as opposed to massive federal agencies. With more than 90,000 units of government at the state and local level in the United States, professionals like you are in high demand.

Our M.P.A. will provide you with a foundation in advanced public administration skills, but with a more focused view on state and local administration. Our curriculum is designed to help you understand the social, economic, and political context in which public decisions are made. You'll receive instruction from faculty with public administration experience outside of the classroom, so that what you learn is practical and immediately useful.

In addition, you'll benefit from being part of a program that is accredited by NASPAA, which is widely considered the global standard in public service education. Upon completion of the program, you'll have obtained the skills necessary to lead public and community agencies and advance your professional career.

Program Competencies and Objectives

1. **Public Sector Knowledge:** Our students will apply knowledge and skills in public policy and administration

   Learning Objective 1: Our students will demonstrate competence in applying public policy and administration theories, perspectives, and practices to enhance the policy process

2. **Analytical Decision-Making:** Our students will be analytical decision-makers

   Learning Objective 1: Students will apply financial, economic, statistical, and technological models to make evidence-based decisions on public sector projects

3. **Communication:** Our students will be effective communicators

   Learning Objective 1: Students will compose technically proficient and professional public sector documents appropriate for the intended audience.

   Learning Objective 2: Students will arrange and deliver persuasive and productive oral presentations to convey information and findings on public sector projects

4. **Critical Thinking:** Our students will be critical thinkers

   Learning Objective 1: Students will apply critical thinking processes to evaluate complex social problems within the public sector

5. **Ethical Leadership:** Our students will be ethical leaders

   Learning Objective 1: Students will employ effective, ethical leadership skills and community welfare principles to public sector situations

MPA Curriculum (36 Credits)

PUB 5409 Public Administration in Theory and Application (3)

PUB 5429 Public Sector Statistical Analysis (3)

PUB 5438 Public and Non-Profit Strategic Management (3)

PUB 5439 Administrative Law and Ethics in the Public Sector (3)

PUB 5449 Public Policy Analysis (3)

PUB 5459 Managing Information and Technology in the Public Sector (3)

PUB 5469 Public Finance (3)

PUB 5926 Public Budgeting (3)

PUB 5932 Sustainable Community Development (3)

REE 5878 Real Estate Development Process: Part I (3)

Select one of the following:

GIS 5866 Intro to Geographic Information Systems (3)

PUB 5925 Leadership Public Sector (3)

CAPSTONE:

Students must have completed 30 credit hours in the Public Administration Program before taking the capstone. Select one of the following:

PUB 5945 Master of Public Administration Integrative Seminar (3)

PUB 5941 Public Administration Internship (3)

Master of Science in Digital Marketing

Program Philosophy

Businesses now recognize the need for not only profit driven strategies, but strategies to include people and the planet. Sustainability is a foundational principle in companies today. The skills students need to expand to include the ever-burgeoning use of digital media as a business source. This creates the need for digital marketing strategies that communicate this concept. The degree in sustainable digital marketing is well suited to the HCBE strategic plan. It is an innovative program and will help our students be "the Best for Our World TM." The HCBE Vision states that, "Graduates of HCBE will innovate, influence, and transform organizations that are "Best for Our World TM." Our students will have the knowledge and skill to transform a company's way of doing business.

Program Competencies and Objectives

1. **Digital Marketing Knowledge:** Students have a knowledge of the functional areas in digital marketing.

   Learning Objective 1: Students can demonstrate knowledge of all areas of digital marketing.

2. **Critical Thinking:** Students are critical thinkers.

   Learning Objective 1: Students use critical thinking skills to solve digital marketing problems.

3. **Analytical Skills:** Students will be analytical thinkers.

   Learning Objective 1: Students will apply analytical skills to digital marketing problems.

4. **Communication:** Students will be adept communicators.

   Learning Objective 1: Students will prepare well-written business documents.

Curriculum (30 Credits)

MKT 5125 Marketing Decisions for Managers (3)

MKT 5225 Social Media and Influencer Marketing (3)

MKT 5256 Digital Content Marketing (3)

MKT 5257 Customer-Centric Digital Marketing (3)

MKT 5258 Social Commerce (3)

MKT 5259 Digital Customer Experience (3)

Choose four of the following:

BIA 5485 Data Mining and Predictive Analytics Fundamentals (3)

MKT 5205 Consumer Behavior (3)

MKT 5245 Marketing Research (3)

MKT 5255 AI-Driven Marketing Analytics (3)

MKT 5270 Managing Marketing Communications (3)

Master of Science in Finance

Program Philosophy

We believe that putting the needs of people and the planet in line with profits can harness the power of business to deliver better outcomes. Recently, sustainability has moved from a niche concept to a globally recognized strategic priority, increasingly viewed as essential to business operations and success.

The M.S. in Finance aims to provide students with the knowledge and technical skills required to pursue careers in investment banking, portfolio management, and financial analysis in public and private firms. The program's unique feature involves the application of business practices to help people make decisions that impact the triple-bottom line of people, planet, and profit. This is a specialized degree program that has more depth than a typical M.B.A. in finance degree program. It provides the students with a strong analytical background in finance with application to corporate finance, banking, investments, derivatives, and international finance.

Program Competencies and Objectives

1. **Finance Knowledge:** Our students will apply their knowledge of theories and practices in financial management and sustainability.

   Learning Objective 1: Our students will demonstrate competence in applying financial knowledge and sustainability.

2. **Critical Thinking:** Our students will be critical thinkers.

   Learning Objective 1: Students will apply critical thinking processes to evaluate complex problems in financial management and investment situations.

3. **Communication:** Our students will be adept communicators.

   Learning Objective 1: Our students will deliver compelling oral presentations.

   Learning Objective 2: Our students will prepare a well-supported business document.

4. **Teamwork:** Our students will be team players.

   Learning Objective 1: Our students will collaborate on projects.

Curriculum

Students **with** an Undergraduate Degree in Various areas of Business	
Curriculum 30 credits *	
Core 12 credits *	
ACT 5140	Accounting for Decision Makers (3)
ECN 5060	Economic Thinking (3)
FIN 5130	Financial Management (3)
FIN 5595	Finance Research Methods (3)
Students **without** an Undergraduate Degree in Various areas of Business	
Curriculum 30 - 42 credits *	
Core 12-24 credits*	
Micro or Macro Economics (3) *	
ACT 5001	Introductory Accounting (3) *
FIN 5008	Business Finance (3) *

QNT 5000	Foundation of Business Statistics (3) *
ACT 5140	Accounting for Decision Makers (3)
ECN 5060	Economic Thinking (3)
FIN 5130	Financial Management (3)
FIN 5595	Finance Research Methods (3)

Select 6 from the following:

FIN 5504	Real World Finance (3)
FIN 5515	International Finance (3)
FIN 5540	Banking (3)
FIN 5545	Financial Engineering (3)
FIN 5550	Investment Strategies (3)
FIN 5570	Advanced Corporate Finance (3)
FIN 5590	Quantitative Financial Analysis (3)
FIN 5580	Finance Internship (3)

* Course may be waived at the discretion of the department chair or designee. Waivers will only be considered when an equivalent course with a grade of C or higher has been earned in the past 10 years. Refer to the section titled *Prerequisite Courses* for additional information.

STEM Designated MS/FIN Major

HCBE's MS in Finance is STEM designated. Per the United States Department of Homeland Security, a STEM-designated program falls within one of the four categories of science, technology, engineering, and math. International students with an F-1 visa should consult with the Office of International Affairs (*intl@nova.edu*) or visit to learn more about the benefits available to them under *Optional Practical Training (OPT)* and *STEM-designated majors*.

Master of Science in Human Resource Management

Program Philosophy

The overriding goal of the program is to prepare human resource management professionals and those in support services with the knowledge to enhance their organizations' effectiveness. Students learn the importance of treating human resources as significant elements in the attainment of organizational goals and objectives.

Program Competencies and Objectives

1. **Business Knowledge:** Students have a knowledge of the functional areas of HR.

   Learning Objective 1: Students are able to pass a knowledge test on the functional areas of HR.

2. **Critical Thinking:** Students are critical thinkers.

   Learning Objective 1: Students use critical thinking skills to solve HR problems.

3. **Ethics:** Students will be ethical decision makers.

   Learning Objective 1: Students will apply ethical framework to HR decisions.

4. **Communication:** Students will be adept communicators.

   Learning Objective 1: Students will prepare well-written business documents.

   Learning Objective 2: Students will deliver compelling oral presentations.

Curriculum (30 Credits)

MGT 5105 Managing Organizational Behavior in a Dynamic and Complex World (3) *

HRM 5310 Managing Human Resources (3) *

HRM 5320 Career Development (3)

HRM 5341 Human Resources Analytics (3)

HRM 5360 Human Resource Development (3)

HRM 5365 Talent Management (3)

HRM 5375 Managing Total Rewards (3)

HRM 5380 Employee Relations (3)

HRM 5390 Advanced Organizational Development (3)

Select one of the following two courses:

HRM 5355 Strategic Human Resource Management (3)

MGT 5680 Master of Business Administration Internship (3)

Notes:

* Students are encouraged to take MGT 5105 and HRM 5310 in their first term.

Master of Science in Real Estate Development

Terry W. Stiles School of Real Estate Development

The Terry W. Stiles School of Real Estate Development was formed to honor the memory and the legacy of Terry Stiles as a visionary real estate developer and Broward County business leader. He was instrumental in developing the curriculum, served as a member of the M.S. RED Advisory Board, and regularly participated in program related events, classes, site tours, competitions, and guest lectures. He also provided ongoing guidance and financial support to the program. Students and faculty found him to be a ready resource by serving as a personal and professional mentor to numerous students. Many of these NSU graduates remark that he helped guide them far beyond graduation.

A permanent endowment fund has been created to be used for scholarships that will be awarded to top performing students in the Master of Science in Real Estate Development Program

Program Competencies and Objectives

1. **Business Knowledge:** Our students will have knowledge and skills in real estate development.

   Learning Objective 1: Our students will apply their knowledge in all areas of real estate development.

2. **Analytical Decision-Making:** Our students will be analytical decision makers.

   Learning *Objective* 1: Our students will use analytical skills to solve real estate problems.

3. **Communication:** Our students will be adept communicators.

   Learning Objective 1: Students will prepare well-written business documents.

   Learning Objective 2: Students will deliver compelling oral presentations.

4. **Technology-Related Skills:** Our students will be technology savvy in Real Estate Development.

   Learning Objective 1: Our students will use appropriate technology to analyze Real estate development projects.

Real Estate Curriculum (30 Credits)

GIS 5867 Geographic Information Systems (3)

REE 5862 Real Estate Market Analysis (3)

REE 5865 Real Estate Construction Principles (3)

REE 5878 Real Estate Development Process: Part I (3)

REE 5879 Real Estate Development Process: Part II (3)

REE 5880 Real Estate Finance (3)

REE 5881 Real Estate Law and Ethics (3)

REE 5882 Land Use Planning and Project Design (3)

REE 5887 Real Estate Investments (3)

REE 5895 Real Estate Financial Modeling (3)

At the discretion of M.S. RED Director, one (or more) of the following courses may be substituted in place

of one (or more) of the other M.S./RED courses.

GIS 5866 Intro to Geographic Information Systems (3)

GIS 5868 Advanced GIS (3)

REE 5864 Real Estate Development Software (3)

REE 5866 Real Estate Special Topics (3)

REE 5899 Real Estate Development Internship (3)

Certificate in Public Accounting

The certificate in public accounting requires 18-36 credits. A notation of a certificate area is indicated on a student's transcript and a certificate is awarded to the student. Students must adhere to identical admission criteria as degree- seeking students.

Certificate courses may not be taken while completing graduate degree courses. Students may apply appropriate certificate courses toward the completion of a master's degree if financial aid was not used to help pay tuition and other fees; and if the certificate courses are transferred before completion of the certificate. Students cannot transfer certificate courses toward a master's degree after the awarding of the certificate.

Grades earned in certificate courses calculate into a student's Graduate GPA unless the student has his or her certificate conferred prior to taking the courses. In addition, certificate courses that calculate into the students' GPA are subject to all Academic Standards requirements (see Table of Contents for Academic Standards). Students pursuing a degree are not eligible to get a certificate if those courses are part of their degree. An exception to this is if a student is pursuing an open elective course as part of one major and completes a course that is included in a different major.

Students must complete the certificate program in a maximum of three years.

Public Accounting (18-39 Credits)

ACT 5001 Introductory Accounting (3) *

ACT 5004 Cost Accounting (3) *

ACT 5006 Intermediate Accounting I (3) *

ACT 5007 Intermediate Accounting II (3) *

ACT 5009 Advanced Accounting (3) *

ACT 5010 Auditing (3) *

ACT 5731 Accounting Information and Control Systems (3) *

ACT 5713 Accounting Theory (3)

ACT 5721 Accounting Professional Ethics (3)

ACT 5725 Financial Statement Analysis (3)

ACT 5730 Accounting Analytics (3)

TXX 5760 Survey of Taxation: Individuals, Entities, and Property (3)

One elective from ACT or TXX prefix with course number that begins with 57xx

* Courses may be waived at the discretion of the department chair if appropriate coursework has been completed prior to pursuing the certificate.

This certificate is intended for a candidate with an undergraduate degree in accounting.

Doctor of Public Administration

Program Philosophy

Lead Innovatively. Inspire Change. Become an accomplished leader in the public or nonprofit sector. Tap into your interests to make real changes to policy and practice in state and local government or within the third sector. As executive positions in these sectors continue to grow, the skills and knowledge you gain in the Doctor of Public Administration (D.P.A.) program will prepare you to lead, motivate, and inspire.

Nova Southeastern University's D.P.A. program is designed to build the skillsets of emerging leaders in public service. It provides a grounding in the theories and applications of management and policy in the public and nonprofit sectors with a curriculum that provides a strong foundation and allows for flexibility. Expand your professional network and engage in vital experiential learning opportunities.

Graduates will emerge equipped to address the social, economic, and political challenges of leadership with the confidence to advance change.

Program Competencies and Objectives

1. **Analytical Decision-Making**: Our students will be analytical decision-makers.

   Learning Objective 1: Utilize evidence-based decision making for policy and practice. Our students will be able to collect, synthesize, and analyze available data and resources to promote actions and policies that improve the public service.

2. **Critical Thinking and Leadership**: Our students will be critical thinkers and leaders.

   Learning Objective 1: Lead and manage through knowledge and innovation. Our students will be able to assess, adapt, and guide public and nonprofit organizations into the future through an applied understanding of relevant scholarly and applied research and processes.

3. **Civility and Understanding**: Our students will utilize civility and understanding.

   Learning Objective 1: Engage civilly with a range *of* organizational leaders. Our students will be capable of knowing and applying concepts of discourse and cultural competence and apply those ethically to the public service.

4. **Progressive Approach**: Our students will utilize progressive approaches through service.

   Learning Objective 1: Address need and *provide* solutions that create real change. Our students will target existing and potential problems related to the public and nonprofit sectors broadly and develop resolutions that bridge the gaps of theoretical knowledge to practical application.

5. **Respect**: Our students will consider all citizens.

   Learning Objective 1: Develop policy promoting respect for all citizens. Our students will understand how to build policies and *programs* around a broad knowledge of the citizenry and value democratic principles when building solutions.

DPA Curriculum (60 Credits)

GIS 6800 Geospatial Statistics Seminar (4)

PUB 6000 Public Management and Leadership Theory and Practice (4)

PUB 6100 Public Affairs and Public Administration Research Design (4)

PUB 6200 Analysis in Practice for Public Administration (4)

PUB 6400 Doctoral Closure Proposal Seminar (4)

PUB 6449 Perspectives on Policy Analysis (4)

PUB 6500 Design Thinking and Innovation in Public Sector (4)

PUB 6600 Strategic Human Resources in Public Management (4)

PUB 6700 Planning Local Economic Development (4)

PUB 6900 Doctoral Closure Seminar (20)

PUB 6927 Program Evaluation and Performance Management (4)

Comprehensive Examination

Students seeking the doctoral degree are required to pass the comprehensive examination following the completion and passing of PUB 6000, 6100, 6200, 6449, and 6927.

Students are permitted to take the comprehensive exam twice. The exam must be passed in its entirety prior to a student's continuation in the program. Any exception to this policy requires approval by the doctoral curriculum committee. Students who fail to pass the comprehensive exam on the second attempt will be dismissed from the program.

Closure Proposal and Final Exercise

During the second-year summer semester, students must enroll and complete a Doctoral Proposal Closure Seminar. Successfully completing moves the student to candidacy. The proposal shall consist of a complete review of the relevant topic or project, discussion of the relevant literature, and a methodological overview. To move to candidacy, each student will provide a sufficient written proposal satisfying the depth required by their committee, and then an oral defense of their project or research in the final week of the course.

Upon the conclusion of the oral presentation of the proposal, the committee shall go into closed session to determine one of three outcomes:

- ***Pass*** – The committee unanimously, or with only a maximum of one dissenting member, determines the student to pass. Successful completion shall be documented through a doctoral closure proposal completion form and filed with the Doctoral Program Director.
- ***Marginal Pass with Conditions*** – The committee determines that the student meets the requirements of the completeness of the proposal, but there is a deficiency in the overview, literature, or methodology that needs review. Should the committee determine a marginal pass with conditions, those conditions shall be outlined on the doctoral closure proposal completion form and the student must satisfy those conditions prior to progressing with their final project or research. Upon completion of the conditions and approval by the appropriate doctoral program administrator or committee, the student may progress to their final closure exercise.
- ***Fail*** – A failing result requires all but one committee member to declare the defense a 'fail.' Should the student receive a 'fail,' they are provided with two options: 1) request and attempt a retake, or 2) termination of the program. A student may only request a retake on one occasion. If a student, during their retake, receives a second 'fail,' they are automatically terminated from the program.

Once the student progresses to their final closure exercise, they will complete their project closure as a

written and oral report of the activities and findings. Upon completion of their written portion, students shall receive approval from the Chairperson to advance to a final defense. Chairpersons shall file an advance to closure defense form with the Doctoral Program Director to provide notice of the defense and allow the Director time to assign appropriate space for the defense.

The closure defense can occur at any time during the year. During the defense, the student shall have three components: 1) initial presentation of the project or research, 2) questions from the committee members and audience, and 3) recommendations with the decision made by the committee following an intermission for deliberation. During the initial presentation and questions from the committee and audience, anyone in the NSU community is welcome to attend and participate in the question-and-answer session. Presentations are allotted up to 30 minutes for completion with an additional 60 minutes for questions and answers.

Once the question-and-answer period is complete, the committee shall deliberate in private regarding the merits of the report, presentation, and responses to questions to determine a result from the defense. The committee is presented with three options for results:

- ***Pass*** – Students receiving a "pass" are considered complete and successful in their doctoral studies. Upon receiving a "pass," there may be minor revisions expected within the written portion of the report that should be completed, along with any formatting requirement, and reported to the Chairperson. If a "pass" is awarded, the doctoral closure completion form shall be signed and submitted to the Doctoral Program Director immediately following the defense and deliberation. This signals successful completion of the requirements.
- ***Conditional Pass with Major Revisions*** – A "conditional pass with major revisions" is determined when one or more of the committee believes the work is not satisfactory, but is capable of achieving the necessary quality with key revisions to the report. When a committee makes this determination, the student shall discuss those conditions with the members and develop a plan for completion. Upon completing the items discussed, the student shall discuss with their Chairperson the corrections and may submit to the remainder of the committee upon agreement with the Chairperson. Once all members believe the conditions are satisfied, they shall complete the doctoral closure completion form, signaling successful completion of the requirement.
- ***Fail*** – All or all but one of the committee members may choose to issue a "fail." Receiving such a result is considered terminable for the program. A student may appeal to the whole of the Department for the potential to retry their defense. The decision of the whole of the faculty shall be final. A successful appeal shall allow the student time to review and edit their report and present their closure once again. Upon receiving permission for a second attempt, students shall consult with their Chairperson on the necessary changes and schedule a second defense. Any "fail" in the second defense shall not be challengeable and result in program termination.