

NSU Florida

2025–2026 Student Handbook

Dr. Kiran C. Patel College of Allopathic Medicine

Nova Southeastern University Student Handbook

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.

This handbook and the policies and programs set forth herein are effective through the academic year 2025–2026 or until superseded. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Students are required to comply with all policies and procedures written in the entire handbook. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

The university recognizes that individual programs require different times for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program. All program/center catalogs, bulletins, and handbooks carry this information. Students should refer to their individual program's or center's catalog and/or student handbook for further information about academic programs, policies, and procedures.

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Foreword/Reservation of Power

Foreword

For the purpose of promoting its educational mission, Nova Southeastern University (NSU) has the inherent right to preserve order and maintain stability through the setting of standards of conduct and the prescribing of procedures for the enforcement of such standards. In addition to maintaining order and stability, 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 penalties. 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. This assures 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 handbook.

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 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 handbook defines a violation more stringently or differently than local/state law, the handbook'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 conduct violations.

Students are also subject to rules and regulations that apply to academic programs of the various schools and colleges of the university, including, but not limited to, the Code of Student Conduct and Academic Responsibility. Students should familiarize themselves with their individual college academic, conduct, and professionalism standards, in addition to the information contained in the *NSU Student Handbook*.

Students who engage in conduct that endangers their 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. The determination as to the student's participation and progress is to be made by the NSU Student Behavioral Concerns Committee. The university 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, is detrimental to the health or safety of the student or others. Policies and procedures associated with the Student Behavioral Concerns Committee can be found on the NSU Student Conduct website 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 penalties as may be deemed appropriate. Students should also be aware that disciplinary action may impact eligibility for scholarships or other institutional financial aid. Furthermore, admission of a student to NSU for any semester does not imply or guarantee that such student will be reenrolled in any succeeding academic semester. 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 be a contract or part of a contractual agreement between NSU and the student. Handbooks and catalogs are in effect upon publishing and will remain in effect until superseded by a new handbook/catalog. 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 enact such changes at any time. Reasonable notice may be furnished to the university community of any substantive changes but is not required. It is the responsibility of each student to remain informed about any changes to student handbooks and academic catalogs as they are published on the NSU website.

Whenever specific titles are used in these procedures, they shall include the appropriate designee of the person bearing these titles. Whenever references to the singular appear in this handbook, the plural is also intended; whenever the plural is used, the singular is also intended. Wherever a reference is made to the masculine gender, the feminine gender is included.

Failure to read this handbook or catalog does not excuse the student from the rules, policies, and procedures contained within the student handbook or catalog. The rights and responsibilities that follow take effect immediately upon publication of this document.

University Vision Statement, Mission Statement, and Core Values

NSU's Vision

Enhance Nova Southeastern University's reputation as a leading professional-dominant, doctoral research university providing competitive career advantages to our students and fostering alumni and partnership connections.

NSU's Mission

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

NSU Core Values

Student-Centered

Academic Excellence

Scholarship and Research

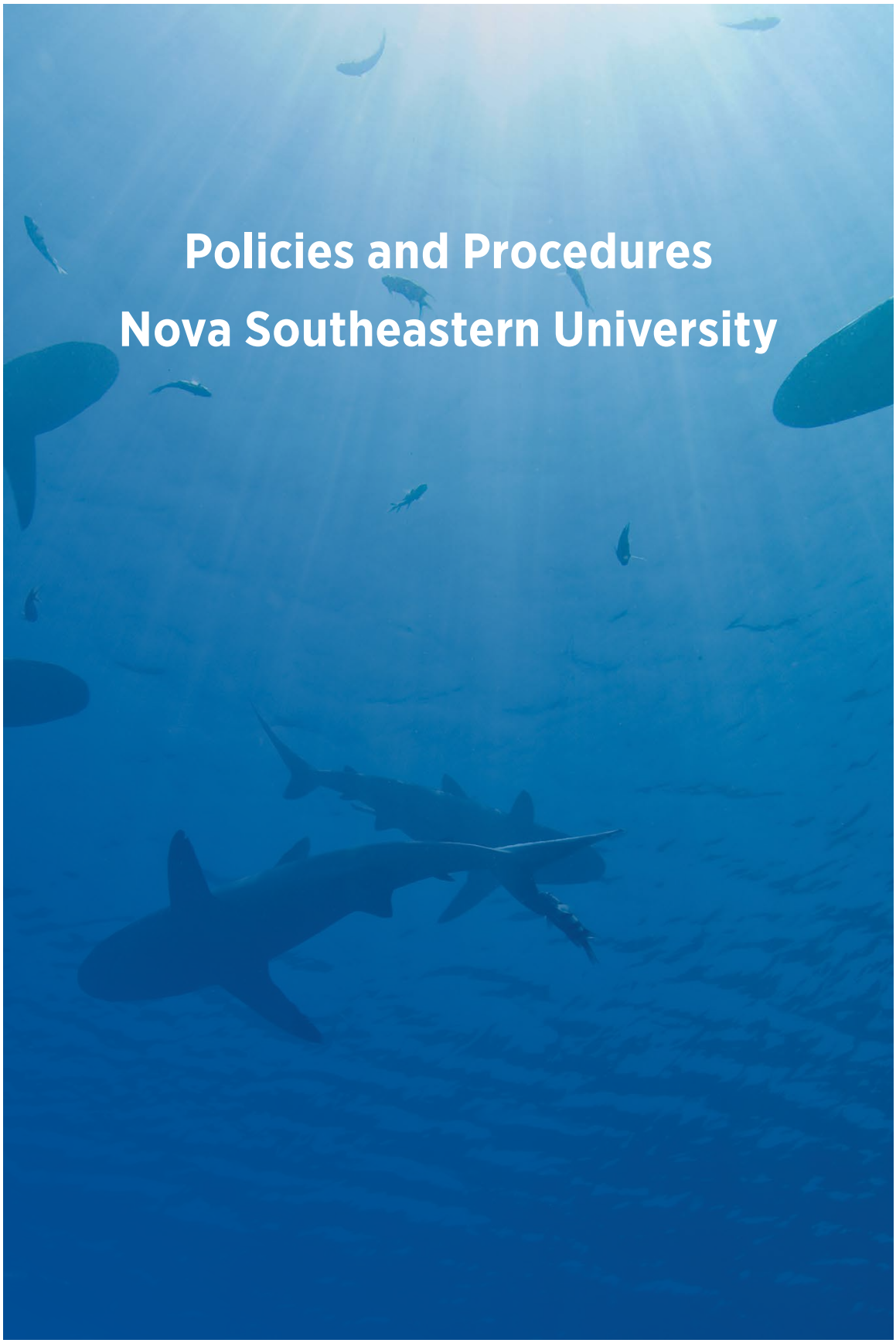
Innovation

Opportunity

Community

Diversity

Integrity



Policies and Procedures
Nova Southeastern University

Statement on Student Rights and Responsibilities

As a community, Nova Southeastern University (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.

University Equal Opportunity/Nondiscrimination Policy

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in any discrimination or harassment against any individuals because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, gender, military service, veteran status, or political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone

with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment. This nondiscrimination policy applies to NSU's education activities and programs, including admissions; enrollment; scholarships; loan programs; athletics; employment; and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, gender, military service, veteran status, or political beliefs or affiliations, to all the rights, privileges, programs, and activities generally accorded or made available to students at NSU, and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The person listed below has been designated to handle inquiries and complaints regarding perceived discrimination and NSU nondiscrimination policies.

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.

NSU's Title IX coordinator is Laura Bennett.

Laura Bennett
Title IX Coordinator/Managing Director of Title IX Compliance
(954) 262-7858 • *laura.bennett@nova.edu*
nova.edu/title-ix

Mailing Address
Office of Human Resources
3300 S. University Drive
Fort Lauderdale, FL 33328-2004

The office of the Title IX coordinator is remote/virtual with team offices in the Campus Support Building (170B and 174). Please visit *nova.edu/title-ix* to review NSU's Title IX nondiscrimination 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.

All other inquiries or complaints regarding perceived discrimination should be directed to

Benjamin Johnson, Ed.D.
Dean of Students
(954) 262-7281 • *bj379@nova.edu*

Distance Education Student Complaint Process

Nova Southeastern University provides several means through which a student may address complaints and grievances. In order to resolve academic grievances, complaints, and concerns in an expeditious, fair, and amicable manner, students are asked to consult their respective *college catalog or student*

handbook for information on the appropriate grievance procedures. The link above provides academic catalogs for each Nova Southeastern University college. Students are urged to exhaust all possible internal avenues for resolution before filing complaints with external agencies.

In the unlikely event that an issue cannot be resolved internally, students may file a complaint with the following external agencies:

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

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

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

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

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students and alumni certain rights with respect to their education records. These rights include the following:

- The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. A student should submit to the Office of the University Registrar a written request that identifies the record(s) the student wishes 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 the amendment of the student's education record that the student believes is inaccurate or misleading. Students who believe their education records contain information that is inaccurate or misleading, or is otherwise in violation of the students' privacy or other rights, may discuss their concerns informally with the Office of the University Registrar. If the decision is in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period that the records will not be amended and will be informed by the Office of the University Registrar of the student's right to a formal hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes 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 (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official(s) in performing their tasks. School officials have a legitimate education interest if the school officials need to review an education record in order to fulfill their professional responsibility. Upon request, the university may disclose educational records, without consent, to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment and transfer.

- The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605, concerning alleged failures by Nova Southeastern University to comply with the requirements of FERPA.
- The right to be notified of students' rights under FERPA annually. The Office of the University Registrar sends a FERPA notification via email to all students each fall.

Nova Southeastern University hereby designates the following student information as public or directory information; such information may be disclosed by the institution for any purpose, at its discretion:

- student name
- local and home address
- telephone numbers
- email addresses
- photo ID
- major field of study
- participation in sports
- place of birth
- dates of attendance
- degrees, honors, and awards received
- enrollment status
- year in school
- anticipated graduation date
- photographs and video recordings taken in public places

Please know, however, that Nova Southeastern University's directory information policy is to never release this information to any third-party vendors.

Release of Student Information

A student can give consent to permit Nova Southeastern University to discuss and/or release personally identifiable information to a third party such as a spouse, a parent, a guardian, etc. Students can

manage this consent in Self-Service Banner/SharkLink (*nova.edu/roi*). However, the university is under no obligation to discuss and/or release personally identifiable information from a student's education record to a third party, except in limited circumstances under FERPA, or when legally compelled to do so.

A student may also withhold directory information (as defined above) by completing the *Request to Prevent Disclosure of Directory Information Form*. A student is warned, however, that some of the consequences of preventing disclosure of directory information may be undesirable: a student's name will not be published on the Dean's List or commencement program, and requests from prospective employers are denied, and the student cannot be communicated with over the telephone. The only legal means of communicating with a student who submitted a Request to Prevent Disclosure of Directory Information Form is in person or through NSU email. Students may visit the registrar's website at *nova.edu/registrar/services/ferpa.html* for more information about rights with respect to their education records.

Conduct Notifications

University personnel may use administrative discretion with parental or legal guardian notification, in writing and/or by phone, of a student younger than 21 years of age when violations of university alcohol or drug policies occur, or when a student's health or safety is at issue.

Deceased Student Records

Records of a deceased student will be made available to the parent(s), spouse, or executor/executrix of the deceased student and other authorized parties upon written request. The request must include the need for the records, must identify the requestor's relationship to the deceased student, and must be accompanied with an official record certifying authorization to receive the student records—e.g., assignment as executor/executrix. An official copy of the death certificate must accompany the request, if the university does not have prior notice of the student's death. The university reserves the right to deny the request. For additional assistance on this matter, students should contact the Office of the University Registrar.

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 covered and noncovered functions. As such, covered health clinics at NSU are subject to the requirements of the HIPAA Privacy and Security Regulations, as well as policies implemented by NSU.

Pursuant to the HIPAA Privacy and Security Regulations, each covered health clinic at NSU is responsible for enacting privacy and security policies and procedures. Thus, the various health clinics at NSU that provide patient care in a HIPAA-covered setting have enacted such policies and procedures. 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 100 percent of the degree requirements, the earned Nova Southeastern University degree will automatically be conferred. As long as student accounts are free from any academic or financial holds, students 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*.

Code of Student Conduct and Academic Responsibility

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

In support of the Code of Student Conduct and Academic Responsibility, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college or center. Student violations of conduct standards, university policies, and/or procedures will be handled by the Office of the Vice President for Student Affairs or through the individual college, when appropriate. An academic unit, as a result of professional education standards/requirements, may have additional procedures to address student misconduct. Reports of student sexual misconduct are subject to the Title IX/Sexual Misconduct Policy and related procedures, which may ultimately result in sanctions as described in the Code of Student Conduct and Academic Responsibility. When a report of student sexual misconduct falls outside of the jurisdiction of Title IX, it will be referred for adjudication in accordance with the Code of Student Conduct and Academic Responsibility. Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs website. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

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

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

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

Academic Standards

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

The following acts violate the academic honesty standards:

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

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

Students are expected to comply with the following academic standards:

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

- Referencing the works of another author—All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each academic program's specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their program and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center. At NSU, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards is considered plagiarism at NSU.

- Tendering of information—All academic work must be the original work of the student. Knowingly giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited. This includes the posting of course content, exam questions and/or answers, or other work submitted for academic credit to online sources or otherwise making such materials publicly available without the prior consent of appropriate faculty members and/or their academic program.

- Acts prohibited—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:

  - plagiarism
  - any form of cheating
  - conspiracy to commit academic dishonesty
  - misrepresentation
  - bribery in an attempt to gain an academic advantage
  - forging or altering documents or credentials
  - knowingly furnishing false information to the institution

- Additional matters of ethical concern—Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

Academic Inactivity Policy

NSU requires all students to make consistent progress toward obtaining a degree or certificate at the university. Any student who does not complete a course and earn credit(s) for three consecutive semesters/four terms will be considered inactive and withdrawn from the university, excluding any semesters/terms where the student is on an approved leave of absence, administrative break in enrollment, or other university-approved period of temporary absence. Students withdrawn pursuant to this policy who wish to continue their academic program are required to follow the readmission process as detailed in their college or academic program's student handbook/catalog. Readmission is solely at the discretion of the student's college or academic program and may include specific conditions, including the repeat of courses or the entirety of the academic program, when deemed appropriate by the college/academic program. Additionally, students may be subject to the admissions standards and academic program requirements as outlined in the student handbook/catalog for the academic year in which the student is seeking readmission. While this policy is intended to set forth the maximum period of academic inactivity, colleges and academic programs are permitted to adopt more stringent standards, i.e., shorter time periods of inactivity that will lead to withdrawal. Students should consult with their college or academic program for additional information about the maximum period of academic inactivity applicable to their course of study.

Conduct Standards

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

NSU University-Wide 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 notify the NSU dean of students at *bj379@nova.edu* or (954) 262-7281 within three calendar days after the start of the semester. 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 penalty 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.

2025: Sundown on Sat., April 12 through Sundown on Mon., April 14 **2026:** Sundown on Wed., April 1 through Sundown on Fri., April 3	*First two (2) days of Passover*	**Judaism**
2025: Sundown on Fri., April 18 through Sundown on Sun., April 20 **2026:** Sundown on Tues., April 7 through Sundown on Thurs., April 9	*Last two (2) days of Passover*	**Judaism**
2025: Sundown on Sat., August 2 through Sundown on Sun., August 3 **2026:** Sundown on Wed., July 22 through Sundown on Thurs., July 23	*Tisha B'Av*	**Judaism**
2025: Sundown on Fri., June 6 through Sat., June 7 **2026:** Sundown on Wed., May 27 through Sundown on Thurs., May 28	*Eid al-Adha*	**Islam**
2025: Sundown on Sun., March 30 through Sundown on Mon., March 31 **2026:** Sundown on Thurs., March 19 through Sundown on Fri., March 20	*Eid-al-Fitr**	**Islam**
2025: Sundown on Mon., September 22 through Sundown on Wed., September 24 **2026:** Sundown on Fri., September 11 through Sundown on Sun., September 13	*Rosh Hashanah*	**Judaism**
2025: Sundown on Wed., October 1 through Sundown on Thurs., October 2 **2026:** Sundown on Sun., September 20 through Sundown on Mon., September 21	*Yom Kippur*	**Judaism**

**Date varies and is subject to change.*

2025: Sundown on Mon., October 6 through Wed., October 8 **2026:** Sundown on Fri., September 25 through Sundown on Sun., September 27	*First two (2) days of Sukkot*	**Judaism**
2025: Sundown on Mon., October 13 through Sundown on Wed., October 15 **2026:** Sundown on Fri., October 2 through Sundown on Sun., October 4	*Shemini Atzeret /Simchat Torah*	**Judaism**
2025: Sundown on Sat., November 2 through Sundown on Sun., November 3 **2026:** Sundown on Tues., November 10 through Sundown on Wed., November 11	*Birth of the Báb /Birth of Bahá'u'lláh*	**Bahá'í**
2025: Sundown on Sun., June 1 through Sundown on Tues., June 3 **2026:** Sundown on Thurs., May 21 through Sundown on Sat., May 23	*Shavout*	**Judaism**

A. General Administrative Policies and Guidelines

A.1 Alcohol Policy

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

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

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

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

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

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

Any violation of these laws may result in disciplinary action, including, but not limited to, probation, suspension, or expulsion from the university.

Guidelines for the Use of Alcohol at University Student Events

- Nova Southeastern University functions, which are student oriented, may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Vice President for Student Affairs.
- Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.
- One-quarter hour before the approved ending time of the event, ticket sales will stop.
- Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
- An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined when the request for the event is submitted for review/approval.
- No organization or individual may purchase beer or wine for an event. No other alcohol is permitted.
- A full-time university employee will be present during an event at which beer and wine are served. If the faculty adviser of the organization is not available, the organization must identify which other university employee will be attending the event. The organizational contact of the event must be present during the entire event as a point of contact for the university.

- The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies; rather, these guidelines should be used in conjunction with any and all other university policies.
- Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Vice President for Student Affairs, screening people entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having had enough alcohol before or during the event.
- Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.
- It shall be at the discretion of the Office of the Vice President for Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.
- Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Vice President for Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

A.2 Appropriate Conduct and Consensual Relationships Policy

Sexual relationships between an NSU faculty or staff member or an administrator and a student—who are not married to each other, or who do not have a preexisting analogous relationship—is inappropriate whenever the NSU faculty or staff member or administrator has or will have a professional responsibility for the student in such matters as teaching a course or in otherwise evaluating, supervising, or advising a student as part of a school program. An NSU faculty or staff member or administrator who is closely related to a student by blood or marriage, or who has a preexisting analogous relationship with a student, should eschew roles involving a professional responsibility for the student. See Guidelines for Appropriate Conduct and Ethical Behavior for Employees Policy for full text.

A.3 Drug-Free Schools and Campuses

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

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

* The term “illicit drugs” refers to all illegal drugs and to legal drugs obtained or used without a physician’s order. It does not prohibit the use of prescribed medication under the direction of a physician. However, in accordance with federal law, NSU does not permit the possession or use of marijuana on NSU property

or during NSU-sponsored activities for any purpose. As such, the possession or use of medical marijuana, even if authorized under state law, is prohibited on NSU property and during NSU-sponsored activities.

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

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

NSU Programs	Community Programs
Center for Student Counseling and Well-Being For an appointment, call (954) 424-6911 or (954) 262-7050. Student Affairs Building, 3rd floor 3300 S. University Drive Fort Lauderdale, FL 33328-2004 *nova.edu/studentcounseling*	**Florida Department of Education, Office of Safe Schools** 325 West Gaines Street, Room 1444 Tallahassee, FL 32399 (850) 245-0416 • *SDFS@fldoe.org* *fldoe.org/safe-schools*
Healthy Lifestyles Guided Self-Change Program For an appointment, call (954) 262-5968 or email *gsc@nova.edu.* 3300 S. University Drive Fort Lauderdale, FL 33328-2004 *nova.edu/gsc*	**Florida Department of Children and Families Substance Abuse Program Office** 2415 N. Monroe Street, Suite 400 Tallahassee, FL 32303 (850) 487-2920 *myflfamilies.com/service-programs/substance-abuse*
	Broward Behavioral Health Coalition 3521 W. Broward Boulevard Lauderhill, FL 33312 (954) 622-8121 *bbhcflorida.org*
	Alcoholics Anonymous: (954) 462-0265 Narcotics Anonymous: (954) 476-9297

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

A.4 Excused Absences for Participation in Cocurricular Activities

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

A.5 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.

A.6 Health Policies

NSU Student Health Insurance Requirement

NSU requires all students to carry adequate health insurance coverage. Therefore, all NSU students will automatically be enrolled in the NSU Student Health Insurance Plan and their student accounts will be charged when they register for classes. Students who reside and take classes outside of the United States are exempt from this requirement. Students who already have health insurance must opt out of the NSU Student Health Insurance Plan each academic year by the given waiver deadline for their program. For detailed information, including waiver deadlines, access to the online waiver, NSU Student Health Insurance Plan features, costs, and more, students should visit the *Office of the University Bursar* website.

Immunization Requirements

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

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

- Meningococcal meningitis
- Hepatitis B—You must show proof of one of the following:
  - immunization with three doses of hepatitis B vaccine
  - blood test showing the presence of hepatitis B surface antibody, substantiation of immunity is required
- Measles (rubella)—You must show proof of one of the following:
  - immunization with two doses of measles vaccine, the first given on or after the first birthday, the second given at least 30 days after the first, and BOTH in 1958 or later
  - blood test showing the presence of the measles antibody
- Rubella—You must show proof of one of the following:
  - one dose of rubella vaccine on or after the first birthday, and in 1969 or later
  - blood test showing the presence of the rubella antibody
- MMR (Measles, Mumps, Rubella)
  - two doses of the vaccine may be given instead of individual immunizations
  - one dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later
  - Exemptions or waivers may be obtained at the university's discretion if the individual is 18 years of age or older, or the individual's parent, if the individual is a minor, declines the vaccinations by signing a separate waiver provided by the institution for each of these vaccines, acknowledging receipt and review of the information provided. Exemptions will not necessarily be accepted by the student's program center. Other students may be subject to the immunization requirements in order to participate in clinical or practicum studies. Students are advised to consult with their program to determine whether the refusal will affect their ability to continue their studies.

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

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

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

- HRS (Department of Health and Rehabilitative Services)
- childhood immunization records
- school immunization records
- military service records
- document(s) indicating blood tests

Communicable Diseases Guidelines

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

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

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

A.7 Student Account Holds

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

A.8 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.

A.9 Indebtedness to the University

By registering for courses at Nova Southeastern University, the student accepts financial responsibility for payment of all institutional costs including, but not limited to, tuition, fees, housing, health insurance, and meal plan (if applicable), and any additional costs when those charges become due. Payment is due in full at the time of registration for graduate and professional students. Undergraduate institutional charges; including tuition, fees, and housing, if applicable; must be paid in full or satisfied with payment arrangements by August 1 (for the fall semester) and December 1 (for the winter semester). NSU *e*Bill notices are sent the middle of each month to the student's NSU email address. However, to avoid late charges, students should not wait for the notice to pay their tuition and fees. A student will not be able to register for future semesters with outstanding balances from previous semesters. If a student has a balance 30 days after the start of the semester, a hold and a $100 late fee will be placed on the student's account. This hold freezes student services, including, but not limited to, campus residence hall check-in, future registration, and use of the NSU RecPlex. It will remain on the student's account until the balance has been paid in full. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. Students with delinquent accounts will be liable for any costs associated with the collection of unpaid charges, including attorney fees and court costs. All registration agreements shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Broward County, Florida, regardless of the student's domicile.

FORCE MAJEURE

NSU's duties and obligations to the student shall be suspended or modified immediately, without notice, during all periods that the university determines it is closed or ceases or modifies or curtails operations because of force majeure events including, but not limited to, any fire or any casualty, flood, earthquake, hurricane, lightning, explosion, strikes, lockouts, prolonged shortage of energy supplies, riots or civil commotion, act(s) of God, war, governmental action, act(s) of terrorism, infectious diseases, epidemic, pandemic, physical or structural dangers, or any other event beyond the university's control. 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) will be postponed, canceled, or modified until such time as the school, in its sole discretion, may safely reopen or resume normal operations. Under no circumstances, except as otherwise required by federal or state statute, 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 necessitated by act(s) of God, university or 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.

UNIVERSITY FEES

NSU offers to all students—on campus, online, clinical, or hybrid—the same quality education and many opportunities for student benefits depending on the educational modality selected. Therefore, the university sets the overall student fees on an aggregate, student-centric basis for the entire student body. The overall costs exceed the amount collected from student fees charged to all students.

These student fees are blended together with high-tech systems, student activities, and many other essential student services that make a complete, integrated university. This mission transcends the development and ultimate determination of the amount of student fees for all students, irrespective of their choice of learning modality. NSU fees are annually approved by the Board of Trustees—in the spring—for the upcoming academic year. Rates are subject to change without notice. The below fees are assessed for all NSU students. Additional fees, such as acceptance, access, and lab fees, may be assessed by the student's college and/or program.

Student Health Insurance Fees (coverage period)

- coverage May 1, 2025–April 30, 2026.....$2,430.00
- coverage June 1, 2025–May 31, 2026.....$2,430.00
- coverage July 1, 2025–June 30, 2026.....$2,430.00
- coverage August 1, 2025–July 31, 2026.....$2,430.00
- coverage May 1, 2025–July 31, 2026
  (final-year health college students 15 months of coverage).....$3,042.00

All NSU students are required to maintain health insurance. Students who already have comparable coverage may waive out of the NSU plan. Fees are assessed per semester.

Student Services Fees (per semester)

- 1–3 credits.....$340.00
- 4 or more credits.....$680.00

Late Payment Fee.....$100.00
(Assessed for any account with an outstanding balance at 30 days into the semester.)

Official Electronic Transcript Fee.....$17.00

Official Printed Transcript Fee.....$19.50 (domestic), $22.00 (international)

A.10 Leave of Absence Policy

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience certain circumstances that prevent them from maintaining an active status through continuous enrollment must consult with their academic advisor, program office, or the Office of the Dean of Students representative to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. Failure to qualify for—or timely

return from—an LOA may have a significant impact on a student's ability to procure future financial aid and may result in the student being placed into a loan repayment status with the student's lender pursuant to applicable federal regulations. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance. An approved LOA may be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of the University Registrar's website at *nova.edu/registrar/policies/leave-of-absence-policy*.

ADMINISTRATIVE BREAK IN ENROLLMENT

An administrative break in enrollment is a temporary, institution-initiated pause in enrollment granted exclusively to graduate and professional students enrolled in lockstep, cohort-based programs. This category of leave allows students to separate from their program, without formally withdrawing from the university, in cases where continuity of the program is impacted by exceptional personal or academic challenges.

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

A.11 International Travel Registration Requirement and Program

NSU faculty and staff members and students travel across the globe to teach, conduct research, present at seminars and workshops, attend conferences, and study. The university maintains a central international travel registration program that assists travelers on NSU-related business or study. It provides assessment of health and safety issues associated with traveling to international destinations, and it supplies important contact information for services and assistance in the event of an emergency.

As per university policy, all faculty and staff members and students traveling to international destinations on NSU-related trips are required to complete the *NSU Travel Registration process*.

A.12 Jurisdiction of University Policies and Procedures

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

A.13 Off-Campus Residency

The university does not approve, inspect, or supervise any off-campus student residences. The university does expect, however, that students living off campus will conduct themselves in a manner that will reflect credit on themselves and the university, which includes observing all local, state, and federal laws as well as all rules and regulations contained in this handbook.

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

A.14 Student Organization Rights and Responsibilities

All NSU students are eligible to join university student organizations. Student organizations must be registered with the Office of Campus Life and Student Engagement each year in order to be considered a student organization with rights and privileges on campus, including the reservation and/or use of university facilities. Information on establishing any other type of student organization or maintaining a current one can be obtained by contacting the Office of Campus Life and Student Engagement at the Don Taft University Center, or online at *nova.edu/campuslife/organizations/registration.html*. With the exception of fraternities and sororities, the Office of Campus Life and Student Engagement grants final approval for the creation of student organizations.

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

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

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

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

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

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

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

A.15 Stewardship of Student Records

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

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

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

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

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

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

A.16 University Computer and Telecommunications Use Policy

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

Acceptable Use of Information Technology Resources and All Other Policies

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

NSU's information technology resources are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. All users must have proper authorization for the use of the university's information technology resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the university's information technology resources. Users must be aware of the legal and moral responsibility for ethical

conduct in the use of information technology resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

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

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

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

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

- using information technology resources to invade the privacy of another user/individual
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at personal information)
- creating a false email address
- propagating electronic mail chain, pyramid schemes, or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a website without permission
- posting a university site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements

- releasing or threatening to release a virus, worm, or other program that damages or otherwise harms a system, network, or data
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems, networks, or data outside the university
- improper peer-to-peer file sharing
- viewing, distributing, downloading, posting, or transporting child or any pornography via the web, including sexually explicit material for personal use that is not required for educational purposes
- using university resources for unauthorized purposes (e.g., using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
- violating federal copyright, intellectual property, and/or trademark laws or the NSU copyright, intellectual property, and/or policy

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

Enterprise Username and Password Policy

Policy Rationale

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

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

Policy Statement

Usernames must be assigned to each individual user to access any NSU network. Passwords must meet the minimum standards set by the chief information security officer and, if possible, applications and devices providing access to technical resources must technically enforce them. Faculty and staff members, vendors, and students must adhere to the standards for all systems and applications that come into contact with the university's technical resources.

Remedies

The university reserves the right to

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

Electronic Mail Communications

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

Web Pages—Use of Material

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

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

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

- web pages
  - Copyright 2005 (your name). All rights reserved.

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

A.17 University Copyright and Patent Policy

NSU seeks to promote respect for intellectual property and a culture of copyright compliance throughout its community. In an effort to ensure compliance university-wide, NSU has published the following policies:

- *Copyright and Patent*
- *Use of Copyright-Protected Works in Education and Research*
- *Copyright Guidelines for Electronic Course Reserves*

A.18 University Title IX/Sexual Misconduct Policy

NSU's Title IX/Sexual Misconduct Policy may be found online at *nova.edu/title-ix*, which is the most up-to-date version of the policy and related procedures. Additional information regarding the specific violations related to Title IX/Sexual Misconduct Policy can be found in Section C of this handbook. Please be advised that the policy and procedures on the Title IX website supersede any other version of this policy or related procedures.

A.19 Bathroom Policy

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

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

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

- the person is a parent, guardian, relative, or caregiver aiding or chaperoning a child under the age of 12, an elderly person, or a person with a disability
- the person is a law enforcement officer or government official/representative for regulatory purposes
- the person is an emergency medical assistance worker, or someone is needed to intervene in any emergency

- the person is a staff member/worker doing custodial work, maintenance, or an inspection when the exclusive-use restroom or changing facility is not in use
- the designated exclusive-use restroom or changing facility, matching an individual's sex, is out of order or under repair and another designated exclusive-use restroom or changing facility is not occupied by a person of that sex

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

A.20 Demonstration Policy

See policy info at *nova.edu/academic-affairs/demonstration-policy.html*.

B. Specific Conduct Violations

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

B.1 Alcoholic Beverages

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

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

B.2 Animals

No pets or animals, other than fish, are permitted on the NSU campus, including all residence halls, with the exception of assistance animals (trained service animals or approved emotional support animals). There are different policies/processes for trained service animals and emotional support animals. The Service and Support Animal Policy can be found on the *Student Disability Services website*. Students seeking an approved emotional support animal must complete the Housing/Facility Accommodation Request Form and provide documentation to support the accommodation request. The form and documentation guidelines are available on the *Student Disability Services website*. Approved emotional support animals are only permitted in NSU residence halls and may not be taken elsewhere on the NSU campus or into other university property or facilities. Students who need a service animal in campus housing must register with the Office of Student Disability Services and provide the necessary documentation that the service animal meets all requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances and has an annual clean bill of health from a licensed veterinarian. Students who are not living on campus and are using a service animal solely to access the campus environment are encouraged to register with the Office of Student Disability Services but are not required to do so. Students are responsible for the actions of any authorized animal, both trained service animals and approved emotional support animals, that they bring onto the campus grounds or into one of the campus facilities.

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

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

B.3 Assault/Violence

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

B.4 Bribery

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

B.5 Cheating

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is prohibited.

B.6 Complicity

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

B.7 Contracting on Behalf of the University

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

B.8 Damage or Vandalism to Property

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

B.9 Dangerous Items

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

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

A weapon includes

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

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

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

B.10 Disorderly Conduct

Disorderly conduct that is prohibited includes

- loud, threatening, or aggressive behavior or any other behavior which disturbs the peace and/or impedes the rights of others; and/or disrupts the orderly functioning of the university
- lewd, indecent, or obscene conduct or expression made by any means

- disruptive behavior which substantially interferes with, obstructs, or in any way negatively impacts the safety, viewing, or enjoyment of others in the residence halls, classrooms, or at a university-sponsored event, on or off campus

B.11 Distributing or Posting Printed Media

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

B.12 Drugs, Drug Paraphernalia

The possession (including the presence of a substance as identified below within a student's room or contained within a student's possessions), manufacture, distribution, use, abuse, or sale of the following is prohibited:

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

B.13 Emergency Equipment and Procedures

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

B.14 Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to violate any provision of this code is prohibited.

B.15 Failure to Disclose Criminal Offenses

NSU students are required to disclose information about their criminal history and/or new or pending criminal charges. The duty to disclose begins at the time of submission of an admissions application

and continues throughout the entirety of the student's enrollment at NSU, including during temporary periods of inactivity in registration. Students have a continuing duty to disclose

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

Any such information must be disclosed in writing within 10 days of its occurrence to the dean of students, unless the student is applying to, or enrolled in, a college within the university's health colleges, in which case the disclosure must be made to the dean of the student's college. Failing to disclose or timely disclose, omitting, or providing false information relating to any of the above may result in rescission of admissions offers or disciplinary action against a student, up to, and including, dismissal from NSU.

A student's criminal history may have a significant impact on the student's ability to participate in the educational programs of NSU and its affiliates. As such, even if properly disclosed, NSU reserves the right to request additional information concerning any of the above from the student, and to take further action pursuant to the NSU Code of Student Conduct and Academic Responsibility, up to, and including, potential dismissal from NSU.

B.16 False Information (Including Fabrication, Fraud, and Falsification of Records)

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

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

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

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

B.17 Fire

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

B.18 Gambling and/or Games of Chance

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

B.19 Guests

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

B.20 Harassment or Harm to Others

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

B.21 Hate-Based Conduct Violations

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

B.22 Hazing

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

B.23 Health and Safety

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

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

Policies and procedures associated with the Student Behavioral Concerns Committee can be found on the NSU Student Conduct website at *nova.edu/studentconduct/Student%20Behavioral%20Concerns%20Committee%20Policies.html*. Concerns about the well-being of a student can be reported at *nova.edu/studentconduct/report-a-concern.html*.

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

B.24 Identification Cards

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

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

B.25 Interference with University Investigations, Disciplinary Proceedings, or Records

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

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

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

B.26 Lake Swimming

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

B.27 Littering/Projecting Objects

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

B.28 Misuse of Computers or Telecommunications (Technology)

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

B.29 Noise

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

B.30 Online/Internet Social Networking Usage

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

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

B.31 Parking and Motor Vehicle Policy

Failure to comply with the Parking and Motor Vehicle Policy is prohibited and may result in disciplinary action.

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

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

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

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

Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of NSU Public Safety. The maximum speed on any NSU driveway or roadway—excluding those owned and managed by the Town of Davie, Broward County, or the state of Florida—is 15 miles per hour or less. All vehicle operators must obey NSU Public Safety and police direction and instructions regarding operating and parking motor vehicles. For additional information on public safety, parking, and traffic policies and procedures at the university, please visit the NSU Public Safety website at *nova.edu/public-safety*.

B.32 Plagiarism

The adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment is prohibited.

B.33 RecWell Center Policies and Procedures

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

B.34 Removal or Ejection from a University-Sponsored Event

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

B.35 Requests or Orders

All students and guests of NSU are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices, participation in administration and/or judicial proceedings, and the compliance by the stated deadline with all the terms and conditions of all disciplinary sanctions. Additionally, this includes a failure to comply with published guidelines for common areas or with any other university policy. Administrative discretion may be used to place a hold on a student's account if the student fails to comply with the directions of a university official.

B.36 University Housing and Residence Life Policies and Procedures

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

B.37 Retaliation

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

B.38 Smoking/Tobacco-Free Policy

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

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

B.39 Solicitation

Solicitation is defined as any approach of one person by another person for the purpose of buying, exchanging, or selling goods or services, or distributing literature to cause a person to buy, exchange, or sell goods or services, or for the purpose of requesting funds, time membership, goods, services and/or equipment or materials to benefit either the university, its employees, outside organizations, or student organizations.

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

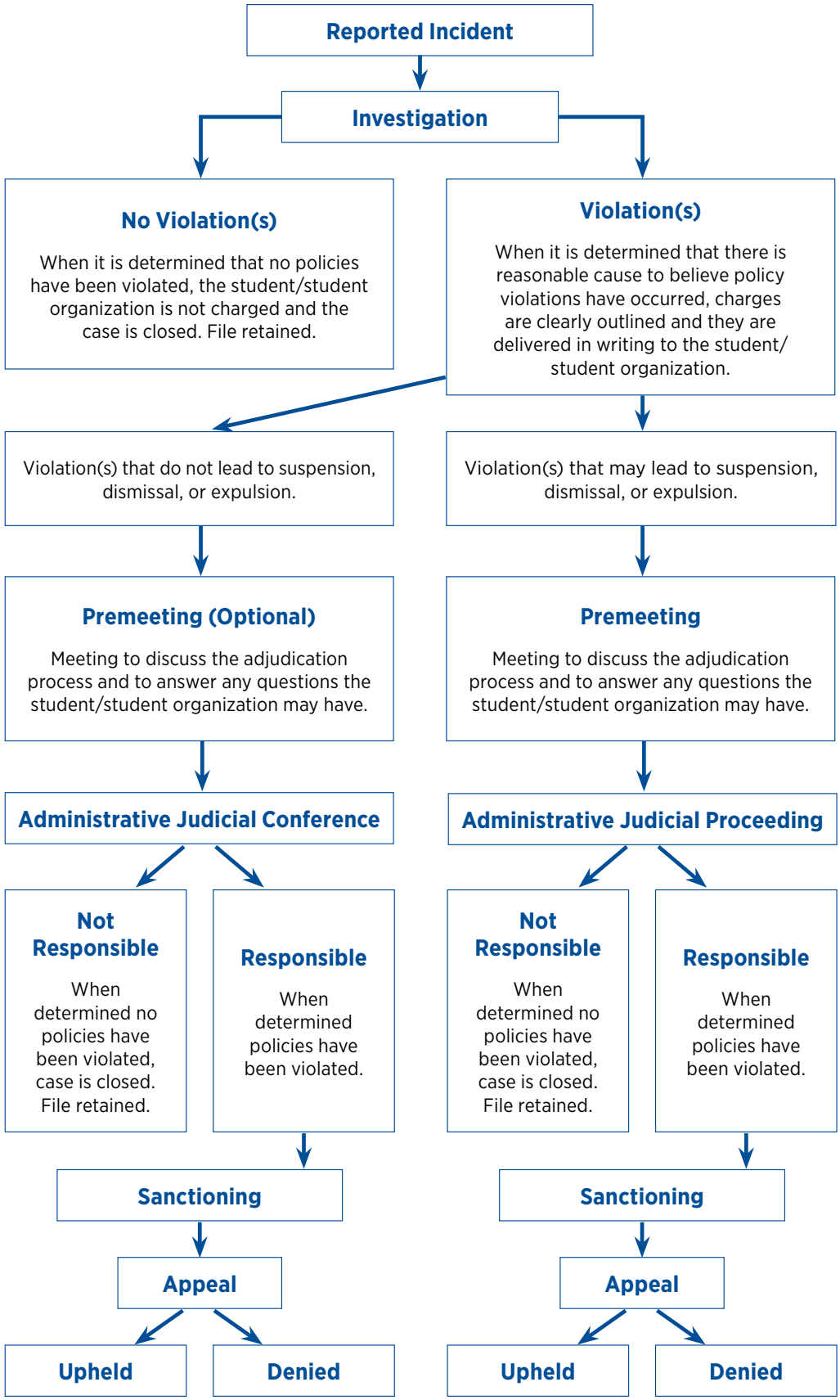
All student on-campus sales and solicitations must be operated or sponsored by a university-recognized student organization and must receive the proper authorization from the *Office of Campus Life and Student Engagement*. The Office of University Housing must approve sales and solicitations in the residence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

B.40 Stalking

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

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

Figure 1


Reported Incident
Investigation
No Violation(s)
When it is determined that no policies have been violated, the student/student organization is not charged and the case is closed. File retained.
Violation(s)
When it is determined that there is reasonable cause to believe policy violations have occurred, charges are clearly outlined and they are delivered in writing to the student/ student organization.
Violation(s) that do not lead to suspension, dismissal, or expulsion.
Violation(s) that may lead to suspension, dismissal, or expulsion.
Premeeting (Optional)
Meeting to discuss the adjudication process and to answer any questions the student/student organization may have.
Premeeting
Meeting to discuss the adjudication process and to answer any questions the student/student organization may have.
Administrative Judicial Conference
Administrative Judicial Proceeding
Not Responsible
When determined no policies have been violated, case is closed. File retained.
Responsible
When determined policies have been violated.
Not Responsible
When determined no policies have been violated, case is closed. File retained.
Responsible
When determined policies have been violated.
Sanctioning
Sanctioning
Appeal
Appeal
Upheld
Denied
Upheld
Denied

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

B.41 *Fraternity and Sorority Life Manual*/Policies

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

B.42 Theft or Unauthorized Possession

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

B.43 Unauthorized Entry

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

B.44 Unauthorized Possession of University Property

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

B.45 Unauthorized Recording

Students are prohibited from making or attempting to make audio or video recordings of members of the university community in any location or situation wherein an individual has reasonable expectation of privacy unless all parties being recorded are aware of, and consent to, such recordings. Students are prohibited from recording audio or video, or taking photographs in classrooms in all modalities (including online classes) without prior written permission from the instructor or pursuant to an approved disability accommodation. Students are further prohibited from reproducing, sharing, or disseminating class content recordings or any portion thereof with individuals who are not registered for the class. Engaging in such activities will be considered a breach of the Code of Student Conduct and Academic Responsibility and subject to disciplinary action.

B.46 Video and/or Audio Copyright Violation

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

B.47 Violation of Disciplinary Status/Conditions

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

B.48 Worthless Checks

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

C. University Title IX/Sexual Misconduct Policy

The complete and most current NSU Title IX/Sexual Misconduct Policy is available online at *nova.edu/title-ix*. The Title IX Resolution Procedures are used to investigate and resolve formal complaints of sexual harassment under Title IX, which include the following:

1. **Quid pro quo Harassment by an Employee**
2. **Denial of Access**
3. **Title IX Sex Offense**
    a. Nonconsensual sexual penetration
    b. Nonconsensual sexual contact
    c. Nonforcible sexual offenses
    d. Dating Violence
    e. Domestic Violence
    f. Stalking
4. **Retaliation**

If a report of sexual misconduct does not fall under the jurisdiction of Title IX, it is subject to the procedures in Section D. University Disciplinary Procedures, as well as any procedural protections afforded by the Violence Against Women Act (VAWA). This includes the violations below, as defined in the Title IX/Sexual Misconduct Policy.

5. **Non-Title IX Sex Offense**
6. **Sexual Harassment**
7. **Gender-Based Harassment**
8. **Sexual Exploitation**
9. **Hostile Environment**

D. University Disciplinary Procedures

D.1 Introduction

A student (or student organization) who is alleged to have violated policies of the NSU Code of Student Conduct and Academic Responsibility and/or any other university policies and procedures (other than the University Title IX/Sexual Misconduct Policy) may be charged under the NSU Student Disciplinary Process. Conduct actions relating to fraternity and sorority student organizations may be addressed in accordance with the student conduct procedures detailed in the *NSU Fraternity and Sorority Life Manual,* at the discretion of the dean of students. A complaint may be made by any member of the university and/or nonuniversity community. The process through which students (or the student organization) are held accountable to university policies and procedures is intended to promote a better understanding of the university community and acceptable behavior for students who are a part of that community. With that in mind, it should be noted that the following processes occur only between the university and each individual student involved in an investigation into possible violations. Parents, friends, significant others, and/or attorneys are not permitted to participate in, or observe, the disciplinary process.

Upon notification that a violation may have occurred, the dean of students and/or designee, will investigate the circumstances of the case using the following process:

The figure on the previous page (Figure 1) illustrates the NSU Student Disciplinary Process for individual students/student organizations (not used for university sexual misconduct cases—please refer to Section D.5):

Personal Rights of a Student (or Student Organization) during the Discipline Process

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

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

c. Right to an adviser—For any alleged violation that will impact student enrollment status, students/student organizations may choose to seek out an adviser. That individual may be present with the students/student organizations during all meetings and/or hearings. An adviser must be either a full-time member of the university staff or faculty, unless 1) the alleged conduct arises under the Title IX/Sexual Misconduct Policy, in which case the Sexual Misconduct Policy procedures will apply, or 2) the student is alleged to have engaged in stalking, domestic violence, dating violence, or sexual assault outside of the Title IX context, in which case the student may select the adviser of the student's choice, in accordance with the policies described in the remainder of this paragraph. The adviser should be someone who understands the policies and procedures used in the student

discipline process. An adviser may not "represent" a student/student organization or speak for the student/student organization at any point. Rather, an adviser may be present to answer questions the involved student/student organization poses directly to the adviser. Regardless of whether a student/student organization chooses to utilize an adviser or not, every effort will be made by the discipline officer adjudicating the process to answer any questions a student/student organization may have before or after any meetings or hearings.

d. Right to an impartial process—Students/student organizations who believe that the judicial officer has a conflict of interest, which prevents them from conducting the student conduct process in an impartial manner, should notify the judicial officer of such allegation, along with any supporting information, in writing, prior to the occurrence of the student judicial conference/proceeding. In such circumstances, an independent administrator will be appointed by the vice president for Student Affairs to review such claims and make a determination if a conflict of interest exists. If the determination is made that a conflict exists, the vice president for Student Affairs will designate a replacement judicial officer to complete the student conduct process. If a determination is made that no conflict exists, the student conduct process will continue with the original judicial officer.

Scheduling

Purpose—Ensure that the student-conduct process is timely.

Procedures

- An email will be sent requesting the student(s) availability for the judicial conference/proceeding and premeeting, if applicable.
- If the student fails to respond within 48 hours, the premeeting and judicial conference/proceeding will be scheduled for the student(s) according to the availability of the hearing officer(s).
- The student(s) will be notified of the scheduled premeeting and judicial conference/proceeding with all relevant details.
- If the conference/proceeding is scheduled during the student's class, a request for an excused absence will be submitted to the student's professor on behalf of the dean of students.
- If a student fails to attend a scheduled premeeting, the student will be deemed to have waived their right to a premeeting.
- If a student fails to attend a scheduled judicial conference/proceeding, the judicial conference/proceeding will be held *in absentia*.

Adjudication Process

Premeeting

Upon receipt of the reported incident(s), the dean of students will conduct an investigation into the allegations. The dean of students has the discretion to designate another individual to conduct the investigation. Upon completion of the investigation, the dean of students will contact the student/student organization to schedule a premeeting in the case of an administrative judicial proceeding, or to schedule the judicial conference. The purpose of the premeeting is to discuss the adjudication process

and to answer any questions the student/student organization may have. Students/student organizations are required to attend a premeeting for violation(s) that may lead to suspension, dismissal, or expulsion (i.e., administrative judicial proceedings). Students have the option to request a premeeting for violation(s) that do not lead to suspension, dismissal, or expulsion (i.e., judicial conferences). Students/student organizations requesting a premeeting prior to their judicial conference must contact the dean of students to schedule it. Where a premeeting occurs, students/student organizations have the option to submit a written statement to the dean of students within five days of the premeeting for consideration.

Notification

Should the investigation reveal that there is reasonable cause to believe a violation of policy occurred, communication of the alleged violation(s) will be provided to a student/student organization via their NSU provided email. Notices to student organizations will be sent via NSU email to the president of the organization. Notices of alleged violations will include

- the university conduct/academic responsibility standard(s) alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood
- a statement of the respondent student's/student organization's rights
- a statement that within five business days of receipt of the notice, the student/student organization must contact the dean of students to schedule a conference/proceeding
- an invitation to provide the judicial officer with any relevant information, evidence, or witnesses in relation to the alleged conduct

For any graduate or professional student who is alleged to have violated the Code of Student Conduct and Academic Responsibility, a copy of the notification of charges will be provided to the dean's office of the student's college. If new conduct issues are brought forth during the student conduct process, additional notice in accordance with this section will be provided to the student. A student/student organization that is alleged to have violated the Code of Student Conduct and Academic Responsibility shall have the matter adjudicated by either an administrative conference or proceeding, based on the alleged violations.

Reasonable effort will be made to have the accused student/student organization misconduct considered expeditiously. If a student withdraws from the university or is no longer an active student, the university may, at its discretion, continue through the disciplinary process without the student's participation, or place the disciplinary process on hold until the student's attempted return to NSU. Students are not permitted to reenter NSU until all outstanding disciplinary cases are resolved. Additionally, degrees will not be conferred to students with pending disciplinary matters until all such matters are resolved.

D.2 Student Judicial Resolution (SJR)

Purpose—Provide students, who opt to take responsibility for an alleged charge(s), a way to accept responsibility without having a formal judicial conference.

- This SJR option is only applicable to cases that are identified as an administrative judicial conference.
- The SJR takes place during the premeeting.
- If the student selects an SJR, the student waives their right to appeal.

Procedures

- Presenting the allegations: The specific allegations against the student will be presented within their Notice to Appear. The student reserves the right to review and read all relevant details and evidence. The student may also ask questions and seek clarification on the charges.
- Accepting Responsibility: The student will be provided with an opportunity to accept responsibility for the alleged charges and sanctions during the premeeting. The SJR agreement form must be signed by the student during the premeeting. The SJR form will be added to the student's case file. If the student is not in agreement with any part of the outcome, the adjudication process will continue as an administrative judicial conference.
- Outcome Letter: If the student accepts responsibility and agrees that they would like an SJR, the student will receive an outcome letter within three business days.

D.3 Judicial Conference

A judicial conference is a meeting related to violation(s) that could not result in suspension, dismissal, or expulsion from the university.

Conference Procedures

Following notification of charges, the accused student/student organization must schedule a conference meeting with the designated discipline officer. If a student/student organization does not respond to a request to schedule a conference, the university reserves the right to continue its disciplinary procedure, conducting an *in absentia* conference. In addition, holds may be placed on a student's account that restrict registration for future semesters.

The conference is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct and Academic Responsibility. The conference meeting will only be open to the accused student/student organization and the discipline officer. The accused student/student organization is presumed not responsible unless the student/student organization accepts responsibility, or is determined responsible for the alleged violation(s) based on the preponderance of the evidence. The dean of students, at their discretion, may hold the proceeding remotely.

At the beginning of the conversation, the discipline officer will review with the accused student/student organization their rights in the process as aforementioned, as well as the alleged violations.

The student/student organization will have the opportunity to provide a response to the allegations (responsible or not responsible). If the student/student organization accepts responsibility, the only determination the discipline officer makes is regarding the sanctions to be imposed. If the student/student organization responds with "not responsible," the student/student organization will be provided the opportunity to provide evidence, a witness, or information for the review of the discipline officer. Any witnesses requested shall be present only during the offerings of their information. Witnesses must be able to provide firsthand, relevant information regarding the case. Character witnesses are not accepted.

In Absentia—If the student/student organization fails to schedule—or appear for—a scheduled conference, and the discipline officer has, in good faith, exhausted reasonable efforts to schedule the meeting, the discipline officer may make a determination based on the information available. If the student/

student organization is found responsible, the officer may impose sanctions. This decision shall be communicated, in writing, to the student/student organization via NSU email. By failing to schedule or appear for a scheduled conference, students/student organizations waive their right to appeal the decision. Failure to appear for a scheduled conference may also result in a student conduct hold.

After the conclusion of the conference, the student/student organization will receive a written statement as to the disposition of the case, with information regarding each violation alleged. For any graduate or professional student, a copy of the final disposition will be provided to the dean's office of the student's/student organization's college.

Sanctions

If, following a judicial conference, the student and/or organization is found in violation of the Code of Student Conduct and Academic Responsibility, the discipline officer will decide on the sanction to be imposed. One or more of the following sanctions may be imposed for violations:

Final Disciplinary Probation—A disciplinary sanction serving notice to a student that the student's behavior is in flagrant violation of university standards, under which the following conditions exist:

a. The sanction is for the remainder of the student's career and may be reviewed by the vice president for Student Affairs no sooner than two regular academic semesters—or equivalent—after the sanction is imposed. After two semesters in attendance, a student may initiate a request, in writing, for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.

b. Another violation of the Code of Student Conduct and Academic Responsibility will result in the minimum of suspension being imposed if the student is found in violation.

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

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

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

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

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

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

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

Counseling Intervention—When extreme behavior indicates that counseling may be beneficial. The student may be referred to the Center for Student Counseling and Well-Being or other university health provider/program.

Other Appropriate Action—Disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, approved through the dean of students, or designee.

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

Appeal Process

An appeal of disciplinary action taken must be in writing and addressed to the Office of Student Conduct within five business days of the receipt of the written disposition of the conference. When appealing a judicial decision, the appeal must fall into one of the following categories:

- The student/student organization has new, relevant evidence that was not available during the investigation or adjudication that would substantially alter the outcome of the case.
- Information that the applicable university procedures were not followed and the deviance would substantially alter the outcome.
- The sanction(s) do not relate appropriately to the violation.

Appeals shall be heard by designated appeal officers. The appellate officer shall not be the same conduct/discipline officer that heard the original case. A written decision will be provided by the vice president for Student Affairs, or designee, within 30 calendar days of receipt of the appeal request. The decision of the vice president for Student Affairs, or designee, will be final.

D.4 Administrative Judicial Proceeding

An administrative judicial proceeding is a meeting conducted for violation(s) that could result in suspension, dismissal, or expulsion.

Administrative Judicial Proceedings

Following notification of charges, the accused student/student organization must schedule an administrative judicial proceeding with the designated discipline officer. If a student/student organization does not respond to a request to schedule a proceeding, the university reserves the right to continue its disciplinary procedure, conducting an *in absentia* judicial proceeding. In addition, holds may be placed on a student's account that restrict registration for future semester(s).

The judicial proceeding is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct and Academic Responsibility. The judicial proceeding will only be open to the accused student,

the student's adviser (should the student choose to have one), the discipline officer, and a recorder. All meetings will be digitally recorded. An individual recorder will be present during the judicial proceeding to ensure this process. The individual has no other role in the judicial proceeding. The recording will be used only for the appellate process. The record will be the property of the university. The dean of students, at their discretion, may hold the proceeding remotely.

The accused student/student organization is presumed not responsible unless the student/student organization accepts responsibility, or are determined responsible for the alleged violation(s) based on the preponderance of the evidence.

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

The student/student organization will have the opportunity to provide a response to the allegations (responsible or not responsible). If the student/student organization accepts responsibility, the only determination the discipline officer makes is regarding the sanctions to be imposed. If the student/student organization responds with "not responsible," the student/student organization will be provided with the opportunity to present evidence, witnesses, or information for the review of the discipline officer. Any witnesses requested shall be present only during the offerings of their information. Witnesses must be able to provide firsthand, relevant information regarding the case. Character witnesses are not accepted.

In Absentia—If the student/student organization fails to schedule—or appear for—a scheduled judicial proceeding, and the discipline officer has, in good faith, exhausted reasonable efforts to schedule the meeting, the discipline officer may make a determination based on the information available. If the student/student organization is found responsible, the officer may impose sanctions. This decision shall be communicated in writing to the student/student organization via NSU email. By failing to schedule or appear for a scheduled conference, students/student organizations waive their right to appeal the decision. Failure to appear for a scheduled proceeding may also result in a student account hold.

After the conclusion of the judicial proceeding, the student/student organization will receive a written statement as to the disposition of the case, with information regarding each violation alleged. For any graduate or professional student, a copy of the final disposition will be provided to the dean's office of the student's/student organization's college.

Sanctions

If, following a judicial proceeding, the student/student organization is found in violation of the Code of Student Conduct and Academic Responsibility, the discipline officer will decide on the sanction to be imposed. One or more of the following sanctions may be imposed for violations:

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

Suspension—A mandatory separation from the university for a period of time specified in an order of suspension. An application for admission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus-visiting privileges unless specific permission is granted by the vice president for Student Affairs, or designee.

Temporary Suspension—Action taken by the vice president for Student Affairs or the dean of students that requires a student's temporary separation from the university until a final determination is made of whether a student is in violation of the Code of Student Conduct and Academic Responsibility.

Final Disciplinary Probation—A disciplinary sanction serving notice to a student that the student's behavior is in flagrant violation of university standards, under which the following conditions exist:

a. The sanction is for the remainder of the student's career and may be reviewed by the vice president for Student Affairs no sooner than two regular academic semesters—or equivalent—after the sanction is imposed. After two semesters in attendance, a student may initiate a request, in writing, for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.

b. Another violation of the Code of Student Conduct and Academic Responsibility will result in the minimum of suspension being imposed if the student is found in violation.

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

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

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

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

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

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

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

Counseling Intervention—When extreme behavior indicates that counseling may be beneficial. The student may be referred to the Center for Student Counseling and Well-Being or other university health provider/program.

Other Appropriate Action—Disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, but approved through the dean of students, or designee.

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

Appeal Process

An appeal of disciplinary action taken following an administrative judicial proceeding must be submitted, in writing, to the vice president for Student Affairs, or designee, within five business days of the receipt of the written disposition of the hearing. In appealing a judicial decision, the appeal must fall into one of the following categories:

- The student/student organization has new, relevant evidence that was not available during the investigation or adjudication that would substantially alter the outcome of the case.
- Information that the applicable university procedures were not followed and the deviance would substantially alter the outcome.
- The sanction(s) do not relate appropriately to the violation(s).

A written decision will be provided by the vice president for Student Affairs, or designee, within 30 calendar days of receipt of the appeal request. The decision of the vice president for Student Affairs, or designee, will be final.

Disciplinary Notations on Academic Transcripts

The academic transcript is a complete representation of a student's academic record, which may include information regarding a student's behavior, decisions, misconduct, and/or academic performance. When a student has received a sanction of suspension or expulsion, this is noted on the transcript. Students who are permitted to withdraw from NSU with pending disciplinary allegations may also see a notation on the transcript documenting same.

D.5 University Title IX/Sexual Misconduct Disciplinary Procedures

All reports of sexual misconduct are subject to the Title IX/Sexual Misconduct Policy and accompanying procedures found at *nova.edu/title-ix*. Any questions about the Title IX/Sexual Misconduct Policy and related procedures may be addressed to the Title IX coordinator.

Reports of sexual misconduct outside of the jurisdiction of Title IX may be referred for review under the university disciplinary procedures. In cases where the reported behavior may constitute sexual assault, domestic violence, dating violence, and/or stalking, the disciplinary procedures will include the procedural rights required by federal law. These include a prompt, fair, and impartial disciplinary proceeding in which the respondent(s) and complainant(s) are provided with

- equal opportunities to have others present, including an adviser of their choice
- simultaneous written notification of the result of the proceeding and any available appeals procedures
- timely notice of meetings

- timely and equal access to information that may be used during informal and formal disciplinary meetings and hearings

E. Additional Grievance Procedures Available

E.1 Grievance Procedure for Discrimination Based on Disability

Nova Southeastern University has established the below grievance procedures to review, investigate, and resolve allegations of discrimination, harassment, and/or retaliation in violation of the University Equal Opportunity/Nondiscrimination Policy, other than complaints subject to the NSU Title IX/Sexual Misconduct Policy, which will follow the policies and procedures contained therein.

a. Discrimination

Discrimination occurs whenever an individual is denied the same opportunities as other university students, faculty members, staff members, or third parties because of their status in a protected class as defined by the University Equal Opportunity/Nondiscrimination Policy.

b. Harassment

Harassment on the basis of an actual or perceived protected characteristic indicated in the University Equal Opportunity/Nondiscrimination Policy is also a form of prohibited discrimination. Harassment consists of unwelcome verbal, written, or physical conduct based on a protected characteristic, when

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

c. Hostile Environment

The university will not tolerate the creation or existence of an environment that is hostile on the basis of a protected class as detailed in the University Equal Opportunity/Nondiscrimination Policy. 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 severe, pervasive, or persistent so as (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. Whether the harassing conduct is considered severe, persistent, or pervasive depends upon the context in which the behavior occurred.

Requirements for Filing Complaints of Discrimination

The purpose of this policy is to provide for the prompt, adequate, and impartial investigation of all complaints of discrimination and/or harassment.

Contact Information

Inquiries or complaints regarding perceived discrimination on the basis of sex should be directed to

Laura Bennett
Title IX Coordinator
(954) 262-7858 • *laura.bennett@nova.edu or titleix@nova.edu*
Website and online reporting form are available at *nova.edu/title-ix*.

All other student inquiries or complaints regarding perceived discrimination should be directed to

Benjamin Johnson, Ed.D.
Dean of Students
(954) 262-7281 • *bj379@nova.edu*

Employee inquiries or complaints regarding perceived discrimination should be directed to

Maria Pinto
Executive Director of Employee Relations
(954) 262-7883• *pintomar@nova.edu*

Any complaint relating to a disability accommodation decision must be filed in accordance with the policies as outlined in the Office of Disability Services' website. The appeals process, as well as additional information, can be found at *nova.edu/disability-services*.

a. Filing a Complaint

A written, formal complaint may be submitted by students, faculty or staff members, other NSU employees, or third parties (i.e., an individual who is not a student, faculty member, or employee of NSU). A formal complaint must be written* and must provide detailed allegations of the alleged discrimination.

The appropriate individual designated above will be responsible for overseeing the university's response to the complaint, which includes a thorough and fair investigation and unbiased decision-making process.

Any complaint relating to harassment or discrimination made against faculty or staff members may be referred to the NSU Office of Human Resources (OHR) where appropriate, at the discretion of the dean of students. Any complaints referred to the OHR will be investigated and processed to conclusion in accordance with the policies contained in the *Faculty Policy Manual* or *Employee Policy Manual* and the grievance procedures contained therein. If a complainant is both a student and an employee, the appropriate university official will consider the context in which the alleged discrimination occurred.

**NSU also will accept oral complaints from individuals with disabilities, if, due to their disability, they are unable to file a written complaint. The university will memorialize the individual's complaint, in writing, and the individual will certify that the written complaint is an accurate representation of their complaint.*

b. Initial Review of Student Complaints

Upon receipt of a formal complaint, an initial review will be conducted by the appropriate university official to evaluate the jurisdiction and nature of the complaint. This generally involves the following:

- The university official will contact the complainant (or affected party, if the complainant is not the person who experienced the alleged discrimination) to review the complaint procedures and seek any clarification about the complaint.
- If appropriate, supportive measures may be offered while the complaint is under review.

c. Referral or Dismissal of Reports

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

d. Notice of Allegations

The university will provide notice of the allegations to the parties with sufficient time to review and respond to them.

e. Informal/Early Resolution of Student Complaints

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

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

f. Investigation

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

- The university official overseeing the complaint will appoint an investigator(s) who will contact the complainant/affected party within five business days to coordinate a meeting to document the allegations, based on the written complaint and any other information gathered.
- The investigation will include interviews with the complainant, respondent, and any other witnesses deemed to potentially have relevant information. Both complainant and respondent may identify witnesses who can provide information relevant to the allegations, but the investigator(s) determines which witnesses will be interviewed. Complainant and respondent are always permitted to present written statements from witnesses for the investigator(s)' consideration during the investigation process.
- The investigation may include written statements, interviews, document requests, and any other sources the investigator(s) deems appropriate. The complainant and respondent are permitted to provide the investigator(s) with evidence.

- Investigations may be expanded to address additional allegations that surface during the investigation at the investigator(s)' discretion. If appropriate, the parties will be provided with written notice of any such additional allegations related to them and will be given the opportunity to respond to the additional allegations.
- The investigator(s) typically will complete the investigation within 90 calendar days of the date the report was filed. Should additional time be required to complete the investigation, the investigator(s) will provide written notification to the parties detailing the reason(s) additional time is necessary.
- Parties and witnesses are expected to speak for themselves during the investigation; attorneys are not permitted to be present during university interviews or meetings in the course of an investigation or resolution of a report, unless the allegations involve a crime under the Violence Against Women Act.

g. Investigation Report

At the conclusion of the investigation, the investigator(s) will prepare a written report. The report typically will summarize the allegations investigated and describe the relevant information discovered and factual findings made, including whether any allegations were substantiated, and the basis for such findings, which may include credibility as determined in the investigator(s)' judgment. The report will not make any findings as to whether there has been a violation of law or university policy. The investigator(s) will indicate any facts or allegations in dispute and present their conclusions (if any) about such facts or allegations, including the basis for such conclusions (e.g., whether an allegation was corroborated by witnesses, or whether the investigator(s) found one version of events more credible than another). Both parties (complainants and respondents) are permitted to review and inspect the investigation report upon request.

The investigator(s) will provide the investigation report, the written complaint, the response, and any other information deemed necessary to the university official overseeing the complaint. The university official overseeing the complaint will then designate a decision-maker and provide them with the above information. After receiving and reviewing the information, the university decision-maker will make a determination of whether a policy violation occurred. (See section g for a description of the possible determinations.)

h. Determinations

The university decision-maker will make a determination whether there has been a violation or no violation regarding each allegation, based on a preponderance of the evidence. If there is a violation found, the university decision-maker, in consultation with other appropriate officials, will also make a determination of any sanctions, remedies, and/or corrective actions to be taken. If the respondent has prior relevant misconduct, that will be taken into consideration prior to determining corrective actions and/or sanctions. Information specific to the respondent's prior conduct will not be shared with the complainant.

i. Notification of Outcome

After a final determination is made, the university official overseeing the complaint, or designee, will provide simultaneous written notification of the outcomes to the complainant and respondent informing

them of the findings and rationale. If there are any concerns for safety, the university official overseeing the complaint, or designee, make take appropriate measures to provide the notice of outcomes in a way that protects the safety of those involved.

j. Appeals

A party (complainant or respondent) may appeal a determination of responsibility and/or the dismissal of all or part of a complaint of harassment or discrimination, in writing, based on any of the following:

- Procedural irregularity that affected the outcome,
- New evidence that was not reasonably available at the time the decision was made that could affect the outcome.
- The investigator(s) or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents, generally, or the individual complainant or respondent that affected the outcome.

Appeals must be submitted in writing within five calendar days of the issuance of the decision. If an appeal is received, the other party will be notified and both have the opportunity to submit, in writing, any information they wish to have considered by the appeals officer. Appeals will be reviewed and responded to, in writing, within two weeks of receipt. Appeals of decisions are heard by the vice president of Student Affairs or designee. The decision of the appeals officer is final.

k. Remediating Discrimination

Discrimination and/or harassment are not tolerated at NSU. The university is committed to taking necessary remedial steps that are designed to stop the discrimination, correct its effects, and prevent the discrimination from recurring. Such actions may or may not be the action that the reporting party requests or prefers. Steps may be specific to the parties involved or may be aimed at a broader group. Typical steps range from counseling (which may be either remedial counseling for the respondent, or supportive counseling for the reporting party) or training or separation of the parties to discipline of the respondent, including a written warning, probation, suspension, demotion, transfer, expulsion, or termination for cause. The appropriate discipline will depend on the nature and severity of the conduct, the respondent's overall record, the applicable policy on discipline, and other factors where relevant.

l. Retaliation

The law prohibits retaliation. No person nor NSU may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this 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. NSU will immediately investigate and remedy (if appropriate) any reported retaliatory actions taken by the respondent or other individuals.

NSU Resources and Administrative Offices

ATMs

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

Bookstore

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

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

Campus Shuttle

The *Shark Shuttle* provides free transportation on a fixed route within the NSU campus for students and faculty and staff members. The iShark App can be utilized to access real-time arrival data. Shark Shuttle buses are monitored via GPS. A complete Shark Shuttle route information can be found at *nova.edu/locations/shuttle.html*. To gain access to real-time bus arrival predictions, access the NSU iShark App or call the Shark Shuttle Office at (954) 262-8871.

Center for Academic and Professional Success

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

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

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

Center for Student Counseling and Well-Being

The *Center for Student Counseling and Well-Being (CSCW)* offers student counseling services to the student body of NSU to help students maximize their best self academically, personally, and professionally. NSU's clinical partner is Henderson Behavioral Health, a leader in behavioral healthcare providing comprehensive, recovery-focused services and is accredited at the highest level for student counseling services by the Commission on the Accreditation of Rehabilitation Facilities (CARF).

Services provided at the CSCW range from stress management and coping strategies to psychiatric assessment and crisis intervention. The center provides the student with an assessment, counseling, consultation, psychiatric services, wellness and recovery education, and when needed, case management services and linkage or referral. In addition, the CSCW provides various outreach programs and support groups on such topics as stress management, transitions to college and grad school, as well as coping with oneself and others.

Individual, couples, family, and group counseling that utilizes a brief therapy model is provided in a welcoming office environment. The option for telehealth services is also an option when appropriate. Services are scheduled based upon the identified needs and service options chosen by the student. The counselor's goal is to build upon the student's current skill sets for positive behavioral change. Services are provided by licensed counselors, licensed psychologist, and a psychiatrist.

Full- and part-time enrolled students are eligible for 10 counseling sessions per academic year at no cost. Psychiatric services are available and are covered by many commercial insurance plans, or for a nominal fee. Daily appointments available for new students. You can register at: *nova.edu/studentcounseling*.

Center for Student Leadership and Global Engagement

The *Center for Student Leadership and Global Engagement* provides NSU students with the opportunity to become involved in a variety of leadership development programs, as well as civic engagement and service learning activities in the community, in the state of Florida, nationally, and internationally. The Global Mosaic Student Council provides educational and social opportunities for cultural and international connections. Signature programs include service days, alternative breaks, LEAD Week, the Annual Leadership Conference, the Tool Kit Series for leadership development, and the facilitation of Experiential Education and Learning Units in leadership development and community engagement. The office also houses NSU's premier leadership program, *Hochberg-Miniaci Razor's Edge Leadership*, a dynamic leadership development program for high-performing student leaders who participate in a four-year curriculum that includes curricular and cocurricular elements. Students in the program graduate with a minor in Experiential Leadership. The Center for Student Leadership and Global Engagement is also the home to NSU's Undergraduate Student Government Association. The Office of Study Abroad

provides comprehensive assistance to all students (domestic and international) who wish to travel abroad on any of the many international travel experiences offered at the institution, including summer, semester, and academic year study abroad programs, faculty-led travel study programs, international internships, and international-service learning opportunities, as well as the information regarding academic international travel, international risk management, and travel registration procedures.

Mako Media Network

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

Military Affairs Veterans Resource Center

The *Military Affairs Veterans Resource Center* (VRC) was developed to provide a centralized location for resources and services specifically designed for our veteran, ROTC, and military-affiliated students.

The mission of the VRC is multifaceted and includes the facilitation of academic success, transitional assistance, supporting university and community engagement, providing professional development opportunities, and ultimately graduation and career attainment. Located in the Carl DeSantis Building, the VRC provides students with a home away from home, with lounge space, study areas, conference room, refrigerator, microwave, and a computer lab. It is also the host of the Student Veterans of America (SVA) veteran student group Freedom Sharks. Additional information can be found online at *nova.edu/veterans*.

NSU Military Affairs also collaborates with the Veterans Access Clinic, which provides veterans and their immediate family members priority access to NSU's healthcare clinics.

NSU Alumni Association

Once a Shark, always a Shark. The NSU Alumni Association is your connection to a global network of more than 220,000 alumni, with members across all 50 states and more than 119 countries around the world. Get involved by joining the **Student Alumni Association**, which provides current students with exclusive opportunities to gain leadership experience and build relationships with alumni for future success. Through *nsuconnect.net*, students can also receive mentorship and career opportunities with alumni in specific industries. Upon graduation, students receive a complimentary membership to the NSU Alumni Association with access to special members-only benefits and services.

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

NSU Athletics

NSU recognizes, values, and supports intercollegiate athletics as an integral part of the educational mission of the university. Central to the program's mandate, and in accordance with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes. *NSU Athletics* is also dedicated to sponsoring competitive intercollegiate programs for both men and women. Valuing deeply the physical,

social, and emotional welfare of those who participate, the department and the university express this commitment through their membership with NCAA Division II (DII) and the Sunshine State Conference. Both exemplify the principles of amateur athletics, which include sportsmanship, fair play, and equitable opportunity for all. In its 42-year history, NSU Athletics, beginning as a one-sport NAIA program in 1982, has grown into the 17-sport NCAA program that it is today. During this time, NSU Athletics has won 13 team national championships, 47 individual national championships, 398 All-American honors, 399 Scholar All-Americans, and countless conference championships. Men's sports include baseball, basketball, cross country, golf, rowing, soccer, swimming, and distance track. Women's sports include basketball, cross country, golf, soccer, softball, swimming, tennis, distance track, and volleyball. NSU Athletics is excited to be expanding sports offerings in the upcoming years, as we add men's and women's lacrosse to our sports sponsorship. As an NCAA Division II member, NSU Athletics has experienced an unprecedented amount of success in the past decade. Valuing deeply the commitment to academic success, NSU student-athletes have also maintained a cumulative departmental GPA of 3.0, or better, every year since obtaining NCAA DII membership in 2002.

NSU Health

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

Student Medical Center

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

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

NSU Public Safety Department

The *NSU Public Safety Department* (NSU Public Safety) provides protective caregiving services on campus 24 hours a day. NSU Public Safety uses community-focused crime prevention, including patrolling officers, to help prevent crimes and threats on the Fort Lauderdale/Davie Campus, Oceanographic Campus, and at the NSU Art Museum Fort Lauderdale. It also utilizes contract security officers to assist with traffic direction and special events on the Fort Lauderdale/Davie Campus and to provide on-site security services at NSU's regional campuses, as well as to augment security services at the Oceanographic Campus and the NSU Art Museum Fort Lauderdale. NSU Public Safety and contract

security officers only patrol and have jurisdiction to report and enforce university policies and parking and traffic enforcement on university property. NSU Public Safety officers and contract security personnel are not police, are not empowered as such, and do not have the authority to make arrests.

NSU Alert: Stay informed of all campus emergencies.

- Call 9-1-1 for any emergency while on campus, then call NSU Public Safety at (954) 262-8999.
- Sign up for NSU's Emergency Notification System. This is done by updating your emergency contact information at *nova.edu/emergency*. Program the NSU Emergency Hotline number, 800-256-5065, and SMS short code 82932 as NSU ALERT as contacts into your cell phone so you will recognize NSU ALERT messages sent to your phone from the NSU Emergency Notification System.

If you see something, send something.



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

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

The *Campus Safety Handbook* has additional crime prevention and safety information.

Office of Campus Life and Student Engagement

The *Office of Campus Life and Student Engagement* (CLSE) is home to the Student Events and Activities (SEA) Board, more than 150 registered undergraduate student organizations, as well as the Inter-Organizational Council (IOC), and the Undergraduate Student Government Association (USGA). This office hosts and sponsors university-wide events such as the Student Life Achievement Awards, Sharkapalooza, Homecoming, and CommunityFest. CLSE is also responsible for our Sharks on the Scene (S.O.S.) program, offering students exclusive discounted tickets to some of the largest events South Florida has to offer. The Office of Campus Life oversees the Fraternity and Sorority Life Office (FSL) and Orientation.

- The FSL office oversees our 12 social Greek lettered organizations by 3 distinct councils: Collegiate Fraternal Council, Panhellenic Council, and Unified Greek Council. Joining the Greek Community provides opportunities for academic support, social networking, service to the greater community, and a chance to be a part of NSU tradition.
- Orientation at Nova Southeastern University is designed to help new students transition smoothly into campus life. It offers an exciting introduction to the university's resources, services, and community. Through interactive sessions, you'll get familiar with academic expectations, student

life, and campus facilities while meeting fellow students and faculty and staff members. The program is aimed at ensuring you feel supported and confident as you begin your academic journey at NSU, providing essential information about everything from student organizations to wellness services.

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

Office of Financial Aid

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

Office of Innovation and Information Technology

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

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

Office of International Affairs

The *Office of International Affairs* (OIA) serves as a base for the university's international initiatives, including international student services and undergraduate international recruitment and admissions. The OIA includes the Office of International Students and Scholars (OISS) and the Office of International Undergraduate Admissions (OIUGA). The OIA provides ongoing assistance and support for all members of the university community engaged in campus internationalization, global partnerships and exchanges, and other globalization efforts.

- The OISS provides immigration, orientation, counseling, and overall assistance to all new and continuing international students, visiting scholars, and faculty members on and off campus.
- The OIUGA provides comprehensive international student recruitment and admission support for prospective international students.

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

Office of Pre-Health

As part of the Center for Academic and Professional Success, the Office of Pre-Health supports NSU undergraduate students with a long-term goal of entering the healthcare field. Our goal is to provide NSU pre-health students with a competitive advantage in their career journey by offering career coaching, events, resource hubs, healthcare immersion experiences, and connections to NSU graduate school programs.

Office of Recreation and Wellness

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

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

Office of Residence Life

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

Office of Student Affairs at the Regional Campuses

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

Office of Student Affairs Marketing

The *Office of Student Affairs Marketing* sets the communication standards and assists all offices within the Division of Enrollment Management and Student Affairs with their promotional and marketing needs. The office works to inform the students and the university community of available activities, programs, and services being offered. The office also serves students and student organizations, and provides guidance

to ensure adherence and compliance to the university brand. Services for students and the university community include, but are not limited to, Student Poster Printing Services—complimentary large format poster printing service for curricular-related use by students and faculty, and extracurricular use by student organizations—the Shark Fountain Brick Project, SharkLens (student photography services), and SharkFINS—a weekly student *e*-newsletter.

Office of Student Conduct

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

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

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

Office of Student Disability Services

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

Office of the University Bursar

The *Office of the University Bursar* is responsible for billing students, collecting and depositing payments, sending invoices and receipts, providing access to student educational tax forms, issuing refunds from excess financial aid funds, and verifying students' eligibility for financial aid funds. The office also assists borrowers of Federal Perkins and Health and Human Services Loans with repayment options. NSU Student Health Insurance is also housed within this office. For more information, visit *nova.edu/bursar* or call (954) 262-5200 or 800-541-6682, ext. 25200.

Office of the University Registrar

The *Office of the University Registrar* offers a variety of services to the university community. These services include, but are not limited to, course registration, transcript processing, name and address change, loan deferment, enrollment and degree verification, grade processing, degree conferral, and diploma printing. The office also facilitates and communicates academic progress standing to students on a trimester basis and oversees all related communications with students and academic programs. The essential responsibility of the registrar's office is to create, maintain, and protect students'

academic records, as well as interpret and uphold university policy. For more information, visit *nova.edu/registrar* or call (954) 262-7200, 800-262-7200, or 800-541-6682, ext. 27200.

Office of Undergraduate Admissions

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

Office of University Housing

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

One-Stop Shop

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

Shark Dining Services

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

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

SharkCard Services

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

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

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

SharkPrint

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

Student Activity Fee Accounts Office

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

Title IX/Sexual Misconduct

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

Tutoring and Testing Center

The *Tutoring and Testing Center* (TTC) offers a variety of peer-led academic support services, including supplemental instruction, individualized and group tutoring, academic consultants, and an array of testing services and resources. Students are encouraged to take advantage of these free services to help meet their educational goals, achieve academic excellence, and enhance personal growth.

University Libraries

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

Wireless Networking

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

Writing and Communication Center (WCC)

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

Colleges and Academic Units

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

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

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

College of Dental Medicine, (954) 262-7319

College of Optometry, (954) 262-1402

College of Psychology, (954) 262-5750

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

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

Farquhar Honors College, (954) 262-2031

Halmos College of Arts and Sciences
- Fort Lauderdale/Davie Campus, (954) 262-3600
- Oceanographic Campus, (954) 262-3600

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

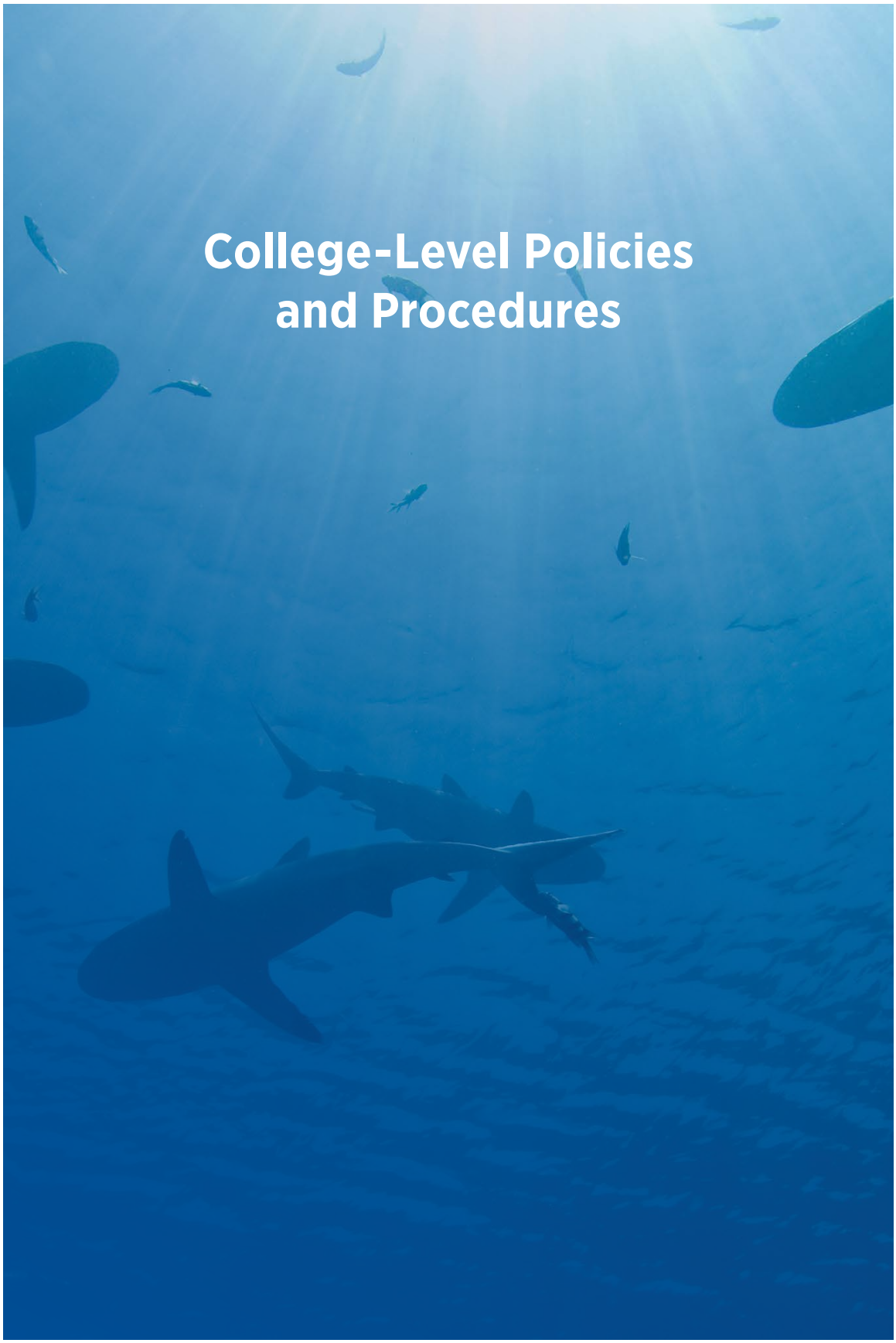
Ron and Kathy Assaf College of Nursing, (954) 262-1813

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

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

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).



College-Level Policies and Procedures

General Information

NSU health colleges include the following:

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

NSU health programs include all those offered by the NSU health colleges.

Building Hours

The executive and administrative offices are open from 8:30 a.m. to 5:00 p.m., Monday through Friday, except holidays that are noted in the Nova Southeastern University (NSU) Holiday Schedule. The Martin and Gail Press Library maintains its own hours. (See the Press Library section that follows.) **Some areas, such as laboratories, may be closed or only accessible during posted hours. Refer to each program's policies.**

Charges and Payments

Tuition charges are automatically calculated when students register for classes. Students are expected to pay in full at the time of registration, or have made acceptable NSU payment arrangements (e.g., financial aid or NSU payment plans) that cover the balance due. Students may pay for tuition by check or by using credit cards: American Express, Mastercard, or VISA. Credit card and electronic check payments may be made online through *eBill*. International students may submit payments using Flywire from accounts outside of the United States.

Tuition Credit Policy—Voluntary Drops and Withdrawals

Students who wish to withdraw from the program or course, **if course withdrawal is permitted in the students' college (refer to college policies),** must submit a written request for voluntary withdrawal to the dean or program director, who will evaluate the student's request. After completing the required documentation and obtaining the dean's and/or program director's approval, an eligible student may receive partial refund of the tuition, according to the following formula:

Drops during the first week of the semester in which classes begin ..... 75 percent

Drops after the first week of the semester in which classes begin..... No refund

The withdrawal period starts with the second week of the semester and ends three weeks prior to the end of the semester.

Students enrolled in programs that have a drop/add period will have until 11:59 p.m., the first Sunday of the semester—which is the end of the drop/add period—to make any changes in their schedule without incurring any financial expenses. Students who drop during the first week of classes will receive a reversal of 75 percent of their charged tuition. Students who drop after the first week of the semester will not be entitled to receive a refund.

Students enrolled in the Dr. Kiran C. Patel College of Osteopathic Medicine graduate programs should refer to the graduate section of the *Dr. Kiran C. Patel College of Osteopathic Medicine Student Handbook* for their tuition credit policy.

Students enrolled in bachelor's degree programs are required to follow policies and procedures for drops and withdrawals as noted at *nova.edu/undergraduatestudies/academic-catalog.html* in the undergraduate catalog.

Students may not be given refunds for portions of tuition paid by financial aid funds. As appropriate, the respective financial aid programs will be credited in accordance with federal regulations. Students should notify the Office of Financial Aid prior to withdrawing to determine the effect this will have on financial aid. For complete withdrawals, please refer to the Return of Title IV Funds policies located at *nova.edu/financialaid/apply-for-aid/title-iv-return.html*.

Failure to comply with these requirements could jeopardize future receipts of the Title IV student assistance funds at any institution of higher education the student may attend.

If a student is due a refund, it will be mailed to the student's address or deposited directly into the student's checking account after the dean—or designee—of the respective college has approved the withdrawal and the drop request has been processed. The tuition refund policy is subject to change at the discretion of the university's board of trustees/the NSU administration.

Changes to a semester's registration will not be accepted 20 days after the semester ends.

Short-Term Preloans

The Office of Financial Aid administers preloans for students who encounter emergency situations prior to receipt of financial aid refunds. Students must be enrolled for the semester, have a completed financial aid file, and must be receiving financial aid with sufficient funds to cover total charges due the university, the loan amount, and the processing fee charged. When approved, disbursement is made electronically through direct deposit within two to three business days if the student has a direct deposit authorization on file with the Office of the University Bursar. If a direct deposit authorization is not on file, it may take up to two weeks for the student to receive the loan funds in the form of a check sent through the U.S. Postal Service.

Martin and Gail Press Library

The Martin and Gail Press Library (Press Library) is located on the first floor at the north end of the Terry Building Complex in the Library/Lab Building. The Press Library consists of a large collaboration area for group study, a designated quiet study area, and 50 study rooms. There are a variety of seating options available, from large tables to individual carrels and informal seating. Study rooms, located in the library as well as the adjacent Assembly I and Assembly II buildings, may be checked out for three hours and renewed based on availability. A paging system is offered for students waiting for an available study room. Additionally, one study room is equipped with a Mediascape collaboration unit with double monitor displays for collaborative group work, and a small teaching lab may be reserved for group instruction.

The Press Library is usually open for more than 110 hours per week, with extended hours during exams. For current hours of operations, please visit the library web page at *nova.edu/hpdlibrary*.

The Press Library print collection consists of 11,100 monograph titles, 716 archived print journal titles, and 85 active print journal subscriptions. The Press Library provides students with remote access to online resources, including more than 17,000 health-related full-text *e*-journals, 2,000 biomedical *e*-books, and more than 200 health- and medicine-specific databases. These resources may be accessed 24/7 through the Press Library web page (*nova.edu/hpdlibrary*).

Professional reference services are available to students in person, as well as by phone, email, and online via screen-sharing software. Eight professional librarians are available to assist students with library resources and research-specific assignments. Each health college/program is assigned a subject-specialist liaison librarian who works closely with faculty members and provides instructional sessions for specific class assignments.

The Press Library also provides these free services to enhance student learning and study:

- Interlibrary Loan/Document Delivery service of journal articles, books, and items not available in the NSU collection
- notary service
- binding, faxing, and scanning services
- wireless printing stations
- on-site technology assistance
- I.D.E.A. Labs:
  - 3-D printing and scanning: 3-D scanning and printing services for students involved in curricular and faculty projects.
  - Virtual reality: Students can experience virtual anatomy, simulation, and medical-related apps via immersive virtual reality headsets.
  - The studio: Digital production room/studio for video recording and editing, along with cameras and other production equipment, which can be checked out of the library.

The following are additional resources at the circulation desk (with limited checkout times):

- laptop computers
- iPads loaded with medical and production apps
- medical/anatomy apps for checkout on personal Apple devices
- print editions of required textbooks on reserve (for in-library use)
- anatomy models and skeletons (for in-library use)
- individual, small whiteboards and markers
- chargers and extension cords
- earplugs and school supplies (for purchase)
- self-service Keurig coffee machine

For more information, please call (954) 262-3106.

See the University Libraries section of the *NSU Student Handbook* for information about NSU's Alvin Sherman Library, Research, and Information Technology Center. Visit *nova.edu/student-handbook* for more information.

Tampa Bay Regional Campus Library

The Tampa Bay Regional Campus Library (TBRC Library) is located on the second floor and to the right of the main staircase in the Tampa Bay Regional Campus main building. The TBRC Library is integrated in the campus and consists of a front circulation and information desk, a large collaboration room for group study, and 30 private study rooms. There are a variety of seating options available throughout the building, which are not directly part of the library but provide students with optional study space. Ten study rooms are located on the second floor. The remaining 20 are located on the third floor. Each study room may be reserved for three hours and renewed based on availability.

Hours of operation for the TBRC Library are

Monday–Thursday: 8:30 a.m.–8:00 p.m.
Friday: 8:30 a.m.–8:00 p.m.*
Saturday: 10:00 a.m.–9:00 p.m.*
Sunday: 10:00 a.m.–2:00 p.m.*

*Hours may vary on select weekends.

The TBRC Library print collection consists of 83 monograph titles, each of which are either required or supplemental textbooks for Tampa Bay programs.

Students at the Tampa Bay Regional Campus have remote access to online resources, including more than 60,000 full-text periodicals, more than 500 databases, and 1,600 *e*-books. These resources may be accessed 24/7 through the TBRC Library web page at *nova.edu/tbrclibrary*.

Professional reference services are available to students in person, as well as by phone, email, and online via screen-sharing software. Two professional librarians are available to assist students with library resources and research-specific assignments on-site. Each health college/program is assigned a subject-specialist liaison librarian who works closely with faculty members and provides instructional sessions for specific class assignments. Students and faculty members in non-health programs are provided similar assistance from either of the two on-site librarians.

The TBRC Library also provides the following free services to enhance student learning and study:

- Interlibrary Loan/Document Delivery service of journal articles, books, and items not available in the NSU collection
- on-site technology assistance
- I.D.E.A. Labs:
  - Recording studio: This digital production room/studio is available for video recording and editing; cameras and other production equipment can be checked out of the library.
  - Remote 3-D printing and scanning: These services are available for students involved in curricular and faculty projects.

The following are additional resources at the circulation desk (with limited checkout times):

- medical/anatomy apps for checkout on personal Apple devices
- print editions of required textbooks on reserve (for in-library use)

For more information, please call (813) 574-5420.

See the University Libraries section of the *NSU Student Handbook* for information about NSU's Alvin Sherman Library, Research, and Information Technology Center. Visit *nova.edu/student-handbook* for more information.

Lost and Found

Items found on school property are turned over to campus security for storage and disposition. Please contact the NSU Public Safety Department to find the location for claiming such items and reporting lost items.

In the College of Dental Medicine, dental instruments found on NSU property are to be turned over to the site's instrument and sterilization office.

Computer Laboratories

The Office of Information and Innovation Technology maintains and monitors a separate computer laboratory. The laboratory is located in Room 202 of the Assembly II building. This area is a traditional computer lab with 50 PCs loaded with the Microsoft Office Suite, as well as course-specific and test-taking software. The lab also contains two networked printers and office supplies for student printing. This lab is accessible via tapping a valid SharkCard. It is open during normal school hours, other than scheduled classes or university holidays.

Additional computer labs are found at each of NSU's campuses and are available for student use during the hours the buildings are open.

Student Lounge/Student Area

Students who wish to relax may use student lounges during their free hours. Vending machines, pool table, and other games are provided for student use. Additional student lounges are available at the Denver, Fort Myers, Jacksonville, Miami, Orlando, Palm Beach, Puerto Rico, and Tampa Bay regional campuses.

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

Policies and Procedures

Acceptance of Professional Fees

The activities of students are not to be construed as the practice of medicine, optometry, pharmacy, audiology, occupational therapy, physical therapy, physician assistant, anesthesiologist assistant, cardiovascular sonography, medical sonography, respiratory therapy, nursing, dentistry, public health, nutrition/dietician, couple and family therapy, or speech-language pathology. It is a violation of the law and contrary to the policy of this university for any unlicensed person to attempt to engage in the professional practice of healthcare. Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by law.

Background Checks / Duty to Disclose Criminal Offenses

Colleges may require students within its programs to submit to a Level 1 and/or Level 2 background check, as defined in Chapter 452, Florida Statutes, prior to admission into a health college program at NSU or at any time during the term of enrollment. Each health college or program may also establish college- or program-specific requirements for background screening of students or applicants. Accepted applicants and students in such programs are required to authorize NSU to obtain background check(s) as per adopted policy of March 2011. If the background check(s) reveal information of concern, which NSU may deem unfavorable, NSU will request that the individual provide a detailed written explanation of the information contained in this report, along with appropriate documentation (e.g., police reports). Students may also be required to authorize clinical training facilities that they are assigned to by NSU to obtain a background check, with the results reported to the clinical training facility. Students with questions concerning background checks should contact their respective college and/or academic program for more information.

For programs that require students to submit to background checks, offers of admission will not be considered final until the completion of the background check(s), with results deemed favorable by the

university and/or the colleges, and where appropriate, by the clinical training facilities. If, at any time, information received in connection with a background check indicates that a student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, then the student's admission may be denied or rescinded, the student may be disciplined or dismissed, or the student's enrollment may be terminated.

Acceptance to a health college program does not guarantee that students with information of a concern will be accepted by clinical training facilities to which they may be assigned. If a student is unable to obtain placement at a clinical training facility due to information of concern, the student may be unable to fulfill essential program requirements and could necessitate a withdrawal or dismissal from their academic program. Students enrolled in health colleges and programs have a continuing duty to disclose any arrest, conviction, guilty or no contest plea, or participation in a pretrial diversion program, or its equivalent, for any criminal offense. Students in NSU's health college programs are required to notify their college dean's office within 10 days of any arrest, pending criminal charges, subsequent conviction, guilty, or no contest plea, or participation in a pretrial diversion program, or its equivalent, for any criminal offense.

Students, other than those enrolled in health college programs within NSU, must notify the student affairs administrator in their respective college—or designee—of said information. A failure to timely disclose any information required above, including arrests or pending criminal charges, may result in disciplinary action, up to, and including, dismissal from NSU.

Health Forms Requirements

Certificate of Physical Examination

Most programs require students to have a certificate of physical examination completed by their physician. Forms will be provided to each matriculant as part of the admissions package or can be downloaded from *nova.edu/smc*.

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

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

Immunization Requirements

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

Students in the health colleges may be required to upload proof of immunizations to multiple online portals to satisfy the requirements of their programs and the training facilities where they are assigned.

The following immunizations/vaccinations are required of students in health college programs, based on the current Centers for Disease Control and Prevention (CDC) recommendations for health-care personnel:

Basic immunizations: Every student is required to have had an immunization for, or show evidence of immunity to, the following diseases before matriculating at NSU (with the exception of the influenza vaccination, which is administered yearly):

Hepatitis B

- Both of the following are required: three vaccinations and positive quantitative surface antibody titer. (Lab report is required.)
- If the series is in progress, evidence of at least one shot must be provided, and the renewal date will be set accordingly.
- If the titer is negative or equivocal, the student must repeat the series and provide repeat titer report.

Influenza Vaccination

Administered annually. One dose of the influenza vaccine is required each fall. KPCOM students should refer to their college section for specific instructions concerning the influenza vaccine.

Measles, Mumps, and Rubella (MMR)

One of the following is required annually: proof of two vaccinations or positive antibody titer for measles (rubeola), mumps, and rubella. (Lab report is required.)

PPD Skin Test (Two-Step)

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

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

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

Varicella (Chicken Pox)

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

Any Other Vaccinations Required by Clinical Sites

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

Arrangements: Students may request that the Student Medical Center administer these immunizations. Students may call (954) 262-4100 to make an appointment. Once made, the appointment becomes the student's obligation and must be kept. For students at other NSU campuses, appointments may be scheduled with the NSU-designated physician for their area. Students may request that the NSU Clinic Pharmacy administer the influenza vaccination.

Students are financially responsible for all required immunizations.

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

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

Urine Drug Screen

Students in health college programs may be required to submit to urine drug screen testing. Students who test positive for illegal or illicit drugs, such as marijuana (even if prescribed or certified by a physician), or for a controlled substance they do not have a prescription for, will be referred to their college's appropriate committee. Certain colleges may have additional policies. Students are expected to check the college section of their student handbook for those requirements.

Dress Code

Students in health college programs must maintain a neat and clean appearance befitting those attending professional school. Therefore, attire should convey a professional appearance whenever the student is on campus and in classes or laboratory or on an experiential rotation or program. The dress code is to be observed at all times—including midterms and examination periods. **Students are expected to consult their specific program handbooks for compliance with any program-specific and clinical rotation site-supplemental dress code policies.**

Food in the Lecture Halls, Laboratories, and Clinics

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

Identification Requirements and Fieldwork Prerequisites

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

Email

University-assigned email addresses must be used for all email communications between students, administration, and faculty and staff members concerning university-related business. It should be noted that forwarding (either automatic or manual forwarding) of emails containing patient/protected health information (PHI) or other sensitive information to non-NSU managed email addresses is strictly prohibited and may result in disciplinary action. PHI or other sensitive information may be emailed within the university utilizing an NSU email address when necessary to perform a job task and only if the email is accompanied by a confidentiality statement. PHI or other sensitive information may be emailed to an external recipient only if absolutely necessary and only when secured via email encryption technology and procedures as approved in advance by the NSU chief information security officer. For security reasons, NSU ID numbers should never be used in the subject line of an email.

Notices, Messages, and Posters

After approval from the specific college's Office of Student Affairs/Office of Student Activities, students may post notices on the bulletin boards located in the student lounge and other locations. Notices announcing events shall be removed within seven days after the event has passed. Other boards are provided for university or division business only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No notices, announcements, posters, or any other papers may be posted anywhere, including doors, windows, and elevators, except on bulletin boards provided for that purpose. Please refer to the Distributing or Posting Printed Material section of the NSU portion of the student handbook.

Parking Lot/Garage

You are encouraged to use the parking areas designated for our students. Please keep in mind that the parking spaces adjacent to—or in front of—our building(s) are for administrators, visitors, and patients only. Parking in spaces other than those appropriated may result in a ticket violation or towing of the vehicle. In addition, all vehicles parked on NSU campuses must abide by the "head-in only" rule to ensure that the license plate is facing the road and can be read by the License Place Recognition (LPR) cameras. Vehicles displaying an official state-issued front license plate may reverse into parking spaces. Reversing into a parking space without the front-plate option will result in the issuance of a "no back-in violation" citation. Remember to lock your car every day and park within the specified areas. Do not leave valuables in your vehicle.

Courtesy and common sense in parking will avoid accidents, personal injuries, and damage to your vehicle and to the vehicles of other students and employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the NSU Public Safety Department.

NSU does not assume any liability for any loss or damages you may sustain while parked in the parking garage. Use of NSU parking facilities are always at your own risk.

For detailed information on parking policy, please refer to the main section of this handbook or visit *nova.edu/public-safety*.

Photographs and Recordings

Students are prohibited from recording audio or video, or taking photographs in classrooms in all modalities (including online classes), without prior written permission from the instructor or pursuant to an approved disability accommodation. Students are further prohibited from reproducing, sharing, or disseminating class content recordings, or any portion thereof, with individuals who are not registered for the class. Absolutely no photographs or video may be taken in the anatomy laboratories.

Postexposure Policies and Procedures

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

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

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

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

All applicable processes and procedures can be found in NSU's Bloodborne Pathogens Exposure Control plan and NSU's Post-Exposure Policy and Procedure for Management of Blood and Body Fluid Exposure, at *nova.edu/ehs/NSU-EHS-Bloodborne-Pathogens-2020.pdf* and *nova.edu/ehs/final-draft-post-exposure-policy-for-management-of-blood-and-body-fluid-exposure-1.4.24.pdf*, respectively.

Return of University Property

Any university property issued to you must be returned at the time of your dismissal or graduation, or whenever it is requested by administration, the department in control of the item, or the program. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be charged to your financial account, and you may be required to work with the bursar's office for this purpose. Also, diplomas, certificates, and final transcripts will be withheld for any outstanding financial obligation.

Security Checks

The university, the NSU Public Safety Department/Davie Police, or community police departments may exercise the right to inspect all packages and parcels entering and leaving our premises to ensure the safety and physical integrity of the building and the premises. Please cooperate with security in providing this service and important function.

Social Events and Extracurricular Activities

All extracurricular activities by recognized organizations, on campus and off campus, must be approved in advance by that specific college's Office of Student Affairs. A student or group of students may not officially represent the health college(s) or the university, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the specific college's Office of Student Affairs/Office of Student Activities designee and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus should be made on the student activities request form at least two weeks in advance. The specific college's Office of Student Affairs/Office of Student Activities must approve activities before the manager of events and academic support systems can assign a room, and no meeting announcements may be made until approval is received. At that time, a specific room will be assigned for the function. No announcements can be posted unless authorization is given.

Student Assistance Program

As a condition of enrollment in health college programs at NSU, all students agree to abide by university standards concerning 1) Drug-Free Schools and Campuses and 2) Drug Policy.

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

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

- direct observation of drug or alcohol use or possession
- physical behaviors related to the influence of drugs or alcohol
- abnormal or erratic behavior that is disruptive or a risk to others
- arrest or conviction of a drug- or alcohol-related offense on or off campus
- documented information from a credible source submitting a complaint

- evidence that a previous drug or alcohol test was tampered with
- possession of drug paraphernalia
- after treatment for drug or alcohol use

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

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

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

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

1. Any student who has received a DUI or any type of citation due to substance abuse (alcohol, drugs, etc.) must notify the Student Assistance Program Office at *sap@nova.edu* immediately. Rotation site eligibility may be affected.
2. A student referred to the Student Assistance Program Office will be referred to the NSU Center for Student Counseling and Well-Being for an evaluation/assessment and testing.
3. Student will be responsible for fees.
4. Student will complete all forms and give authorization for processing.
5. Student will be responsible for keeping appointments.
6. The Student Assistance Program Office will be in communication with the student's college as needed and warranted.

7. A copy of the completed assessment will be reviewed by the Student Assistance Program Office. Recommendations resulting from the assessment will be shared with the student's college. The assessment report will be kept in the Student Assistance Program Office and not in the student's academic file.

Student Employment

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

Student Insurance Requirement

All students are required to carry health insurance. NSU strongly encourages students to ensure their health insurance provides sufficient coverage to obtain all necessary diagnostic and treatment services following an exposure incident, prior to matriculation into clinical practice areas. Proof of insurance and documentation of all required immunizations must be provided. Students may not drop insurance coverage while in the program. The student has the exclusive responsibility for any medical bills arising during the student's clinical training. NSU is not responsible for any medical fees incurred for emergency room visits or in other healthcare settings. For detailed information, including waiver deadlines, access to the online waiver, NSU Student Insurance Plan features, costs, and more, students should visit the bursar's web page at *nova.edu/studentinsurance*.

Opt-Out Required

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

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

Cell Phones, Computers, Tablets, and Electronic Devices

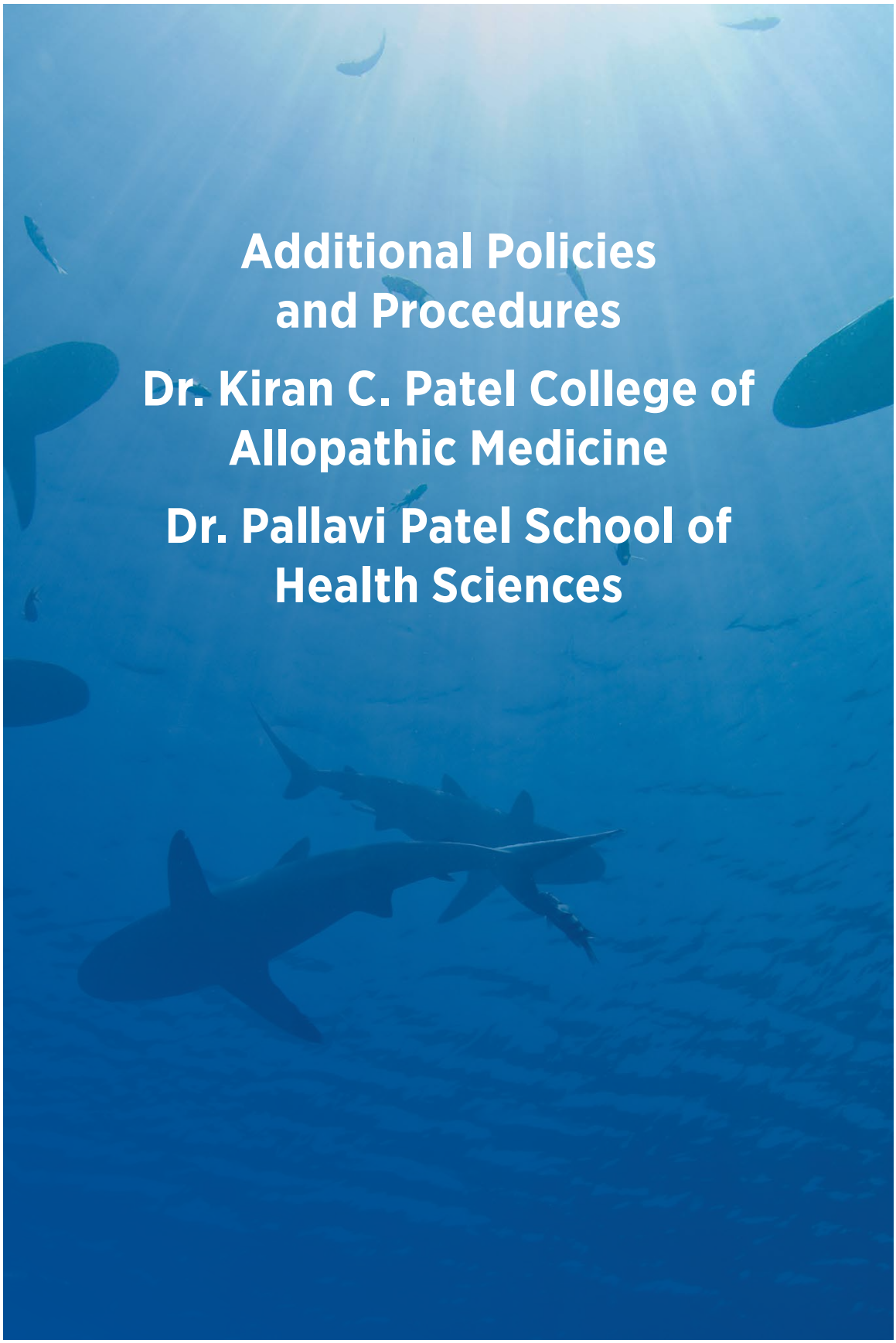
The use of all electronic devices for nonclassroom-related (i.e., personal) business during class time is discouraged.

Visitors

Visitors are not permitted in classrooms or laboratories on NSU property without prior permission from the college or department. No visitors are permitted in a restricted area at any time. If students are expecting visitors, they must request permission from the college or department coordinator and obtain permission from the instructor(s) giving the lecture that the visitor will be attending. No permission will be granted the day of visitation. Additionally, students should ask their visitors to sign in with the college or department receptionist and/or department coordinator when they arrive. Student escorts are permissible after sign-in.

Visits to Other Institutions

Students may not use their enrollment in a health college as a professional or graduate school student to gain expanded access to any health-related institution beyond what is granted to the general public. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all healthcare providers' rules are observed.



Additional Policies and Procedures

Dr. Kiran C. Patel College of Allopathic Medicine

Dr. Pallavi Patel School of Health Sciences

Dr. Kiran C. Patel College of Allopathic Medicine

Introduction

Welcome to Nova Southeastern University!

Nova Southeastern University's (NSU's) goal is to provide students with an educational experience that prepares them to become leaders in the endeavor to improve human health, participate in a rapidly changing world, and to do so with a commitment to the highest moral and ethical standards. One of the many goals of this student handbook is to make clear the important ethical standards expected of the students. Honesty and integrity in academic achievement, personal growth, and development are encouraged through the publication of these standards and statements of desired values and attitudes. All students are encouraged to read these statements and integrate them into their daily lives.

Being part of the university community provides many opportunities to exercise individual rights, but it also requires the assumption of responsibilities. Students should take responsibility to serve as leaders in promoting compassion for others.

Enjoy your university and medical school experience and maintain it at a level of personal integrity and caring, which will reflect well upon you and Nova Southeastern University. We wish you the very best of success.

—The faculty and staff members of Nova Southeastern University's Dr. Kiran C. Patel College of Allopathic Medicine (NSU MD)

The *NSU MD Student Handbook* is developed and maintained by NSU MD's Office of Student Affairs with input from faculty and staff members and administrators from the college and Nova Southeastern University. The information contained in the handbook should serve as a guide for students throughout their academic, clinical, and extracurricular life as members of the NSU community. All students must always abide by the applicable policies and guidelines in the student handbook. Certain policies and procedures in the handbook also apply to faculty and staff members who are employed or provide volunteer services to NSU and NSU MD.

The basic premise for these student guidelines is the understanding that individual rights are accompanied by responsibilities. All enrolled students become members of the larger NSU community and thus, acquire rights in, as well as responsibilities to, the entire university community. Students must abide by all university policies, including the graduate academic catalog policies and procedures and the *NSU Student Handbook*. These policies are published annually. Updates are made as needed and are posted on the NSU MD Student Policies website.

All policies and procedures described in this *NSU MD Student Handbook*, the health professions Policies and Procedures section, and the *NSU Student Handbook* are subject to revision at any time and without notice. Such revisions are applicable to all students. The most recent version of the handbook, as well as any updates to policies in the handbook, will appear on the NSU MD web page at *md.nova.edu/student/student-policies.html*. Revisions or additions to policies will be posted at *md.nova.edu/student/student-policies.html* and may also be directly communicated to students via email or other means of communication. Questions regarding the policies in this handbook should be directed to the NSU MD Office of Admissions and Student Affairs at (954) 262-1737.

Mission, Vision, and Values

Mission

Our mission is as simple as it is enormous: to advance human health through innovation in medical education, research, patient care, and community engagement. We are dedicated to educating and inspiring individuals to be exemplary physicians and scientists, leaders in medicine, scholars in discovery, and adopters of innovative technology to improve the health and well-being of all.

Vision and Values

Our vision is to become an exemplary medical college, internationally recognized for excellence by fostering an innovative culture that supports collaboration, critical thinking, and creative leadership. Our vision will lead us to build a transformative, cutting-edge medical school, internationally recognized for excellence, with a compelling and sustainable future. Our values define how we work together to accomplish our vision: We strive for excellence in all our endeavors and constantly seek innovative ways to improve our research, education, and patient care efforts to best serve our communities. Teamwork, communication, and partnerships will catalyze our evolution from the concept stage to an academic program of distinction and enrich our learning, research, and clinical practice environments. We strive to create a culture of integrity and accountability that aligns our goals and expectations and links recognition and rewards with excellent academic performance. We define our core values below:

Excellence

Innovation

Teamwork

Communication

Diversity

Integrity

Accountability

Glossary of Terms

The following terms and abbreviations are used in the *NSU MD Student Handbook*.

AAMC	Association of American Medical Colleges, a nonprofit organization that includes U.S. and Canadian medical schools, teaching hospitals, health systems, and academic and scientific societies; represents faculty members, medical students, and residents
ACGME	Accreditation Council for Graduate Medical Education, the organization that accredits residency programs and institutions such as hospitals and medical schools that sponsor residency programs
ADASA	Assistant Dean of Admissions and Student Affairs
Allopathic	Leading to an M.D. degree
Block	Integrated basic science course in the preclerkship curriculum (fundamentals followed by six organ-systems courses)
CDC	Centers for Disease Control and Prevention
Course	Integrated clinical course in the preclerkship curriculum (Practice of Medicine or "POM")
FA	Faculty Adviser
FAFSA	Free Application for Federal Student Aid
FERPA	Family Education Rights and Privacy Act, as amended from time to time
Faculty	Refers to members of the faculty of NSU MD
GME	Graduate Medical Education, refers to residency programs that follow medical school
HIV	Human Immunodeficiency Virus
HSCC	Henderson Student Counseling Center
IQ	Case Inquiry or Case-Based Learning
LCME	Liaison Committee on Medical Education, the organization that accredits medical schools in the United States
M.B.S.	Master of Biomedical Sciences (degree offered by NSU MD's M.B.S. program)
MSPE	Medical Student Performance Evaluation or Dean's Letter
Medical Student	Refers to any person who is enrolled in or seeking an M.D. degree from NSU MD ("Student" refers both to medical students and to students enrolled in the program leading to an M.B.S. degree from NSU MD)

Member of the university community	Refers to trustees, students, faculty and staff members, and all visitors, contractors, and guests to the university or any of its campuses, facilities, or events
Notice	Used in the context of delivering a notification to someone. Official correspondence will be sent to the student's physical address on file with the registrar, or to the NSU email address if the student is a current student. NSU MD uses electronic mail to provide official information to students. Students are responsible for the content of university and NSU MD communications sent to their NSU email account and are required to activate that account and check it regularly.
NSU	Nova Southeastern University
NSU MD	NSU's Dr. Kiran C. Patel College of Allopathic Medicine
OCA	Office of Curricular Affairs at NSU MD
OESQ	Office of Educational Standards and Quality at NSU MD
OME	Office of Medical Education at NSU MD
OSA	Office of Student Affairs at NSU MD for the M.D. program
OSCE	Objective Structured Clinical Examination, a method of testing clinical skills
OSHA	Occupational Safety and Health Administration
PBL	Problem-Based Learning, refers to the format of problem-based small group cases used in NSU MD preclerkship courses
PCRS	Physician Competency Reference Set, refers to AAMC general competencies for training physicians
PRN	Professionals Resource Network, a resource for impaired physicians and medical students in Florida
Respond, Response	Used in the context of having received official correspondence or notice. Students are expected to check their NSU MD email frequently and to answer emails from course directors, as well as faculty and staff members within 24 hours of receipt by contacting the correspondent or following the directions contained in the notice and contacting the person or office identified. Failure to respond promptly to official notices may be considered a failure of the competency of professionalism.
SMC	Student Medical Center at Nova Southeastern University
SMS	NSU MD Student Monitoring Subcommittee (a subcommittee of SPAC)

SPAC NSU MD Student Progress and Advising Committee

TBL Team-Based Learning, refers to a format of large group learning with students working together in small teams in the same classroom

USMLE United States Medical Licensing Examination, a series of national exams administered by the National Board of Medical Examiners

Facilities

Most on-campus teaching for students occurs in the health professions complex. In addition to lecture halls, small group rooms, the anatomy lab, and clinical skills rooms, the complex has offices that support students.

- The Office of Medical Education (OME) (Terry Building, 5th Floor) includes the Office of Admissions and Student Affairs; offices of the deans and directors responsible for the M.D. program, including admissions, curriculum, student affairs, financial aid, faculty development, and accreditation; and offices of the staff who support the educational program. Offices pertaining to the M.B.S. program are currently located on the third floor of the Terry Building.
- In Building 2, near the PBL small group rooms, there is a small community room for use by medical students and their mentor or faculty adviser for group meetings and other activities.

The Office of the Dean and other administrative leaders, offices of the chairs of NSU MD's academic departments, and offices and/or research labs for some of the full-time faculty members are in the health professions complex or associated Center for Collaborative Research (CCR) building. Faculty office locations, phone numbers, and email addresses are published in block, course, and clerkship syllabi and can be found on the NSU MD faculty affairs web page *md.nova.edu/our-team/faculty-affairs.html*.

Medical students have unlimited access to the PBL rooms for study when the rooms are not being used for classes; they have card key access to these rooms, which are for exclusive use by the students in the M.D. program. There are also 13 small study rooms in the same building, which can be reserved by all NSU MD students and students in other programs on a first come, first served basis.

Medical students are assigned a locker with a mail slot and are required to periodically check and clear their mailboxes to ensure timely receipt of NSU MD and university-related mail. Any items left in the mailboxes after the last day of classes in each semester will be discarded.

All NSU MD students can use SharkPrint, a centralized NSU service that provides printing services at various locations (including libraries) on campus at a specific cost per page.

Medical Library

The Martin and Gail Press Library (Press Library) is located on the first floor at the north end of the Terry Building complex in the Library/Lab Building and offers study spaces that can be placed on hold through the library's online catalog service, computer workstations, a wide variety of library services (e.g., copying, printing, interlibrary loans, reference service), and wireless connection. Individual assistance in using databases and other virtual resources provides all students on and off campus with

synchronous and asynchronous individualized help on how to use online technologies and conduct research. The medical library is a member of the National Network of Libraries of Medicine. Hours of operation can be found at *nova.edu/hpdlibrary*. Additional study space and resources are available at NSU's main library, the Alvin Sherman Library, Research, and Information Technology Center. Its hours are posted at *libguides.nova.edu/hours*. Additional information on library resources is available in the health professions Policies and Procedures section.

Office of Student Affairs

Focusing on Medical Student Success and Wellness

Our goal is to create a compassionate and caring atmosphere in which each of our students feels comfortable. We make an effort to get to know all our medical students. We pride ourselves on striving to provide resources for your personal health and wellness, as well as academic achievement and excellence.

We are your point of contact for assistance in many areas, including academic and personal counseling. We represent the institution and the medical profession to our students and implement institutional policies and procedures. We are also involved with student communications, special programs, letters of recommendation, residency application and the match, and other important aspects of the student experience at NSU MD. We are responsible for administering orientation for new and returning students. In addition, we serve as a liaison to NSU MD Student Government, medical student interest groups, and alumni relations.

You may schedule an appointment at any time by calling (954) 262-1737 or by stopping at the Office of Student Affairs, Terry Building, 5th Floor, 3200 South University Drive.

Office of Student Affairs Overview

The OSA features experienced faculty and staff members who are dedicated to the overall well-being of medical students and provides programs and services for all medical students at NSU from the time of admission to graduation and beyond. Activities include supporting the Office of Admissions in the admissions process; mentorship of students; personal, academic, and financial counseling; support of educational and extracurricular activities including student research; and support of student organizations and leadership opportunities. The OSA provides learning opportunities outside of the formal classroom and clinical settings that are designed to complement and enhance the overall educational experience.

Regular hours: 8:30 a.m. to 5:00 p.m., Monday through Friday, except on university holidays.

The assistant dean of Admissions and Student Affairs, the director of Student Affairs, and faculty advisers are also available for urgent student issues or situations. Contact information for urgent

matters is provided to medical students during orientation. Most activities in the OSA function in an "open-door" manner so students may visit the office for help and support from the faculty and staff members without making appointments. However, because the OSA is committed to medical student support and exercises confidentiality, it is strongly recommended that students make appointments in advance to ensure the availability of the specific professional and time to discuss the issue to the student's satisfaction.

Professional Staff

Donald Pritchett, J.D., assistant dean of Admissions and Student Affairs
Room 1582, Terry Building, (954) 262-1535 • *dpritchett@nova.edu*

Responsible for overall direction of the OSA and student support including recruiting, admissions, orientations, personal counseling, financial counseling, academic counseling, and academic/professionalism policies and procedures. Provides oversight of medical student organizations and interest groups. Responsible for general oversight of the Faculty Adviser program.

Robin St. George, Ed.D., director of Student Affairs
Room 162A, Assembly Building II, (954) 262-2054 • *robidoug@nova.edu*

Responsible for day-to-day operations of the OSA and student support including recruiting, admissions, orientations, personal counseling, financial counseling, academic counseling, and academic/professionalism policies and procedures. Provides oversight of medical student organizations and interest groups. Responsible for general oversight of the Faculty Adviser program.

Annessa Kalloo, J.D., director of Admissions and Student Services
Room 1580, Terry Building, (954) 262-0522 • *ak412@nova.edu*

Responsible for day-to-day operations of the OSA and student support including recruiting, admissions, orientations, registration, student academic records, financial counseling (including debt management), academic/professionalism, adhering to college policies, and compliance with state and federal regulations. Responsible for general oversight of operational policies and procedures and reports on data related to academic progress and career success.

Medical and M.B.S. Student Well-Being

The university provides services to help students succeed academically and professionally. All students are encouraged to take care of themselves physically, emotionally, mentally, socially, and spiritually. Physical wellness is achieved by eating properly, exercising regularly, not smoking, avoiding excessive alcohol use, the use of recreational substances, and adopting healthy sleep habits.

- Visit the campus RecPlex to exercise with free weights, machines, or aerobics classes.
- Visit the NSU Student Medical Center (SMC) for minor illnesses, injuries, and regular preventive care (physical exams, screening tests, and immunizations).
- Visit the Office of Recreation and Wellness for a variety of health educational programs, personal consultations, computerized fitness testing, massage, and acupuncture, as well as workshops on wellness topics important for all young adults.

Emotional wellness can be maintained by becoming better organized, managing time well, keeping in touch with family and friends, managing stress well, knowing yourself, and developing meaningful personal relationships as well as collegial relationships with other students and faculty members who could serve as tutors and mentors. Keeping well spiritually is not limited to a specific place of worship but can be defined as keeping in touch with your own inner source of strength—often through meditation, prayer, contemplation, and visualization. Finally, while it is recognized that time for extracurricular activities will often be limited, students are encouraged to continue their interests, hobbies, and personal relationships while in medical school.

Counseling Services for Students

NSU MD provides all students with professional and comprehensive counseling services. Counselors are dedicated to providing professional, confidential, psychological, financial, and academic counseling. Students may self-refer or be referred by family, friends, professors, staff members, colleagues, or other individuals. The OSA and NSU provide counseling in three key areas that are critical to a student's academic and professional success: personal counseling, academic counseling, and financial counseling.

Personal Counseling

NSU offers counseling services to its students. Students may receive, without charge, 10 counseling sessions per calendar year (measured from the first counseling session). Students requiring more than 10 sessions within a year may be transitioned to a community provider (if clinically appropriate) and, at the completion of the one-year period, return to the counseling center. Students may receive unlimited psychiatric services at a nominal fee (if the student elected the NSU health insurance, there is no deductible or co-pay applicable to the psychiatric service).

The NSU Center for Student Counseling And Well-Being (CSCW) provides confidential psychological evaluations and consultations for students in individual and group sessions; psycho-educational and wellness programs on a variety of mental health topics, including stress management, time management, depression, personality profiles, identifying cognitive strengths, anger management, relationships, maintaining academic and social balance, study skills, test-taking skills, enhancing self-esteem, and leadership. CSCW services include treatment for anxiety, panic, and depression; anger management; financial stress; social struggles; chronic illnesses; abuse; suicidal thoughts, breakups, and divorce; assault; and many other areas affecting a student's quality of life.

Student counseling services offered by the CSCW include

- individual, group, and family/relationship counseling provided by psychologists, clinical social workers, mental health counselors, marriage and family therapists, and supervised graduate student trainees
- psychiatric medication services
- alcohol and drug assessment and counseling
- counseling in life skills and life choices
- workshops and seminars in interpersonal and wellness areas

Reasons for seeking counseling include: feeling frequently sad or nervous, difficulty with alcohol or drugs, thinking about harming yourself or others, trouble adjusting to college life or studies, relationship problems, a recent trauma you can't resolve, questions about career or identity, feeling lonely or homesick, roommate or friendship problems, body image or weight problems, feeling too much stress, difficulty with sex or intimacy, and wanting assistance solving personal or life problems.

Note: CSCW's records and information are confidential and are not university records.

You can visit or call the CSCW and request an intake session with one of the counselors. At the first appointment, the counselor and student make decisions about what kind of help is needed and will be most beneficial. Students requiring immediate help can be seen on an emergency basis the same day.

The CSCW is located in the Student Affairs Building, 3rd floor, on the Fort Lauderdale/Davie Campus. Although only a short walk (5-10 minutes) from the main health professions complex, this location allows students to participate in voluntary screenings and/or be seen in a confidential manner. In addition to posted office hours, a crisis hotline is available 24 hours a day, 7 days a week to give support and counseling by phone.

In an immediate emergency, call 911.

Phone (954) 424-6911. Professionals are available on call at all times.

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

Location: **Student Affairs Building—3300 S. University Drive, Fort Lauderdale, FL 33328-2004**

Students seeking personal counseling should call the CSCW during normal business hours to make an appointment. Whenever possible, special appointments will be made to accommodate students' schedules. Urgent or crisis matters will be triaged immediately with CSCW psychological services or referred to services in the community.

Other available options for support include:

- **CSCW Telecounseling Services**—For students in remote NSU locations, the CSCW offers counseling services through secured telecommunications.
- **2-1-1 United Way of Broward and Palm Beach Counties**—A local 24-hour hotline that assists in suicide prevention as well as information and referrals to health, social, and human services. Dial 211.
- **ULifeline**—A nationwide 24-hour service that forwards your call to the nearest crisis hotline. 1-800-273-TALK (8255).

Professionals Resource Network (PRN)

The PRN is a program designated as the state of Florida's Impaired Practitioners Program. The mission of the PRN is to protect the health and safety of the residents of Florida through early identification, referral for evaluation/appropriate treatment, and accurate monitoring techniques of impaired healthcare

professionals. PRN's services are available to all licensed practitioners, those in the process of applying for a license, temporary license holders, residents, medical students, and requests from other state physician health programs. By enrolling in NSU MD's program of medical education, students consent to referral to the PRN if deemed appropriate by NSU MD authorities. For more information about the PRN, please visit *flprn.org*.

Academic Counseling

Faculty Advisers

Students will be assigned to a physician or nonphysician faculty adviser (FA) in each academic year. FAs teach throughout the curriculum and are committed to working with students to help them navigate the curriculum and the match process. FAs are not precluded from assessing performance of their advisees. FAs will have access to student assessment results, monitor performance, and discuss academic performance during individual student meetings. FAs will be alert for both academic and nonacademic factors that may contribute to poor academic performances.

FAs provide longitudinal support in a variety of areas, such as assistance and advice in the areas of health and wellness, professional development, career planning, and academic and life support, as well as encouragement and reassurance to help students feel more connected to the NSU MD community. The small student/professor ratio allows them to develop meaningful one-on-one relationships, with the goal of having the personal relationship between the FA and the student develop into a partnership that is built on trust, safety, and a shared desire to achieve a common goal.

Responsibilities of FAs include the following:

Supporting Learning

- Meet with students regularly, during the initial transition to medical school, to facilitate the identification of potentially "at-risk" students and to provide support and/or referrals as necessary, including a mandatory meeting during orientation, as well as frequent group lunches and one-on-one meetings during the fall semester of Year 1. Group and individual meetings continue throughout medical school, aligned with curricular demands.
- Track and monitor individual student's academic and professional performance.
- Serve as first contact for faculty members who have academic and/or professional concerns about a student.
- Serve as a resource with NSU MD curriculum, including purpose, sequence, and assessment methods.
- Serve as a resource with professional enrichment opportunities—i.e., summer research opportunities, yearlong research fellowships, pursuing additional NSU degrees during medical school, and international and other service-learning opportunities.

Career Advising

- Serve as a resource with specialty-specific career planning.
- Help with decisions on course and clerkship schedules, including approving elective schedules.

- Assist with preparation for the residency match.
- Serve as a resource for career advising tools available through the AAMC Careers in Medicine program.
- Assist and prepare the student for postgraduate activities (e.g., residency via the National Residency Matching Program, Ph.D., or other graduate studies).

NSU MD Policies and Procedures

- Serve as a resource with the policies and procedures of the NSU MD and NSU (including the SPAC).
- Offer advice and support for students referred to the SPAC for academic issues (including professionalism).
- Assist with development and implementation of remediation plans.

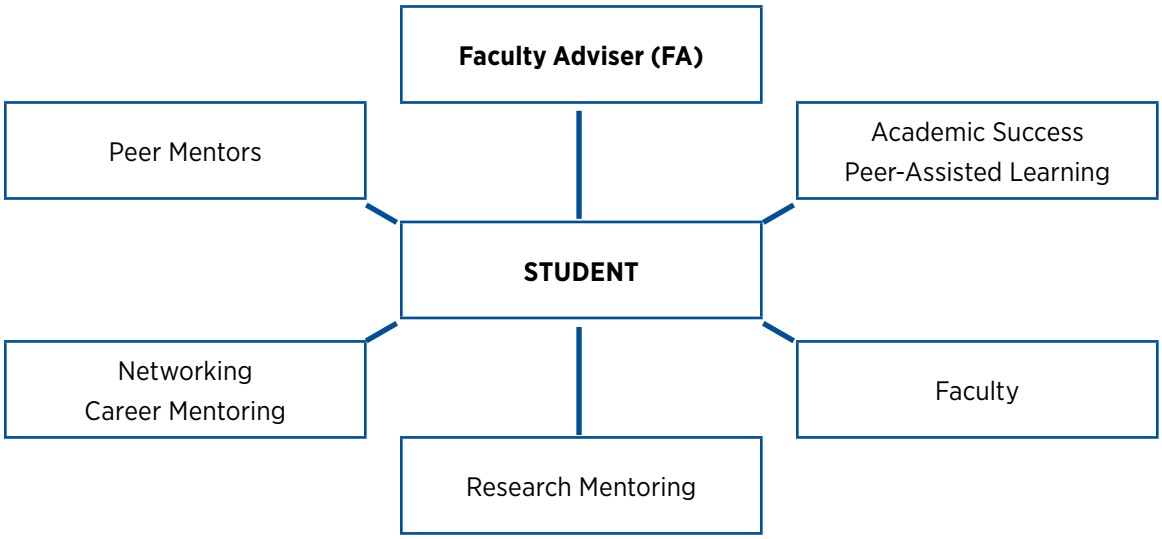
General Responsibilities

- Be available to students via office hours and email; provide backup to other advisers, as needed.
- Participate in key medical student events (including orientation, White Coat Ceremony, Match Day, and commencement).

In addition to the efforts of the FAs, NSU MD offers a comprehensive array of resources the students may need to be successful in medical school, including the following:

- Peer Mentors—Each first-year medical student is assigned a peer mentor (PM); a second-year student who provides advising from the student perspective. Peer mentors are selected each year through collaborative vetting by the FAs and the OASA.
- Academic Success Coach—NSU MD has a full-time director of Student Success and Learning Excellence (DSSLE) who supports all students and works with the FAs to provide advising in areas such as study and organizational skills and time management.
- Peer Assisted Learning (PAL)—PAL sessions are student-led and provide opportunities for students in the preclinical curriculum to dive deeper into select topics. FAs may encourage their advisees to explore PAL sessions to strengthen proficiency in topics such as anatomy, immunology, and biochemistry.
- Research Mentoring—An assigned faculty member reviews student research proposals and works with the FA and the student to properly develop and submit their research proposals.
- Faculty/Clinical Mentoring—FAs routinely refer advisees to faculty members and clinicians in the NSU MD community to assist students with content-related issues or to obtain professional and career guidance. In addition, FAs encourage their advisees to build relationships proactively with faculty members and clinicians as part of their ongoing professional development.

The NSU MD Advisory System is structured to provide a network of support for students throughout medical school, especially in the areas of mental and physical wellness, academic achievement, and professional development.



Tutoring, Study Skills, and Monitoring of Medical Student Performance

NSU MD faculty members (block and course directors and other course faculty members) provide tutoring for first- and second-year students who request or need academic assistance and support. Tutoring sessions are free for all medical students and may be provided on an individual or group basis. Assistance with developing effective study skills is provided by the director of Student Success and Learning Excellence (DSSLE), who provides 1) group sessions open to all students early in Year 1 ("Study for Success") and as needed in other years, and 2) one-on-one meetings. Students may access tutoring services or assistance from the DSSLE through any of the following means: self-referral; suggestion from block or course directors, faculty members, advisers, and mentors; referral by the OSA; or recommendation or mandate of the SPAC.

Block, course, and clerkship directors monitor student performance regularly. In the preclerkship curriculum, block and course directors review scores on all exams and faculty feedback on small group performance to identify students who are at risk academically, professionally, or with any of the required competencies, and provide assistance—which may include tutoring they arrange and/or referral to the OSA. In Year 3, clerkship directors monitor all written assessments and patient/procedure logs and meet with students assigned to them regularly throughout the year. Course and clerkship directors and FAs discuss academic difficulties with their students and arrange referrals to the OSA as needed.

Students who are identified as at risk of failing a course or clerkship are encouraged to self-refer by making an appointment with their FA. This is an opportunity for students to express their academic and personal concerns and for the OSA to recommend strategies or services to help, including tutoring. Students are encouraged to have ongoing communication with course faculty members to answer questions and obtain additional academic assistance.

In addition to NSU MD tutoring services, private and group sessions are available through the RecPlex and the Henderson Student Counseling Center: tutoring, study skill strategies, time management, improving organizational skills, and other special techniques designed to assist students meet the rigorous demands of the curriculum.

Financial Counseling

NSU's Financial Aid and Academic Records (FAAR)

Financial Aid and Academic Records (FAAR) is located on the first floor of the Horvitz Administration Building. All financial aid and student accounts personnel are cross-trained, use common software, and are available to counsel any NSU undergraduate, graduate, or professional student seeking assistance. The FAAR web page (*nova.edu/financialaid*) provides information about the types of aid available and debt management strategies. All students who receive financial aid are required to complete one-on-one entrance and exit interviews with NSU's financial aid staff members.

Medical students are also expected to utilize the resources on financing their medical education that are available on the AAMC website (*students-residents.aamc.org/financial-aid*), including the MedLoans® Organizer and Calculator, FIRST, SALT, and the Education Debt Manager. Sessions with students to review these resources will be provided by staff in the Office of Student Affairs.

Types of aid

There are several financial aid and scholarship options available to medical students, including:

- **Dean's Scholarships:** These awards are made to medical students who are Florida residents based on merit, financial need, and other considerations. They are renewed every year, if the student maintains satisfactory academic progress, and the scholarships are not repaid.
- **NSU MD Scholarships:** These awards may be based on merit, financial need, and/or other considerations, and are not repaid.
- **External Grants and/or Scholarships:** These are grants and scholarships awarded to students by outside agencies.
- **Federal Student Loans:** These loans offer the option to defer repayment until after graduation or withdrawal from school. They are available to help meet students' cost of attendance after grant and scholarship options have been exhausted. Federal Student Loans are considered a form of financial aid. See the web page of the Office of Student Financial Services (*nova.edu/financialaid/loans/graduate-professional.html*) for more information about the loans that are available to medical students.
- **Alternative (Private) Student Loans:** Alternative student loans are credit based and available through multiple lending institutions. The terms of these loans can differ significantly from those of the Federal Loan Programs. Look at items such as deferment, forbearance, and repayment provisions to include what happens to the loan balance in the event of death or permanent disability.

Tuition Refund Policy

Voluntary Drop or Withdrawal

1. Students who withdraw from the university prior to the start of classes will receive a full refund, less nonrefundable fees.

2. Students who withdraw from the university before the end of the first week of classes will receive a 75 percent refund, less nonrefundable fees.

3. Students who withdraw after the end of the first week of classes will not receive a refund, unless the withdrawal takes place due to exceptional circumstances, such as serious illness, military conscription, or death of an immediate family member. The executive associate dean of Academic and Student Affairs makes the determination of "exceptional circumstances." Situations, such as employment changes, relocation of home, transportation problems, and dislike for the instructor/course, are not considered "exceptional circumstances."

The date of withdrawal is determined by the date that a written application for withdrawal for that semester is received by the assistant dean of Admissions and Student Affairs.

Matriculation Policies

Prior to matriculating as medical students in NSU MD, all admitted applicants must meet the contingencies listed in the *Conditions of Acceptance* document they receive with their written offer of admission. In addition, students are required to complete pre-matriculation preparatory material prior to beginning medical school. Details of matriculation policies and all forms that must be filled out and returned, as well as an orientation page, will be posted at *md.nova.edu/admissions*.

NSU Student Medical Center

Student Medical Center: Offering Preventive and Therapeutic Health Services

The Student Medical Center (SMC) at NSU provides registered medical students with confidential primary medical care and health education for the prevention, diagnosis, and treatment of routine illness and injuries. SMC services are billed to the student/student's insurer. If a student has NSU health insurance, SMC services are covered, and no out-of-pocket payment is required. Students with non-NSU insurance are billed according to the terms of their policy.

The following are services provided at the SMC:

Clinical Care Services

- physical exams
- women's healthcare
- preventive care
- general medical care
- sports medicine
- minor surgical procedures

Office Procedures

- EKG, TB screenings, respiratory therapy, vision screening, audiology, pap smears, suturing
- Immunizations: MMR (measles, mumps, rubella), hepatitis A and B, influenza, tetanus/diphtheria, varicella, meningitis, HPV, and others

Students requesting clinical care services are expected to schedule an appointment whenever possible.

Services Not Provided

- X-rays and other sophisticated diagnostic testing
- implantation of IUDs (though available at Ziff OB-GYN department)
- specialty physician care (i.e., obstetrics, surgery, orthopedics, ophthalmology, cardiology, gastroenterology) and dental care
- emergency care after clinic hours
- overnight infirmary services

For the above services, referrals are made to several local hospitals, pharmacies, and physicians for which the student is financially responsible.

Ziff Health Care Center: Comprehensive, On-Campus Healthcare Options

In addition to housing the Student Medical Center, the Ziff Health Care Center is a state-of-the-art primary care facility available to the public. Specialty offices/services include family medicine, pediatrics, occupational therapy, pharmacy, physical therapy, rehabilitation, nephrology, hypertension, sports medicine, an optometric center, optical dispensary, OB-GYN, and general internal medicine. Complete dental services are available next door at the clinics operated by the NSU College of Dental Medicine. Additionally, the NSU Audiology Clinic and ambulatory medical, optometric, and dental care are available during regular business hours for the university community. When a student or a family member needs care, they may make an appointment with NSU Health. For more information, visit *nsuhealth.nova.edu* or call (954) 678-2273. Most insurance policies are accepted by the health facility for medical services.

Specialty Care

Practitioners at both the Student Medical Center and the clinics of the Ziff Health Care Center will arrange consultation with specialists, when required. Students are encouraged to coordinate specialty care with their SMC or Ziff primary care physicians. Any specialty care will be the student's financial responsibility.

For Medical Emergencies

On Campus: Call the Public Safety Department at (954) 262-8999.
Off Campus: Call 911 or (954) 262-8999, or go to the nearest hospital emergency department.

NSU Public Safety Services

The NSU Public Safety Department (*nova.edu/publicsafety*) administers safety and security for all university campuses. Police department officers from local cities and contract security officers support uniformed, unarmed NSU Public Safety officers. NOVALERT is the name of the public safety program that provides students with 24-hour access to security and safety services and emergency response. Emergency "Blue Light" telephones are located at strategic locations on campus to provide communication to Public Safety at any time. Public Safety also provides crime prevention education, safety escorts, vehicle assistance, criminal investigations, and parking services. Other services provided to the NSU community include fingerprinting, providing extra police for special events, and lost and found.

Emergency, Hurricane, and Severe Weather Procedures

In Emergency Situations

- EMERGENCY PHONE NUMBER: 24 HOURS A DAY, 7 DAYS A WEEK (954) 262-8999
- Students on campus who need emergency assistance should first call 911, then call NSU Public Safety at (954)-262-8999.
- Students who need emergency services and are not currently on campus should call 911, then call NSU Public Safety at (954)-262-8999.
- NSU MD students are encouraged to sign up for college-specific emergency alerts on NSU MD's emergency alert page at *md.nova.edu/campus/safety.html*.

Parking and Traffic Policies

All NSU students and faculty and staff members who park a vehicle on university property must obtain a university parking permit (available on the first floor of the Terry Building or Horvitz Building). Medical students are encouraged to review the university's parking rules and regulations at *nova.edu/publicsafety/forms/parking_regulations*. It is the responsibility of each student to become familiar and comply with the rules.

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

- All administrators, faculty and staff members, students, and visitors must register vehicles to be driven or parked on campus.
- All administrators, faculty and staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved.
- Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.
- The Public Safety Department is authorized to designate any spaces as temporary reserved parking.
- Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Public Safety Department, in writing, at the time the vehicle becomes disabled. The director of Public Safety will determine whether a disabled vehicle can remain on campus.
- Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
- Trailers or mobile campers can be parked on campus only with written permission from the director of Public Safety.
- The maximum speed on any NSU driveway or roadway, excluding those owned and managed by the town of Davie, Broward County, or the state of Florida, is 15 miles per hour or less.
- All vehicle operators must obey Public Safety and police directions and instructions regarding operating and parking motor vehicles.
- NSU assumes no liability for damages to any vehicle parked or driven on campus. For additional information, visit the Public Safety web page at *nova.edu/publicsafety*.

Contact Information for Accrediting and Governing Agencies

Students who wish to file a complaint with NSU's accrediting agencies may contact

- Southern Association for Colleges and Schools Commission on Colleges—*sacscoc.org*
- Accreditation by the Liaison Committee on Medical Education—*lcme.org*. The NSU MD program was granted full accreditation status from the Liaison Committee on Medical Education (LCME). This approval allows the college to recruit, advertise, admit, and teach medical students. For further information, contact: LCME Secretariat, Association of American Medical Colleges, 655 K Street, NW, Suite 100, Washington, D.C. 20001, (202) 828-0596, or LCME Secretariat, American Medical Association, 330 North Wabash Avenue, Suite 39300, Chicago, IL 60611, (312) 464-4933.

NSU MD Technical Standards

Introduction

Applicants to NSU MD's M.D. program are selected for admission based on their academic, personal, and extracurricular attributes. Applicants must also have the intellectual, physical, and emotional capabilities to meet the requirements of the college's curriculum and of a successful medical career.

The mission of the college is to provide the graduates of its M.D. program with broad general knowledge in all fields of medicine and the basic skills and competence requisite for the practice of medicine. Therefore, the faculty members of the college believe that a broad-based and patient-oriented curriculum is necessary for the development of such knowledge and skills and is best suited to the education of future generalists, specialists, physician investigators, and leaders in medicine. In other words, the college seeks to graduate students who will have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. The following technical standards are based on standards suggested by the Special Advisory Panel on Technical Standards for Medical School Admissions convened by the AAMC (Memorandum #79-4) in January 1979*. These guidelines were formally adopted by the Curriculum Committee in 2016, will be reviewed at least every three years by the Curriculum Committee, and will be updated as deemed appropriate. These guidelines specify the attributes considered essential for completing medical school training and for enabling each graduate to enter residency and clinical practice. Moreover, because the M.D. degree signifies that the holder is a physician prepared for entry into the practice of medicine within postgraduate training programs, it follows that graduates must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide array of patient care. As such, these standards, along with the academic standards established by the faculty members, describe the essential functions that applicants must demonstrate to meet the requirements of a general medical education, and are prerequisites for entrance, continuation, promotion, and graduation.

NSU MD will consider for admission and continuation any applicant who meets its academic and nonacademic criteria and who demonstrates the ability to perform skills and meet the standards listed in this document, with or without reasonable accommodations, consistent with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. These standards also conform to the AAMC guidelines for medical schools. The college believes that all applicants must possess the intellectual, physical, and emotional capabilities necessary to undertake the required curriculum in a reasonably independent manner without having to rely on the assistance of others or intermediaries, and that all applicants must be able to achieve the levels of competence required by the faculty members. All applicants for admission, both those with and without disabilities, are expected to be competitive with others in the applicant pool in academic, personal, and extracurricular attributes. The institutional policy is to make admissions decisions on a case-by-case basis and based on each applicant's qualifications to contribute to the college's educational mission. For purposes of this document, and unless otherwise defined, the term "applicant" or "candidate" means applicants for admission to medical school as well as enrolled medical students who are candidates for promotion and graduation.

*NSU MD's adopted Technical Standards, based on the recommendations of the AAMC Special Advisory Panel on Technical Standards for Medical School Admissions, approved by the AAMC Executive Council on January 18, 1979, are reproduced below.

Technical (Nonacademic) Standards for Admission

A candidate for the M.D. degree must have abilities and skills in the five functional areas described below and must have the physical and emotional stamina and capacity to function in a competent manner, and consistent with these standards, in the classroom, clinical, and laboratory settings—including settings that may involve heavy workloads, long hours, and stressful situations.

1. **Observation:** The candidate must be able to observe demonstrations and experiments in the basic sciences, including, but not limited to, anatomic, physiologic, and pharmacologic demonstrations, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision, hearing, and somatic sensation. It is enhanced by the sense of smell.

2. **Communication:** A candidate must be able to speak, to hear, and to observe patients to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the healthcare team.

3. **Motor:** A candidate must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers that comprise a complete physical examination (including pelvic examination). A candidate must be able to perform the basic and advanced clinical procedures that are requirements of the curriculum. A candidate must be able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch, vision, and hearing.

4. **Intellectual: Conceptual, Integrative, and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem-solving, the critical skill demanded of physicians, requires that a candidate be able to learn, retrieve, analyze, sequence, organize, synthesize, and integrate information efficiently, and reason effectively. In addition, the candidate should be able to measure and calculate accurately, and to understand the spatial relationships of structures.

5. **Behavioral and Social Attributes:** A candidate must possess the emotional capacity to fully utilize intellectual abilities, exercise good judgment, promptly complete all responsibilities attendant to the diagnosis and care of patients, and develop mature, sensitive, and effective relationships with patients. A candidate must be able to work effectively, respectfully, and professionally as part of

the healthcare team, and to interact with patients, their families, and healthcare personnel in a courteous, professional, and respectful manner. A candidate must be able to tolerate physically taxing workloads and to function effectively under stress. A candidate must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. A candidate must exhibit professionalism, personal accountability, compassion, integrity, concern for others, and interpersonal skills, including the ability to accept and apply feedback and treat all individuals in a respectful manner.

6. **Ethics and Professionalism:** A candidate must maintain and display ethical and moral behavior commensurate with the role of a physician in all interactions with patients, faculty and staff members, students, and the public. Medical students should understand and function within the legal and ethical aspects of the practice of medicine.

Auxiliary aids and services can be used in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary, a person trained to perform essential skills on behalf of the candidate, or a person used such that a candidate's judgment must be mediated by someone else's power of selection and observation, is not permitted.

In addition to the abilities and skills set forth above, candidates must possess the general physical health necessary for performing the duties of a medical student and physician in training without endangering the lives of patients and/or colleagues with whom the student might have contact. Candidates whose performance is impaired by abuse of alcohol or other substances are not suitable candidates for admission, continuation, promotion, or graduation.

Process for Assessing the Applicant's Compliance with the Technical Standards

Applicants are required to attest at the time they accept an offer to matriculate that they meet the college's technical standards, and thereafter must attest on an annual basis that they continue to meet the standards. These standards are not intended to deter any student who might be able to complete the requirements of the curriculum with reasonable accommodations. Requests from applicants for reasonable accommodations in meeting the technical standards will be reviewed and considered by the NSU Office of Student Disability Services. Students requesting accommodations must complete NSU's Academic Accommodations Form (*nova.edu/disabilityservices/forms/academic_accommodations.pdf*). For additional information about the college's process for assessing an applicant's compliance with the technical standards, contact the Office of Disability Services at (954) 262-1520, or email *HPDdisabilityservices@nova.edu*. Additional information can be found on the NSU Office of Student Disability Services web page at *nova.edu/disability-services*.

Background Checks / Continuing Duty to Disclose

NSU MD requires students to submit to background checks. Accepted applicants and students in our program (as well as accepted applicants and students in other NSU healthcare-related programs) are required to authorize the program to obtain background check(s) as per adopted policy. If the background check(s) reveal information of concern, which the college may deem unfavorable, the college/program will request that the individual provide a detailed written explanation of the information contained in this report, along with appropriate documentation (e.g., police reports). Students may also be required to authorize clinical training facilities they are assigned to by their programs to obtain

a background check, with the results reported to the clinical training facility. Students with questions concerning background checks should contact their respective college and/or academic program for more information.

Offers of admission will not be considered final until the completion of the background check(s), with results deemed favorable by their program. If information received in connection with a background check indicates the student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, then the student's admission may be denied or rescinded, the student may be disciplined or dismissed, or the student's enrollment may be terminated.

Acceptance to NSU MD does not guarantee that a student with information of a concern will be accepted by clinical training facilities to which they may be assigned.

Students enrolled in the health professions have a continuing duty to disclose any arrest, conviction, guilty or no contest plea, adjudication withheld, or participation in a pretrial diversion program, or its equivalent, for any criminal offense. Students are required to notify their dean's office within 10 days of any arrest or subsequent conviction, guilty, or no contest plea, adjudication withheld, or participation in a pretrial diversion program, or its equivalent, for any criminal offense.

Students with Disabilities

Individuals with disabilities (as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act) may be qualified to study and practice medicine with the use of reasonable accommodation. To be qualified for the study of medicine, those individuals must be able to meet NSU MD's academic and technical standards, with or without reasonable accommodation. Accommodation is a means of assisting students with disabilities to meet essential standards by providing them with an equal opportunity to participate in all aspects of each required course or clinical experience in the curriculum. Reasonable accommodation is not intended to guarantee that students will be successful in meeting the curricular requirements. More information is available at *nova.edu/student-handbook*, under the E.1 Grievance Procedure for Discrimination Based on Disability section and on the Office of Student Disability Services' web page, at *nova.edu/disability-services*.

The Use of Auxiliary Aids and Services

Auxiliary aids and services are available for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner. Qualified students with documented disabilities may be provided with reasonable accommodations that may include involvement of auxiliary aids and/or services. But no disability can be reasonably accommodated with an aid or intermediary that provides cognitive interpretation, or substitutes for essential clinical skills, or supplements clinical and ethical judgment. Thus, accommodations cannot eliminate essential program elements or fundamentally change the curriculum of NSU MD.

Making a Request for Accommodation

Accepted applicants with a documented disability and enrolled students who believe they have a disability, who request accommodations, have the responsibility for documenting the disability and

the need for accommodations. Such applicants and students must register with the NSU Office of Student Disability Services (SDS).

- It is the student's responsibility to initiate the process for disability services with SDS. Each student with a disability should contact SDS prior to the commencement of classes to discuss the student's needs. To do so, contact the Office of Student Disability Services at (954) 262-1520, or via email at *HPDdisabilityservices@nova.edu*. Additional information can be found on the NSU Office of Student Disability Services web page at *nova.edu/disability-services*.

- Requests for accommodation must be made in writing to the SDS via the Academic Accommodations Form. The form may be downloaded directly from the SDS web page at *nova.edu/disabilityservices/forms/academic_accommodations.pdf*.

- Requests for accommodation must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. Specifically, students must obtain documentation that establishes the need for an accommodation and relates the current impact of the disability to the requested accommodation. To be eligible for services at the SDS, a student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Both the ADA and Section 504 define a disability as a condition that substantially limits at least one major life activity such as walking, seeing, speaking, hearing, breathing, learning, caring for oneself, and interacting with others. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more **major** life activities. For a full description on how to submit the necessary appropriate written documentation to request accommodations, go to *nova.edu/disability-services*.

  It is the student's responsibility to submit the necessary forms and documentation to SDS in a timely manner to be guaranteed the appropriate accommodations.

- Student requests for accommodation will be considered on an individual basis. Decisions pertaining to reasonable accommodations will be made by the SDS, in consultation with the NSU MD ADASA. An SDS representative will collaborate with the ADASA to ensure the requested accommodations are needed within the framework of the Technical Standards to permit the student to successfully participate in the full academic program, as well as are reasonable within the structure and goals of the curriculum.

- Written notification of approved accommodations will be provided to the student. Note: It is the responsibility of all students to notify their professors of their approved accommodations by presenting an approved accommodation memorandum.

Additional information on the process for disability services can be found on the NSU Office of Student Disability Services web page at *nova.edu/disability-services*.

Academic Accommodation(s) Appellate Process and Guidelines

Requests for accommodation must be made in writing to the Office of Student Disability Services and must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. If the student disagrees with the accommodation(s) proposed by the Office of Student Disability Services, or if the accommodation(s)

is/are denied, the student may appeal the decision to the university's Academic Accommodation Appellate Committee. The student will be given the opportunity to present the appeal in an appearance before the committee. The committee will also review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Academic Accommodation Appellate Committee is final and binding upon the student without further appeal.

Academic Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the ADASA shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present the appeal.
4. Proceedings of the committee shall be kept in strict confidence. The following are prohibited in all committee meetings:
    a. any recording of the meeting, except official minutes
    b. legal counsel
    c. uninvited guests

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

Academic Affairs

Academic Calendar, University Holidays, and Medical Student Schedule Commitments

The academic calendar for the M.D. program is posted on the NSU MD web page (*md.nova.edu/academics/curriculum.html*), and students should familiarize themselves with the required activities for their educational program. Please note that the academic calendar for NSU MD differs from that of the rest of the university. Medical students are governed by the NSU MD academic calendar, and **dates are subject to change**. Students must check the course syllabus and the college's web page for the latest academic schedule.

Students are expected to participate in ALL scheduled orientation activities, as well as required classes, exams, and other performance assessments, and required Office of Student Affairs activities, from the first through the last date in each semester that appears on the academic calendar, excluding mid-semester breaks.

A matriculating medical student who is not physically present at the beginning of Year 1 (which will generally be at 8:00 a.m. on the Monday of Orientation and Professional Immersion Week) without an excused absence will forfeit the student's position in the class. All fees and tuition that have been paid by that student will be refunded, and the position will be offered to a student on the alternate list.

Blocks, courses, and clerkships listed in the M.D. program academic calendar are organized to begin and end on common dates in each year or semester and generally have a uniform weekly schedule. During a typical week, block and course activities (lectures, labs, small groups, clinical experiences, and examinations) will be scheduled during no more than seven half days, with on average three half days kept free for independent study. Block and course directors are required to adhere to approved NSU MD academic calendars when scheduling their blocks and courses. Examination dates and times are coordinated and timed to attempt to ensure a reasonable workload for students. During the third and fourth years of medical school, students will actively participate in a lottery process to create their clerkship and rotation schedules within the overall framework of the NSU MD academic calendar and the curriculum requirements.

NSU is officially closed a few national holidays, including Labor Day; Thanksgiving Day and the following Friday; a winter holiday on varying days during the period that includes Christmas Day and New Year's Day; Martin Luther King, Jr. Day; Memorial Day; and Independence Day. The dates of the university holidays for each year can be found at *nova.edu/hr/holiday-schedule.html*. NSU MD is closed and does not hold classes on university holidays; however, during clerkships and Year 3 and Year 4 rotations, students may be expected to work and take call on these days (depending on the patient care activities at their assigned clinical sites), or to attend other scheduled activities.

Academic Evaluation and the Competency-Based Grading System

Blocks, Courses, and Clerkships

The NSU MD curriculum is organized in two phases (preclerkship and clerkship). In the preclerkship phase, each semester includes a series of integrated basic science blocks, which occur concurrent with the Practice of Medicine clinical courses. The clerkships are organized as a series of three Clerkship Modules, each of which includes two or more required clerkships. Student performance is assessed in each block, course, clerkship, and elective. The Student Progress and Advising Committee (SPAC) monitors student performance based on the defined standards for Satisfactory Academic Progress, which include the requirement that students must pass each block, course, clerkship, and elective in the curriculum.

Course numbers and credits are assigned to each block, course, clerkship, and elective, which vary in the number of credits, intensity of scheduled time, and duration. In the preclerkship phase, the blocks and courses are organized to begin and end on common dates in each year or semester, and generally have a uniform weekly schedule. Students are expected to participate in scheduled curricular activities

from the first to the last day of study in each year or semester. To the degree possible, exams for concurrent blocks and courses will be scheduled so that exams do not compete with other learning activities.

The syllabus for each block, course, clerkship, and elective contains the course objectives, the NSU MD Educational Program Objectives addressed, the schedule of activities, learning objectives for specific sessions or activities, names and contact information for the faculty involved, a listing of course materials, the student assessment system, and grading policies.

NSU MD General Competencies

Medical Knowledge: Students will demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences and the application of this knowledge to patient care.

Patient Care: Students will demonstrate patient-centered care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

System-Based Practice: Students will demonstrate an awareness of—and responsiveness to—the larger context and system of healthcare, utilizing other resources in the system to provide care for patients.

Practice-Based Learning and Improvement: Students will demonstrate the ability to evaluate their professional development and approach to patient care, to appraise and assimilate scientific evidence, and to improve based on self-assessment and lifelong learning.

Interpersonal Skills and Communication: Students will demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals.

Ethics and Professionalism: Students will carry out professional responsibilities with the highest standards of excellence and integrity and adherence to ethical principles.

Personal and Professional Development and Wellness: Students will demonstrate the qualities required to sustain lifelong personal and professional growth and wellness.

NSU MD Grades and Transcript

The official NSU MD transcript is organized by academic year, listing all blocks, courses, and clerkships in the academic year, with the credit hours for each block, course, or clerkship, followed by the final grade earned for each block, course, or clerkship. The transcript will also record that the student passed the college's internal competency assessments and, for students in the M.D. program, the USMLE licensing examinations.

Grades

Courses and system blocks (preclerkship): Student achievement of competencies results in either a *Pass* or *Fail* final grade.

- *Pass*: All competencies demonstrated at least a satisfactory level of performance; no significant portion of the performance has been below the minimum level of competency.

- *Fail*: At least one competency was not demonstrated at a satisfactory level of performance. REMEDIATION OR REPETITION OF COURSEWORK IS REQUIRED.

Clinical clerkships: Student achievement of competencies is stratified, resulting in a final grade of *H* (Honors), *HP* (High Pass), *P* (Pass), *or F* (Fail). Clerkship grades will not be weighted, nor will a GPA be calculated.

- *H* (Honors): The student has performed consistently in a manner judged as truly outstanding. The performance is worthy as a model.
- *HP* (High Pass): The student has performed consistently in a manner judged to be clearly above average competency. The performance may occasionally be exemplary, but not consistently so.
- *P* (Pass) The student has performed consistently in a manner judged to be at or above the minimum level of competency. The performance may occasionally be superior, but not consistently so. No significant portion of the performance has been below the minimum level of competency.
- *F* (Fail) The student has performed in a manner judged as marginal in relation to the minimal level of competency. In some respects, performance may have been above the minimum level, but in other aspects, or at other times, performance has been below the minimum level. The student has not demonstrated adequate mastery of the pertinent competency. REMEDIATION OR REPETITION OF COURSEWORK IS REQUIRED.

Determination of Grades for Preclerkship Blocks/Courses

Grading for basic science blocks will consist of two components. To pass the block, the student will be required to pass both components.

The first component consists of accumulated points in 1) web-based objective examinations covering medical knowledge, and 2) other assessments, such as essay questions or papers, oral exams, laboratory practical exams, problem-solving exercises, presentations, quizzes in TBL or similar sessions, and/or completion of online quizzes. The block director will have discretion in choosing what types of other assessments to use in the block and may use more than one type. A passing grade for this component will be ≥75 percent of the total points possible. The percentage contribution to total points will be distributed as follows (for each block):

Web-Based, Mid-Block, and Final Examinations Covering Medical Knowledge Using Multiple-Choice Questions (Internal Exams and/or NBME Exams)	No more than 70%
Other Assessments	Remainder
Total	100%

The second component is problem-based learning (PBL/IQ) small groups. Grading for PBL/IQ will be based on a narrative facilitator assessment and will be determined by the block director as Satisfactory or Unsatisfactory, without assigned numerical points. Each student must receive a grade of Satisfactory (S) assessment for PBL to pass the block.

Grading for Practice of Medicine (POM) clinical courses will consist of the following components (to pass the course, the student will be required to pass all components):

1) Accumulated points in objective assessments of clinical skills and reasoning, such as Objective Structured Clinical Examinations (OSCEs)—A passing grade for this component will be ≥75 percent of the total points possible. Total points will be rounded according to standard rounding conventions to determine whether a student has passed the course for final grade reports.

2) Accumulated points on assessments covering medical and/or clinical knowledge—These assessments may include web-based examinations using multiple-choice questions, essay questions or papers, oral exams, problem-solving exercises, presentations, projects, completion of online quizzes, etc. The course director will have discretion in choosing what types of assessments to use in the course and may use more than one type. A passing grade for this component will be ≥75 percent of the total points possible. Total points will be rounded according to standard rounding conventions to determine whether a student has passed the course for final grade reports. If an assessment is graded Satisfactory/Unsatisfactory without assigned points, the passing grade will be Satisfactory.

3) The remaining components will consist of narrative faculty assessments and will be graded by the course director as Satisfactory or Unsatisfactory without assigned numerical points. These will include 1) assessments by core clinical skills teachers in POM 1, 2, and 3 and assessments by clinical preceptors for the longitudinal clinical experiences in POM 2 and 3.

Grading for other courses (e.g., Professional Immersion, Research, Independent Study) will be based on the NSU MD competencies addressed in the course.

Reporting of Points

Total accumulated points will be rounded, according to standard rounding conventions, to determine whether a student has passed a block or course, for final grade and competency reports and for calculations to determine eligibility for any awards, based on academic standing, given by NSU MD.

Remediation of Summative Assessments

Students are not permitted to retake or remediate examinations or other summative assessments within a block/course to achieve an overall grade of Pass, with the exception of remediating a portion of an objective assessment of clinical skills and reasoning at the discretion of the clinical course director(s).

Timing of Formative Feedback

For all blocks and courses of ≥4 weeks duration, formative feedback and interim examinations will take place no later than approximately halfway through the block/course to provide timely feedback to the students about their academic performance.

Determination of Grades for Clerkships and Electives

Grading for required Year 3 clerkships will be based on performance in the clinical setting, medical knowledge, clinical skills, and required clerkship and elective assignments. The final grade will be based on an overall numerical score, the percentile score for the NBME Subject examination for the clerkship,

and specific criteria related to professionalism. Final grades will be determined by a clerkship grading committee, which will review performance of all students who complete the clerkship during each of the three clerkship blocks in Year 3, once all assessments are available, and assign final grades to those students no later than 6 weeks after the end of the clerkship block.

The overall numerical score will be derived from performance on four categories of assessments. The specific assessment methods and percentage contribution to the final score will vary across clerkships within the following guidelines:

Assessment	Methods of Assessment	Minimum Acceptable Performance	Percentage of Final Numerical Score
Clinical Assessments	Clinical Observation Forms, Mini-CEX Activities Ratings, and Narrative Assessments	Meets Expectations	30%–45%
NBMW Subject Examination	Subject Examination Relevant to Clerkship	5th Percentile	30%
End of Clerkship Clinical Skills Assessment	OSCE, Oral Exam, Other	Satisfactory	15%
Other Assessments	Examples: Case Write-ups Presentations	As Determined by the Clerkship Director(s)	Varies
	EBM/PICO Quizzes, Virtual Patient Cases, Other Assignments		

Final grades in required clinical clerkships will be as follows:

Honors *High Pass* *Pass* *Fail*

The final numerical score that will be required to achieve each grade in a clerkship in a given academic year will be established by the Clerkship Grading Committee. The numerical scores for each grade will be based on data from students who have completed the clerkship and a target distribution of grades, as determined by recommendation from the Clerkship Subcommittee and the Curriculum Committee to the Office for Medical Education.

For all clerkships, the criteria for demonstrating professionalism will be the same and will include specific expectations for demonstration of professional behaviors, participation in required events, and timely completion of all clerkship logs, evaluations, and other assignments.

Remediation of Summative Assessments

Students are not permitted to retake or remediate examinations or other summative assessments within a clerkship to achieve an overall grade of Pass. However, students who fail the NBME Subject Exam (score <5th percentile), but have Satisfactory performance on all other assessments, will receive a grade of *Incomplete* (*I*) and will be allowed to retake the Subject Exam once. If the student receives a score ≥5th percentile, the student will receive a final grade of *C* (*Pass*) in the clerkship.

Timing of Formative Feedback

Formal formative feedback by the clerkship director will take place no later than approximately halfway through the clerkship to provide timely feedback to the students about their academic performance.

Fail and In Progress Grades in Permanent Student Records

Fail: Students who receive an *F* or a *Fail* grade in a block, course, elective, or clerkship will be referred to the SPAC for review of the student's overall academic progress. The SPAC will decide as to whether the student must 1) remediate a specific area of unsatisfactory performance to receive grade of *Pass*; 2) repeat the block, course, elective, or clerkship; 3) repeat the year; 4) be placed on probation, suspension, or be dismissed from NSU MD. All *Fail* final grades will be indicated on the student's permanent transcript. **If the remediation requires repetition of the entire course, the transcript will reflect both the initial grade of *Fail* (*F*) and the final grade earned in the block, course, elective, or clerkship. If the remediation does not require repetition of the entire course, upon successful remediation, the transcript will indicate *Remediated Pass (RP).*** Failure to complete the plan for remediation (i.e., work not completed or performed at an unsatisfactory level) will be reported to the SPAC for action, which can include requiring the student repeat the block, course, elective, or clerkship, repeat the year, be placed on probation, suspension, and/or be dismissed from NSU MD. NSU MD follows the AAMC template for the Medical Student Performance Evaluation (MSPE /Dean's Letter) in which any remediation or repetition of coursework is noted.

IP (In Progress): This grade is used for students who have not completed all required components of a block, course, elective, or clerkship. The grade of *IP* must be remediated before a student progresses to the next academic year, unless an extension is granted by the SPAC. *In Progress* grades change to *Fail* grades if the remediation is not completed in a satisfactory manner within the time limits prescribed by the SPAC. The deadline for completion of grades of *In Progress* does not apply while a student is on an approved leave of absence. **The *In Progress* grade will be replaced on the transcript when a final grade has been assigned.** All *In Progress* grades must be resolved before a student is eligible for graduation. If the grade of *IP* is given because a student is unable to complete coursework due to serious illness or some other extenuating circumstance, the grade does not convert automatically to a *Fail* at the end of the academic year.

NSU MD Assessments

Narrative Assessment of Student Performance

In the majority of the NSU MD blocks, courses, electives, and clerkships, a narrative description of student performance will be completed by faculty members. Narrative comments will be provided to students for their review in a timely manner and will be a part of the student's permanent file. Clerkship grading narratives are included verbatim in the MSPE/Dean's Letter. A narrative description of student performance that addresses both cognitive and noncognitive factors will be a component of assessment in any required, graded block, course, elective, or clerkship in which the teacher-student interaction permits this form of assessment.

Examinations

The majority of written examinations are conducted as web-based examinations, using secure questions; this means that the examination questions will not be available for study before or after exams. In-class examinations are timed and proctored and include both internal exams and exams provided by the National Board of Medical Examiners (NBME). Some blocks or courses use essay examinations, which may be timed and proctored or assigned as take-home (i.e., open book) exams.

Students have opportunities to raise concerns or ask specific questions about exams by contacting the block, course, elective, or clerkship director. Students will receive their exam results individually, along with comparative data, when available (e.g., class mean on the exam).

In addition to exams, block and course directors are expected to use a variety of assessment tools that use secure, web-administered, multiple-choice questions (MCQs). The performance measures and percentage contribution to the final grade in each block, course, elective, or clerkship is described in the syllabus.

Examination Policy

All students are required to take the examinations on the dates published by the block, course, elective, or clerkship director. Students may request approval to take an examination on a date later than the published date. The request should be submitted to the block, course, elective, or clerkship director, in writing, in addition to the Office of Admissions and Student Affairs to ensure consistency. In general, permission to reschedule an examination will be approved only due to

- extraordinary circumstances that may be outside the student's control, such as a death in the immediate family or a severe illness
- conflict with a religious obligation

If a student has a medical or other emergency that prevents the student from taking a scheduled examination, the student should notify the block, course, elective, or clerkship director and the Office of Admissions and Student Affairs as soon as possible.

Required Formative Assessments

Throughout the blocks, courses, electives, and clerkships in all four years of medical school, students are provided with regular, formative feedback on their performance. This feedback takes the form of narrative feedback by faculty members and peers and a range of other assessments, such as practice tests on course content. Block, course, elective, and clerkship directors are expected to ensure structured formative feedback to students early enough to allow sufficient time for remediation. For short blocks, courses, electives, or clerkships (less than four weeks), formal feedback is not required, but some method of assisting students to assess their learning is expected.

The NBME Comprehensive Basic Science Examination (*nbme.org/Schools/Subject-Exams/Subjects/comp_basicsci.html*) is administered during the RIA Week at the end of the preclerkship curriculum. Although the results do not impact student grades, this is a required exam, and students are expected to use their best efforts in taking the exam. The purpose of this exam is for students to self-assess their preparation and guide their study for USMLE Step 1 exam.

Grade and Competency Reports

In addition to the final grade, NSU MD will provide students with more detailed information on their performance via internal Grade Reports. Grade Reports will provide information that includes

- scores on examinations and other numerically scored assessments
- written narrative comments with a designation as to whether they are **summative** (may be included in the MSPE) or **formative** (for internal NSU MD use only, to help the student improve performance in future courses)
- a rating of *Satisfactory* (*S*), *Satisfactory with Concern* (*SC*), or *Unsatisfactory* (*U*) for each competency assessed in the block or course

A *U* rating for any competency will result in a final grade of *Fail* (*F*) for the block/course.

Students may receive a final grade of *Pass* (*P*) with one or more *SC* competency ratings. The *SC* rating indicates that the student has academic weaknesses and could be at risk of failure, despite having received a final grade of *P* for the block/course.

Students who receive any rating of *SC* will be monitored by the NSU MD Student Monitoring Committee and referred for support to improve performance. They may also be referred to the SPAC or o ther appropriate parties/committees for further action. The *SC* rating will not be reported on the official transcript.

Class Standing and Alpha Omega Alpha (AOA)

NSU MD does not report class standing (rank) of individual students internally or to outside entities (e.g., on the MSPE). NSU MD, however, does calculate class standing based on performance in both the preclerkship blocks/courses and the required core clinical clerkships. Class standing is used solely to determine eligibility for Alpha Omega Alpha (AOA), the national honor society for medical students, and any other honors or awards based on academic excellence. Performance in the preclerkship blocks/courses is based on the cumulative numeric scores listed in the student's final grading and competency reports. Performance in clerkships is based on final clerkship grades (*H/Honors, HP/High Pass, P/Pass*).

Student Supervision in Clinical Settings

Background

Students must be appropriately supervised at all times when assigned to clinical settings.

Only faculty members with an appointment at the medical school can supervise, teach, and assess NSU MD medical students in clinical settings/contexts. Faculty members may delegate supervision to other health professionals, only to the extent that the contemplated activity is within the scope of practice of the supervisor. In these instances, the faculty member will still be responsible for the supervision provided by the aforementioned individuals.

Principles and Procedures on Student Supervision in Clinical Settings

Responsibility of Course and Clerkship Directors

- Course and clerkship directors are responsible for ensuring that students are appropriately supervised at all times when assigned to clinical settings.
- Course and clerkship directors, with assistance of facility administrative personnel, must keep accurate and up-to-date rosters of program-supervising faculty members, and will promptly notify NSU MD of any proposed new supervising faculty member(s), ensuring that the new faculty member(s) have been formally appointed as NSU MD faculty before students are supervised.
- Course and clerkship directors are responsible for knowing these policies, principles, and procedures and ensuring they are followed.

Responsibility of (On-site) Supervising Faculty Members

- Supervising faculty members are responsible for the supervision of all medical students assigned to their clinical service.
  - Supervising faculty members must be knowledgeable about the curricular requirements of the course/clerkship in which NSU MD students are enrolled, including the required clinical encounters and their expected level of engagement.
  - Supervising faculty members are responsible for understanding and abiding by NSU MD's determination of the appropriate degree of involvement/participation by the student and the level of supervision that each student should have when providing patient care in a clinical learning environment.
  - If a clinical site and/or supervisor is responsible for also supervising students from other LCME-accredited programs, DO-granting programs, or other health education program, the supervising physician must be familiar with—and apply—the learning objectives and assessment system of the NSU MD program to NSU MD students.
- Supervision and teaching of medical students may be delegated by the supervising faculty member to resident physicians and other healthcare providers only to the extent that the contemplated student activity is within the scope of practice of the supervisor.
- The supervising faculty member has medical and legal responsibility for the patient's care and is ultimately responsible for patient evaluation and management.

Levels of Supervision

Direct—The supervising faculty member, or designee, is physically present with the medical student and the patient (required for all procedures).

Indirect Supervision with Direct Supervision Immediately Available—The supervising faculty member, or designee, is physically present at the clinical site and is immediately available to provide direct supervision. The supervisor may not be engaged in activities which would delay the supervisor's response to a student requiring direct supervision.

Oversight—The supervising faculty member is available to provide review of encounters and provide feedback after care is delivered.

It is the supervising faculty member's responsibility to understand and abide by NSU MD's determination of the appropriate degree of involvement/participation by the student and the level of supervision that each student should have when providing patient care in a clinical learning environment. The student's degree of involvement/participation in clinical care activities must be in alignment with the intended educational objectives, and the student's participation in such activity must be judged by the supervising physician as legitimately needed to achieve said objectives. NSU MD expects that no students are unnecessarily exposed to performing clinical interventions that may represent high risk of contagion or other safety concerns. Factors that must be taken into consideration when determining the level of involvement of a student in patient care include

- the curricular expectations of the course/clerkship in which the student is enrolled (learning objectives, required clinical encounters, etc.)
- the developmental level of the student
- the complexity of the care or procedure
- the potential for adverse effects
- the demonstrated competence, maturity, and responsibility of the student
- the consent of the patient to have a student involved in their care

Medical students are expected to acknowledge their own limitations and request assistance or decline participation in any aspect of patient care in which they do not feel comfortable or competent.

Monitoring Compliance with Supervision Policies

Clerkship directors, with administrative support provided by the facility, will receive periodic updated information on new faculty members or residents added to the service, and will confirm that any new physicians have been oriented to the course or clerkship and NSU MD policies, as well as being properly appointed as an NSU MD faculty member before the physician supervises any NSU MD students.

The Office of Medical Education reviews syllabi and medical students' evaluations to ensure that supervision is appropriate at all times. Among other assessment variables, students evaluate the quality of teaching of faculty members and residents and the quality of feedback they receive. As part of the standard clerkship evaluation form that students are required to complete, they are asked to state whether they were supervised during the clerkship. If a problem in supervision is apparent by either formal (course/clerkship evaluations) or informal (verbal feedback from students) mechanisms, the executive associate dean of Academic and Student Affairs will meet with the clerkship director(s) to address the issue(s).

Process for Requesting an Alternative Site Assignment

Preclerkship Curriculum

The current process for requesting an alternative site is presenting to students at the start of each semester. The process will generally involve the following:

- Students are assigned to preceptors by administration.
- Within a predetermined time frame, the requesting student may request to switch with another student, by submitting a timely (by the announced deadline) request for a switch in writing (email), including required information (e.g., names of the students switching, the resulting new preceptor assignments as a result of the switch).
- The nonrequesting student must be copied on the email and must also reply that they agree with the switch by the deadline, or the request will not be considered.

Clerkship Curriculum

Rising M3 students are able to submit their preferences for clerkship track options before track assignments are made. Final track assignments are made using an algorithm with oversight from the NSU MD Office of Curricular Affairs. During a designated time period, immediately following track assignments, students may request a mutually agreeable track swap.

Peer-to-peer exchanges will be generally accepted if 1) requested within the provided time frame and prior to the established deadline and 2) there are no perceived or actual conflicts associated with the newly assigned site.

For requests received past the deadline, the only formal criterion for such a change is the situation in which a supervising physician at a site has/had a role in providing medical care to the student or has/had a personal relationship with the student. See the Policy on Recusal from Academic Evaluation of Students by Faculty Members section below.

Other requests for rotation, preceptor, or site reassignment due to unique or extenuating circumstances may be made to the assistant dean of Clerkship Curriculum. Requests for any reason, other than required recusal, will require the professional judgment of administration and will be handled on a case-by-case basis. The determination of the assistant dean of Clerkship Curriculum may be appealed to the executive associate dean of Academic and Student Affairs, whose decision will be final.

Policy on Recusal from Academic Evaluation of Students by Faculty Members

It is the policy of NSU MD that faculty members

- who provide health, medical, or psychiatric/psychological services to a student
- who have a close personal or familial relationship with a student

- who witnessed and reported an event involving the student that calls into question the student's competency in ethics and professionalism or communication that is the subject of review by SPAC or the Student Monitoring Committee, or
- who, as block, course, or clerkship director issued a failing grade to a student that is the subject of review by the SPAC

may provide factual information, but will not be involved in the academic assessment of—or in decisions or deliberations about—the promotion of that student.

Preface: Assessments in and promotions through the academic programs of NSU MD are expected to be made fairly, impartially, and without bias. On occasion, a student may have a close personal relationship with or will have been provided medical or mental health services by a faculty member, either before or after the student has enrolled in the NSU M.D. program. Because such a faculty member has access to sensitive and confidential information that might have the tendency to influence the faculty member's judgment about the student's academic performance, such faculty members are not permitted to participate in the academic assessment of or decisions about the promotion of the student. The assessment and promotion process should consider only academic and humanistic considerations when assessing student performance. To accomplish that goal, both faculty members and students have an obligation to alert the Office of Medical Education so such situations may be avoided. In addition, SPAC members must identify as early as possible any situation that could reasonably call into question the judgment of the member. The SPAC chair will ensure any member of the SPAC with a conflict of interest will be recused from committee deliberation and decision-making.

Policy: As soon as a conflict of interest or the appearance of a conflict of interest is recognized, faculty members participating in the college student assessment process shall recuse themselves from both assessment of the student in blocks, courses, or clerkships and any discussion of and voting on the student. A conflict of interest is present if the faculty member has or has had a treatment relationship with the student or has or has had a close personal or familial relationship with the student. Faculty members shall bring any conflict to the attention of the director of Student Affairs as soon as they become aware of the situation. Generally, any conflict is considered resolved by 1) recusal of the affected faculty member from an academic assessment role or proceedings involving the student before the SPAC, or 2) if the faculty member is in a position to mentor or assess the student in other NSU MD educational activities, the replacement of the faculty member with an unconflicted faculty member or reassigning the student to an appropriate alternative experience. The executive associate dean of Academic and Student Affairs will determine whether additional steps should be taken to manage the potential conflict.

Procedure for Students with a Prior or Ongoing Relationship with a Faculty Member or Resident Physician

In the case that a student is assigned to work with a faculty member or resident physician with whom the student had a prior or ongoing professional care provider relationship or close personal relationship, either party must request that the student be granted an immediate change of assignment without fear of reprisal for this request. The student should contact the director of Student Affairs, who will facilitate an immediate reassignment for the student. The faculty member should contact the director of Student Affairs, who will alert the course/clerkship director immediately about the need to change the assignments and to ensure that the faculty member will have no influence on the assessment or

determination of the grade of the student. The resident physician should contact the director of Student Affairs, who will contact the residency program directly to inform the program of the relationship. The director shall also alert the course/clerkship director immediately about the need to change the assignments to ensure that the resident will have no influence on the assessment or determination of the grade of the student.

Reporting Potential or Actual Conflict of Interest and Academic Scheduling

At the beginning of each course, rotation, or clerkship at NSU MD, the Office of Medical Education provides students and faculty members with a small group facilitator, preceptor, attending, and/or clinical site assignments as a routine part of the scheduling process. Students and faculty members must report any potential and/or actual conflicts of interest with one another that might necessitate a change in assignments.

Regarding the psychiatry clerkship, information about potential teacher/physician dual relationship will be provided to the students on the first day. Students are told that if they have seen a clinician at the facility as a patient, they should notify the curriculum coordinator, who will modify the schedule to avoid activities with the clinician in question without alerting the site director as to the purpose of the schedule change.

If a change in assignment needs to be made because of any of the aforementioned conflicts, the type of conflict will generally not be disclosed to the individuals involved, in the interest of privacy. The course administrator(s) will be instructed to facilitate such requests without inquiring as to the nature of the conflict of interest. Students have the obligation to avoid small groups, preceptor assignments, and clinical sites, as well as specific clerkship and elective rotations where evaluating faculty members have a close or personal relationship with them. Final schedules and assignments remain at the discretion of NSU MD.

United States Medical Licensing Exams (USMLE) Policy

To become fully licensed to practice medicine in the United States, individuals must pass all three USMLE Step exams. This policy describes the required components of the USMLE during medical school and the implications for the residency match and graduation.

All students must take the USMLE Step 1 exam before beginning clinical clerkships and must receive a passing score. Students must take and pass the USMLE Step 2 CK (Clinical Knowledge) exam prior to graduation. Students are expected to take and pass each examination by the deadlines for that examination set forth in the policy below.

USMLE Step 1 Examination

Scheduling of Step 1

Students in the class of 2028 are required to take the USMLE Step 1 examination no later than the day prior to the first day of the Year 3 curriculum. Students who delay taking Step 1 until after this date may not be able to begin clerkship rotations with their peers.

Failure and Retaking of Step 1

Students who fail USMLE Step 1 on their initial attempt may not be able to begin the clinical clerkships with their peers and will be presented to the SPAC. The committee will examine each student's situation individually and may allow a student to take an administrative break in enrollment for the purpose of preparing for and retaking Step 1 by a date determined by the committee. In this circumstance, should the student successfully pass Step 1, the student will be able to reengage with the curriculum on a time line determined by the committee. A student who fails Step 1 in the student's second attempt will be presented again to the SPAC.

USMLE Step 2 Examination

Scheduling of Step 2 and Failure/Retaking Step 2

Students must pass the USMLE Step 2 Clinical Knowledge (CK) examination in order to graduate. Students must take the Step 2 examination by **August 1** to facilitate receipt of the scores prior to residency application. Passing scores must be documented no later than **April 15** of the year in which the student expects to graduate. Failure to document a passing score for the Step 2 exam by April 15 will result in a delay in graduation. Students who fail USMLE Step 2 will be presented to the SPAC.

Failure to pass, after the third attempt, either Step 1 or Step 2 CK will result in automatic dismissal from NSU MD.

Students must be enrolled in NSU MD to register for—and take—the USMLE Step 1 and 2 CK examinations. (Students on a brief, approved administrative break in enrollment are considered enrolled.) Students are required to apply for the USMLE examinations with sufficient time to request test date(s) on or before NSU MD deadlines. Students with circumstances that prevent them from taking or retaking the USMLE Step 1 or Step 2 CK, according to the dates in this policy, must, as soon as possible, petition in writing to the assistant dean of Admissions and Student Affairs (ADASA) to request an administrative break in enrollment. The ADASA will forward the matter to the SPAC for review and final determination.

Student Academic Files

NSU MD adheres to NSU's FERPA policies regarding the maintenance of student academic files. The policy can be found in the *NSU Student Handbook* and is also available at *nova.edu/registrar/services/ferpa.html*.

Policy on Student Education Records

Student education records are kept in a secure manner to maintain confidentiality and integrity of the records. To preserve the accuracy of student educational records, which contain student academic

records, students wishing to inspect and review their educational records will be required to submit a written request and follow these procedures:

1. Students submit written requests that identify the record(s) they wish to inspect to the ADASA, who will process the request and forward to the Office of the University Registrar.

2. If approved for review by the ADASA and the Office of the University Registrar, the Office of the University Registrar will arrange for access and notify the current or former student of the time and place where the records may be inspected.

3. The record will be made available to the student within 10 business days.

Medical students are not permitted to inspect

- admissions interviews and recorded data
- confidential letters of recommendation if the student has waived the right of access in writing
- educational records containing information about more than one student, in which case the medical school will permit access only to that part of the record that pertains to the inquiring student

In addition, students are not permitted to review and challenge their parents' financial records.

Request to Amend Contents of Student Education Records

Students have the right to request amendment of their educational records they believe are inaccurate or misleading. Students who believe their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, should submit a written request for amendment to the Office of the University Registrar. The Office of the University Registrar will inform the ADASA of the request. **Note that this process is directed toward clerical errors. Requests for substantive changes to the student's records such as a grade change, an opinion, academic evaluations, or the outcome of a disciplinary proceeding are not grounds for correction or a formal hearing under this policy.**

The ADASA, in consultation with the Office of the University Registrar, will review the request and approve or deny it based on the evidence. If the decision agrees with the student's request(s), the appropriate records will be amended. If not, the student will be notified within a reasonable period that the records will not be amended and will be informed by the ADASA or the Office of the University Registrar of the student's right to a formal hearing.

All requests for formal hearings associated with challenging the content of a student's educational records based on the information contained in the educational records that is thought to be inaccurate, misleading, or in violation of the student's privacy rights will be conducted in accordance with the relevant provisions of FERPA. The student will be notified of the institution's decision in writing within a reasonable period after the hearing. If, after a formal hearing, the institution decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will inform the student of the student's right to place a statement in the record commenting on the contested information in the record or stating why the student disagrees with the decision of the agency or institution, or both. If the institution places such a statement in the student's

educational records, the institution will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

Fees for Obtaining Copies of Records

NSU is not required to provide copies of records, unless, for reasons such as great distance, it is impossible for the student to review the record. The university will charge the following fees for furnishing copies of student records and reports, or any material included therein:

- copies of official transcripts—per copy of transcript: $17 (electronic), $19.50 (paper, domestic), and $22 (paper, international)
- copies of all other educational records—costs for copying (based on number of pages) plus any administrative costs incurred for search, retrieval, and mailing

University Policies

The following university policies are found in the *NSU Student Handbook* and are of significance to NSU MD; however, students are expected to be aware of not only these policies, but all NSU policies, and to adhere to them. Updated links will be supplied as available.

NSU Equal Opportunity/Nondiscrimination Policy
See page 7 of this handbook.

NSU Family Educational Rights and Privacy Act (FERPA)
See page 9 of this handbook.

NSU Office of HIPAA Privacy
nova.edu/hipaa-privacy

Code of Student Conduct and Academic Responsibility
See page 12 of this handbook.

NSU University-Wide Religious Holiday Policy
See page 15 of this handbook.

NSU Policy on Consensual Relations
See page 20 of this handbook.

NSU Drug-Free Schools and Campuses Policy
See page 20 of this handbook.

NSU Smoking/Tobacco-Free Policy
See page 45 of this handbook or visit *nova.edu/facilities/tobacco-free.html*.

NSU Title IX/Sexual Misconduct Policy
See page 48 of this handbook or visit *nova.edu/title-ix/policy.html*.

NSU Emergency Policies
nova.edu/public-safety

Information and Policies

Helpful general resources about fees, facilities, and services can be found in the policies portion of this handbook, which follows this section. Please note particularly the policy on Background Checks (and continuing duty to disclose) in this handbook. Some policies are supplemented by the following NSU MD Policies.

NSU MD Policies

Standards of Conduct for Students

Students of NSU MD are expected at all times to behave in a way exemplifying the following professional attributes, which have been identified by the faculty members as behaviors and attitudes students are expected to develop. Learning experiences related to these attributes occur throughout the curriculum, and student attainment of each attribute is assessed in a variety of ways:

- respect
- honesty
- integrity
- ethical conduct
- compassion
- self-awareness

Responsibilities of Teachers and Learners

The college has adopted the AAMC Compact Between Teachers and Learners of Medicine, as applicable to students in the M.D. program. Preparation for a career in medicine demands the acquisition of a

large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This compact serves as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

Guiding Principles

DUTY. Medical educators have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the medical profession's social contract across generations.

INTEGRITY. The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

RESPECT. Fundamental to the ethic of medicine is respect for every individual. Mutual respect between learners, as novice members of the medical profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure students and residents are always treated respectfully.

Commitments of Faculty Members

- We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality.
- As mentors for our student and resident colleagues, we maintain high professional standards in all interactions with patients, colleagues, and staff members.
- We respect all students and residents as individuals. We will not tolerate anyone who manifests disrespect or who expresses biased attitudes toward any student or resident.
- We pledge that students and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for "call" on clinical rotations, to ensure students' and residents' well-being.
- In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- We do not tolerate any abuse or exploitation of students or residents.
- We encourage any student or resident who experiences mistreatment, or who witnesses unprofessional behavior, to report the facts immediately to appropriate faculty or staff members; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

Commitments of Students and Residents

- We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty members.

- We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- We pledge to respect all faculty members and all students and residents as individuals.
- As physicians in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all our interactions with patients, colleagues, and staff members.
- In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents in meeting their professional obligations, as well.

Relationships Between Teachers and Students

Students and teachers should recognize the special nature of the teacher-learner relationship, which is in part defined by professional role modeling, mentorship, and supervision. Because of the special nature of this relationship, students and teachers should strive to develop their relationship to one characterized by mutual trust, acceptance, and confidence. Both must recognize the potential for conflict of interest and respect appropriate boundaries.

Code of Academic and Professional Conduct for Students in NSU MD

The practice of the art and science of medicine must be based on reverence for life, compassion and respect for the patient, competence, and integrity. The same holds true for the art and science involved in scientific and research endeavors. Hence, NSU MD expects its students to exhibit compassion; to be considerate and respectful toward patients, their families, instructors, staff members, and each other; to grow in knowledge and clinical skill; and to act honorably at all times.

Each matriculating class of NSU MD medical students will recite their Class Code of Conduct at a ceremony immediately following completion of Professional Immersion, before they begin the Fundamentals block and Practice of Medicine 1 course, marking their readiness to tread the path leading to the M.D. degree. This Code of Conduct will be written by the students themselves, based on small group exercises and discussions of appropriate academic and professional conduct for students of medicine. The exercise and discussions will be facilitated by NSU MD faculty members. The Code of Conduct for each class will be posted in classrooms, used in reflective exercises in various courses, and serve as a guide for student behavior throughout their studies in NSU MD. By writing and reciting their own Code of Conduct, students will pledge to adhere to its tenets throughout medical school, in all settings that reflect upon the integrity and suitability of the student to practice medicine. Successful progression through the curriculum and graduation with the M.D. degree are contingent upon the student's adherence to the Code of Conduct of the class and to the AMA Principles of Conduct for medical students.

Student Mistreatment Policy

1. Preamble

NSU MD is committed to providing and maintaining a positive environment for study and training where individuals are judged solely on relevant factors such as ability and performance and can pursue their educational and professional activities in an atmosphere that is humane, respectful, and safe.

Our students are exceptionally talented individuals, dedicated to becoming outstanding physicians, who have selected this medical college for their training. Effective learning is possible only in an environment where students can trust their teachers to treat them fairly and with respect. The teacher may be a faculty member, resident, student, or other member of the healthcare team. The teacher or learner relationship is unique, because students are vulnerable and depend on many of their teachers for evaluations and recommendations. In addition, medical education includes mastering not just pathophysiology, but also the essentials of professional behavior. Students learn professional behavior primarily by observing the actions of their teacher role models. Unprofessional, disrespectful, or abusive behavior by teachers is antithetical to standards of professional conduct medical students are expected to master. These behaviors by teachers may also be self-perpetuating, as students come to believe such behavior is appropriate when they assume the role of teacher.

2. Responsibilities of Teachers and Learners

The college has adopted the AAMC Compact Between Teachers and Learners of Medicine. This compact serves as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

3. Unprofessional and Abusive Behaviors

The responsibilities of teachers and students listed in the compact constitute examples of respectful and professional behaviors. These are our standards. Mistreatment of students can occur in a variety of forms and may seriously impair learning. Types of abuse include verbal, power, ethnic, physical, and sexual harassment. Examples of mistreatment of students include, but are not limited to, repeated instances or single egregious instances of

- yelling or shouting at a student in public or private
- criticism or other actions that reasonably can be interpreted as demeaning, insulting, or humiliating
- assigning duties as punishment rather than education
- unwarranted exclusion from reasonable learning opportunities or intentional neglect or lack of communication (e.g., neglect in a clerkship, of students with interests in a different field of medicine) or other instances that cause unwarranted exclusion from reasonable learning or professional opportunities
- threats to fail, give lower grades, or give a poor evaluation for inappropriate reasons
- disregard for student safety
- denigrating comments about a student's preferred choice of specialty
- asking students to carry out personal chores
- unwelcome, repeated sexual comments, jokes, innuendos, or taunting remarks
- comments about stereotypical behavior or ethnic jokes
- intentional physical contact such as pushing, shoving, slapping, hitting, tripping, throwing objects at, or aggressive violation of personal space

Complaints will be handled in accordance with NSU's policy and procedures, available in the *NSU Student Handbook* and the procedures set forth in Section 5 below. If NSU MD personnel receive a complaint that appears to be covered under these NSU policies, they will forward the student's complaint to the appropriate NSU office for further institutional action by NSU.

When a student is alleged to have engaged in student mistreatment, the executive associate dean of Academic and Student Affairs (EADASA), the assistant dean of Admissions and Student Affairs (ADASA), and the chair of the SPAC will meet and determine whether such cases shall be handled under this policy (including referral to responsible NSU offices) or by the Student Progress and Advising Committee (SPAC). Disputes over grades are handled by the college grade appeal policies.

4. Policy's Objectives

This policy and related procedures aim to protect medical students from mistreatment by any faculty member (preclerkship and clinical) or staff member associated with the college, including clerkship directors, attending physicians, residents, and other medical students by

- educating all members of the college about student mistreatment
- prohibiting student mistreatment by anyone associated with the college
- encouraging the early identification of student mistreatment as a preventive measure
- identifying individuals to whom students can report mistreatment
- requiring those who receive complaints regarding student mistreatment to report the complaint to the appropriate administrator
- providing a confidential system for reporting mistreatment
- prohibiting retaliation against those who report mistreatment
- assuring confidentiality to the fullest extent possible
- assuring that all reports of mistreatment will be thoroughly and promptly addressed
- providing an avenue for corrective action

5. Actions if Any Students Believe They Have Been Abused or Mistreated

The student should, first, carefully examine the circumstances of the incident or incidents that occurred. The student may discuss the event with someone else who witnessed it, or with another student or individual whose judgment the student trusts. Did the event come under the behaviors listed in Section 3 above? If so, there are four processes available for addressing the incident—informal resolution, consultation, formal complaint, and anonymous reporting. Often, concerns can be resolved informally or through consultation. If the matter is not satisfactorily resolved through the informal resolution or consultation process, then the person who made the allegation of mistreatment (whether a medical student or otherwise) or the person against whom the allegation was made may initiate a formal complaint. The goal of these processes is to foster the student's educational experience by minimizing behaviors that detract from it.

Informal Resolution—Students may do this by directly approaching the person they feel mistreated them and expressing their concern.

Consultation—Meet with the student's block/course/clerkship director and describe what happened. If the block/course/clerkship director takes action to settle the complaint, the director will submit a written report of these actions to the ADASA. If the student is not satisfied with the student's interaction with the block/course/clerkship director, or does not feel comfortable approaching the director, or the abuser is the block/course/clerkship director, the student may meet with the EADASA to discuss possible avenues for resolution.

Formal Complaint—Students can make a formal complaint in writing to the executive associate dean of Academic and Student Affairs. They can also make a formal complaint, in writing, to their academic/career adviser or any other staff or faculty member at NSU MD. However, it is important that the executive associate dean of Academic and Student Affairs be made aware so the complaint can be properly addressed and remediated according to the procedures below.

Anonymous Report—Students may make a complaint confidentially (and anonymously, if desired) through the NSU MD electronic Professional Accolade and Incident Reporting System (PAIRS), available online at *nova.edu/webforms/md/professionalism-incident*.

6. Procedure for Handling Complaints of Student Abuse

The ADASA will be ultimately responsible for monitoring the learning environment and ensuring the appropriate process for resolution is followed. All mistreatment reports submitted via the PAIR system will be received by the EADASA, who will delegate investigation of the complaint to the pertinent supervisor, if needed. (If the complainant is anonymous, the effectiveness of investigation may be constrained in some degree by that circumstance.)

The person against whom the complaint is made will be notified of the complaint and the policy for handling such complaints. When appropriate, notice will be provided to such person's supervisor (e.g., for faculty members, the department chair, or, if the accused is the chair, to the responsible dean; for residents, the training program director; for students, the SPAC, including SMS, or appropriate NSU office, such as Title IX, ADA, and Title VII). A meeting may be held with the individual and the individual's supervisor(s) to discuss the situation.

In the event it is determined that the complaint falls under a university policy or procedure (e.g., Title IX, OHR, Title VII), the matter may be removed from this process and handled under the university's published policies.

If the initial review discloses that the complaint cannot be substantiated or the complained-of behavior does not constitute student mistreatment, and, therefore, has no merit, the EADASA will dismiss it. If the identity of the student is known, the student will be notified and may appeal to the dean. The dean may uphold the decision of the EADASA or may determine that the complaint warrants further review and convene an ad hoc committee.

The ad hoc committee will meet to review the facts of the complaint and may receive written or oral testimony from both complainant and accused. All materials will be held confidential by the committee. The person against whom the complaint is made may attend the hearing and will be provided the opportunity to rebut the complaint. Legal representation, or any other form of representation, is

prohibited during the hearing. The chair of the ad hoc committee will submit a written report of the committee's findings to the EADASA. The EADASA will notify, in writing, the student and the person against whom the complaint is made of the findings. The department chair, supervisor, program director, or faculty adviser and the SPAC will also be notified (see above) and will be responsible for determining disciplinary or corrective actions. The EADASA will be notified, in writing, of any disciplinary or corrective action taken. Record of the proceedings will be kept by the EADASA. All complaints of student abuse or mistreatment brought to the EADASA will be cross-checked to determine if the person against whom the complaint is made has been cited previously.

If an allegation of abuse or mistreatment is made against an individual at an affiliated clinical site, the EADASA will meet directly with the student and applicable officials at such site to address and remediate the situation. In the interim, provisions will be made to reassign or remove the student from interaction with the person against whom the complaint is made.

7. Appeals Process

If either the student or the person against whom the complaint is made wants to appeal the decision of the ad hoc committee, a written appeal must be submitted to the dean of the college within five days of notification of the decision. The dean, or the dean's designee, will conduct an appeal review by examining the facts gathered during the process, as well as any new facts offered by either party for consideration. The dean, or designee, will notify the parties in writing of the final decision.

8. Confidentiality

Unless legally required (e.g., there appears to be imminent risk of serious harm, a criminal investigation, mandatory Title IX reporting, mandatory disability discrimination reporting, court order, or as otherwise required by law), all officials involved in the investigation of mistreatment will hold all communications with those seeking assistance in confidence, and not disclose confidential communications unless given permission to do so. Substance of matters discussed in the office will remain confidential, but the EADASA will report general, de-identified trends of issues to provide feedback to the dean, and designees, and to advocate systems change when appropriate. The EADASA and other investigators and decision-makers will strive to maintain confidentiality to the full extent appropriate, consistent with the need to resolve the matter effectively and fairly. The parties, persons interviewed in the investigation, persons notified of the investigation, and persons involved in the proceedings will be advised of the need for discretion and confidentiality. Inappropriate breaches of confidentiality may result in disciplinary action.

9. Retaliation

The college strictly prohibits retaliation against anyone reporting, complaining of, or providing information in a mistreatment investigation or proceeding. Examples of retaliation include, but are not limited to, assigning a lower grade, describing the reporting individual as a "snitch," or making comments that the reporting individual is not to be trusted. Alleged retaliation will be subject to investigation and may result in corrective or disciplinary action up to, and including, termination or expulsion.

10. False Claims

A person who knowingly makes false allegations of mistreatment, or who knowingly provides false information in a mistreatment investigation or proceeding, will be subject to disciplinary action and, in the case of students, may involve a referral to the SPAC.

Promotion and Graduation Standards

Promotion

The grades, narrative evaluations, USMLE scores, and other academic or performance measures of each student are routinely reviewed by the SPAC to assess a student's academic progress. The SPAC also conducts ad hoc reviews when necessary to address unsatisfactory academic performance, including unacceptable professional or behavioral performance. In those cases, students will be provided with notice and an opportunity to be heard and may appeal SPAC decisions as described in Section XI, Due Process/Appeal Procedures, of SPAC Overview.

Promotion will be determined for each successive year of study by the SPAC, which will make a formal determination of promotion based on whether the student has satisfied the following requirements:

- passed all required blocks, courses, clerkships, and electives in the year under review
- completed any required formative assessments, including the NBME Comprehensive Knowledge Assessment, at the end of Year 2
- demonstrated acceptable professional behaviors and attitudes

Promotion to clerkship curriculum—Students may only begin the clerkship curriculum after all preclerkship blocks and courses have been satisfactorily completed, and the student's promotion is approved by the SPAC. Students must also receive a passing score on the USMLE Step 1 examination to begin the clinical clerkships, with Health Systems Science and Advanced Clinical Skills (HSSACS). Students are permitted to start the HSSACS clerkship if the USMLE Step 1 score is pending, but will not begin the following clinical clerkship rotations until a passing score on the Step 1 exam is received by NSU MD.

Curricular Requirements for M.D. Degree

NSU MD awards the Doctor of Medicine (M.D.) degree when the faculty members of the college believe a student has successfully demonstrated achievement of the NSU MD educational program objectives and competencies.

Candidates for the M.D. degree must achieve all competencies, must have completed the prescribed course of study, and passed USMLE Step 1, Step 2 CK, and all other curricular requirements.

Students enrolled in the M.D. degree program must complete the program within six years from the date of matriculation into the program.

Policies for Unsatisfactory Performance

Students are expected to consistently demonstrate the college's Professional Attributes and to adhere to the tenets of their Class Oath, if applicable. Behavior of a medical student reflects on the student's ability to become a competent physician. The college expects all students to be professional in their interactions with patients, colleagues, and faculty and staff members and to exhibit caring and compassionate attitudes. These and other qualities will be evaluated during patient contacts and in other relevant settings by both faculty members and peers. In addition, students must adhere to the Code of Student Conduct of Nova Southeastern University.

Professionalism is one of multiple competencies NSU MD students must acquire and demonstrate. During a medical student's four years of medical school, development of professional behavior is monitored by both the faculty members and students. Formative peer assessment of professionalism is solicited during the first three years of medical school. Summative evaluation of professionalism by faculty members is included in determination of passing grades for all block, courses, clerkships, and electives.

In conferring the M.D. degree, NSU certifies that the student is prepared to enter the challenges of graduate medical education. The M.D. degree also certifies that, in addition to competency in medical knowledge and skills, the graduate possesses those traits essential to the profession of medicine as judged by the faculty members, residents, and the student's peers, in both the medical and the Master of Biomedical Sciences programs. Attitudes or behaviors inconsistent with compassionate care; refusal by, or inability of, the student to participate constructively in learning or patient care; derogatory attitudes or inappropriate behaviors directed at patients, peers, faculty or staff members; misuse of written or electronic patient records (e.g., accession of patient information without valid reason); substance abuse; failure to disclose pertinent information on a criminal background check; or other unprofessional conduct may be evidence of student's failure to satisfactorily achieve the college's academic standards. Similarly, alleged violations of NSU's Code of Student Conduct may indicate unsatisfactory performance in the college core competency of professionalism. The SPAC may review allegations of conduct that, in its judgment, indicate an academic deficiency and, if a deficiency is found, may dismiss the student. An SPAC review of a student's academic progress does not preclude an NSU review for student conduct code violations and vice versa.

Academic Remediation

Failed Examination Within Block, Course, Elective, or Clerkship

The NSU MD curriculum is fast-paced and demands a high level of preparation and participation for student success. Any student who scores below a passing grade on any major examination in the blocks electives, or clinical courses in the preclerkship curriculum must meet with the block, elective, or course director to discuss the student's performance and learning strategies. Students will be contacted by the block, elective, or course director or another responsible faculty member to discuss potential reasons for the failure and, if appropriate, to establish an initial plan to correct the deficiency. The block, elective, or course director will confer with the student's academic adviser and the ADASA to formulate strategies to assist the student. The block, elective, or course director will then meet with the student to discuss correction strategies tailored to the student's individual needs, including tutoring and/or an individual educational program. The goal is to provide prompt

and effective intervention to correct academic deficiencies to help prevent failure of the overall block or course. A plan for correction within a block, course, elective, or clerkship is not subject to appeal.

Failed Block, Course, Elective, or Clerkship General Procedure

If a student fails a block, course, elective, or clerkship and requires formal remediation to achieve a passing grade, the student will be presented to the SPAC for review. While some remediation activities/examinations may be given at the end of the respective RIA for the block, most remediation attempts for failed blocks or courses in the first year of the curriculum will take place during the summer break between first and second year. Remediation attempts for failed blocks or courses during the second year will generally take place at least two weeks after the end of the second-year blocks, during winter vacation or Step 1 study time. Remediation for clerkships and electives will be determined by and at the discretion of the SPAC.

Preclerkship Blocks and Clinical Courses

If a student's initial performance is unsatisfactory in one of the blocks, courses, electives, or clerkships, the student's academic performance will be reviewed by the SPAC. The student, after consultation with, and review and approval of, the block, elective, clerkship, or course director, the director of Student Success and Learning Excellence, and other faculty as described above, will present a plan for remediation, which will be reviewed by the Committee. The remediation plan may be as straightforward as an Individualized Learning Plan or an independent study, followed by reexamination during an appropriate opportunity (such as, potentially, the winter or summer break). Alternatively, successful remediation may require repeating the entire block or year.

Students may only begin the clinical clerkships after all foundational blocks and courses have been satisfactorily completed, notice of a passing score on the Step 1 has been received, and the student's promotion is approved by the SPAC.

Clinical Clerkships

Students must pass all components of each clerkship, including clinical evaluations, NBME subject exam, professionalism, and other assignments, to pass the clerkship. Failure of the NBME subject exam will result in a grade of *In Progress*, providing that performance in all other components of the clerkship is judged satisfactorily. Passing a reexamination will enable the *In Progress* grade to be converted to *Pass*. If a student fails on reexamination, the grade will be converted to *Fail*.

If a student fails a clerkship or receives an unsatisfactory rating in any of the clinical competencies, the student's academic performance will be reviewed by the SPAC. The clerkship director, after consultation with the student and other faculty members, will present a plan for remediation, which will be reviewed by the committee. The remediation plan may range from remediation of specific components of the clerkship to repeating the entire clerkship. The committee must formally approve the remediation plan. Poor performance in the clinical clerkships may result in an adverse academic action such as probation or, if repeated or if egregious circumstances exist, dismissal from school.

Academic Standards for Students Who Hold Leadership Positions in NSU MD or NSU

The college strongly encourages students to assume leadership positions in various sanctioned campus organizations and activities (e.g., class officer positions, student interest groups, health outreach missions, and the like). Students who accept such leadership positions should be in "good academic standing," defined as:

- a passing grade in each block or course attempted
- successful completion of USMLE Step 1 on the first attempt (if applicable)
- a passing grade in each required clerkship (if applicable)
- a passing grade in Step 2 CK (if applicable)

If students fall below this specified standard of academic performance, they may be required to relinquish their leadership position until their academic performance returns to the acceptable level. They should also seek assistance from appropriate advisers, counselors, and mentors.

Academic Standing and Due Process Policies and Procedures

Student Progress and Advising Committee (SPAC)

The Student Progress and Advising Committee (SPAC) is charged by the dean to monitor student academic and professional standards as determined by the faculty members for the M.D. program. The SPAC reviews and determines what, if any, remediation or other adverse action (probation, suspension, dismissal) is appropriate in response to a student's academic deficiencies. The SPAC reviews students' academic performance after each grading period and upon receipt of scores on all required national exams, and determines each student's academic standing. The dean may also request the committee to review any issue pertaining to a student's evaluation and/or performance. Students in good standing, who have passing grades and satisfactory competency assessments, automatically advance to the next unit of instruction. Students not in good standing must meet with the committee. Each year, the committee also endorses the graduation of all students who have successfully completed all graduation requirements.

Student Monitoring Subcommittee (SMS)

The Student Monitoring Subcommittee (SMS) is a subcommittee of the SPAC. The SMS reviews and tracks the progress of students through the NSU MD curriculum and reports its findings to the SPAC and the OSA.

The SMS reviews records that describe student behavior or level of achievement in such a way that it calls into question the student's mastery of the NSU MD academic competencies, including communication, ethics, and professionalism, and whether the behavior occurs within the course of studies at NSU MD or otherwise. Documents include, but are not limited to

- the student dashboard generated in eMedley
- submitted PAIR forms reporting student behavior (whether submitted anonymously or not)
- reports submitted by faculty or staff members, whether verbally, via email, via the online Feedback and Assessment Incident Report (FAIR) Form, reporting system, or other documentation that describes concerning student behavior

With regard to a student's *Satisfactory with Concern* (*SC*) status or incidents considered by the committee, the SMS will have the authority to

- determine no action needs to be taken by the SMS or the SPAC at the time of their review

- meet with a student whose progress or behavior has been of concern and gather more information
- counsel a student with regard to the SMC's assessment of the student's behavior and any risk the behavior may pose to the student's future success in the NSU MD program or as a resident or medical professional
- counsel and warn students as to the severity of any concerning behavior and potential future consequences should the reported behavior or similar behavior occur
- direct the student to available resources that may assist the student (including the OSA)
- refer the student to the SPAC for the SPAC's review of the adequacy of the student's mastery of academic competencies as evidenced by observed behaviors or incidents that may constitute failure of a competency and warrant adverse action (e.g., remediation, probation, suspension, or dismissal), and/or the student's receipt of repeated assessments of *Satisfactory with Concern* at a frequency that calls into question the student's actual ability to consistently demonstrate the knowledge, skills, and abilities required by the curricular competencies and their ability to become a competent physician

SMS members may communicate their observations and recommendations to the SPAC and participate in discussion, but shall recuse themselves from voting on SPAC action.

A. Satisfactory Academic Progress

Students in the M.D. program are expected to complete their medical school training within the following guidelines:

1. A student not participating in an approved graduate study or research leave must complete graduation requirements within six years of matriculation.
2. A student may not take more than a total of 18 months of an approved academic pause. Approved research and graduate study experiences do not count toward this 18-month maximum.
3. A student who takes an LOA must meet all terms of the NSU LOA policy, as well as all agreed-upon terms of the approved leave.
4. A student must take the appropriate school or national examination by the dates set by the school.
5. A student must meet the terms of an isolated deficiency remediation.
6. A student must meet the terms of a corrective action plan as outlined by the committee.

Note: Satisfactory Academic Progress for financial aid eligibility should not be confused with the college's academic policies described here.

B. Good Standing

A student in good standing

- has maintained the committee's guidelines for satisfactory academic progress

- does not have a current academic deficiency the committee considers eligible for placement on academic probation (see Section D)

A student not in good standing may be administratively removed from the student's next unit of academic instruction at the discretion of the college's Office of Student Affairs leadership team. When this occurs, the student will be advised of the student's ability to continue academic training after meeting with the committee.

C. Leave from Studies

It is recognized that students may need to temporarily discontinue all coursework (which includes clinical rotations) either voluntarily or by administrative action. This can occur through a leave of absence (LOA) or an administrative break in enrollment.

1. Leave of Absence (LOA)

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance, but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment must consult with the Office of Student Affairs to determine whether their circumstances warrant an LOA request, and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance. An approved LOA may be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of the University Registrar's website at *nova.edu/registrar/policies/leave-of-absence-policy.html*.

A student is not eligible to take an LOA during the summer semester preceding the start of the M3 class year of study or at any time during the M3 class year of study except for documented medical reasons or for special circumstances approved by the SPAC.

All leave time is counted toward the graduation requirement of completing the program within 150 percent (6 years) of the time for the program's curriculum, starting from the date of matriculation into the M.D. program.

2. Administrative Break in Enrollment

An administrative break in enrollment may be voluntary or mandated.

A student requesting a voluntary administrative break in enrollment must complete the proper paperwork obtained from the Office of Student Affairs. Additionally, a student must meet with a counselor in FAAR to establish the parameters of the financial aid. The financial aid of a student on an administrative break in enrollment will be adjusted accordingly, which may require a return of previously disbursed money. A student will not be able to obtain financial aid during an administrative break in enrollment regardless of the reason for the administrative break in enrollment.

During an administrative break in enrollment, the student must follow the prescribed instructions and requirements associated with the administrative break in enrollment and, if applicable, complete rehabilitation or treatment for the reason that precipitated the necessity for the administrative break in enrollment.

Any excused absence that extends beyond two weeks will result in an *IP* or withdrawal from the course depending on whether the student has completed more or less than 50 percent of the coursework.

To resume the program, the student may be required to meet with the SPAC and show that the preestablished instructions and requirements have been met, and that the student shows reasonable likelihood that the previous problem(s) will not recur. The SPAC will make a decision as to whether the student may resume the program. Such decisions are appealable pursuant to the due process/appeal procedures outlined in this handbook.

Refer to page 28 for institutional definition of administrative break in enrollment.

3. Course Status During an Administrative Break in Enrollment

If a student will be on an administrative break in enrollment for 50 percent or more of any course (miss half or more of a course), the student will be withdrawn from the course(s) (see the Withdrawal from a Course section in this handbook). In all such cases, a grade of Withdrawal (W) will be noted on the student's transcript. In such cases of withdrawal from a course, the student must repeat the course in its entirety during the next course offering, after returning from administrative break in enrollment, and will receive the earned grade. Until the course is repeated, the student may not progress to the next class year of study. As a result, a student may be reclassified to a subsequent class year if the next course is not offered until the following year. If a student did not begin one or more courses during the semester in which the student begins the administrative break in enrollment, those courses will not be reflected on the student's academic record and transcript.

If a student will be on an administrative break in enrollment for less than 50 percent of any course (miss less than half of a course), the student will be issued a grade of In Progress (*IP*) for the course(s). The course director(s) involved will be notified and consulted regarding possible dates of return and time allowed for making up missed coursework and examinations. While on an administrative break in enrollment, a student is not eligible to attend any class or laboratory session, make up incomplete class work, or take any class examinations.

A student who is on an administrative break in enrollment is not eligible to take the USMLE Step 1 or Step 2 examinations unless the administrative break in enrollment is for failure to pass either examination by the designated deadline, or except by special permission from the SPAC. A student who has been scheduled for one or more remediation examinations, or one or more course retakes, is not eligible to take an administrative break in enrollment except for documented medical reasons or for special circumstances approved by the Office of the Dean.

A student requesting an administrative break in enrollment beyond one year in length may be required to meet with the SPAC, which will make a decision regarding resumption of the program. Such decisions are appealable pursuant to the due process/appeal procedures outlined in this handbook.

4. Communication with NSU MD During a Leave of Absence/Administrative Break in Enrollment

A student who is on an LOA or an administrative break in enrollment must communicate each month with the student's adviser for the duration of the LOA/administrative break in enrollment. This communication is to be initiated by the student and occur during the first week of every month, starting with the month following the onset of the LOA/administrative break in enrollment. A student must also contact the director of Student Records and Operations, in the Office of Student Affairs, at least one month prior to the end of the LOA/administrative break to confirm the return to the M.D. program on the predetermined return date. Failure to report may result in the student being referred to the SPAC for disciplinary action.

5. Return from Administrative Break in Enrollment

An M1 or M2 student who was withdrawn from coursework during the administrative break in enrollment will have to repeat all courses in their entirety during the next course offering and may not progress to the next class year of study until all such coursework is successfully completed.

An M1 or M2 student who was not withdrawn from coursework during the administrative break in enrollment will be expected to take all missed examinations and complete any required coursework according to a schedule determined by the assistant dean of the preclerkship curriculum in consultation with the involved course directors. Once these courses are completed, the grade(s) of *IP* will be replaced with the earned grade(s).

An M3 or M4 student who was withdrawn from clinical rotations during the administrative break in enrollment will have to repeat all rotations in their entirety, as scheduled by the assistant dean of the clerkship curriculum.

An M3 or M4 student who was not withdrawn from clinical rotations during the administrative break in enrollment will be expected to take all missed examinations and complete any required rotation assignments, according to a schedule determined by the assistant dean of the clerkship curriculum. Once these requirements are completed, the grade(s) of *IP* will be replaced with the earned grade(s).

If the student is under review for a disciplinary action, or has a disciplinary action imposed on at the start of the administrative break in enrollment, the student may not resume the program without appearing before the SPAC. Upon completion of its review, the SPAC will make a decision as to whether the student may resume the program. If appropriate, a student may resume the program with a disciplinary action imposed at the beginning of the resumption for a stated period of time. Such decisions are appealable pursuant to the due process/appeal procedures outlined in this handbook. All decisions made by the dean concerning a student's ability to return following an administrative break in enrollment are final.

If the student is not in good academic standing at the time of the administrative break in enrollment, the SPAC will review the student's record and make a decision as to whether the student may resume the program. Such decisions are appealable pursuant to the due process/appeal procedures outlined in this handbook.

6. Leave of Absence/Administrative Break in Enrollment Records

Leave of absence records and the date of each determination shall be placed in the student's academic record and may be recorded on the student's MSPE.

D. Academic Probation

A student may be placed on probation by the committee for any of the following academic deficiencies:

- The student fails a block, required clinical rotation, or elective clinical rotation.
- The student fails a required national exam.
- The student fails to maintain acceptable academic standards, including demonstrating borderline performance on repeated formative evaluations, final competency evaluations, or national examinations. Multiple or repeated SCs in any block, course, clerkship, or competency may indicate a student's performance is cumulatively at risk, requiring monitoring or remediation.
- The student fails to maintain satisfactory academic progress. (See Section A.)

The committee will review the status of all students on probation annually.

E. Isolated Deficiency

A student may be placed on academic probation by the committee if the student receives an isolated deficiency in a course, clerkship, or elective after the student's academic record is reviewed by the SPAC. Alternatively, the committee may also assign a specific isolated deficiency remediation (see Section G) without placing the student on academic probation.

F. Additional Academic Concerns

The ADASA and the SMS will monitor formative feedback/evaluations pertaining to medical students, including monitoring grades/assessments of SC. The SMS may refer a student to the SPAC if the student receives feedback from small groups, blocks, courses, clinical clerkships, or elective clinical rotations indicating the student is noted for borderline performance on repeated formative evaluations, final grade evaluations, or national examinations. The SPAC may determine that multiple or repeated SCs in any course or competency indicates a student's performance is cumulatively at risk, requiring monitoring or remediation. After reviewing the concerns, the committee may place the student on academic probation for failure to maintain satisfactory academic progress. The committee may also assign remediation (see Section G) without placing the student on academic probation.

G. Remediation

The committee may require one or more remedial measures to be successfully completed by the student for the student to be removed from academic probation and returned to good standing. Typical remedial measures include

- repeating a block, course, required clinical rotation, or elective clinical rotation with a passing grade

- successfully completing required block, course, or clerkship remediation
- repeating the entire year/phase with passing grades
- successfully completing required competency remediation
- successfully passing required school or national exams
- successfully completing corrective action plan, as determined by the committee
- engaging in independent study and taking and passing a departmental examination or national examination

H. Removal of Academic Probation

1. Administrative Action

At the discretion of the SPAC, a student can be administratively removed from academic probation and reinstated to good standing between SPAC meetings once the required remediation has been successfully completed. This action will be acknowledged at a subsequent regularly scheduled committee meeting.

2. Committee Recommendation and Action

- **Removal from Academic Probation:** The committee must review the academic record of all students who have appeared before the committee related to their academic deficiency and probation to ensure they have met the required remediation and determine if the students can be removed from academic probation and reinstated to good standing.

I. Suspension

The committee may suspend a student from school for failure to meet acceptable academic standards, ethics, professional behavior, or satisfactory academic progress.

J. Dismissal

The committee may decide to dismiss a student from the college for any of the following reasons. Students who meet any of the below criteria will be required to appear before the SPAC to discuss why they should not be dismissed from school.

A student who

- fails two blocks in the first and/or second year/phase
- fails a block, required clinical rotation, or elective clinical rotation while on academic probation
- fails two required clinical rotations
- fails two elective rotations
- fails an elective rotation and a required clinical rotation

- fails USMLE Step 1 or Step 2 CK on the third attempt
- receives any isolated deficiency or is noted for Additional Academic Concerns (Section F) when currently on Academic Probation
- has been cited for lack of acceptable performance on academic standards or competencies, including ethics, professionalism, or interpersonal communication
- is not making satisfactory academic progress toward the completion of the student's degree

A decision to recommend academic dismissal will prevent the student from continuing to attend classes unless the committee determines otherwise.

K. Due Process/Appeal Procedures

Initial SPAC Review

The chair of the committee will contact a student when a corrective or adverse academic action to which the student has not already agreed is being considered. The student will be scheduled to meet before the SPAC as soon as possible, but not less than seven calendar days after receiving notification from the chair. The chair will notify the student of the general nature of the academic concern, the potential adverse action(s) that may be considered, advise the student of the student's rights, and provide a copy of the relevant policies that describe the initial presentation and subsequent appeals process, including a personal appearance before the SPAC. In addition, the FA is expected to serve as a resource and provide advice support for students referred to the SPAC for academic (including professionalism) issues.

- SPAC meetings are limited to the student and appropriate university representatives, including the NSU MD adviser for the student. The student may not have an outside adviser during the personal appearance.
- The student will have an opportunity to make an opening and closing statement and to take notes during the meeting.
- The student may submit written materials to the SPAC in advance of or at the meeting.
- The student will not be permitted to be present during deliberations of the SPAC.

SPAC decisions that result in any action other than a required remediation plan, suspension, or dismissal are final.

Request for Reconsideration of Remediation Plan, Suspension, or Dismissal

A student may request to meet again with the SPAC after receiving the committee's decision on a required plan for remediation or in favor of suspension or dismissal. The student's request for reconsideration must be received, in writing, by the chair of the committee within 21 calendar days of the date of the committee's action. A student's presentation for reconsideration must provide new information not previously communicated to the committee. The most common outcomes of this process are:

1. The reconsideration results in reversal or revision of the original action, and

    a. in the case of remediation, the student will complete an alternate or revised remediation pathway.

    b. in the case of suspension or dismissal, the student remains on academic probation and must complete the committee's remediation plan.

2. The reconsideration does not result in a change to the original action and the recommendation for the originally prescribed remediation, suspension, or dismissal is forwarded to the executive associate dean of Academic and Student Affairs. The student has five business days to notify the executive associate dean of Academic and Student Affairs of the student's intention to appeal the committee's decision.

If the student does not appeal or withdraws within 21 calendar days of the date of the committee's action, the recommendation will be forwarded to the dean for review. The dean's decision is final and may not be appealed. See Section L regarding the student's option to withdraw.

Appeal to Executive Associate Dean of Academic and Student Affairs

Appeals to the executive associate dean of Academic and Student Affairs are generally limited to two circumstances:

1. The student wishes to appeal a prescribed plan of remediation, suspension, or dismissal, but was disqualified from reconsideration by the SPAC because the student had no new information.

2. The student had a reconsideration hearing with the SPAC and desires to appeal the outcome of the reconsideration.

Upon receipt of a student's notice of intent to appeal a prescribed plan of remediation, suspension, or dismissal, the executive associate dean of Academic and Student Affairs will convene and chair an ad hoc committee comprised of three faculty members not serving on the SPAC. The chair and ad hoc committee will meet with the student within 10 business days of receiving the student's appeal.

- The meeting with the student is limited to the student and appropriate university representatives, including the student's FA. The student may not have an adviser present during the meeting.

- The student will have an opportunity to make an opening and closing statement and to take notes during the meeting.

- The student may submit written materials to the executive associate dean of Academic and Student Affairs in advance of or at the meeting.

- The student will not be permitted to be present during discussions or deliberations of the ad hoc committee.

The executive associate dean of Academic and Student Affairs and the ad hoc committee are entitled to review the student's complete academic record, as well as all information available to the SPAC during/prior the SPAC hearing(s), and are entitled to independently determine the action(s) appropriate in the student's case (including determining that a more severe consequence is warranted). The

executive associate dean of Academic and Student Affairs and the ad hoc committee will make a recommendation to the dean. Actions of the dean are final.

L. Withdrawal

A student who has been recommended for dismissal by the SPAC may request to withdraw from the college at any point prior to the dean's final decision. A student's request to withdraw after the committee has initially recommended dismissal can be granted by the chair of the committee in consultation with the executive associate dean of Academic and Student Affairs. If a student requests to withdraw after the committee upholds its original recommendation for dismissal, permission must be granted by the dean. In cases of ethical or academic misconduct, the request to withdraw must always include the approval of the dean. A student's approved withdrawal is considered as permanent and not reversible.

M. Probation After Successful Appeal of Dismissal

Students whose academic dismissal is reversed by successful appeal—and who are permitted to repeat coursework—will be placed on probation and will automatically be dismissed if they receive a grade of *F* (fail), or an unsatisfactory competency evaluation in any block, course, or clerkship during the time on probation. If the coursework is satisfactorily completed, students will continue on probation for an additional calendar year, at which time the student may be removed from probation by favorable action of the SPAC. Students who are allowed to repeat fourth-year coursework will remain on probation until they have successfully completed all of the requirements for graduation. Students whose dismissal for deficits in the competency of professionalism is reversed by successful appeal—and who are permitted to continue in their training—will be on probation and may be dismissed automatically if further unprofessional behavior is identified by the SPAC.

N. Conflict of Interest/Recusal/Scope of Review

Any voting member of the SPAC who has had extensive direct involvement in a matter under review by the SPAC, which involvement could constitute a conflict for such member, shall recuse from deliberation of and voting on such a manner. The SPAC is charged with the responsibility of making decisions about the standards and procedures relating to student evaluation, advancement, graduation, and academic action, including dismissal, and applying such standards and procedures to students. Academic and professional performance will be evaluated by a variety of methods approved by faculty committees governing the curriculum, described in each course or clerkship syllabus, and will include not only formal examinations, but also assessments based on observation of student performance in lectures, examinations, laboratories, and all other clinical and academic settings of the university or clerkships.

Coordination Between the SPAC and the Nova Southeastern University Office of Student Affairs

In addition to the activities described above, the SPAC will review situations involving medical students that have been adjudicated through the university procedure for violations of university rules, such as NSU's Code of Student Conduct. University officials in the NSU Office of Student Affairs (or other university officials, as applicable) and SPAC members will coordinate and keep one another informed of pertinent violations by medical students under this policy. The SPAC may impose additional academic sanctions on such students, in accordance with the policies and practices of NSU MD, as well as customary practices among medical schools.

In circumstances where it is unclear whether student conduct is subject to NSU's Code of Student Conduct, or is more appropriately subject to this policy, the NSU Office of Student Affairs and the NSU MD assistant dean of Admissions and Student Affairs will discuss the situation to determine the appropriate process to apply in reaching an appropriate resolution.

Grade Challenge/Grievance Process

Students may appeal a final grade or evaluation based on concerns about improper or unfair assessment or the process used to assign the grade. The process is as follows:

1. The student submits the written concern(s) about a final grade or evaluation and arranges a meeting to discuss the concern(s) with the respective block, course, or clerkship director within 14 calendar days of the student's receipt of the final written NSU MD grade report of that grade, if the student is not satisfied with the outcome.

2. The student may submit the written explanation of the grievance to the Grade Grievance Committee consisting of three faculty members familiar with the medical or master's education program who are neither members of the SPAC, nor the block, course, or clerkship director of the course at issue, nor the PBL/IQ facilitator for the student's assigned small group activities within the block. The Grade Grievance Committee is appointed by the executive associate dean of Academic and Student Affairs.

3. After reaching a decision, the Grade Grievance Committee will submit a final report to the executive associate dean of Academic and Student Affairs and to the student.

4. The decision of the Grade Grievance Committee is final.

Students at NSU MD are strongly encouraged to raise any concerns or complaints about a grade within five business days after the receipt of such grade, since final grades are typically officially submitted to the registrar as early as one week after the grade is released to the student. If a timely complaint is not filed by the student, any ramifications related to transcript generation, determination of academic awards, and residency/away rotation applications will be the responsibility of the student and may be irreversibly or negatively impacted.

Any questions about the grade appeal procedure at NSU MD can be directed to the Office of Medical Education.

Professional Personal Appearance Policy

Students attending NSU MD are expected to demonstrate professionalism throughout their studies. As one aspect of professionalism, students are expected to meet high professional standards in dress, grooming, and personal cleanliness. The standards set forth in this policy are designed to contribute to the morale of all students and allow NSU MD to present a positive image to colleagues and visitors. Students are expected to present and maintain a professional, clean, neat, and tasteful appearance and dress and groom themselves according to the requirements set forth below. Proper grooming is particularly important to demonstrate the student's respect when in a position that involves contact with patients or medical personnel.

If a student's personal appearance is inappropriate, the student may be asked to leave the campus or workplace until the student is properly dressed or groomed. This may require remediation of missed educational experiences.

NSU MD respects cultural awareness and, to the extent reasonably possible, will support individual practices as they comply with the following professional attire and grooming standards. Reasonable accommodation may also be made in the case of a person with a disability. Students are encouraged to raise any questions or resolve any doubts they may have about the appropriateness of any clothing or grooming style with the assistant dean of Admissions and Student Affairs before attending NSU MD classes or activities. If they do this in person, they are expected to present themselves according to the grooming standards.

Dress Code

Setting Specific Clothing Standards

1. Professional Didactic Setting (all scheduled activities on the Fort Lauderdale/Davie Campus, generally Monday through Friday from 8:00 a.m.–5:00 p.m.)
    a. Students must always wear their NSU ID card while on campus.
    b. Business casual attire is expected.
        i. Collared shirt and dress pants (includes khakis; however, cargo pants and jeans are not permitted), sports jacket and tie are optional.
        ii. Dress pants (includes khakis; however, cargo pants and jeans are not permitted) or skirt (knee length), blouse, sweater, shoulders must be covered. A dress of knee length is acceptable attire.
        iii. Flip-flops, sandals, T-shirts with graphics, sundresses, tank tops, spandex, and clothing with rips and/or stains are not permitted at any time.
2. Laboratory or Research Setting
    a. Students will follow the guidelines as established by the laboratory and/or research faculty members and settings. Unless otherwise directed by the Office of Student Affairs, ***scrubs are permitted in anatomy laboratory only.*** (Students are expected to use the changing facilities next to the laboratory for changing into and out of scrubs.)
    b. Follow Occupational Safety and Health Association (OSHA) guidelines at all times, (e.g., close-toed shoes are required, and Croc-type shoes are prohibited.)
3. Clinical Care Setting
    a. While wearing a white coat with NSU MD embroidered logo and name badge in the clinical setting, students are always expected to identify themselves as students and must assume responsibility to clarify their role to patients.

b. Professional business attire **may** be expected by some clinical sites. This may include

   i. formal suit, tie, and business shirt

   ii. skirt suits (knee length) or pantsuits with formal business blouses or tops, stockings, closed-toe shoes

c. Preceptors will dictate expected hospital, home visit, or other specific clinical setting attire.

d. Other standards:

   i. Chewing gum or nicotine products is strictly prohibited.

4. Study time outside regular business hours (generally, 5:00 p.m. to 8:00 a.m.) on the Fort Lauderdale /Davie Campus

   a. All students: Clothing should be neat and clean. Flip-flops, sandals, T-shirts with graphics, sundresses, tank tops, spandex, and clothing with rips and/or stains are not permitted at any time.

Personal Grooming and Appearance Guidelines

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Mustaches and beards must be clean, well-trimmed, and neat.
- Hair must be clean, neat, not obscure the face or vision of the student, and be worn in such a manner as to prevent contact with the patient or other items in the care environment.
- Unnaturally colored hair and extreme hairstyles do not present an appropriate professional appearance.
- Fingernails should be clean, neat, and of short to medium length. Students may not have acrylic nails while providing patient care services.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Jewelry should be restrained, not garish, nor functionally restrictive/dangerous to job performance, or excessive.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs are not professionally appropriate and must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible tattoos and similar body art must be covered during business hours.
- Flip-flops, sandals, T-shirts with graphics, sundresses, tank tops, midriff tops, spandex, and clothing with rips and/or stains are not permitted at any time.

Attendance Policy

As future professionals, students are expected to conduct themselves appropriately in all curricular activities, including classroom work, laboratory work, and clinical experiences. The professionalism of a student includes arriving to educational activities on time, staying for and participating in the entire activity, using electronic devices only for coursework during the educational activity, and minimizing disruptions to the educational exercise. Certain activities are experiential and require attendance. Students are personally responsible for attending all required educational activities as specified by the block, course, or clerkship director. This includes, but is not limited to, large group interactive sessions such as team-based learning (TBL), labs, small group discussions, clinical experiences, and examinations. Required attendance at didactic lectures varies with the block, course, or clerkship. ***Students are expected to arrive at required scheduled activities on time and be ready to begin.*** Specific attendance and punctuality requirements for blocks, courses, and clerkships that vary from this policy will be included in the syllabus or may be communicated by alternate written means, such as email or notice on block, course, or clerkship web pages.

Student First Step: Contact the Office of Admissions and Student Affairs (OASA).

No matter the situation that could cause a student to be absent from required activities, M.D. students should first promptly inform the Office of Admissions and Student Affairs by telephone at (954) 262-0515, 8:00 a.m. to 5:00 p.m., or (954) 279-7575 after 5:00 p.m. and before 8:00 a.m.

Excused Absences

During the educational program (including both preclerkship and clerkship portions of the curriculum), time off is given at the discretion of the Office of Admissions and Student Affairs in consultation with the block, course, or clerkship director and may or may not be granted. Students engaged in the preclerkship curriculum have scheduled activities during approximately half of the week and generally have the weekends free of scheduled activities. It is expected that preclerkship students will make every effort to minimize or eliminate the need for absences during required scheduled activities. Students engaged in the clinical curriculum (clerkships and electives during the second, third, and fourth years) have a more rigorous schedule, may be required to spend up to 80 hours a week in clerkship activities, and may be required to work evenings, weekends, and holidays.

Students are allotted breaks as noted on the NSU MD academic calendar, *md.nova.edu/academics/curriculum.html*. Students in the clinical curriculum (clerkships and electives during the second, third, and fourth years) are NOT automatically off on official holidays listed on the academic calendar. Clerkship directors, at their discretion, may permit students a holiday (e.g., on Labor Day, outpatient clinics are closed, and a clerkship director may give the students assigned there the day off).

Preclerkship Unexpected Absences

If a preclerkship (first- or second-year) student has an emergency or illness that prevents the student from attending a scheduled activity, the student is expected to notify the Office of Admissions and Student Affairs by telephone at (954) 262-0515 from 8:00 a.m. to 5:00 p.m. or (954) 279-7575 after 5:00 p.m. and before 8:00 a.m.

Clerkship Unexpected Absences

If a clerkship (second-, third- or fourth-year) student has an emergency or unexpected absence because of illness, the student MUST notify the responsible faculty member or senior resident and the clerkship administrator. The student must **also** notify the staff members in the Office of Admissions and Student Affairs by telephone at (954) 262-0515 from 8:00 a.m. to 5:00 p.m. or (954) 279-7575 after 5:00 p.m. and before 8:00 a.m.

Planned Absences

In the case of planned absences to attend meetings or family events such as a wedding or funeral, the student must contact the responsible person (the OSA or clerkship director/clerkship site director) as far in advance as possible to discuss the request and possibly obtain permission to be absent from assigned responsibilities. Students should make every effort to not have a planned absence conflicting with mandatory educational experiences and recognize that many requests will be denied. In the case of clinical clerkship absences, if the clerkship director is willing to allow the planned absence, the student must notify the Office of Admissions and Student Affairs to confirm and finalize the approved dates for the absence.

Absences for Health Services

Students who require an absence from required educational activities because they need healthcare must inform the OASA, as well as the responsible faculty member (e.g., block, course, or clerkship director) as far in advance as possible to discuss the request and obtain permission to be absent from assigned educational activities. A request may be denied if it can be scheduled at a time when it does not interfere with required educational activities. Once the absence is approved, the student must notify the block, course, or clerkship administrator. The block, course, or clerkship director will notify the student of makeup requirements. Students will not be penalized due to excused absence(s) from class or other scheduled academic activity for medical reasons.

Fourth-Year Interview Absences

Students are expected to schedule residency interviews during the designated interview period and vacation. However, because of the inherent unpredictability of the residency interview process, it may be necessary for students to schedule interviews during an elective. Students cannot attend interviews during electives without prior approval of the OSA and the elective director. The approval process may include discussion and provision of documentation that the interview was impossible to schedule at another time. The makeup may include additional clinical assignments and/or extension of the elective into another time period. Students should not schedule interviews during required rotations (such as a subinternship).

Absences for Religious Holidays

NSU MD abides by the NSU Religious Holiday Policy. We urge you to read the entire policy and be aware of the details. See the *NSU Student Handbook*, Religious Holidays Policy section. Visit *nova.edu/studentconduct/religious-holiday-policy.html* for more information.

A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU dean of students at *bj379@nova.edu* or (954) 262-7281 within three calendar days after the start of the semester in which the holiday will fall.

Attendance/Severe Weather Policy

Cancellation of required clinical activities because of severe weather or disaster will be addressed pursuant to NSU and NSU MD's emergency policies. Should an emergency arise at any of NSU's campuses or sites, critical information will be available through the NSU Hotline at 800-256-5065, on the NSU website at *nova.edu*, or on the SharkTube video network. In addition, NSU continually tests the voice and text messaging component of the Emergency Notification System with test messages to all NSU students and faculty and staff members. As possible, alerts will be posted on NSU's emergency alert page (*nova.edu/emergency*) and NSU MD's Alert page (*md.nova.edu/campus/safety.html*).

Students are responsible for checking emails and university or hospital websites for updated procedures and protocols. In the case of a loss of all methods of communication, students should follow general recommendations from the NSU Severe Weather Policy and exercise their own judgment in considering personal and public safety. In the event of severe weather or a natural disaster that interrupts or has the potential to interrupt normal operations, students will be contacted by the Office of Student Affairs and/or the Office of Medical Education with instructions pertaining to class and clinical rotation attendance. If there are any questions, concerns, or doubts regarding travel to school or to a clinical rotation, students should always err on the side of caution and seek and remain in safe shelter.

Students will be notified as soon as possible—if specific clinical sites are closed or activities are canceled—with postings and updates on Canvas or through their NSU email account.

Evaluation Completion Policy

Our Values

Students' evaluations play a vital and essential part of the continual improvement of NSU MD's education programs and all aspects of NSU MD. Our students' feedback is critical to the medical profession and reflects the mutual obligation that teachers and learners have to provide constructive commentary to each other as they seek to improve and enhance their performance. Consequently, all students are expected to actively participate in the college's comprehensive evaluation program. The Office of Medical Education (OME) collects and compiles evaluation data, which are analyzed by the Office of Educational Standards and Quality (OESQ) to provide anonymized reports and analysis to the appropriate curriculum committees. These committees, in conjunction with the OME, utilize the data to formulate and implement curriculum improvement and faculty development strategies. To attain valuable participation of every student in the evaluation process, the OME has established the following policy.

Mandatory Completion

Students are expected to complete all assigned faculty teaching evaluations; final evaluation of blocks, courses, and clerkships; and evaluations of other aspects of the educational program as part of their professional responsibilities at NSU MD. Evaluations students must complete will be assigned at appropriate times throughout the curriculum, with a clearly designated time frame for

completion. Faculty and staff members of NSU MD commit to assigning as few evaluations as possible to achieve the goal of ongoing curricular improvements and faculty development/evaluation. Should a student receive an evaluation for a nonmandatory session the student did not attend, the student is expected to complete a few questions on why the student chose not to attend and what alternative resources the student used to master the material covered in the session.

Confidentiality of all Student Responses

Confidentiality of student responses on all evaluations is guaranteed. The responses to evaluations are always compiled and anonymized prior to being reported. Should a one-on-one relationship with a faculty member—such as a clinical preceptor—preclude anonymity, then evaluation data will not be shared until the grading process is complete. Should a student have any concerns or questions about the anonymity of an evaluation, the student should speak to the course or clerkship director and/or the assistant dean of Educational Standards and Quality ***before the deadline for submitting completed responses.***

Quality of Student Responses

Students are expected to complete all evaluations in a highly professional manner. All comments submitted in evaluations are shared verbatim with faculty members, so we expect them to be high quality, meaningful, constructive, and free of personal slurs.

Failure to Complete Assigned Evaluations

Most evaluations use the format of electronic surveys with numerical ratings and space for narrative comments in the eMedley software. Student completion rates and timeliness of completion on all evaluations will be tracked. Students are encouraged to discuss any specific concerns with their adviser or with the Office of Student Affairs ***before the due date.*** If a student does not complete assigned peer feedback by the due date, the block, course, or clerkship director and FA will be informed. A student's diligence and responsibility in providing meaningful and timely evaluations in a highly professional manner is a component of several competencies, failure of which may result in referral to the SPAC, and an evaluation of professionalism as *Satisfactory with Concern* and/or *Unsatisfactory*. (Reminder: An Unsatisfactory grade in any competency will result in failure of the block, course, or clerkship.)

Medical Student Peer Feedback Completion Policy

A vital skill physicians must learn is to give and receive feedback. Medical students should expect to both receive and provide confidential feedback in the context of groups (PBL, IQ, TBL), blocks, courses, and clerkships. Our students' feedback to their classmates is critical to the medical profession and reflects their obligation to provide constructive commentary to each other as they seek to improve and enhance their performance. Students are expected to complete all assigned peer feedback as part of their professional responsibilities at NSU MD. Peer feedback assignments will be made at appropriate times throughout the curriculum, with a clearly designated time frame for completion.

Failure to Complete Assigned Peer Feedback

Student completion rates and timeliness of completion of all peer feedback will be tracked. Students are encouraged to discuss any specific concerns with their FA or with the Office of Student Affairs

before the due date. If a student does not complete assigned peer feedback by the due date, the block, course, or clerkship director and FA will be informed. A student's diligence and responsibility in providing meaningful and timely peer feedback in a highly professional manner is a component of several competencies, failure of which may result in referral to the SPAC, and an evaluation of professionalism as *Satisfactory with Concern* and/or *Unsatisfactory*. (Reminder: An Unsatisfactory grade in any competency will result in failure of the block, course, or clerkship.)

Policy on Substance Abuse

Prevention, Treatment, and Assistance Resources for Students

- NSU MD Office of Student Affairs phone: (954) 279-7575
- NSU Center for Student Counseling and Well-Being phone: (954) 424-6911 or (954) 262-7050 (available 24 hours, 7 days a week)

NSU MD adheres to the NSU Policy on a Drug Free Environment. Students who have a known or suspected abuse problem will be referred to seek professional care at the Center for Student Counseling and Well-Being (CSCW). This will include mandatory education and possible referral to agencies that specialize in substance abuse and alcohol treatment and rehabilitation. If a medical student fails to attend an evaluation consultation at the CSCW, or if abuse interferes with the student's academic work or performance in the clinical setting, a mandatory referral may be made to the Physician's Recovery Network for evaluation and treatment, prior to return to the classroom or clinical setting, and the matter will also be referred to the SPAC. Students who refuse professional treatment and/or violate the provisions of the NSU Policy on a Drug Free Environment may be subject to dismissal from NSU MD in accordance with the procedures in this handbook.

Urine Drug Screen

NSU MD students may be required to submit to additional urine drug screen testing. A student who tests positive for illegal or illicit drugs, marijuana, even if prescribed or certified by a physician, or for a controlled substance that the student does not have a prescription for, will be referred to the SPAC for assessment.

Mandatory Student Reporting of Positive Drug Test Results

Students may not participate in clinical rotations until taking and receiving a negative (clear) result from their screening tests. After taking the tests, the students are expected to check for reported results regularly. In the event there are any positive results reported, students must immediately notify the Office of Admissions and Student Affairs of the positive result and should proceed to take action as directed by the assistant dean of Admissions and Student Affairs.

M.D. Program Policy on Immunizations

The immunizations required for NSU MD medical students are based on the current Center for Disease Control and Prevention (CDC) recommendations for Health Care Personnel. Before matriculating,

every NSU MD student is required to have an immunization for, or show evidence of immunity to, the following diseases as described below:

The following immunizations are **mandatory** for NSU MD medical students:

1. MMR—this requirement is only satisfied by submitting either
    a. measles IgG, mumps IgG, and rubella IgG titer showing immunity OR
    b. documentation of two separate MMR vaccinations.
2. Varicella—this requirement is only satisfied by submitting
    a. varicella IgG titer showing immunity
    b. documentation of complete varicella series

    NOTE: Having a history of chicken pox **DOES NOT** satisfy the requirement
3. hepatitis B—documentation of complete series

    NOTE: Combination HAV/HBV vaccination series **DO** satisfy the requirement
4. TdaP—documentation of initial series, as well as appropriate booster vaccination; booster shot is valid for 10 years
5. influenza vaccination annually, if in clinical setting
6. any other vaccinations required by clinical sites or Nova Southeastern University

Health Screening

1. TB screening—documentation of FDA-approved (quantiferon-TB Gold IN-tube test or T-SPOT TB test) Interferon-gamma release assay (IGRA) result OR 2 step PPD. Please note if student has had BCG vaccination previously, IGRA is the preferred test. If assay is positive, or student has a history of active TB, a chest X-ray must be obtained and documented on an annual basis.
2. Physical examination—documentation of physician showing a routine physical has been performed in the past 12 months prior to matriculation.

References:

1. *cdc.gov/vaccines/schedules/hcp/imz/adult.html*
2. *cdc.gov/tb-healthcare-settings/hcp/screening-testing*

NSU MD students must complete a mandatory immunization form, which must be signed by a licensed healthcare provider. The form can be found online at *nsuhealth.nova.edu/student-care/student-medical-center.html* under Immunization Forms and Vaccine Information. NSU MD students may be required to upload proof of immunizations to multiple online portals to satisfy the requirements of the affiliated hospital where they rotate. Failure to comply with this policy may result in a student's inability to satisfy the graduation requirements in the student's program.

Policy on Communicable Diseases

Students with Communicable Diseases

Students with communicable diseases or conditions will not be permitted to engage in patient contact until such conditions have resolved as documented by a physician. Persons with the following medical conditions will not be allowed patient contact without prior medical clearance:

1. active chicken pox, measles, rubella, herpes zoster (shingles), pertussis, mumps (i.e., vaccine-preventable diseases)
2. active hand, foot, and mouth disease
3. active tuberculosis
4. acute HAV
5. viral respiratory infections including, but not limited to, influenza, parainfluenza, RSV, COVID-19, etc. until student is afebrile for >24 hours
6. Group A streptococcal disease (i.e., strep throat) until 24 hours after treatment has been initiated
7. draining infectious skin lesions (e.g., MRSA, HSV) that are unable to be covered appropriately
8. viral gastroenteritis including norovirus and rotavirus
9. viral conjunctivitis, (i.e., pink eye) until on appropriate treatment for >24 hours

A student who has a communicable disease and is unsure whether the student should participate in patient care should seek medical care by a private physician or a physician on staff at the NSU Student Medical Center. All students with a communicable disease must receive written medical clearance by a physician prior to returning to clinical care activities. A case-by-case evaluation of each infected student will be done by each student's physician to determine eligibility to perform the duties required on the clinical rotation. Based on the recommendations of the physician, it is the responsibility of each infected medical student to notify the NSU MD Office of Student Affairs if the student is unable to perform clinical work. Appropriate documentation is required. All such notifications will be kept strictly confidential.

Prior to the start of clinical experiences, a student who has chronic hepatitis B virus (HBV), chronic hepatitis C virus (HCV), or HIV/AIDS is required to notify the Office of Student Affairs of the student's status. All such notifications will be kept strictly confidential. Prior to the start of any clinical experiences, infected students are required to seek medical consultation with a physician to determine their ability to perform the duties required of the clinical rotation. Medical students are not obligated to answer patient questions related to their own HBV/HCV/HIV/AIDS status, nor shall they answer such questions related to other students, other healthcare personnel, or patients. Serologic testing of medical students for HBV/HCV/HIV antibody will not be performed routinely unless the person is seropositive. Testing is recommended when there has been a documented needle or sharp instrument puncture or mucous membrane exposure to the blood or body fluids of patients, or when there has been a medical student-to-patient exposure. Refer to the Exposure at NSU, Exposure at an NSU MD Affiliate Site Not Located on the Campus of NSU, and other policies and procedures in this handbook.

Students who are at high risk of infection from patients or other personnel because of their immune status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal healthcare provider. If the healthcare provider believes there are certain assignments the individual should not accept for personal health reasons, this should be discussed with the ADASA or designee. Accommodations may be available under the Technical Standards. Students should contact NSU's Student Disability Services to see whether such accommodations are available. Medical students with HBV/HCV/HIV seropositivity shall have periodic physical examinations by their private physician or a physician on staff at the NSU Student Medical Center. Written health clearance will be provided to the ADASA or designee, who will notify the student's clerkship director of the student's ability to return to practice direct patient care. All correspondence will be kept confidential and will not be used as a basis for discrimination.

The greatest theoretical risk of medical student-to-patient transmission of HBV, HCV or HIV/AIDS involves invasive or exposure-prone procedures with manipulation of needles or other sharp objects not under direct visualization. Medical students who have HBV/HCV/HIV seropositivity may not perform invasive or exposure-prone procedures unless such activity is approved in writing by 1) an expert panel duly constituted to guide and review performance of such procedures (see Centers for Disease Control and Prevention [CDC] guidelines for definition of exposure-prone procedures and recommendations for expert panel oversight), 2) the student's personal physician (who may be a physician from the NSU Student Medical Center), 3) the clinical clerkship director, and 4) the ADASA or designee.

The CDC guidelines for the Management of Hepatitis B Virus-Infected Health-Care Providers and Students (*cdc.gov/mmwr/PDF/rr/rr6103.pdf*) and the Society for Healthcare Epidemiology of America (Henderson DK et al. Infection Control and Hospital Epidemiology, 2010; 31 (3): 203-232.) suggest that medical students with HBV, HCV, and HIV seropositivity can continue to attend classes and participate in clinical clerkships and preceptorships. For chronically infected HBV/HCV or HIV healthcare providers and students who plan on performing exposure-prone procedures, an expert panel will be duly constituted to guide and review performance of such procedures (see CDC guidelines above for definition of exposure-prone procedures and recommendations for expert panel oversight). Chronically infected HBV-infected healthcare providers and medical students are NOT required to 1) repeatedly demonstrate undetectable HBV viral loads on a greater than semiannual frequency, 2) prenotify patients of their HBV-infection status, or 3) submit to mandatory antiviral therapy. Standard precautions should be adhered to rigorously in all healthcare settings for the protection of both patient and provider.

Education and Training

All students initially receive general information pertaining to the prevention and transmission of occupational exposures during the orientation to the M.D. program of NSU MD. During this time, students will be required to receive immunizations against hepatitis B, meningitis and varicella, and tuberculosis screening if not documented on the history and physical exam form submitted prior to registration. More formal clinical information about the prevention and pathophysiology of all infectious diseases that might potentially be transmitted in a clinical care setting is provided prior to the start of clinical clerkships. This would include education regarding hepatitis A, hepatitis B, hepatitis C, varicella, influenza, meningitis, tuberculosis, and HIV.

Students will be provided with education on universal blood and body fluid precautions during orientation sessions for first-year students, and prior to the start of the clinical clerkships. Students will also receive information on infection control and prevention of the spread of communicable disease.

During the first day students are assigned to work at a clinical rotation site, the faculty members at the affiliate site will provide information regarding the policies and procedures at their respective site that students must follow in the event of exposure, as described below in Student Exposure to Blood/Body Fluids Procedures. **All students are required to complete training in OSHA and HIPAA.**

OSHA

Students are required to complete two educational modules prior to matriculation: Blood-borne Pathogens and Formaldehyde Use. Successful completion of these modules is monitored by the Office of Student Affairs.

Standard Precautions

Infection control policies are established for the surveillance, prevention, and control of infection caused by a variety of microorganisms. Blood, semen, and vaginal fluids are the three most potentially infectious body fluids, but other body fluids such as cerebrospinal fluid, synovial fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and unfixed body tissues should be considered potentially infectious, especially if contaminated with blood. Universal precautions should always be followed, even when handling fluids and tissues that are not normally infectious, such as saliva, feces, urine, sweat, sputum, vomitus, and tears. It should be noted that these body fluids carry a greater risk of infection if contaminated with visible blood, which can result from an accidental occurrence or complication of patient contact and procedures.

Students are required to follow appropriate infection control procedures, including the use of personal protective equipment, whenever there is a risk of parenteral, cutaneous, or mucous membrane exposure to blood, body fluids, or aerosolized secretions from any patient, irrespective of the perceived risk of a blood-borne or airborne pathogen. Regardless of the real or perceived communicable disease status of the patient, all students and staff members should follow standard universal precautions when providing patient care. The basic precautions include:

- Always wash hands before and after patient contact, according to the policy of the clinical site, even if gloves are used.
- Always wear gloves when exposure to blood, body fluids, and other body excretions is likely.
- Use gloves appropriately according to aseptic and/or sterile techniques, and always change gloves between patients.
- Wear gowns/aprons when soiling of clothing with blood or body fluids is likely.
- Wear masks, face shields, and eye protection when aerosolization of blood or body fluids may occur.
- Dispose of sharps in designated rigid sharp containers. Never recap needles by hand.
- Dispose of waste saturated with blood or body fluids in designated red biohazardous waste containers.

Risk of Exposure, Encouraged Disability Insurance, and Mandatory Medical Insurance

Despite the best efforts of healthcare practitioners and facilities, as well as educational institutions and faculty members, the risk of student exposure to blood-borne pathogens cannot be eliminated. Although all prudent precautions are taken, students still have a real risk of acquiring infectious diseases

that may cause illness, disability, and potentially even death. Moreover, even if not debilitating to the student, some infectious diseases may preclude a student from practicing in certain specialties, due to the patient's risk of infection from the provider performing exposure-prone activities.

Nova Southeastern University (NSU) College of Medicine (NSU MD) strongly encourages its students to obtain and maintain disability insurance throughout their years in the M.D. program. Information on disability insurance options is available online at *amainsure.com/insurance-products/disability/student-disability-income-insurance.html*, or students may talk to the assistant dean of Admissions and Student Affairs for information.

NSU MD requires students to carry health insurance and strongly encourages its students to ensure their health insurance provides sufficient coverage to ensure the student will be able to obtain all necessary diagnostic and treatment goods and services.

Student Exposure to Blood/Body Fluids Procedures

It is the policy of NSU MD that all students who are exposed (percutaneously, through mucous membranes or skin) to blood/body fluids while engaged in a university-sponsored educational program receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow-up laboratory values, as necessary. In accordance with this policy, the following procedures must be followed by students who have been exposed to blood/body fluids.

If you are exposed to blood/body fluids, IMMEDIATELY

1. Remove soiled clothing and wash the exposed area with soap and water.
2. Notify attending physician, resident and/or clinical site coordinator, and notify the NSU Infection Control Coordinator's Office at (954) 262-7352, (954) 770-1179, or (954) 817-0332. Students are required to contact the Environmental Health and Safety Department at (954) 770-1179 or (954) 262-8847.
3. After contacting NSU Infection Control, the student should contact the Student Medical Center (8:30 a.m. to 5:00 p.m.) at (954) 262-1270 to receive appropriate care. If on rotation at a distant hospital, or if outside the Student Medical Center's hours of operation, present to the local emergency department (ED) or urgent care center for assessment and initial prophylactic treatment if applicable.
4. Following the assessment, the ED shall immediately make available to the affected student a copy of all the student's records relating to the treatment and follow up, and any available results regarding the HIV, HBV, and HCV status of the source, to the extent permitted by law.
5. All NSU MD students are required to obtain and maintain health insurance. The student has exclusive responsibility for the student's own medical bills.
6. Within 24 hours of the exposure, the student must follow up with the assistant dean of Admissions and Student Affairs at (954) 262-1737, who will be responsible for directing the student in following NSU procedures, found at *nova.edu/ehs/NSU-EHS-Bloodborne-Pathogens-2020.pdf.*

Students who become exposed to contaminated body fluids while at a clinic or lab site owned or operated by NSU or on the NSU campus will follow the established follow-up protocols at NSU to receive diagnostic and therapeutic care postexposure. Depending on the level of complexity, diagnostic

testing and treatment may be provided at the NSU Student Medical Center during normal business hours. If complex services are required or exposure takes place when the NSU Student Medical Center is closed, the student will be referred to obtain care at an outpatient facility in the community.

A student who becomes exposed to contaminated body fluids while at a clinic or lab site that is not owned or operated by NSU or located at an NSU campus is required to contact the supervising faculty member at the affiliate site. This physician will ensure that the student follows the appropriate needlestick protocols (and other appropriate protocols and policies) established at the specific affiliate site to receive immediate diagnostic and therapeutic care postexposure incident. All clinical care sites that are affiliated with NSU MD are required to have established biosafety protocols to provide follow-up diagnostic, preventive, and therapeutic care for medical students who sustain needlestick injuries and/or other exposures.

Regardless of where the exposure occurs, NSU MD provides (and requires of all its affiliated clinical care sites) a system in which all medical students must report all accidental exposures to blood and other potentially hazardous biological fluids that occur including, but not limited to, accidental needlestick injuries. This process is necessary for the following reasons:

- to quickly evaluate the risk of infection
- to inform the exposed student about treatments available to help prevent infection
- to monitor for side effects of treatments
- to determine if infection subsequently occurs

This process initially involves the immediate provision of appropriate first aid, including ample washing of the exposed area that was punctured by the needle, or otherwise exposed, with soap and water. The subsequent steps are determined based on whether the exposure occurred at an NSU laboratory or clinical setting on an NSU campus, or if the exposure occurred at an NSU affiliate hospital or clinical setting not located on an NSU campus and not owned nor operated by NSU.

Confidentiality and Testing

As with any blood-borne exposure, appropriate documentation is necessary. The affiliated clinical site and NSU MD require that a formal report of the exposure incident or unusual occurrence be filed. The student will need to complete the NSU Medical Student Exposure Incident Form as discussed above. NSU MD shall respect the confidentiality of individuals with blood-borne or airborne pathogens to the extent permitted by state and federal law. Students and personnel will not be tested for HIV without their knowledge or consent, except that in certain circumstances testing may be a condition of employment or may be required by occupational exposure incident protocols. In cases of nonoccupational exposure, confidential testing is available through NSU Student Medical Center, the student's private health insurance plan, or the Broward County Health Department.

Students with Blood-Borne and Airborne Infections

Acquisition of infection from patients and staff members, particularly due to respiratory pathogens, is a frequent and avoidable event. To help protect students from this risk of nosocomial-acquired infection, NSU MD has implemented an educational program on respiratory pathogens. Students are

taught about blood-borne and respiratory pathogens and protection guidelines during their first week of orientation. A second presentation on blood-borne and respiratory pathogens and guidelines for prevention is given preceding the beginning of clinical rotations in the third year. In addition, all third-year medical students undergo N95 respirator fit testing before the beginning of clinical rotations. Instruction on the technique of using this personal protective equipment is taught.

Participation in Clinical Care Activities

Students infected with blood-borne or other pathogens shall not, solely because of such infection, be excluded from participation in any phase of medical school life, including educational opportunities, employment, and extracurricular activities, except as otherwise required by applicable federal, state, or local law or unless their healthcare condition presents a direct threat to the health and safety of themselves or others. Students infected with airborne pathogens may be excluded from participation in such activities during the infectious stage of their disease.

Students who are at high risk of infection from patients or other personnel because of their immune status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal healthcare provider. If the healthcare provider believes there are certain assignments the individual should not accept due to personal health reasons, this should be discussed with the faculty supervisor. In some cases, students may be unable to participate fully in medical school life or meet the technical standards of NSU MD because of their disease. In these cases, the individual should contact the OSA and the NSU Student Disability Services office to discuss the existence and nature of the disability and whether reasonable accommodations are available. For more information, see the policy on Students with Disabilities contained in this handbook. If a student's exposure results in the contraction of a disease or disability, the student will be allowed to continue in the education program with as little disruption and as safely possible depending on the circumstances. The student's specific medical circumstances will be confidentially evaluated on a case-by-case basis, and appropriate recommendations regarding the student's progress through medical school may be submitted to the SPAC for appropriate action, if necessary.

Workers' Compensation

Generally, because students are not employees of the NSU MD or its clinical affiliate sites, they are not eligible for workers' compensation coverage. Therefore, any coverage for illness or injuries incurred as a medical student will be the responsibility of the student via the student's private health insurance plan. Students who are employees of NSU may be eligible for workers' compensation coverage.

Information Technology (IT) Policies

All NSU MD students who are granted access to NSU-issued computing and technology resources (desktops, laptops, tablets, mobile phones, printers, etc.), application systems, or access to the NSU network must adhere to the policies and procedures listed on the NSU Office of Innovation and Information Technology available at *nova.edu/portal/oiit/policies*. There, you will find the mandatory standards and policies enforced by NSU and the NSU MD IT Office to protect information systems and assets from internal and external threats.

The privilege of using the computing and technology resources provided by NSU is not transferable or extendible by students to people or groups outside of the school and terminates when a student is no longer enrolled in NSU MD.

These policies are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student acts unprofessionally and ignores any of the terms and conditions in the policies, privileges may be terminated, access to NSU technology resources may be denied, and appropriate academic (through the SPAC) or disciplinary (through the NSU Office of Student Affairs) action may be applicable. Accordingly, this policy establishes the expectations for students regarding the utilization of technology devices provided by NSU for educational purposes.

NSU-Issued iPads and Laptop Computers

All students must take personal responsibility for the security of the equipment, software, and data in their care. iPads and laptop computers provided to students are the property of NSU and, as such, will be subject to inspection or log monitoring at any time. NSU MD IT may also choose to remotely disable a student's iPad if the device or data has been compromised, is lost or stolen, or if a student is in noncompliance with established policy and/or directives.

All iPads and laptops are loaned for academic purposes, and students should understand there is no reasonable expectation of privacy concerning data or software on these devices.

Theft of or damage to any device is the sole responsibility of the student, who will bear all costs for replacing the parts or purchasing a new device. The student will provide payment for the replacement or repair of the device, which will be processed between the student, NSU MD IT Office, and NSU MD Office of Student Affairs. All students will coordinate the return of their devices to the NSU MD IT Office at the end of their medical education. Failure to return the devices will result in a delay of receipt of their graduate diploma.

Additional standards related to NSU-issued computing devices are as follows:

- Unauthorized or unlicensed software must not be installed or loaded on laptops. Students may choose to install apps on the iPads if they are either educational-based, part of classroom exercises, or are of benefit to the learning process. No gaming software is permitted unless approved by the curriculum and NSU MD IT.
- Students must ensure their device is not used by unauthorized persons.
- Students must take all reasonable steps to ensure that the device is not damaged through misuse.
- NSU MD IT maintains temporary "loaner" iPads and laptops, if the unit requires repair or maintenance.
- All students are encouraged to regularly save all data to the network drives and a central cloud location (i.e., OneDrive, Canvas, iCloud, etc.). The NSU MD will not be responsible for any loss of data on the devices.
- Devices should never be left unattended in public places (e.g., car, library, restaurant, restroom).
- Students must immediately report any possible security breaches to NSU MD IT.

Students must abide by all IT policies of NSU in addition to those specifically for NSU MD. This includes all HIPAA and FERPA regulations pertaining to security and privacy.

Receiving and Returning Your Devices

Student iPads and laptops are and will remain property of NSU and all users shall adhere to this policy and acceptable use policy for technology. iPads will be distributed at M1 Professional Immersion upon signature of the NSU MD iPad Agreement document and the Acceptable Use Policy.

Students who withdraw from NSU for any reason must return their individual school iPad or laptop on or before the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment in NSU MD, the student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report filed with appropriate law enforcement. Random inspections of student iPads, which can be done in person or remotely, will be conducted to ensure compliance with provisions of this policy.

Lost or Stolen Devices

iPads or laptops that are stolen or lost must be reported immediately to the NSU MD IT Office. iPads issued by NSU MD include internal tracking and security software. In the event the iPad is reported lost or stolen, this internal tracking security software will be used to locate the device and/or remotely disable the device.

Damaged or Malfunctioning Devices

Students are responsible for the general care of the iPad or laptop issued to them by NSU. Repair needs must be taken to the NSU MD IT for an evaluation of the equipment. Devices that malfunction or are damaged must be reported to the office within 24 hours or sooner. Devices that have been damaged from student misuse or neglect will be repaired with the cost being borne by the student. If a student's iPad or laptop needs repair, a loaner device may be provided while the device is being repaired. The iPad will come with a two-year limited AppleCare warranty. Please contact Apple support directly for all hardware defects. You must record the iPad serial number and keep it in a safe place. To service the device through AppleCare, the serial number will be required. For general support questions, please send your questions via email to *eboone@nova.edu*.

Upkeep and Care of the Device

Students are responsible for

- keeping their device battery charged for school each day
- using a clean, soft, or antistatic cloth to clean the screen, no cleansers of any type
- keeping their device in a secure location and should never leave it in an unlocked locker, unlocked car, or in any unsupervised or unsecure location
- not leaving the device in a place that is experiencing hot or cold conditions (i.e., car in summer or winter), because extreme heat will damage the unit and extreme cold will cause severe screen damage
- not removing the protective case provided

- not changing device settings
- using their device in a responsible and ethical manner
- obeying all applicable rules and laws concerning behavior and communication that apply to iPad/computer use

Originally Installed Software and/or Apps

The apps and operating system originally installed by NSU must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add additional apps and operating system upgrades. The licenses for this software may require that the software be deleted at the end of the course. Upgraded versions of licensed software/apps are available from time to time. NSU reserves the right to restrict content to be installed on the device. Students will be provided with purchase codes (at no charge) to download some basic apps. Throughout the school year, additional apps may be added by the school or the student.

Students are responsible for backing up or preserving digital content stored on their device. If significant or irreparable technical difficulties occur, the iPad will be restored from a backup or will be reset to factory settings. NSU does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or reimage.

Students may install appropriate personal apps on their iPad via their personal iTunes account. NSU will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not, however, limit what can be downloaded to the student's individual account or other personal device when they are not on the school's network.

Students will be expected to delete student music, photos, and apps in the event storage space becomes an issue. NSU reserves the right to inspect a student's iPad. This includes, but is not limited to, email, documents, pictures, music, or other components associated with all NSU technology and computing resources. The end user should have no expectation of privacy.

Personal Devices

Students may choose to bring their own mobile, tablet, or laptop device and connect to the NSU network for official business, educational, or research purposes. NSU MD IT is not responsible for either the physical or data security of the device or its contents and will not provide software installations, troubleshooting, service, or maintenance for any personal device. The student is responsible for the proper care of the student's personal device, including any costs of repair, replacement or any modifications, software installations, and other support needed to use the device at school.

Violations of any school policies, administrative procedures, or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action. Additionally, NSU and NSU MD reserve the right to contact NSU Public Safety or other law enforcement if there is any reason to believe the student has used a personal device to violate federal, state, or local laws; engaged in any criminal or unlawful behavior; or is involved in other misconduct while using their personal device while connected to the NSU network. NSU's Office of Innovation and Information Technology and NSU MD IT will provide all relevant information to law enforcement on the log activity of the personal device(s) connected to the NSU network.

Students may not use personal devices to record, transmit, or post photos or videos of any information pertaining to HIPAA, confidential or sensitive information, or of any academic activities without the explicit permission of faculty members during their coursework. The student, while connected to the secured NSU network, should only use the student's device to access relevant files and educational content on an as-needed basis.

Email Policy

Only the college's students, faculty and staff members, and other persons who have received permission under the appropriate authority are authorized users of the NSU email systems and resources. Use of email is encouraged where such use supports the university's academic goals and facilitates communication between faculty members and students. However, if a student uses email in an unacceptable manner, such student is subject to sanctions, including, but not limited to, having the student's campus email account deactivated. The student may receive an initial warning with reports of any subsequent violations sent to the SPAC for final recommendations and action, or violations may be sent directly to the SPAC.

Social Media Policy

The administration of NSU MD recognizes that social media websites and applications, including, but not limited to, Facebook, Instagram, LinkedIn, Pinterest, Snapchat, Tumblr, Twitter, and YouTube are important and timely means of communication. However, students must appreciate that posting certain information may be illegal or unprofessional. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse employment actions, disciplinary sanctions and/or academic actions that may include, but not be limited to, a verbal or written reprimand, probation, suspension or dismissal from employment, school, and/or resident training. All students in the college are also subject to the policies of NSU's Office of Innovation and Information Technology (OIIT), located at *nova.edu/portal/oiit/policies*, as well as any other applicable university policies.

Prohibited Use of IT

- In your professional role as a caregiver, you may not disclose the personal health information of other individuals. Removal of an individual's name does not necessarily constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trip) may still allow the reader to recognize the identity of a specific individual, and therefore is prohibited.

- You may not disclose private (protected) academic information of another student or trainee. Such information might include, but is not limited to, course or clerkship grades, narrative evaluations, examination scores, or adverse academic actions.

- For students, sharing PBL information within a class is acceptable, but sharing material between classes or outside NSU is not. Many of our cases have been generously provided to us by other

schools with the stipulation that they would be used only by our students. In addition, it would defeat the purpose of problem-based learning if the learning objectives, study materials, etc. were available to students encountering cases for the first time. Therefore, the use of Facebook or other social media sites by students for any PBL materials is strictly prohibited. All postings for PBL are limited to established practices and tools set by block directors, the Office of Medical Education, and NSU MD IT.

- In posting information on social media sites, you may not present yourself as an official representative or spokesperson for NSU or NSU MD, unless authorized to do so by the NSU president or the dean of NSU MD, respectively.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity to circumvent the provisions of this policy.
- You must respect limited personal use permissions, when applicable, and may not utilize websites and/or applications in a manner that interferes with your official work and/or academic commitments. That is, do not consume university, hospital, or clinic technology resources for personal use when others need access for patient or business-related matters. Moreover, do not delay completion of assigned clinical responsibilities to engage in social media activities.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for disciplinary action. Students who fail to adhere to the standards of professionalism or other applicable NSU policies regarding use of IT and social media may be subject to review by the SPAC, which may impose academic consequences.

Engaging in the following activities (or similar conduct) by students in the college may result in academic disciplinary action:

- display of vulgar language
- display of language or photographs that imply disrespect for any individual or group
- presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity
- posting of potentially inflammatory or unflattering material on another individual's website or "tagging" another individual in an inflammatory or unflattering demeanor using a blog, social media, or other web service

When using social media websites/applications, students are strongly encouraged to use a personal email address, rather than their *@nova.edu* address, as their primary means of identification. Individuals should also make every effort to present themselves in a mature, responsible, and professional manner. Discourse should be civil and respectful.

Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your social media sites. A site such as YouTube, of course, is completely open to the public. Future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these social media sites when considering potential candidates for employment.

Finally, although once-posted information can be removed from the original social media site, exported information cannot be recovered. Any digital exposure can "live on" beyond its removal from the original website or social media service and continue to circulate in other venues. Therefore, think carefully before you post any information that may negatively impact your standing with the university or future employers. Always be respectful, and professional in your actions.

Industry Relations Policy

NSU MD recognizes the possibility of conflict of interest or apparent conflict of interest in interactions with corporations, representatives of corporations, and other individuals supported by medically related industries. At the same time, NSU MD recognizes that several medically related industries provide appropriate and legitimate support for educational and patient care activities. This policy serves to describe an acceptable learning environment where faculty members, students, and residents are shielded from industry bias. This policy incorporates standards of practice comparable to those adopted by schools nationwide. The Industry Relations Policy is posted on the NSU MD web page as soon as it has received final approval. Please refer to *md.nova.edu/student/student-policies.html* for the complete Industry Relations Policy.

Duty Hours Policy

The Duty Hours Policy for NSU MD students while on clinical rotations outlines expectations for student participation in clinical activities while acknowledging the need to balance time for learning, study, and personal wellness.

Maximum Hours of Clinical and Educational Work Allowed Weekly

Clinical and educational work hours for medical students must be limited to no more than 80 hours per week, averaged over a four-week period, and students must have one day off, free of clinical work and required education, in seven.

Mandatory Time Free of Clinical Work and Education

- Medical students should have eight hours off between scheduled clinical work and education periods. There may be circumstances when students choose to stay to care for their patients or return to the hospital with fewer than eight hours free of clinical experience and education. This must occur within the context of the 80-hour and the one-day-off-in-seven requirements.
- Medical students must have at least 14 hours free of clinical work and education after 24 hours of in-house call.

Maximum Clinical Work and Education Period Length

- Clinical and educational work periods for medical students must not exceed 24 hours of continuous scheduled clinical assignments.
- Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or student education.
- Additional patient care responsibilities must not be assigned to a medical student during this time.

Clinical and Educational Work Hour Exceptions

In rare circumstances, after handing off all other responsibilities, a medical student, on the student's own initiative, may elect to remain or return to the clinical site in the following circumstances:

- to continue to provide care to a single severely ill or unstable patient
- to provide humanistic attention to the needs of a patient or family
- to attend unique educational events

These additional hours of care or education will be counted toward the 80-hour weekly limit.

Reporting Violations of the Duty Hours Policy

If a student encounters a violation of the Duty Hours Policy, the student may report it to the student's attending, the clerkship director, the director of Clinical Sciences and the Clerkship Curriculum, the Office of Admissions and Student Affairs, or with another NSU MD faculty or staff member. If a student prefers to report anonymously, the student can file a report using the system provided on the NSU MD web page.

Tuition, Fees, and Expenses

(Subject to Change)

NSU Student Services Fee (per semester).....$600

NSU MD General Access Fee (yearly).....$145

NSU and NSU MD may also charge fees for administrative matters and services. Listed below are some of the most commonly encountered fees.

Late Payment Fee $100

ID Replacement Fee $25

Diploma Replacement Fee $50

Official Transcript Fee (each) .... $17 (electronic); $19.50 (paper, domestic); $22 (paper, international)

Master of Biomedical Sciences (M.B.S.) Program

M.B.S. Core Performance Standards for Admission and Progress

Candidates for the M.B.S. degree must have multiple abilities and skills, including intellectual, conceptual, integrative, and quantitative abilities; interpersonal communication; mobility and strength; motor skills; and hearing, visual, tactile, behavioral, and social attributes. Candidates for admission and progression must be able to perform these abilities and skills in a reasonably independent manner.

Intellectual, Conceptual, Integrative, and Qualitative Abilities

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. An individual is expected to be able to perform multiple tasks in a dynamic, highly competitive, and challenging learning environment. Examples include, but are not limited to, identifying cause/effect relationships in clinical situations, transferring knowledge from one situation to another, evaluating outcomes, problem-solving, prioritizing, and using short- and long-term memory.

Interpersonal Communication

Candidates and students must be able to interact and communicate effectively with respect to policies, protocols, and process—with faculty and staff members, students, and administration—during the student's educational program. Communication includes not only speech, but also reading and writing. Candidates and students must also be able to communicate effectively and efficiently in all written forms. They must have interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Students must have sufficient proficiency with English to retrieve information from texts and lectures and communicate concepts on written and practical exams.

Motor Skills

Candidates and students must have sufficient motor function to execute movements reasonably required to use various pieces of equipment. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Examples include, but are not limited to, calibration and use of equipment, grasping and manipulating small objects/instruments, and using a computer keyboard.

Strength and Mobility

Candidates and students must have the physical ability to move sufficiently from room to room.

Visual

Candidates and students must have visual ability sufficient for observation, evaluation, and treatment integration. Students must be able to see fine detail; focus at a variety of distances; and discern differences and variations in color, shape, and texture that are necessary to differentiate normal and abnormal soft and hard tissues.

Sensory

Candidates and students must be able to acquire a predetermined level of required information through demonstrations and experiences in basic science courses. Such information includes, but is not limited to, information conveyed through a) physiologic and pharmacologic demonstrations, b) microscopic images of microorganisms and tissues in normal and pathologic states, and c) demonstration of techniques using anatomical models. Students must be able to acquire information from written documents and to evaluate information presented as images from digital platforms, paper, films, slides, or video.

Behavioral and Social Attributes

Candidates and students must possess the emotional health required for full use of their intellectual abilities; the exercise of good judgment; and the ability to take responsibility for their own actions with respect to policies, protocols, and process with faculty and staff members, students, and administration during the students' educational program. Candidates and students must be able to physically tolerate taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and education process.

M.B.S. Student Well-Being

The university provides services to help students succeed academically and professionally. All students are encouraged to take care of themselves physically, emotionally, mentally, socially, and spiritually. Physical wellness is achieved by eating properly, exercising regularly, not smoking, avoiding excessive alcohol use, the use of recreational substances, and adopting healthy sleep habits.

- Visit the NSU RecPlex to exercise with free weights, machines, or aerobics classes.
- Visit the NSU Student Medical Center (SMC) for minor illnesses, injuries, and regular preventive care (physical exams, screening tests, and immunizations).
- Visit the Office of Recreation and Wellness for a variety of health educational programs, personal consultations, computerized fitness testing, as well as workshops on wellness topics important for all young adults.

Counseling Services for Students

Personal Counseling

NSU offers counseling services to its students. Students may receive, without charge, 10 counseling sessions per calendar year (measured from the first counseling session). Students requiring more

than 10 sessions within a year may be transitioned to a community provider (if clinically appropriate) and, at the completion of the one-year period, return to the counseling center. Students may receive unlimited psychiatric services at a nominal fee (if the student elected the NSU health insurance, there is no deductible or co-pay applicable to the psychiatric service). For more information, please visit the NSU Center for Student Counseling and Well-Being web page at *nova.edu/student-counseling*.

Academic Counseling

Academic counseling is available for all students in the M.B.S. program. Every student is assigned an academic adviser as the student's primary counselor for academic issues, including course selection, progress toward graduation, and career advising. Faculty members are also available to meet with students regarding course content and to provide mentoring.

Financial Counseling

Financial counseling for students in the M.B.S. program will be available through Financial Aid and Academic Records (FAAR).

The main office of FAAR is located on the first floor of the Horvitz Administration Building. All financial aid and student accounts personnel are cross-trained, use common software, and are available to counsel any NSU undergraduate, graduate, or professional student seeking assistance. The FAAR web page (*nova.edu/financialaid*) provides information about the types of aid available and debt management strategies. All students who receive financial aid are required to complete one-on-one entrance and exit interviews with NSU's financial aid staff.

Tuition Refund Policy—M.B.S. Program Voluntary Drops and Withdrawals

Drop/Add Period

Students have until 11:59 p.m. on the first Sunday of the semester—which is the end of the drop/add period—to make any changes in their schedule without incurring any financial expenses.

Withdrawal from a Course

Students may elect to withdraw from any course after the drop/add period. Students withdrawing from courses will receive a *W* on their transcript. The withdrawal period starts with the second week of the course and ends three weeks prior to the end of the course. The M.B.S. program allows a maximum of three attempts per class. Withdrawing from a class counts as an attempt. Thus, students can only withdraw from the same class twice. A third attempt is the final attempt.

Students are required to be actively involved in all courses they are registered in. During the first two weeks of each term, faculty members will reconcile their course registration with those attending class. Students who are not attending classes, and therefore not included in the roster reconciliation, will be reported to the Office of the University Registrar and will be notified that they will be withdrawn from those courses.

Withdrawal from the College

Withdrawal is a resignation by the student under which the student surrenders all rights and privileges as a student in the college.

A student withdrawing from the college must notify the M.B.S. Program Office and complete a withdrawal form (Student Transaction Form). Students must notify the OSFA and be counseled regarding their financial status. After completing the required documentation and obtaining the approval of the M.B.S. Program Office, an eligible student may receive partial credit of the tuition, according to the following formula:

- A 75 percent refund is given if the withdrawal is during the first two weeks of the semester in which classes begin.
- There is no refund if the withdrawal is after the second week of the semester in which classes begin.

Academic Affairs

Academic Calendar and University Holidays

Students should familiarize themselves with the required activities for their educational program. The academic calendar is subject to change. Students must check the course syllabus for the latest academic schedule.

Academic Evaluation and the Competency-Based Grading System

The M.B.S. program utilizes a competency-based grading system that incorporates summative and formative assessments. Students are evaluated in the following general competencies:

Biomedical Science Knowledge—Students will demonstrate knowledge of established and evolving biomedical and clinical sciences and the application of this knowledge to healthcare settings.

Interpersonal and Communication Skills—Students will demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with faculty members, students, and health professionals.

Ethics and Professionalism—Students will carry out professional responsibilities with the highest standards of excellence and integrity and adherence to ethical principles.

NSU Grades and Transcript

Each student's academic achievement is reviewed each semester and a transcript is compiled by the registrar.

The transcript includes

- grades earned
- deficiencies (e.g., failures, probation)

- semester GPA and cumulative GPA
- withdrawals

Grades

Student achievement of competencies is stratified, with academic performance assessed using percentage grades, on a scale of 0–100 points. Potential grades and their criteria are as follows:

A	95–100
A-	90–94
B+	87–89
B	83–86
B-	80–82
C	70–79
F	Below 70
W	Withdraw
I	Incomplete

Grade Disputes

The responsibility for course examinations, assignments, and grades resides with the faculty members who are uniquely qualified by their training and expertise. Such evaluations and grades are the prerogative of the instructor and are not subject to formal appeal unless there is compelling evidence of discrimination, arbitrary or capricious action, and/or procedural irregularities. Students should seek solutions for grade disputes through the following administrative channels, in the order stated:

- Grade disputes should be directed to the course instructor.
- If the grade dispute is unresolved, the dispute can be appealed to the course director for review.
- If the student is not satisfied with the result of the grade review, the student can request a final review to be conducted by the program director, who may assemble an ad hoc committee for the final review.

In all appeals regarding a grade dispute, the decision of the program director, or designee, is final.

Program Policies

Academic Remediation

There is no opportunity to remediate a failed course in the M.B.S. program.

Graduation Requirements

Degrees are awarded when the faculty members believe the students have attained sufficient maturity of thought and proficiencies as demonstrated by satisfactorily completion of a prescribed number of courses.

Students eligible for graduation from the program must meet the following criteria:

- successful completion of all required courses and select elective courses
- a cumulative GPA of 2.5 or higher
- no more than 6 credit hours of coursework with a letter grade of *C* or lower
- demonstrate competence in the M.B.S. program core competencies of biomedical science knowledge, interpersonal and communication skills, and ethics and professionalism
- completion of all coursework within a five-year period
- participation in any required end-of-program exit items

Policies for Unsatisfactory Performance of Core Competencies

Biomedical science knowledge, interpersonal and communication skills, and ethics and professionalism are the core competencies M.B.S. students are expected to acquire and demonstrate. During an M.B.S. student's course of study, these competencies are monitored by both the faculty members and students. Formative peer assessment of interpersonal and communication skills and ethics and professionalism may be solicited during the M.B.S. program. Summative evaluation of all core competencies by faculty members is included in determination of grades for all courses.

Attitudes or behaviors inconsistent with compassionate care; refusal by, or inability of, the student to participate constructively in learning; derogatory attitudes or inappropriate behaviors directed at peers and faculty or staff members; substance abuse; other unprofessional conduct or other alleged violations of NSU's Code of Student Conduct and Academic Responsibility may indicate unsatisfactory performance in the M.B.S. program's core competency of professionalism. The Graduate Programs Committee (GPC) may review allegations of conduct that, in its judgment, indicate an academic deficiency and, if a deficiency is found, may dismiss the student. A GPC review of a student's academic progress does not preclude an NSU review for student conduct code violations. At the discretion of the academic program, violations of college or university conduct/behavioral policies may be referred to the NSU dean of students, to be addressed under the conduct procedures detailed in the *NSU Student Handbook*.

Referral Process for Core Competency Deficiencies of Interpersonal and Communication Skills and Ethics and Professionalism

Any faculty member, administrator, or student may report an M.B.S. student for unsatisfactory performance of the following core competencies:

- Interpersonal and Communication Skills
- Ethics and Professionalism

A written report of the alleged deficiency must be submitted to the program director for initial review. The report must include all relevant facts and circumstances.

The program director will review the documentation to determine if the deficiency represents a failure of the core competencies of interpersonal and communication skills or ethics and professionalism.

Unsatisfactory performance of the core competency of biomedical science knowledge will follow the process outlined under the section on Academic Standing and Due Process Policies and Procedures.

Any student who fails the core competencies of interpersonal and communication skills or ethics and professionalism will be referred to the GPC for review. The student will be notified by the program director, in writing, of the referral and the basis for the referral. The chair of the GPC will convene the committee and notify the student of date and time of the meeting. The chair will notify the student of the general nature of the academic concern, the potential adverse action(s) that may be considered (probation, suspension, dismissal), and advise the student of the student's rights, including a personal appearance before the GPC and the right to appeal the GPC decision of dismissal.

GPC meetings are internal, private, and limited to the student and appropriate university representatives. The student may not have an outside adviser during the meeting. The student may submit written materials to the committee in advance of, or at, the meeting. The student will have an opportunity to make a statement in defense of the deficiency and to respond to any questions from the committee. The student will then be dismissed from the meeting. The student will not be permitted to be present during deliberations of the GPC.

The committee members will render a decision on any adverse action by a majority vote of the voting members in attendance. The committee may delay the vote if it determines that additional information or facts are needed before a vote.

A final decision letter will be sent to the student via USPS mail to the student's last official address and to the student's university email account.

Appeal Process

Students are permitted to appeal a decision of dismissal by the GPC. A ruling by the GPC of probation or suspension will be final and binding. No further option for appeal will be considered. Should a student elect to appeal the committee's decision of dismissal, a written appeal to the NSU MD executive associate dean of Academic and Student Affairs must be received within 10 business days of the date of the decision letter. In order to appeal the decision, the appeal must fall into one of the following categories:

- The student has new, relevant evidence that was not available during the investigation or adjudication by the GPC that would substantially alter the outcome of the case.
- Information that the applicable university procedures were not followed, and the deviance would substantially affect the outcome.
- The sanction(s) do not relate appropriately to the violation(s).

Upon receipt of a student's notice of intent to appeal the GPC's decision for dismissal, the executive associate dean of Academic and Student Affairs will convene and chair an ad hoc committee comprising three faculty members not serving on the GPC. The chair and ad hoc committee will meet with the student within 10 business days of receiving the student's appeal.

The meeting with the student is limited to the student and appropriate university representatives. The student may not have an adviser present during the meeting. The student will have an opportunity to make an opening and closing statement and to take notes during the meeting.

The student may submit written materials to the chair in advance of, or at, the meeting. The student will not be permitted to be present during discussions or deliberations of the ad hoc committee.

The executive associate dean of Academic and Student Affairs and the ad hoc committee are entitled to review the student's complete academic record, as well as all information available to the GPC, and are entitled to independently determine the action(s) appropriate in the student's case. The executive associate dean of Academic and Student Affairs and the ad hoc committee will make a recommendation to the dean. All rulings indicated in the decision letter from the dean will be final and binding. No further option for appeal will be considered.

Academic Standing and Due Process Policies and Procedures

The GPC is appointed by the dean to monitor student academic and professional standards, as determined by the faculty members for the M.B.S. program. The GPC reviews academic performance after each grading period and determines each student's academic standing. The committee reviews each student's final course grades for every semester completed and makes recommendations for graduation, promotion, or placement on academic probation based on academic policy. Students in good standing automatically advance to the next semester of study. Each semester, the GPC also endorses the graduation of all students who have successfully completed all graduation requirements.

Students who meet the criteria for academic discipline (probation, suspension, dismissal) will receive a letter from the M.B.S. program director outlining the basis for the sanction.

Students are permitted to appeal academic dismissals only. A GPC decision of suspension or probation is final and not subject to further appeal. Students who wish to appeal academic dismissal will be referred to the GPC. Upon receipt of the written appeal, the committee will take appropriate action and will provide information on the next steps. (See Appeal Policy.)

A. Satisfactory Academic Progress

Students in the M.B.S. program are expected to complete their graduate program within the following guidelines:

1. A student must maintain a cumulative GPA of 2.5 or higher.
2. A student must have no more than 6 credit hours of coursework with a letter grade of *C* or lower.
3. A student must complete graduation requirements within five years of matriculation.
4. A student who takes an approved leave of absence must meet all agreed upon terms of the approved leave.

Note: Satisfactory Academic Progress for financial aid eligibility should not be confused with the college's academic policies described here.

B. Good Standing

A student in good standing

- has maintained the GPC guidelines for satisfactory academic progress

- does not have a current academic deficiency that the committee considers eligible for placement on academic probation (see Section C)

C. Academic Probation

A student may be placed on probation by the GPC for any of the following academic deficiencies:

- The student fails a course.
- The student fails to maintain a minimum cumulative GPA of 2.5.
- The student fails to maintain acceptable academic standards, ethics, or professional behavior.
- The student fails to maintain satisfactory academic progress. (See Section A.)

The committee will review the status of all students on probation at the end of each semester.

Dismissal

Grounds for dismissal from the M.B.S. program include, but are not limited to, the following:

- The student earns a letter grade of *C*, or lower, for more than 6 credit hours in any semester or overall.
- The student exceeds the five-year limit for completing all graduation requirements for the M.B.S. program, exclusive of any approved leave of absence or withdrawal in good standing.
- The student fails the core competency of professionalism and ethics or interpersonal and communication skills.

Suspension

A student may be suspended (removed from academic enrollment and/or revocation of all other privileges or activities and from the privilege to enter the campus for a specified period of time) if, in the opinion of the GPC, the student has not attained satisfactory academic performance and/or has deviated significantly from the academic standards of professionalism and ethics required by the college.

Readmission Following Suspension

If a student is suspended, the student may return to the college when, in the opinion of the program, the student can present adequate evidence that the conditions and/or factors that caused the suspension have changed significantly so that there is a reasonable expectation that the student can perform satisfactorily if permitted to resume studies. Readmission will be solely at the discretion of the program. The student's prior academic record will remain part of the student's overall academic record and will be recorded on the permanent transcript. A suspended student will be withdrawn from all courses and receive a *W* on the student's transcript.

Appeal Policy

Students are permitted to appeal a decision of academic dismissal only. Students who wish to appeal an academic dismissal must submit a written appeal to the GPC within five business days of the dismissal letter. The appeal must contain a concise statement of all relevant facts and the result sought. Any appeal not submitted to the GPC within this time frame will not be heard. Students are not permitted to register for or attend classes during the appeal process.

Appeal Hearing Guidelines

The student appeal hearing is an informal proceeding. No rules of evidence will be used. The hearing shall be internal, private, and closed to those not associated with the university. Nonuniversity personnel are not available for consultation during these hearings. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the M.B.S. program. The purpose of the appeal hearing is to review M.B.S. program decisions to ensure the policies and procedures of the university and the college have been followed.

Appeal Hearing Protocol and Process

- The student will be notified of the date, place, and time of the hearing via the student's NSU email account. Any student whose presence is requested and fails to appear at the designated date and time will automatically waive the student's right to appeal.
- The hearing will proceed under the direction of the chair.
- The chair will convene the hearing with only committee members present.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership, including the chair.
- The chair will advise the committee members of the charge(s), review the evidence, respond to any questions, and provide opportunity for any additional input from ex officio members.
- When all evidence has been heard, the chair will call the student into the hearing room. The student will only be present during the student's testimony.
- The student will have an opportunity to present the appeal, provide statements and evidence in defense of the alleged violation(s), appeal the degree of disciplinary action, summarize the student's position, and respond to any questions from the committee.
- The chair will then dismiss the student from the hearing.
- The committee members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The committee may delay the vote if it determines that additional information or facts are needed before a vote.
- The chair will participate in the voting process only in the case of a tie or if the chair is counted to make quorum.

Notification of the Appeal Hearing Decision

A final decision letter will be sent to the student via USPS mail to the student's last official address. All rulings indicated in the decision letter from the GPC will be final and binding. No further option for appeal will be considered.

Professional Personal Appearance Policy

Dress Code

Setting-Specific Clothing Standards

1. **Professional Didactic Setting**

    a. Students must always wear their NSU I.D. card while on campus.

    b. Business casual attire is expected. Acceptable attire includes

    - collared shirt and dress pants (e.g., khakis; however, cargo pants and jeans are not permitted), skirt (knee length), dress (knee length), blouse, sweater (shoulders must be covered), sports jacket (optional), and tie (optional)
    - (Flip-flops, sandals, T-shirts with graphics, sundresses, tank tops, spandex, and clothing with rips and/or stains are not permitted at any time.)

2. **Laboratory or Research Setting**

    a. Students will follow the guidelines as established by the laboratory and/or research faculty members and settings. Unless otherwise directed by the M.B.S. Program Office, scrubs are permitted in anatomy laboratory only. (Students are expected to use the changing facilities next to the laboratory for changing into and out of scrubs.)

    b. Follow Occupational Safety and Health Association (OSHA) guidelines at all times (e.g., close-toed shoes are required, and Croc-type shoes are prohibited.)

Attendance Policy

As future professionals, students are expected to conduct themselves appropriately in all curricular activities, including classroom work, laboratory work, and clinical experiences. The professionalism of a student includes arriving to educational activities on time, staying for and participating in the entire activity, using electronic devices only for coursework during the educational activity, and minimizing disruptions to the educational exercise. Certain activities are experiential and require attendance. Students are personally responsible for attending all required educational activities as specified by the course or program director. Required attendance at didactic lectures varies with the course. Students are expected to arrive at required scheduled activities on time and be ready to begin. Specific attendance and punctuality requirements for courses that vary from this policy will be included in the syllabus or may be communicated by alternate written means, such as email or notice on course websites.

Students who will be absent from a required activity must contact the M.B.S. Program Office at *mbsprogram@nova.edu*, and fill out the Time-Off Request Form that can be found at *nova.edu/webforms/mbs/time-off-request/index.html*.

Excused Absences

During the educational program, time off is given at the discretion of the M.B.S. Program Office in consultation with the course director and may or may not be granted. It is expected that M.B.S. students will make every effort to minimize or eliminate the need for absences during required scheduled activities.

Unexpected Absences

If an M.B.S. student has an emergency or illness that prevents the student from attending a scheduled activity, the student is expected to notify the M.B.S. Program Office by email at *mbsprogram@nova.edu*. It is the responsibility of the student to submit a Time-Off Request Form with the reason and documentation supporting the absence and within 48 hours of the missed activity.

The student should also notify the faculty member responsible for teaching the specific session, or course director. Unexcused absences demonstrate unprofessional behavior by the student. Attendance, including tardiness, is part of the evaluation for professionalism, and poor evaluations may result in decreased grades and, in severe cases, referral to the GPC.

Absences for Religious Holidays

NSU MD abides by the NSU University-Wide Religious Holiday Policy. We urge you to read the entire policy and be aware of the details. See the *NSU Student Handbook*, NSU University-Wide Religious Holiday Policy section. Visit *nova.edu/studentconduct/religious-holiday-policy.html* for more information.

A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU dean of students, at *bj379@nova.edu* or (954) 262-7281, within three calendar days after the start of the semester in which the holiday will fall.

Exam Attendance Policy

Attendance at all examinations and quizzes is required.

- Arriving late to an exam or quiz will result in an unexcused absence with no eligibility for a makeup exam or quiz.
- Failure to arrive to an exam or quiz without proper prior notification and documentation will result in a zero for the exam with no eligibility for a makeup exam or quiz.

Exams and quizzes will be administered via ExamSoft. Students are responsible for having an iPad to take assessments and a second device with a camera to be used for Zoom proctoring. Students are responsible for having a stable Internet connection to download files, take assessments, and be proctored via Zoom.

It is expected that all students take examinations, quizzes, and other required assignments at the scheduled date and time.

Makeup examinations and quizzes for excused absences will be offered to students who have submitted the appropriate documentation and have received approval by the course director and the M.B.S. Program Office. The format of a makeup examination will differ from the format of the originally scheduled examination. The format may be, but is not limited to, oral, written (long answer or short answer), matching, fill-in-the-blank, etc. The makeup examination may use a different method of delivery than ExamSoft. While makeup examinations will use a different assessment method, they will fairly assess the course material.

All makeup examinations must be completed within one week of the missed exam. Based on the documentation provided by the student in the Time-Off Request Form, an assigned date and time for the makeup examination will be provided in the Time-Off Request Form approval correspondence from the M.B.S. Program Office, if the student absence is excused. If the student is not able, or willing, to take a makeup examination within one week of the original examination, the student is required to meet with an M.B.S. Program Office adviser to discuss applying for an incomplete (/) in the course or withdrawing from the course.

If the student misses the scheduled makeup examination, the student will receive a zero for that examination. For each student, no more than four makeup examinations in the M.B.S. program will be allowed during a given semester. If more than four makeup examinations are requested, the student will be required to provide official documentation, as determined by the M.B.S. Program Office, that supports continuation in the M.B.S. curriculum or warrants a leave of absence.

Leave of Absence Policy

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance, but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment must consult with their adviser/program office to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. An approved LOA must be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of University Registrar's website at *nova.edu/registrar/policies/leave-of-absence-policy.html*.

Tuition, Fees, and Expenses

(Subject to Change)

Yearly Fees

NSU Student Services Fee (per semester)	$600
Allopathic General Access Fee	$145
Histology Lab Fee	$100
Late Payment Fee	$100
I.D. Replacement	$25
Diploma Replacement	$50
Official Transcripts (each)	$17 (electronic); $19.50 (paper, domestic); $22 (paper, international)

Dr. Pallavi Patel School of Health Sciences

Administration

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Executive Associate Dean
Chair, Department of Anesthesia
Ext. 45307

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Director of Employee Services
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Director, Cardiovascular Sonography Program—Tampa Bay Regional Campus
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Program Directors

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Director, Master of Science in Anesthesia Program—Orlando Campus

Yearly Fees and Expenses (fees subject to change)

NSU Student Services Fee..... $1,800

PSHS General Access Fee..... $145

Anesthesiologist Assistant Clinic Support Charge
(divided equally among semesters 3, 4, 5, 6, and 7)..... $3,125

Physician Assistant Clinical Support Charge
(per semester)..... $1,055

Late Payment Fee $100

ID Replacement..... $25

Diploma Replacement $50

Official Transcripts (each)..... $17 (electronic); $19.50 (paper, domestic); $22 (paper, international)

Please note that specific courses may have additional fees associated with them.

Academic Affairs

Requirements for Graduation

To be eligible for a degree/certificate from KPCAM's Dr. Pallavi Patel School of Health Sciences (PSHS), students shall meet the program requirements for their specific program. To graduate, students must be in good standing. Accordingly, a student who is on academic or disciplinary probation will not be cleared for graduation until the sanction is lifted. Students should consult with their program director about the process for having any sanctions lifted. Please note that attendance at graduation ceremonies is mandatory for all students in entry-level programs in the PSHS.

Bachelor of Health Science (B.H.Sc.) Online Degree Completion Program of Study

- satisfactorily complete the program of 33 semester hours (minimum) of study in the program major required for the degree (not including CLEP, proficiency examinations, or experiential learning credits)
- complete general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attain a 2.0 cumulative grade point average
- attain a 2.25 grade point average in the major area
- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office

Bachelor of Science in Cardiovascular Sonography (B.S.—CVS)

- demonstrate professional behavior and required attendance throughout the program
- comply with all university, PSHS, and student handbook policies and procedures, including dress code
- fulfill prerequisite requirements as specified by the program at the time of admission and completion of all required program coursework, resulting in a minimum total of 122 semester hours
- attain a minimum 2.0 cumulative grade point average in required courses
- attain a 2.25 grade point average in the major area
- submit a degree application form before completing registration for the last semester

Bachelor of Science in Medical Sonography (B.S.—MS)

- complete general education, major, and elective requirements as specified by the program at time of admission, resulting in a minimum total of 125 semester hours
- attain a 2.0 cumulative grade point average
- attain a 2.0 grade point average in the major area
- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office
- attend the commencement ceremony
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
- complete minimum number of procedures and types of procedures; proficiencies, clinical competencies, and number of clinical hours as established by the program

Bachelor of Science (B.S.) in Respiratory Therapy—First-Professional

- satisfactorily complete the program of 80 semester hours (minimum) of study in the program major required for the degree (not including CLEP, proficiency examinations, nor prior experiential learning credits)
- complete general education, prerequisite, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attain a 2.0 cumulative grade point average
- attain a 2.25 grade point average in the major area
- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office
- attend the commencement ceremony

Bachelor of Science (B.S.) in Respiratory Therapy—Postprofessional

- satisfactorily complete the program of 45 semester hours (minimum) of study in the program major required for the degree (not including CLEP, proficiency examinations, nor prior experiential learning credits)
- complete general education, major, and elective requirements as specified by the program at time of admission, resulting in a minimum total of 120 semester hours
- attain a 2.0 cumulative grade point average
- attain a 2.25 grade point average in the major area

- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office

Dual-Degree Bachelor of Science in Medical Sonography (B.S.—MS) and Master of Health Science (M.H.Sc.) Program

- satisfactorily complete the 162 credits in the program (includes 30 credits of general education requirements, 27 credits of open electives from prior bachelor's degree, 63 credits of medical sonography core requirements, and 37 credits of the M.H.Sc. program)
- fulfill all obligations to the library, the student's program, and the bursar's office
- successfully complete the M.H.Sc. internship and practicum projects
- receive a recommendation by the M.H.Sc. program director to the executive associate dean of the PSHS
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
- attend the commencement ceremony
- have a 3.0 cumulative grade point average, or higher
- complete minimum number of procedures and type of procedures, required proficiencies, required clinical competencies, and number of clinical hours as established by the program

Master of Health Science (M.H.Sc.)

- successfully complete required concentration credits, as specified by the program at time of admission
- successfully complete the M.H.Sc. practicum
- have a 3.0 cumulative grade point average, or higher
- receive a recommendation from the M.H.Sc. program director and the executive associate dean of the PSHS

Master of Science (M.S.) in Anesthesia

- successfully complete all academic and clinical courses and degree requirements with a minimum 3.0 cumulative grade point average, or higher
- successfully complete and pass all anesthesia didactic and clinical coursework
- successfully complete and pass all M.H.Sc. courses that are in the M.S. in Anesthesia program
- demonstrate professional behavior and required attendance throughout the program
- comply with all university, PSHS, Department of Health Science, and student handbook policies and procedures, including dress code

Dual-Degree Bachelor of Science in Cardiovascular Sonography (B.S.—CVS) and Master of Health Science (M.H.Sc.) Program

- satisfactorily complete the 159 credits in the program (includes 30 credits of general education requirements, 27 credits of open electives from prior bachelor's degree, 65 credits of cardiovascular sonography core requirements, and 37 credits of the master's program)
- fulfill all obligations to the library, the student's program, and the bursar's office
- successfully complete all master's program requirements
- receive a recommendation by the master's program director to the executive associate dean of the PSHS
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
- have a 3.0 cumulative grade point average, or higher

Accelerated Dual-Degree Master of Health Science (M.H.Sc.)/Doctor of Health Science (D.H.Sc.) Program

- satisfactorily complete the 20 credits in the M.H.Sc. program and the 55 credits in the D.H.Sc. program
- receive a recommendation by the M.H.Sc. and D.H.Sc. program directors to the executive associate dean of the PSHS

The M.H.Sc. degree can be awarded upon completion of 43 credits (the 20 credits of the M.H.Sc. core courses and the D.H.Sc. ethics course, the D.H.Sc. research course, a 4-credit D.H.Sc. course of the student's choice, the D.H.Sc. internship/practicum preparation course, and the D.H.Sc. internship and practicum courses, 23 credits).

Accelerated Dual-Degree Master of Health Science (M.H.Sc.)/Doctor of Philosophy (Ph.D) in Health Science Program

- satisfactorily complete the 41 credits for the M.H.Sc. program and the 47 credits for the Ph.D. program
- receive a recommendation by the M.H.Sc. and Ph.D. program directors to the executive associate dean of the PSHS

The M.H.Sc. degree can be awarded upon completion of 41 credits (the 24 M.H.Sc. level credits and the 17 Ph.D. level credits).

Master of Medical Science (M.M.S.) in Physician Assistant

- satisfactorily complete the program of study required for the degree with a minimum cumulative grade point average of 2.0 (*C*)
- successfully complete all didactic and clinical coursework
- demonstrate professional behavior throughout the program

Doctor of Health Science (D.H.Sc.)

- satisfactorily complete the program within seven years
- satisfactorily complete the program of a minimum 55 semester hours, as required for the degree, with a minimum grade in each course of 80 percent, represented by a grade of Pass (*P*), or *B*
- **Note:** Students who entered the program on or before summer 2020, must satisfactorily complete the program with a minimum of 61 semester hours, as required for the degree, with a minimum grade in each course of 80 percent, represented by a grade of Pass (*P*), or *B*.
- successfully complete the D.H.Sc. internship and practicum

Doctor of Philosophy (Ph.D.) in Health Science

- satisfactorily complete the program within seven years
- satisfactorily complete the program with a minimum grade of Pass (*P*) or *B* in all courses
- successfully complete all core and research courses, as well as required electives
- complete a minimum of 62 credit hours of prescribed coursework in the program
- successfully complete the research practicum
- successfully pass all three questions on the comprehensive exam after completion of all courses and before proceeding to dissertation
- successfully complete a dissertation based on original research in an area of the student's expertise or concentration, as approved by the program chair and dissertation committee
- successfully defend the dissertation, as determined by the program director, the program chair, and the dissertation committee

Attendance

In NSU's PSHS, attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes regularly and punctually. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice.

General Guidelines

In general in the PSHS, students are graded on the basis of intellectual effort and performance, not on class attendance. It is recognized, however, that in some classes a student's grade may be based wholly or in part on class participation (e.g., laboratory sessions), and thus absences may lower the student's grade. In such cases, each course instructor will provide the course attendance policy, as well as any policy for making up missed assignments, in the course syllabus. Students are instructed to refer to their college's individual program policies/syllabi regarding attendance, as exceptions or additional restrictions may apply.

Student Responsibility for Missed Assignments

It is a student's responsibility to complete all course requirements when a class is missed, but only at the convenience of the faculty member. Responsibility for materials presented in lectures, assignments, and tests/quizzes given in regularly scheduled classes lies solely with the student.

Faculty Member Responsibility for Missed Assignments

Faculty members are under no obligation to provide makeup quizzes/tests/exams, etc. for students who are absent from classes in which those quizzes/tests/exams are administered. Although the course instructor should exercise a fair and consistent standard for resolving questions of missed assignments, the type, extent, manner, and time frame of any makeup assignments shall be at the discretion of the instructor.

Clinical Rotations, Experiences, Placements, Fieldwork, or Externship

Attendance, while on clinical rotations, follows different procedures. These are noted in the policy and procedures *Clinical Education Handbook* or *Fieldwork Externship Manual* distributed by the program or department prior to going on rotations.

Promptness

Promptness is another trait a proper healthcare practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class, and is thus markedly inconsiderate and rude. University class hours are from 8:00 a.m. to 10:00 p.m. daily, Monday through Friday.

Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice. Classes generally begin at 10 minutes after the hour unless otherwise specified by a particular department or degree program. Students not seated in their assigned seat by the time class begins will be marked absent. Classes finish on the hour. If a student arrives within 20 minutes after the start of the class, the absence will be reduced to half absence. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person.

Academic Advising

Prior to the start of classes, each new entry-level student is assigned to a faculty adviser for academic counseling. Incoming students meet with their adviser during orientation period and are encouraged to meet periodically with their adviser to review coursework to avoid any academic problems.

Email Accounts

Internet-based email is one of the primary communication methods between programs and students at NSU. All students are assigned an email account upon matriculation. Students must maintain and regularly check mail addressed to their NSU email address. Students are expected to check their NSU email daily, Monday through Friday, and respond to faculty members' emails within 24 hours

during the workweek. NSU faculty and staff members will only use the student's NSU email address for correspondence.

As a convenience to the student, it is possible to have your NSU mail forwarded to an off-campus email address by updating your account forwarding settings located at *sharkmail.nova.edu*.

Further information about email can be obtained from the NSU Help Desk at (954) 262-4357 or at *nova.edu/help*. NSU mail can be checked from any Internet browser at *sharkmail.nova.edu*.

Computer Requirements and Recommendations

All students are REQUIRED to have ongoing access to a computer and an active account with an Internet service provider (ISP). Information regarding the minimum recommended specifications can be accessed at *nova.edu/publications/it-standards*.

Internet Service Provider

To access the university's computing resources, all NSU students must obtain Internet access through a suitable ISP. There are many ISP providers across the country. It is the responsibility of each student to arrange for and maintain an Internet connection. Students should contact the NSU Help Desk with any questions at (954) 262-4357 or at *nova.edu/help*.

Audio and Videotaping

In some programs of study, students are audiotaped and/or videotaped in certain academic classes and clinical labs for teaching, learning, and/or grading purposes. Program offices will obtain authorization and releases from students prior to any taping. Students wishing to videotape or audiotape lectures must first obtain written permission from the individual course instructor. However, absolutely no audio or videotaping is authorized during exam reviews and exams.

Examinations and Grading

Policy on Returning Examinations

Exams are designed to be both a means of evaluation and a learning experience. The program will determine how students will receive feedback in a timely manner for each exam. To maintain the integrity of summative examinations, all examination reviews will be conducted in a secure environment. Students are not permitted to duplicate, receive, or distribute examination questions or answers. Violations of this policy are considered a breach of the Code of Student Conduct and Academic Responsibility, and the student will be referred to the Committee on Student Progress.

Grading System

At the end of each course, the course director or course instructor enters and submits a grade for each student to the office of the department chair or program director. Each program determines the method of grading using Pass/Fail (*P/F*), numeric, or alpha (letter) grading scales. Grades will be issued for clinical rotations as well as didactic courses.

In all PSHS programs, failing grades will be included in calculating the GPA for the term in which the grade was received and in the cumulative GPA.

When a student passes a course by remediation examination, the minimum passing grade for that degree program will be recorded as the final grade followed by the notation *E* [e.g., *C(E)*] next to the grade on the transcript.

I	Incomplete
IF	Incomplete Fail
IP	Incomplete Pass or In Progress
IW	Incomplete Withdrawal
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
WU	Administrative Withdrawal
AU	Audit
P	Pass
PH	Pass with Honors
PR	Progress
F	Fail
C(E)	Pass Course by Remediation
CL	CLEP
EQ	Credit Awarded Based on Prior Experience

Transcript Notations

The following are transcript notations that may be found on a transcript at the end of the semester (in addition to numerical and alpha grades):

Academic Probation

Academic Warning

Academic Dismissal

Academic Suspension

Conditional Dismissal

Disciplinary Probation (may also be used to indicate issues related to unprofessional behavior)

Disciplinary Suspension (may also be used to indicate issues related to unprofessional behavior)

Disciplinary Expulsion (may also be used to indicate issues related to unprofessional behavior)

Readmitted

Reinstated

Grade Disputes

The responsibility for course examinations, assignments, and grades resides with the expertise of faculty members who are uniquely qualified by their training and experience. Such evaluations and grades are the prerogative of the instructor and are not subject to formal appeal unless there is compelling evidence of discrimination, arbitrary or capricious action, and/or procedural irregularities. Grievances and grade disputes must be in writing and directed to the course instructor within five business days of the grade given or prior to any retest, whichever occurs sooner. If unresolved, the dispute may be forwarded to the program director or department chair or designee of the chair within five business days of receiving the notification of the course instructor's decision. Failure to submit a timely appeal will be considered a waiver of the student's grade dispute appeal rights. The appeal to the program director, department chair, or designee is the final appeal for all grade disputes.

Student Evaluation of Courses and Faculty Members

All courses and course instructors are subject to evaluation each time the course is offered, except courses of an individual or independent study nature (e.g., independent study courses, special research projects, theses, etc.). Students shall complete course and instructor evaluations.

Academic Standing

Transcripts

Each student's academic achievement is reviewed each semester. Unofficial transcripts can be accessed by the student, program director, PSHS dean office, and financial aid office through Self-Service Banner. The transcript includes

1. grades earned
2. deficiencies (incompletes, failures, probation, etc.)
3. semester GPA and cumulative GPA
4. honors (President's List, etc.)
5. withdrawals

Course Failures

Failing any course, didactic or fieldwork, will result in the matter being referred to the program's Committee on Student Progress (CSP) and may lead to disciplinary action up to and including dismissal. In some programs, one or more courses may be designated as prerequisite or core competency coursework and critical for successful completion of the curriculum such that failure of a single prerequisite or core competency course may lead to dismissal. Course failures that require retakes may significantly extend the length of the program of study or require the student to take a leave from the program until the course is offered again. Students may be charged additional tuition for repeated courses. Students who are appealing a course failure will continue to attend didactic courses in the term following the course failure until all appeals are resolved.

A student will only be permitted to participate in a clinical rotation experience after successful completion of all required coursework up to that point. Failure to pass any of the didactic components or their remediations may lengthen the student's time in the program, delay graduation, or result in dismissal from the program. Further, a student who appeals course failures may not be allowed to begin any clinical rotation during the appeal process.

Academic Withdrawal from a Course/Program

Students who wish to withdraw from the program must submit a written, voluntary withdrawal request via email to the program director who will evaluate the student's request. The withdrawal period ends three weeks prior to the end of the semester. Students who wish to withdraw outside of this time frame must provide documentation of medical—or other circumstances—which warrant this exception. Once a class has been completed, the student does not have the option to withdraw. A grade or notation of *W* will appear on the student's transcript. Students on clinical placement, rotation, or internship require prior approval from the program director and/or department chair to withdraw from placement. Withdrawal from a clinical site may significantly extend the length of the program of study. In making the request, the student understands that the student may not be eligible to return to the program before the next academic year and may be required to meet specified conditions prior to being permitted to return to the program. The failure to meet such specified conditions may result in the student's dismissal from the program.

Leave from Studies

It is recognized that students may need to temporarily discontinue all coursework either voluntarily or by administrative action. This can occur through a leave of absence or an administrative break in enrollment.

1. Leave of Absence

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment must consult with their adviser/program office to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial

aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. An approved LOA must be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of University Registrar's website at *nova.edu/registrar/policies/leave-of-absence-policy.html*.

2. Administrative Break in Enrollment

An administrative break in enrollment may be voluntary or may be imposed by the dean. Students who wish to request an administrative break in enrollment must complete the Administrative Break Request Form and include supporting documentation. If the program director or chair supports the request, the program director or chair will send the request to the associate dean of Student Affairs for review.

Students will be responsible for understanding the impact of the leave on financial aid, health insurance, housing, etc. Administrative breaks in enrollment may lead to delays in graduation, additional tuition and fees, and other financial or academic adjustments. If the student is not able to complete the term, the student may be able to withdraw from the class or receive an incomplete grade, depending on the student's status in the course.

After review of a student's request for administrative break in enrollment, the associate dean will inform the program director or chair whether it is approved or denied. If the administrative break in enrollment is approved, the academic program director or chair will inform the student, in writing, of the terms and conditions of the administrative break in enrollment and subsequent return to the program. Students are expected to adhere to these terms and conditions, or they may risk disenrollment from the program. While on an administrative break in enrollment, a student is not eligible to attend any academic or cocurricular activities. If the administrative break in enrollment is denied, the program representative will inform the student that the request has been denied.

Refer to page 28 for institutional definition of administrative break in enrollment.

President's List

Students receiving a 3.8 GPA or higher are placed on the President's List for that semester. An annual letter of commendation is sent from the president to the student, and the honor is recorded on the student's official transcript.

Dean's List

Students receiving a 3.6 GPA or higher are placed on the Dean's List for that semester. (The undergraduate GPA requirement is 3.8.) An annual letter of commendation is sent from the dean to the student, and the honor is recorded on the student's official transcript.

Graduation with Honors

Students with a cumulative GPA of 3.8 or higher will receive a diploma inscribed with Highest Honors. Students with a cumulative GPA of 3.6 to 3.79 will receive a diploma inscribed with Honors.

Committee on Student Progress (CSP)

Each department within the PSHS has one or more Committee on Student Progress (CSP). It is the CSP's responsibility to conduct proceedings to examine the status of students who are experiencing academic problems or who have violated any regulation, policy, and/or professional or behavioral codes of conduct. The CSP examines individual cases and makes appropriate recommendations to the department chair or designee, who determines the final status of the individual student. All examinations of individual cases are informal proceedings conducted by the CSP. Legal representation is not permitted; rules of evidence will not be used. At the discretion of the academic program, violations of college or university conduct/behavioral policies may be referred to the university's dean of students to be addressed under the conduct procedures detailed in the NSU portion of this handbook.

Process and Procedure

- When informed of the alleged violation or academic deficiency by the department chair or program director, the chair of the CSP will conduct a preliminary investigation.
- The CSP chair will then call a meeting of the committee and shall notify the student in question. The student shall receive written notice of the time, place, and subject of the meeting. Legal representation or any other form of representation is prohibited during the hearing.
- The student will provide the CSP chair with a list of any witnesses the student may have, in writing, no less than two business days before the hearing date. Students will be responsible for ensuring the presence of their witness. Witnesses must have personal knowledge of facts relating to the matter at issue. Character witnesses are not permitted.
- Witnesses will be called in individually to be questioned and to provide any statements. Any witness may be asked to remain outside the meeting room for later recall. The student will not be present during the questioning of the witnesses.
- The student will be given ample opportunity to present the statements to the committee. The student will only be present during the statement and to respond to any questions from the committee.
- The CSP chair will dismiss the student and any witnesses and close the meeting for discussion.
- At the conclusion of the discussion, the committee shall make recommendations to the department chair or designee.
- The department chair or designee shall review the committee's recommendations and shall notify the student of the outcome in writing by certified mail (return receipt requested), by email with response requested, or by hand delivery. The department chair may adopt, reject, or modify the committee's recommendation or may remand the matter back to the committee for further investigation or deliberation.
- The recommendations of the CSP and all reports, letters, and investigative records shall be maintained by the program for not less than five years. This information is not part of the student's permanent record or the student's transcript.

Students have the right to appeal the decision within five business days of notification from the department chair or designee, except in cases of grade disputes, in which the department chair or designee is the final appeal. A request for appeal must follow the procedures outlined in the Student Appeals section (page 212) of this handbook.

Academic Warning/Probation/Dismissal

The purpose of this policy is to identify and provide assistance to students who are not making satisfactory academic progress. To enhance students' chances of achieving the best academic outcomes, the PCHCS has adopted academic standards designed to identify those students who are experiencing academic difficulty, and to provide timely intervention through academic advising and academic support programs. The policy addresses academic discipline at three levels—academic warning, academic probation, and academic dismissal. The university reserves the right to take additional action as it deems appropriate. **Individual program policies may affect interpretation of these policies, and the student is therefore subject to the program's policies. For example, a program that dismisses students after one course failure will not need to adhere to the policies, outlined below, for Academic Warning, Academic Probation, and Academic Dismissal.**

Warning

Academic Warning is the least severe of the three levels of academic discipline. Academic Warning will not appear on the official transcript, but will be placed in the student's program file. Academic Warning serves as an opportunity to address difficulties with the goal of preventing a student from being placed on Academic Probation. It is a written notification that any continuation of substandard academic performance may result in additional disciplinary action.

An Academic Warning will be issued when a student successfully remediates a single course failure in a semester. The Academic Warning will be effective the subsequent semester and will remain in effect if the student successfully remediates another course in the same or any subsequent semester. The Academic Warning may be lifted at the end of the subsequent semester if the student successfully completes all courses without any course remediation. **A student may only remediate two courses during enrollment in the respective program.**

The issuance of an Academic Warning will result in the student being referred to the student's adviser and/or the CSP. Please see the CSP procedures in the PSHS section of this handbook.

Probation

Academic Probation is one disciplinary level higher than Academic Warning and appears on the student's official transcript. Probation serves as an opportunity to address serious academic difficulties with the goal of preventing a student from Academic Dismissal. It is a trial period during which students have the opportunity to demonstrate that they can succeed academically.

A student who fails any course in a program will be placed on Academic Probation. The Academic Probation may be lifted when the student successfully completes the failed course(s) the next time it is (they are) offered.

Upon being placed on Academic Probation, students will be referred to their adviser and/or the CSP. Please see the CSP procedures in the handbook.

Dismissal

Academic Dismissal is the final and most severe step in the levels of academic discipline. Dismissal is stipulated when students are unable to improve their academic performance and meet the conditions of their probation, as described above.

Students who fail a course in a program will be referred to their adviser and/or the CSP and may be subject to dismissal from the program. Please see the CSP procedures in the PSHS section of this handbook.

A student who is dismissed on the basis of inadequate academic performance may be required to reapply to the program to be considered for readmission under the admissions standards applicable for the next class; however, **readmission is not guaranteed and is ultimately at the discretion of the program director.** The applicant will be treated as a first-time competitive applicant for the purposes of coursework and must repeat and pass all required coursework. Students are instructed to refer to their college's individual program policies regarding readmission, because exceptions or additional restrictions may apply.

Academic Honesty Policy and Procedure

Academic dishonesty is addressed in the *NSU Student Handbook*, under the Code of Student Conduct and Academic Responsibility.

The following policy and procedure applies specifically to the PSHS as a supplement to the policy in the *NSU Student Handbook*. Faculty members, directors, and/or chairs, with reasonable cause to believe that a student has committed an act of academic dishonesty, must refer the infraction directly to the department CSP, whose recommendation must then be forwarded to the department chair or designee. If the student appeals the decision of the department chair or designee, the appeal must be in writing and submitted to the chair of the Academic Honesty Committee (AHC) within five business days (excluding holidays and weekends) after the date of receiving notification of the department chair or designee's decision. The appeal must contain a concise statement of all relevant facts and the result sought. Participation by legal representatives with regard to preparation of the written appeal is prohibited. The appeal may be submitted in hard copy, including a mailing address, and should also be emailed to the chair of the AHC to expedite committee response.

The AHC will hear all student appeals of decisions recommended by the committee and concurred with by the department chair or designee of each department or individual program of the PSHS. The Academic Honesty Hearing is an informal proceeding conducted by the AHC upon the written request of the student in question. No rules of evidence will be used. The AHC will convene a hearing which shall be internal, private, and closed to those not associated with the university. Nonuniversity personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the appeal hearing is prohibited. No recording devices will be permitted during the hearing process. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the PSHS. Actions taken in these cases may include, but are not limited to, no action, assignment failure, course failure, suspension, or dismissal.

The Academic Honesty Committee is composed of faculty representatives from each discipline within the PSHS.

- Once the student appeals to the AHC, the student is notified in writing as to the student's right to a formal hearing before the committee.
- The student's department chair or designee is also notified once the hearing date and time are set or if the student waives the student's right to be heard.
- The AHC will notify the student and the department chair or designee in writing of the final disciplinary decision.
- The decisions of the AHC are final.

Disciplinary Warning/Probation/Suspension/Dismissal

The purpose of this policy is to ensure adherence to the university's **Code of Student Conduct and Academic Responsibility** and provide guidance to students who may be in violation of the code. This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership. KPCAM's PSHS has adopted disciplinary standards designed to identify those students who are in violation of the student conduct policies, and to provide timely intervention through advising and support. The policy addresses disciplinary conduct at four levels—Warning, Probation, Suspension, and Dismissal. The university reserves the right to take appropriate action to impose sanctions at any level it deems appropriate based on the nature of the violation of the Code of Student Conduct and Academic Responsibility. The university also reserves the right to take additional disciplinary action as it deems appropriate.

Warning

Disciplinary Warning is the least severe of the three levels of disciplinary action and will not appear on the official transcript, but will be placed in the student's program file. Disciplinary Warning serves as an opportunity to address code infractions with the goal of preventing a student from being placed on Disciplinary Probation. It is a written notification that any violation of the **Code of Student Conduct and Academic Responsibility** may result in additional disciplinary action. It is a "disciplinary sanction serving notice to students that their behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance, after which it is expunged from the student's file."

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the program's CSP. Please see the CSP procedures in the PSHS section of this handbook.

Probation

Disciplinary Probation is one disciplinary level higher than Disciplinary Warning and appears on the student's official transcript. Probation serves as an opportunity to address serious disciplinary difficulties with the goal of preventing expulsion from the program. It is a "disciplinary sanction serving notice to students that their behavior is in serious violation of university standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation."

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the program's CSP. Please see the CSP procedures in the PSHS section of this handbook.

Suspension

Suspension is one disciplinary level higher than Probation and appears on the student's official transcript. It is a mandatory separation from the program for a period of time specified in an order of suspension. Suspension is stipulated when students violate the Code of Student Conduct and Academic Responsibility and/or do not meet the conditions of their probation, as described above.

Readmission to the program will not be entertained until the period of separation indicated in the suspension order has elapsed and is subject to approval of the department chair/program director. During the period of suspension, the student may be subject to other restrictions, which will be outlined by the student's program.

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the program's CSP. Please see the CSP procedures in the handbook.

Dismissal

Dismissal is the final and most severe step in the levels of disciplinary recourse. Dismissal is stipulated when students violate the **Code of Student Conduct and Academic Responsibility** and/or do not meet the conditions of their probation, as described above.

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the program's CSP, which will make recommendations to the department chair/program director.

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

A student who is dismissed because of a violation of the **Code of Student Conduct and Academic Responsibility** may be required to reapply to the program to be considered for readmission under the admissions standards applicable for the next class. However, **readmission is not guaranteed and is ultimately at the discretion of the program director.** The applicant will be treated as a first-time competitive applicant for the purposes of coursework and must repeat and pass all required coursework. Students are instructed to refer to their college's individual program policies regarding readmission, because exceptions or additional restrictions may apply.

Faculty members should use the **Curriculum Change Form** when probation, etc., is to be notated on a transcript.

Course Remediation Cost

The cost of repeating a course is not covered in the regular tuition. Students who fail a course, didactic or fieldwork, will be required to repeat the course and will be charged a **per semester** hour rate.

Course Remediation—Applies to Professional Programs Only

The purpose of course remediation is to assure mastery of the material taught in a course, not only for earning good grades, but also to develop proficiency to guide decision-making in clinical and nonclinical situations. **Please note that the term "Examination" is being used generically throughout this document to imply any assessment method that is employed by a program.**

Individual programs may elect to allow remediation for all courses, core courses, or only specific courses. **Note:** Successful remediation of a course does not constitute a course failure. A course is considered failed when the final course grade as noted on the transcript is an *F*. When offered, the following guidelines should be followed:

1. A student who earns a grade less than the minimum passing grade for a final course grade will remediate the course through the appropriate mechanism (written examination, practical examination, oral presentations, etc.).
2. A course remediation examination will only be allowed one time per course, at a date no earlier than three business days or no greater than five business days after the course or semester ends. Justifiable exceptions, such as a student appeal process or semester breaks, may necessitate an adjustment to that timeline.
3. A student may remediate no more than two courses during enrollment in the respective program.
4. Prior to a remediation examination, a student who fails a course may be asked to meet with the student's faculty adviser or designee to devise an appropriate remediation plan.
5. If a student is successful on course remediation, the highest grade achievable will be the minimum passing grade for that course, and an *E* will be notated after the remediated grade [e.g., *C*(*E*)], on the student's transcript except in circumstances as noted in number seven.
6. A student who fails a course remediation will receive a failing grade for the course. The transcript should reflect the preremediated or the remediated course grade, whichever is higher. The program policies related to course failures will then be applied.
7. In courses with distinctly separate written and practical grade components, a student who fails that course may, at the discretion of the program chair/director, be required to remediate both components or only the failed component. If successfully remediated, the student will receive the minimum passing grade for that component as well as the course, rather than the actual grade received on the remediated exam.

Student Appeals

Policy and Procedure

The Student Appeals Hearing is an informal proceeding conducted by the School-Wide Appeals Committee (SWAC) upon the written request of the student in question. This written request must be received by the chair of the SWAC within five business days of student notification from the program director. Participation by legal representatives with regard to preparation of the written request is prohibited. No rules of evidence will be used. The hearing shall be internal, private, and closed to those not associated with the university. Nonuniversity personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the appeal hearing is prohibited. No recording devices will be permitted during the hearing process. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the PSHS. The purpose of the SWAC is to review decisions to ensure the policies and procedures of the university, NSU health colleges, and the PSHS have been followed. No new evidence which was not presented to the department will be considered by the SWAC.

Appeals Committee Responsibilities

The SWAC will hear all student appeals of decisions by the department chair or designee of each of the departments or individual programs of the PSHS relating to dismissal or disciplinary actions involving professional issues. The SWAC will review the decision to ensure the policies and procedures of the university, NSU health colleges, and the PSHS have been followed. If a student appeals the decision of the department chair or designee, the appeal must be in writing and submitted to the chair of the SWAC within five business days (excluding holidays and weekends) after the date of receiving notification of the department chair or designee decision. Any appeals not submitted to the chair of the Appeals Committee within this time frame shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought. The SWAC will not consider evidence which was not presented to the department or the program CSP. The appeal may be submitted in hard copy, including a mailing address, and should also be emailed to the chair of the program committee to expedite a response.

Appeals Committee Membership

The Appeals Committee shall consist of six faculty members from the PSHS, one of whom will be elected by the members of the committee to serve as chair, and one representative from the PSHS dean office and/or Office of Student Affairs. The PSHS dean office/student affairs representative is a nonvoting member and assures that policies and procedures are carried out to protect the rights of the student and to assure that the policies of the college are followed. Each program director will be responsible for appointing one faculty representative. The chair of the SWAC will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

Hearings Protocol and Procedure

- The student will be notified of the date, place, and time of the hearing via email (read receipt requested).
- Any students who fail to appear at the designated date and time will automatically waive their right to appeal.
- The Appeals Committee hearing will proceed under the direction of the chair.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.
- Students will provide the committee chair with a list of any witnesses they may have, in writing, no later than two business days before the hearing date. Only witnesses with direct information that is related to the program director/department chair or the program CSP's failure to adhere to the policies and procedures of the university, NSU health colleges, and/or the PSHS in making its decision will be considered.
- Students will be present only during their testimony.
- Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student.
- The Appeals Committee may question any witnesses present during the hearing.
- The Appeals Committee will have the option of calling more witnesses. The student shall not be present during the questioning of any witnesses.

Appeals Committee Hearing Process

- The chair will convene the hearing with only committee members present.
- The chair will advise the committee members of the violation(s) and the program decision, review the evidence, respond to any questions, and provide opportunity for preliminary discussions.
- The chair will call the student into the hearing room and introduce the student to the committee members.
- Students will have an opportunity to present their appeal, provide statements, summarize their position, and respond to any questions from the committee members.
- The chair will then dismiss the student from the hearing.
- Witnesses will be called individually by the committee and questioned without the student being present.
- Witnesses may be asked to remain outside the hearing room for later recall or may be dismissed at the committee's discretion.

- The committee members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The committee may delay the vote if it determines that additional information or facts are needed before a vote.

Note: At the discretion of the committee, the chair of the respective program CSP and/or the respective program chair/director may also be called during the hearing.

Notification of the Appeals Committee Decision

The decision of the committee will be forwarded in writing by the chair to the student by certified mail to the student's last official address or hand delivered with receipt. Copies will be delivered to the department chair or designee. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.

Behavioral Standards

Dress Code

Students must maintain a neat and clean appearance befitting students attending a professional program. Therefore, attire should convey a professional appearance whenever the student is on campus or at any off-campus educational site. The dress code is to be maintained at all times in the Administration Building, classrooms, laboratories, and all areas involved in providing patient care. Additionally, the dress code is in force Monday through Friday from 8:00 a.m. until 5:00 p.m. in the library and in other areas not mentioned above. Those failing to comply may be dismissed from the classroom and/or campus. A written warning describing the infraction will be entered into the student's file.

The following constitutes acceptable and professional attire:

- **white clinical jackets at all times** for students enrolled in all entry-level programs
- professional business dress, which includes shirt, tie, slacks, pants, skirt with blouse, dress, and appropriate shoes
- matching scrub sets and shoes
- No institutional scrubs may be worn by any PSHS student at any time while on campus. Institutional scrubs are those that have the identification symbols or lettering from the institution that owns or issues them. Those scrubs are marked in locations that are easy to identify as being part of the inventory of that institution.

Students may not wear the following: shorts or cutoffs, miniskirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, T-shirts (as the outer shirt), jogging or exercise clothing, inappropriately mismatched garments, hats, or caps (except of a religious nature). Students must wear their approved NSU ID badges while on campus.

The dress code is to be observed at all times, including midterms and examination periods. **Students are expected to consult their specific program handbooks for compliance with any program-specific supplemental dress code policies.**

Classroom Behavior

Talking during lectures to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone from class who is involved in disruptive behaviors while in class or laboratory. Hats, other than religious cover, are not to be worn indoors. Food and drinks are not permitted in the auditorium, laboratories, or library.

Netiquette

In a traditional classroom, students are reminded that behavior that disrupts the class or interferes with other students and their ability to learn is unacceptable. Any person engaged in disruptive behavior receives a written warning from the instructor. Students who continue to engage in disruptive behavior after this warning may be administratively withdrawn from the course. Similarly, in an online course, any electronic postings, emails, or electronic messages that disrupt the class or interfere with learning goals and objectives are unacceptable. Electronic communication—the backbone of online courses—must be civil, respectful, and cordial at all times. Any posting that disrupts or interferes with learning will be removed, and the author of the posting will receive a written warning. A second disruptive posting will cause the author to be administratively withdrawn from the course.

Drug Screening

KPCAM's PSHS maintains affiliation agreements with many healthcare institutions. These affiliation agreements allow for student clinical training experiences within these institutions. Students may be required to undergo random drug screening, at the request of these institutions, prior to entering the facility for training.

Drug Policy—Zero Tolerance

KPCAM's PSHS has a zero tolerance policy for drug use. This includes the use of illegal drugs; the use of controlled substances without a prescription; the use of marijuana, even if prescribed or certified by a physician; and the use of, or being under the influence of, alcohol while on rotation/clinical experience or in class. Should a student receive a positive drug or alcohol screen and a positive follow-up screen, the student will be referred to the CSP for disciplinary action, which may include expulsion/dismissal from the student's program and the PSHS. Note: Students who receive a positive drug or alcohol screen must complete a follow-up drug or alcohol screening within one business day, following receipt of a request, unless prior approval is received from the program director.

If a student reports to the academic program for help with a personal drug or alcohol concern prior to being informed of an impending drug test, the student will be required to report to the PSHS dean office for referral to the NSU health colleges Student Assistance Program. The student will only be permitted to report to class or a rotation/clinical experience if cleared by the NSU health colleges' Student Assistance Program and the PSHS dean office.

Drug Testing Policy

KPCAM's PSHS recognizes that substance abuse is a career- and life-threatening problem and encourages students to seek help in overcoming addiction.

Students are encouraged to reach out to the Office of Student Affairs for help in seeking services for drug and alcohol counseling or contact any of the behavioral health resources available to PSHS students.

Any student may be required to submit to drug and/or alcohol testing based upon what the faculty members and administration consider to be reasonable grounds to suspect drug or alcohol use, including, but not limited to

• direct observation of drug or alcohol use or possession

• physical behaviors related to the influence of drugs or alcohol

• abnormal or erratic behavior that is disruptive or a risk to others

• arrest or conviction of a drug or alcohol related offense on or off campus

• documented information from a credible source submitting a complaint

• evidence that a previous drug or alcohol test was tampered with

• possession of drug paraphernalia

• after treatment for drug or alcohol use

PSHS administration will require that drug testing be performed at a qualified designated laboratory site identified by the college.

Students who

• test positive on a drug or alcohol urine screen

• have a repeated inconclusive and/or diluted drug or alcohol urine screen*

• refuse to submit to a drug or alcohol urine screen

• demonstrate illegal or disruptive actions related to drug or alcohol use

• have an arrest for possession of drug paraphernalia or other illegal possession/use of drugs

• have a demonstrated dependence to drugs or alcohol

will be referred to the CSP for further action, including the evaluation of potential violations of the

Code of Student Conduct and Academic Responsibility. Should a student have a valid prescription for the medication, it will be reviewed by PSHS administration prior to making the decision to refer the matter to the CSP. Please note that NSU's Drug-Free Schools and Campuses Policy prohibits the use and possession of marijuana regardless of whether a valid prescription exists.

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

Accreditation, National Examinations, and Licensure

Department of Anesthesia

The **Anesthesiology Assistant** programs at Nova Southeastern University are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of ARC-AA. Commission on Accreditation of Allied Health Education Programs 9355 113th Street N., #7709, Seminole, FL 33775-7709 (727) 210-2350 *www.caahep.org*.

Department of Cardiopulmonary Sciences

The **Bachelor of Science in Respiratory Therapy First-Professional** program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). The CoARC Program Reference number is 200615. The Commission on Accreditation for Respiratory Care is located at 264 Precision Boulevard, Telford, TN 37690; (817) 283-2835 (Office), (817) 354-8519 (Plain Paper Fax), (817) 510-1063 (Fax to E-mail).

Department of Health Science

The degree programs in the department—Master of Health Science (M.H.Sc.), Doctor of Health Science (D.H.Sc.), and Ph.D. in Health Science—are established programs within KPCAM's PSHS.

Department of Physician Assistant

The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) has granted **Accreditation-Continued** status to the **Nova Southeastern University—Ft. Lauderdale Physician Assistant Program** sponsored by **Nova Southeastern University—Ft. Lauderdale**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be **March 2035**. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

Fort Myers

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted **Accreditation-Continued** status to the **Nova Southeastern University Physician Assistant Program—Fort Myers** sponsored by **Nova Southeastern University**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards. Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards.

The approximate date for the next validation review of the program by the ARC-PA will be **March 2028**. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

Orlando

The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) has granted **Accreditation-Continued status** to the Nova Southeastern University—Orlando Physician Assistant Program sponsored by Nova Southeastern University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be **April 2034**. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

The program's accreditation history can be viewed on the ARC-PA website at *https://www.arc-pa.org/accreditation-history-nova-se-university-orlando/.*

Jacksonville

The Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) has granted **Accreditation-Continued** status to the **Nova Southeastern University—Jacksonville Physician Assistant Program** sponsored by **Nova Southeastern University**. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be **March 2026**. The review date is contingent upon continued compliance with the Accreditation Standards and the ARC-PA policy.

Department of Sonography

The **Cardiovascular Sonography** Program at the NSU Tampa Bay Regional Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (*www.caahep.org*) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT).

The Cardiovascular Sonography Program meets the educational degree completion requirements for licensure and/or professional registration in all 50 states, the District of Columbia, and the U.S. protectorates, as defined in 34 CFR §600.2. Graduates are eligible to apply for the national registry examinations in both Adult Echocardiography and Vascular Technology as offered by the American Registry for Diagnostic Medical Sonography (ARDMS), and/or the corresponding credentials offered by Cardiovascular Credentialing International (CCI).

The **Medical Sonography** Program is accredited by the Commission on Accreditation of Allied Health Education Programs (*www.caahep.org*). Upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). CAAHEP 9355 113th Street N, 7709, Seminole, FL 33775-7709 (727) 210-2350.

The Medical Sonography Program meets the educational degree completion requirements for licensure and/or professional registration in all 50 states, the District of Columbia, and the U.S. protectorates, as defined in 34 CFR §600.2. Graduates are eligible to apply for the national registry examinations in the Abdomen, OB-GYN, and Vascular specialties as offered by the American Registry for Diagnostic Medical Sonography (ARDMS), American Registry of Radiology Technologist (ARRT), and/or the corresponding vascular credential offered by the Cardiovascular Credentialing International (CCI).

Student Organizations Officially Recognized by the University

A variety of organizations are available in which students may participate.

Alpha Eta Society

The Alpha Eta Society is a national scholastic honor society for allied health professionals. The purpose of the society is the promotion and recognition of significant scholarship, leadership, and contributions to the allied health professions by students, faculty members, and alumni.

Department of Cardiopulmonary Sciences

Lambda Beta Honor Society

The Lambda Beta Honor Society is a national honor society for the respiratory therapy profession. The purpose of the society is to promote, recognize, and honor scholarship, scholarly achievement, service, and character of students, as well as graduates and faculty members of the profession.

Department of Health Science

Doctor of Health Science Student Association

This association is composed of all students in the Doctor of Health Science degree program and functions to enhance leadership and learning activities for the student body.

Department of Physician Assistant

The Benjamin J. Parvin Physician Assistant Student Society of NSU

This formal organization was established to benefit the PA students, the PA profession, the college's PA department at Fort Lauderdale, and the surrounding communities.

The Sean P. Grimes Physician Assistant Student Society of NSU

This formal organization was established to benefit PA students, the PA profession, the college's PA department in Fort Myers, and surrounding communities.

John L. Shanklin Physician Assistant Student Society of NSU

This formal organization was established to benefit PA students, the PA profession, the college's PA department in Orlando, and the surrounding communities.

Thomas J. Lemley Physician Assistant Student Society of NSU

This formal organization was established to benefit PA students, the PA profession, the college's PA department in Jacksonville, and the surrounding communities.

Department of Anesthesia

Master of Science (M.S.) in Anesthesia—Fort Lauderdale, Tampa Bay, Jacksonville, Denver, and Orlando

Grading Policies and Procedures

Grading for academic and clinical-year anesthesiologist assistant (AA) students is based on the following alpha scale:

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

In addition to alpha grading, the anesthesiologist assistant course of study may use transcript notations outlined in the PSHS section of this handbook.

A minimum grade of a *C* is required in all anesthesia specialization courses and all M.H.Sc. and Dr. Kiran C. Patel College of Allopathic Medicine courses.

Policy on Returning Examinations

Exams are designed to be both a means of evaluation and a learning experience. The program will determine how students will receive feedback in a timely manner for each exam. To maintain the integrity of summative examinations, examination reviews—when conducted—will take place in a secure environment. These reviews will focus on addressing content areas severely or disproportionally skewed among the cohort, as designated by the course director, and will be referred to as highly missed questions. The actual examination questions will not be reviewed; instead, the subject matter within the cohort will be addressed at a time specified by the course director. During this process, note-taking, electronic media usage, recording devices, or any other such devices are strictly prohibited and will be considered a violation of the policy. Students are not permitted to duplicate, receive, or distribute examination questions or answers. Violations of this policy are considered a breach of the Code of Student Conduct and Academic Responsibility, and the student will be referred to the Committee on Student Progress.

Advanced Placement and Transfer of Credits

Because of its highly integrated and compact curriculum, the AA programs require matriculants to complete the entire curriculum at the specified campus. No advanced placement, transfer of credit, or credit for experiential learning will be granted.

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous satisfactory academic and professional performance. The M.S. in Anesthesia is a lockstep program. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is, for M.S. in Anesthesia core courses, based on the successful completion of the courses offered in prior terms. To complete the M.S. in Anesthesia program in the normally scheduled 27 months, students must successfully complete the courses in the time and sequence that they are offered. There is a maximum four-year time limit for program completion, which includes any approved leave of absence/administrative break in enrollment and subsequent return to the program.

Students who receive a final course grade of *F* in any M.S. in Anesthesia core course will not be allowed to progress to the next semester until the course is passed by remediation (core didactic courses only) or course repeat (core clinical courses only). Students who fail to pass course remediation or course repeat at the next scheduled offering will receive an *F* in that course and will be dismissed from the program.

Below are the core didactic courses of the M.S. in Anesthesia program.

All courses with the ANES/ANET/ANET/ANED/ANEO prefix and the following:

ANA 5420	Anatomy
PHS 5400	Physiology

Below are the core clinical courses of the M.S. in Anesthesia program.

ANES/ANET/ANEJ/ANED/ANEO 5001, 5002	Clinical Anesthesia I, II
ANES/ANET/ANEJ/ANED/ANEO 6001, 6002, 6003	Clinical Anesthesia III, IV, V

No student may advance to the clinical year of study without satisfactorily completing all of the requirements for the didactic years' core courses. In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the requirements for the clinical-year coursework.

Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the CSP. (See information regarding the CSP in the Academic Standing section of this handbook.) A student may remediate no more than two courses during enrollment in the program. If a student fails three or more courses while in the program, the student will be dismissed from the program.

Retake/Repeat/Remediation

The M.S. in Anesthesia program is in compliance with the CSP and Course Remediation policies listed in the student handbook. The following additional policies apply to the program.

- Students who do not pass a core didactic course through initial offering or through remediation,

will receive a final course grade of *F*, will be sent to the CSP, and will be dismissed.

- Students in the M.S. in Anesthesia program also take courses online. These courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost and may delay graduation from the program. Additional tuition will be charged for any repeated course.
- Clinical Courses—the following applies to the clinical core courses (ANES/ANET/ANEJ/ANED/ANEO 5001, 5002, 6001, 6002, 6003): None of these courses can be remediated. If requirements are not met by the end of the course for any reason, the student will be sent to the CSP, which may result in course failure, course repeat with program extension, and/or immediate dismissal from the program (even without any prior failure on record). If a student fails a clinical course, the student will be sent to the CSP and may be dismissed.
- If a preceptor or supervisor requests that a student be removed from a clinical site, the student will be automatically suspended pending a hearing by the CSP, which may result in course repeat with program extension, course failure, and/or immediate dismissal from the program (even without any prior failure on record).

Academic Warning/Probation/Dismissal

The program complies with the PSHS policies related to academic warning, academic probation, and dismissal. Additional policies may apply at the discretion of the program director.

Withdrawal

Students who wish to withdraw from the program must submit a written voluntary withdrawal request via email to the program director who will evaluate the student's request. The withdrawal period ends three weeks prior to the end of the semester. Students who wish to withdraw outside of this time frame must provide documentation of medical—or other circumstances—which warrant this exception. Once a class has been completed, the student does not have the option to withdraw.

Clinical Rotations

The first year of study focuses on the foundations of anesthesia practice through classroom, mock operating room scenarios and studies, and laboratory work. Clinical experience during the first year will increase as the year progresses.

The senior year (semesters five, six, and seven) will consist of clinical rotations assigned in intervals ranging from one to three months. During the senior year, clinical rotations are full time and may involve several specialty areas in anesthesia, including, but not limited to, general surgery, pediatrics, obstetrics and gynecology, otolaryngology, orthopedics, neurosurgery, ophthalmology, genito-urinary surgery, vascular surgery, cardiac surgery, thoracic surgery, transplantation, and trauma. Clinical rotations include days, evenings, nights, weekends, and on-call—depending upon the rotation.

All AA students on clinical rotations must maintain a functional cell phone at all times during their clinical rotations. This expense will be the student's responsibility. To facilitate communications, AA students must provide the AA program with their cell phone number and inform the program in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and NSU.

The clinical curriculum of the program requires students to travel to hospitals to participate in clinical rotations that will consist of days, nights, weekends, and various call shifts. It is the responsibility of each student to have a reliable form of transportation prior to entering the AA program. This expense is the student's responsibility.

Jewelry, Body Piercing, and Tattoos

Only appropriate jewelry for professional business attire is permitted. Visible body jewelry, such as rings for the nose, eyebrow, lip, chin, cheek, or tongue, is NOT permitted. Tattoos must be covered by clothing.

Electronic Communications

Electronic communications, including any form of messaging, posting, texts, blog entries, comments, multimedia content, videos, and emails, must adhere to university and program policy for professionalism, nondiscrimination, and Title IX compliance. This includes activities and communications by, to, or from NSU students using any device on NSU or third-party social media or other sites, if the communications refer to, are addressed to or from, are sent to or from, reference or involve a student, faculty member, or program at NSU. Such communications, if determined to be in violation of said policies, will result in disciplinary action, which may include dismissal from the program and expulsion from NSU. Work submitted as part of class assignments during any didactic or clinical externship courses may not include any identifying information of the patient in conformance with HIPAA regulations. Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the program clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility.

Additional Specific Policies

Students will receive the program's clinical handbook that will cover respectively all policies, procedures, courses, and rotations appropriate for the curriculum. These handbooks provide more specifics for guidance and governance of the students while in the program. The *Dr. Kiran C. Patel College of Allopathic Medicine Student Handbook* supersedes the program handbooks if there are direct conflicts, although the program's handbooks may be more strict and/or detailed.

Graduate Certificate in Pre-Anesthesiologist Assistant Studies (Pre-AA Certificate)

The Graduate Certificate in Pre-Anesthesiologist Assistant Studies (Pre-AA Certificate) program is uniquely designed for the prospective NSU anesthesiologist assistant (AA) students to strengthen their application and science background. This two-semester certificate program is designed to offer these students the opportunity to demonstrate the academic qualities and gain skills necessary to be admitted to the AA program.

The coursework is delivered in a hybrid format. Courses that include labs are held at the NSU Palm

Beach campus, one weekend during the winter semester.

The rest of the coursework is delivered via distance-learning technologies.

Academic Promotions and Progression

- Students must complete each course with a *B*- (80 percent) or better grade.
- Receiving a final grade lower than a *B*- (80 percent) or failure of any course(s) will negate the option to enter the NSU AA program under this agreement.
- There is no remediation process for failed courses.
- Not completing a course will constitute a failure of the course, and the student will receive a grade of *F* in the course.
- The certificate is a lockstepped program and must be completed in one year.
- Direct entry into one of the NSU AA programs upon completion of the two-semester program with a 3.6 GPA. Students who graduate with a 3.3 GPA or higher are also guaranteed an interview.
- Applicants will need to fulfill all admissions requirements for the NSU AA program, including all prerequisites courses, successful interview, GRE/MCAT scores, letters of recommendations, anesthesia exposure, and minimum GPA of 2.75 with a preferred GPA of 3.25 or above.

Graduate Certificate in Pre-Anesthesiologist Assistant Studies (Pre-AA Certificate)

- complete all courses of this lockstep program (18 credits) in sequence in the fall and winter semesters
- complete each course with a grade of *B*- (80 percent) or better
- complete graduate application

Attendance

Pre-AA Certificate courses are designed in a hybrid format. Each student holds the responsibility to fulfill all class requirements, review recommended resources, and meet the appropriate deadlines for

assignment submission and exams. Students are required to review and participate in their weekly web-based classes. When classes are live online/synchronous, attendance is mandatory.

Grading Policies and Procedures

Pre-AA Certificate courses are graded on an alpha scale.

Students must complete each course with a *B-* (80 percent) or better.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

Incomplete Coursework

A grade of incomplete (*I*) is issued because of unexpected emergencies and must be made up within 30 days following the final class date of the course, as stipulated by the course instructor and with approval of the program director. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form prior to the end of the course. The form must be signed by the student and the course instructor and must be approved by the program director. The student must have completed at least 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an *F* by the program director and chair of the Department of Cardiopulmonary Sciences.

Advising

Students will be assigned an academic adviser upon admission into the certificate program. Advisers will provide guidance and support to students during matriculation and throughout their two semesters in the program. Students may communicate with their advisers via phone or email.

Textbooks

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

Electronic Communications

Electronic communications, including any form of messaging, posting, texts, blog entries, comments, multimedia content, videos, and emails, must adhere to university and program policy for professionalism, nondiscrimination, and Title IX compliance. This includes activities and communications by, to, or from NSU students using any device on NSU or third-party social media or other sites, if the communications refer to, are addressed to or from, are sent to or from, reference or involve a student, faculty member, or program at NSU. Such communications, if determined to be in violation of said policies, will result in disciplinary action, which may include dismissal from the program and expulsion from NSU. Work submitted as part of class assignments during any didactic or clinical externship courses may not include any identifying information of the patient in conformance with HIPAA regulations. Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the program clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility.

Department of Cardiopulmonary Sciences

Palm Beach

KPCAM's PSHS offers two programs in respiratory therapy. One program is designed for the first professional or entry-level student and the other for the practicing registered respiratory therapist (RRT) who meets the entry requirements.

Bachelor of Science (B.S.) in Respiratory Therapy—Postprofessional
Bachelor of Science (B.S.) in Respiratory Therapy—First-Professional

Bachelor of Science (B.S.) in Respiratory Therapy—Postprofessional

The B.S. in Respiratory Therapy—Postprofessional program is delivered in a distance format. The program is part time and can be completed in 18 months. Policies that are not covered in this section are addressed in previous sections of the handbook.

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous satisfactory academic and professional performance. Substandard performance in any course or failing to exhibit satisfactory professional behavior will be referred to the CSP. (See CSP section, page 188, in this handbook.)

Academic Warning

B.S. in Respiratory Therapy—Postprofessional students whose semester GPA falls below 2.0 (regardless of the cumulative GPA), or who fail a course, regardless of GPA, may be placed on academic warning.

Attendance

All the B.S. in Respiratory Therapy—Postprofessional courses are designed in distance-learning formats. Each student holds the responsibility to fulfill all class requirements, review recommended resources, and meet the appropriate deadlines for assignment submission and exams. Students are required to review and participate in their web-based classes at least once per week or more, depending on weekly curriculum requirements, to complete assignments.

Grading Policies and Procedures

Courses for the B.S. in Respiratory Therapy—Postprofessional program are graded on an alpha scale.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	74–76
C-	1.7	70–73
D+	1.3	67–69
D	1.0	60–66
F	0.0	Below 60

In addition to alpha grading, the B.S. in Respiratory Therapy—Postprofessional program may use transcript notations outlined in the PSHS section of this handbook. For purposes of retention in the B.S. in Respiratory Therapy—Postprofessional program, any core-course grade below a *C* will be considered a course failure. No more than two courses may be passed through retake.

All students receiving a failing grade of less than a *C* or 74 in a required core course will be required to repeat the scheduled course and achieve a *C* or better at its next scheduled offering. Upon achieving a *C* or better in a repeated course, an *E* will be noted after the original grade on the student's transcript, in a column marked "repeated," and that original grade will then be excluded from GPA calculation. The new course grade (the grade of the repeated course) will be noted on the transcript followed by an *I* in the column marked "repeated." This repeated course grade will be included in the GPA calculation. Additional tuition will be charged for any repeated course.

A student who has experienced two or more course failures while in the B.S. in Respiratory Therapy—Postprofessional program may be dismissed from the program. Passing a course through retake does not negate the original failure for purposes of retention in the program.

Assessment of Prior Experiences for Academic Credit

Students matriculating in the B.S. in Respiratory Therapy—Postprofessional program will be granted a block grant of 45 credits for their NBRC Certification as a Registered Respiratory Therapist (RRT) or licensure in their home state as an RRT that will be transferred in as HLSC 1999 Prior Learning in Health Science.

Academic Advising and Administrative Support

Students will be assigned an academic adviser upon admission into the program. The adviser will advise and assist students during matriculation and throughout their studies in the program. Students may communicate with their adviser via phone or email.

Textbooks

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

Add/Drop

Students can add or drop courses online up until two weeks before the term is set to start. Any time after that, students must contact the program office.

Administrative Withdrawals

Unless prior approval or a leave of absence has been granted, students who do not enroll in any classes for two consecutive semesters may be administratively withdrawn (*WU*) from the B.S. in Respiratory Therapy—Postprofessional program. If a student is administratively withdrawn from the program, the student would be required to petition the program director in writing for reinstatement in the program.

Course Registration and SharkLink

Students must register for classes online. Once students have been accepted into the program, students may register for classes via SharkLink, "Academics" tab under "Registration-Add/Drop/SEA." B.S. in Respiratory Therapy—Postprofessional students may only take classes during fall, winter, and summer terms. However, students may take any missing general education classes during any term in which they are offered.

Online Course Access and Canvas

All the program's online courses, which a student has registered for, will be accessed through Canvas. Students must use their NSU email and password to log on to their courses posted on Canvas. Canvas can be accessed through *sharklink.nova.edu*.

Online Student Center—Program and Course Communication

All students are required to visit the online student center at least weekly. All communication and programmatic information will be posted in the online student center. It is required that all students use the online student center when communicating with the program. All class communication must take place through the Canvas course itself.

Bachelor of Science (B.S.) in Respiratory Therapy—First-Professional

The B.S. in Respiratory Therapy—First-Professional program is a full-time, 24-month program offered at the Palm Beach Campus. The program prepares an individual to practice as a registered respiratory therapist. This format allows the student to perform hands-on skills based on applied knowledge and theories learned in the classroom. The program consists of didactic and clinical courses with extensive hands-on experiences.

Grading Policy

Didactic courses for the B.S. in Respiratory Therapy—First-Professional program are graded on an alpha scale. **Clinical courses are graded on a Pass/Fail scale**. Grades lower than a *C* or *P* will result in failure of the course.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	74–76
C-	1.7	70–73
D+	1.3	67–69
D	1.0	60–66
F	0.0	Below 60

Academic and Clinical Promotion

Successful progress through the curriculum requires continuous, satisfactory, academic and professional performance. At the end of each semester, the academic director, department chair, and the CSP will evaluate a student's performance to determine timely promotion to the next term. Students must pass all courses with a grade of *C* or better. A grade lower than a *C* will result in failure of the course.

Retake/Repeat/Remediation

If a student fails a course, a comprehensive remediation examination, written and/or practical, will be administered. Grades on the transcript will be notated to indicate a repeated course or remediation examination.

A final course grade of less than *C* in any course will constitute a course failure. The grade from a remediation examination will be no higher than a *C*. Students who fail a course and the remediation examination will be referred to the CSP. Successful remediation does not negate the original course failure in terms of student retention in the program. A student who fails two or more courses, even with successful remediation, will be sent to the CSP and may be dismissed from the program.

Failure to pass any of the didactic and/or clinical components or their remediation may lengthen the student's time in the program, as this is a lockstep program. Failure may also delay progress in the program, incur additional tuition, or result in dismissal from the program.

Each course in any given semester must be successfully completed with a passing grade to move to the next semester. If this requirement is not met, students can reenter the program upon approval of the program's administration, successful competency evaluations, and auditing of courses starting in the beginning of the academic year in which the failure took place. The student will be charged for retaking the course(s) that resulted in a failing grade.

Course Failures/Remediation

If a student should fail a course, a remediation exam is offered. Remediation exams will be graded on the same standard as all other examinations, but the passing grade in the course is limited to the lowest passing grade of *C*.

If a student fails to receive a passing grade on the remediation exam (*C*, 74 percent or higher) the course failure remains and the student will be referred to the CSP. The committee will review the situation, and make recommendations to the department chair.

Only two course remediation examinations will be allowed for the duration of the program.

Academic Advisers

Upon matriculation, B.S. in Respiratory Therapy—First-Professional students are formally assigned to a faculty member as an academic adviser, and are expected to meet with their academic adviser at least once per semester to monitor their progress and receive assistance for their successful completion of the program. Students may schedule this appointment, or additional appointments, at any time during the year.

Each student's academic adviser, being aware of many valuable resources, can assist each student in every facet of the program if the student is having problems that might interfere with the student's studies or progress. Students should not hesitate to contact their adviser. Also, it is expected that students respond to any email communication from their academic adviser within 24 hours of receipt.

Dress Code

Students in the B.S. in Respiratory Therapy—First-Professional are expected to comply with the dress code outlined by the PSHS policy.

During clinical rotations, students **must wear pewter scrubs with matching tops and bottoms**. Drawstrings should be tied and tucked into the pants. White, gray, or black, rubber-soled shoes with a closed back must be worn. Crocs are not acceptable. **Solid color** T-shirts in black, gray, or white may be worn under scrubs. Lab coats **must** be worn over scrubs.

Lab coats can only be purchased from the NSU Bookstore with prescribed patches and embroidery, and **must be worn over scrubs at all times during class hours, whenever students leave the classroom, and during all clinical rotations.** This includes during breaks and at lunch (on campus).

Clinical Rotations

Students participate in five consecutive clinical rotations to develop skills necessary to become competent respiratory care professionals. Students must comply with all policies and procedures of both the clinical sites and NSU.

Students on clinical rotations must maintain a functional cell phone at all times to facilitate communications between the program's faculty and staff members and fellow students. Students are required to document clinical experiences—and clock in and out—via a web-based program. Students will be given training on using the clinical software.

Department of Health Science

The Department of Health Science is an interdisciplinary group of programs offering educational opportunities from entry-level undergraduate to postprofessional doctoral education. Offering four distance online programs at the bachelor's, master's, and doctoral levels for working health professionals and two on-campus courses of study (medical sonography and cardiovascular sonography), the Department of Health Science uses innovative online and on-campus components to achieve its mission of preparing professionals for today's healthcare market.

- Bachelor of Health Science (B.H.Sc.)
- Bachelor of Science—Cardiovascular Sonography (B.S.—CVS)
- Bachelor of Science—Medical Sonography (B.S.—MS)
- Dual-Degree B.S.—MS/M.H.Sc.
- Dual-Degree B.S.—CVS/M.H.Sc.
- Master of Health Science (M.H.Sc.)
- Accelerated Dual-Degree M.H.Sc./D.H.Sc.
- Accelerated Dual-Degree M.H.Sc./Ph.D.
- Doctor of Health Science (D.H.Sc.)
- Doctor of Philosophy in Health Science (Ph.D.)

Departmental Policies for Online Health Science Degree Programs

Course Registration and Self-Service Banner

Once students have been accepted to their program, they will retrieve their NSU Identity and set a new password by accessing the needed information and following the instructions through *app.nova.edu/mynsuidentity*.

Online Course Access and Canvas

Online courses, as well as the student center, will be accessed through Canvas. Students must use their NSU email and password to log on to their courses posted on Canvas. Canvas can be accessed through *sharklearn.nova.edu*.

Email and Course Communication

For online programs and courses, students will register for all classes online. Students need an NSU email account to review their courses and emails. Once students are officially accepted into a program, they must request an NSU email account online by visiting the NSU Office of Innovation and Information Technology web page at *nova.edu/oiit*. On the web page, students will click on the "Students" tab, then will click on the "Email Setup" tab. On the "Student Help Desk" web page, students will click on the "Student Support" tab, then will click on the "SharkMail Setup" tab. Students must follow the

instructions on setting up access to a new NSU email account. All online students must use the Canvas student center when communicating with their program. Course communication will occur through the particular course that the student is attending.

Academic Advising and Administrative Support

Each student is required to contact the program director for academic advising prior to beginning the program. The program director and the department coordinator will advise and assist the student during their matriculation into the program. Students may communicate with the director and coordinator via phone, fax, email, or in person if they visit campus.

Commencement Ceremonies

Attendance of commencement ceremonies is not a requirement for distance education students. It is, however, an option that we encourage that takes place once a year. The graduate programs (M.H.Sc., D.H.Sc., and Ph.D. in Health Science) graduate in August. The undergraduate programs (B.H.Sc., B.S. in Cardiovascular Sonography, and B.S. in Medical Sonography) graduate in May.

Departmental Policies for All Health Science Programs

Textbooks

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

Incomplete Coursework

A grade of incomplete (*I*) is issued because of unexpected emergencies and must be made up within one semester following the final class date of the course, as stipulated by the course instructor and with approval of the program director. Students requesting extensions due to medical or military reasons are expected to provide official documentation.

It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available in each student center) prior to the end of the course. The form must be signed by the student and the course instructor and approved by the program director. The student must have completed at least 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an *F* by the program director and chair of the Department of Health Science.

Student Code of Conduct, Academic Dishonesty, Committee on Student Progress, and Student Disciplinary/Appeals Policies and Procedures

The Department of Health Science adheres to the NSU Code of Student Conduct and Academic Responsibility, the PSHS CSP, the Academic Honesty Policy and Procedure, and the Student Appeals Policy and Procedure sections located in the university and college sections of this handbook.

Bachelor of Health Science (B.H.Sc.)—Online Degree Completion Program

The Bachelor of Health Science no longer admits new students, effective fall 2024. Because the B.H.Sc. Online Degree Completion program is delivered in a distance format, not all of the policies contained in this handbook are applicable to B.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to B.H.Sc. Online Degree Completion program students.

Academic Promotions and Progression

The progress of each student through the curriculum requires satisfactory academic performance. Each prerequisite course must be completed in sequence as outlined by the *NSU Undergraduate Student Catalog 2025–2026*. All students must complete the general education coursework, major requirements, and electives for graduation eligibility.

Academic Warning

B.H.Sc. students whose semester GPA falls below 2.0 (regardless of the cumulative GPA), or who fail a course regardless of GPA may be given an academic warning.

Attendance

All of the B.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, review recommended resources, and meet the appropriate deadlines for assignment submission and exams. Students are required to review and participate in their web-based class at least once per week to complete assignments.

Grading Policies and Procedures

Courses for the Bachelor of Health Science Program are graded on an alpha scale.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	84–86
B-	2.7	80–83
C+	2.3	77–79
C	2.0	74–76
C-	1.7	70–73
D+	1.3	67–69
D	1.0	60–66
F	0.0	Below 60

In addition to alpha grading, the B.H.Sc. program may use transcript notations outlined in the PSHS section of this handbook. Students will be required to obtain a grade of *C* or better (greater than or equal to 2.0 on a 4.0 scale) in every required core course. Students receiving a *C-* or lower in a required core course will be required to take the course at its next scheduled offering. For purposes of retention in the B.H.Sc. online degree completion program, any core-course grade below a *C* will be considered a course failure.

All students receiving a failing grade of less than a *C* or 74 in a required core course will be required to repeat the scheduled course and achieve a *C* or better at its next scheduled offering. Upon achieving a *C* or better in a repeated course, an *E* will be noted after the original grade on the student's transcript, in a column marked "repeated," and that original grade will then be excluded from GPA calculation. The new course grade (the grade of the repeated course) will be noted on the transcript followed by an *I* in the column marked "repeated." This repeated course grade will be included in the GPA calculation. Additional tuition will be charged for any repeated course.

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

Transfer Credits

Students who have earned college credits at other regionally accredited colleges or universities may apply to transfer these credits into the B.H.Sc. program. Students should contact the B.H.Sc. chair's designee to discuss how prior college credits can be used to obtain the B.H.Sc. degree. An evaluation of transfer credit will be completed prior to the first semester of enrollment, and applicable credit will be transferred based on all final official transcripts received. Students will be advised to take courses based on the official evaluation in their file.

Transfer students must provide final official transcripts from all of their previous colleges; their previous academic work will then be evaluated. The B.H.Sc. program will transfer a maximum of 90 eligible semester credits (grades of *C* or better, GPA of 2.0 on a 4.0 grading scale), including credit for CLEP, proficiency exams, and prior experiential learning, toward a degree.

To be eligible to graduate with the B.H.Sc. degree, a student must have completed the required general education coursework in addition to the B.H.Sc. curriculum, with a resulting minimum total of 120 semester hours with a 2.0 cumulative grade point average and a 2.25 grade point average in the B.H.Sc. major. If the general education requirement is not met at the time of admission to the program, it can be obtained concurrently while enrolled in the B.H.Sc. program. A student can obtain and transfer these courses through NSU's undergraduate admissions or another regionally accredited college or university.

Prior to matriculation, all applicants must have completed a minimum of three semesters hours (or the equivalent) of a college-level written composition course from a regionally accredited college or university with a minimum grade of a *C* (GPA of 2.0 on a 4.0 grading scale).

Students must complete a minimum of 33 semester hours of their coursework within the B.H.Sc. program major.

Students with credits, healthcare or academic experiences, certificates, diplomas or degrees from

nationally accredited colleges, military training, or other educational training/experiences should refer to the section below titled Assessment of Prior Experiences for Academic Credit to apply to convert these prior experiences into academic credit.

Assessment of Prior Experiences for Academic Credit

Students matriculated in the B.H.Sc. program may petition for transfer of credits to the program. Up to, and not exceeding, 90 credit hours may be considered for transfer from a regionally accredited or recognized allied health or related program. Students with either a diploma or certificate of completion in a field of healthcare may apply for credit based on prior experience by submitting a student-prepared learning portfolio requesting Assessment of Prior Experiences for Academic Credit.

NSU has established four different mechanisms for students to convert their prior experiences into academic credit. Students must initiate all requests for experiential learning credit before they complete 24 credits at NSU. Credits will be transcribed after 12 credits are successfully earned at NSU. For additional information, contact the B.H.Sc. program or the Office of Transfer Evaluation Services at (954) 262-8117 or 800-806-3680, ext. 28117, or visit *nova.edu/tes*.

1. CLEP/DANTES/ACT-PEP/Computer Test-Out

Students can demonstrate their knowledge in a variety of areas by taking objective tests. The coordinator of experiential learning can provide further information about these tests as can the testing office in Academic Services.

2. Nationally Accredited School Portfolios

Students who have attended nationally accredited institutions have the opportunity to write school portfolios. The coordinator of experiential learning works with each student in reviewing the student's nationally accredited institutional transcript to identify courses that may be applied toward the student's academic goal.

3. Full Portfolio–Course Challenge

The full portfolio is the process for challenging a college-level course for credit. Through this mechanism, students present their knowledge on a topic and have it evaluated by a faculty member. A maximum of 25 percent of a student's credits may be earned through the full portfolio process. This will describe all traditional, online, military, and other healthcare education, as well as work-related experience and healthcare-related conferences attended. A résumé or CV, transcripts, and/or official documentation of attendance must accompany all prior learning portfolios. The admissions committee will review the portfolio to determine the amount of credit given for prior learning.

4. Standard Grant

Certain training courses, military experiences, or licenses may be converted into college credit. This can be done by supplying some very basic documentation. For military training programs, the recommendations contained in the *Guide to the Evaluation of Educational Experiences in the Armed* Forces from the American Council on Education will be utilized to evaluate such training for credit

transfer. Examples include Combat Casualty and Flight Medicine Courses of training.

Academic Advising and Administrative Support

Students should contact the B.H.Sc. chair's designee for academic advising. The program director and the department coordinator will advise and assist the students during matriculation and throughout their studies in the program. Students may communicate with the director and coordinator via the online B.H.Sc. student center, phone, or email.

Administrative Support: 800-356-0026, ext. 21222, ext. 21239

Academic Advising: (954) 262-1862

Textbooks

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

Add/Drop

Students can add or drop courses up until two weeks before the term is set to start. Any time after that, they would have to contact the program office to be registered/dropped. Students can use this option until the seventh day from the beginning of the term. During that time frame, no academic or financial penalties will be assessed. During the second week, they can still drop the course, but it will be a 75 percent drop.

Withdrawal from a Course

A student can withdraw from a course up to three weeks prior to the end of the term. Students may request withdrawal only if they are in good standing. A withdrawal from a course requires approval from the chair's designee. A grade of *W* (withdrawal) will be recorded. The grade of *W* will be replaced by an earned grade only if the student retakes the course. Unofficial, late, or poor standing withdrawals may result in a grade of unearned *F*.

Continuous Enrollment

Although continuous enrollment is not a requirement, the program strongly recommends that students enroll in at least two courses per semester for the duration of their B.H.Sc. studies.

Administrative Withdrawals

Unless prior approval or a leave of absence has been granted, students who do not enroll in any classes for two consecutive semesters may be administratively withdrawn (*WU*) from the B.H.Sc. program. If a student is administratively withdrawn from the program, the student would be required to petition the program director in writing for reinstatement in the program.

Email

Since the B.H.Sc. program is an online program, students shall register for all classes online. To do so, students need an NSU email account. Once students are officially accepted into the program they should request an NSU email account online by going to the NSU Office of Innovation and Information

Technology page, *nova.edu/oiit*, clicking on the "Create Your Email" link, and following the directions to request a new email account.

Course Registration and Self-Service Banner

Once students have been accepted to their program, they will retrieve their NSU Identity and set a new password by accessing the needed information and following the instructions through *app.nova.edu/mynsuidentity*. B.H.Sc. students may only take BHS classes during winter, summer II, and fall terms. However B.H.Sc. students may take any missing general education classes through NSU's undergraduate admissions during any term in which they are offered.

Online Course Access and Canvas

All the B.H.Sc. online courses, which a student has registered for, will be accessed through Canvas. Students must use their NSU email and password to log on to their courses posted on Canvas. Canvas can be accessed through *sharklearn.nova.edu*.

Online Student Center—Program and Course Communication

All students are required to visit the online student center at least once every two weeks. All communication and programmatic information will be posted in the online student center. It is required that all B.H.Sc. students use the online student center when communicating with the program. All class communication must take place through the Canvas course itself.

Nondegree-Seeking Students

A nondegree-seeking student is one who wishes to take coursework in the B.H.Sc. program, but does not intend to pursue the B.H.Sc. degree at the time of application. The nondegree-seeking student must meet the following admission requirements to take classes in the B.H.Sc. program:

- a minimum of an associate's degree or equivalent credit hours in a field of health from a regionally accredited college or university
- a diploma or certificate of completion in a field of healthcare

Due to the limited number of seats available in the program, preference for admission and registration will be given to degree-seeking students.

Nondegree-seeking students are limited to taking a maximum of nine semester hours of B.H.Sc. coursework. Enrollment in these courses does not guarantee acceptance into the B.H.Sc. degree program or any other NSU program. If, after taking classes in the B.H.Sc. program, a nondegree-seeking student decides to pursue the B.H.Sc. degree, the student must resubmit an application to the program to be a degree-seeking student and must meet all the admission requirements for the B.H.Sc. degree program.

A nondegree-seeking student who, after taking classes in the B.H.Sc. program, decides to apply to be a degree-seeking student may request a transfer of credits taken as a nondegree-seeking student

in accordance with the transfer policy of the B.H.Sc. program. All applicants must show evidence of computer skills through coursework or self-study prior to the end of the first term. Students may obtain instruction through the NSU Student Microcomputer Laboratory or other training facilities.

Bachelor of Science—Cardiovascular Sonography (B.S.—CVS)

This entry-level course of study is designed to prepare students in the field of cardiovascular sonography. The cardiovascular sonography program includes on-campus lectures; extensive, hands-on training in our ultrasound laboratory; online courses; and a 12-month focused or combined externship in a clinical or hospital-based setting. The graduating student will earn a Bachelor of Science degree in Cardiovascular Sonography (B.S.—CVS). Students will take a combination of general courses in the health science field and focused core courses in the cardiovascular technology field.

In the second year of the program, the student will complete a more than 1,600-hour clinical training program while continuing to take online courses. The student may have the option to perform the clinical externship in a vascular, adult echo, or combined vascular/echo clinical experience, based upon the student's interests and upon the student's demonstrated competencies in the didactic year. Upon graduation, the student will be eligible to sit for professional registry exams based upon completion of program and clinical requirements.

Academic Promotions and Progression

- Academic Progress: For each course offered within the program, contact information for that course will be available in the syllabus of the course. Students are strongly encouraged to consult with their professors and/or lab instructors regarding any issues affecting academic progress. Students are also strongly encouraged to contact the program director, if necessary.

- Academic Progress in Clinical Externships: Clinical externships are assessed on criteria outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria may result in failure for the externship term, with similar consequences as for failure of any didactic course including possible dismissal from the program.

- Course Progression: The B.S.—CVS is a lockstep program. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is based on the successful completion of the courses offered in prior terms. The progress of each student through the curriculum requires continuous satisfactory academic performance. To complete the sonography program, students must successfully complete the core sonography courses in the time and sequence that they are offered. Students who receive a final course grade of less than a *C*, after remediation in any core sonography didactic course, will be referred to the CSP and may be dismissed from the program. The following are considered core courses: Ultrasound Physics I, Introduction to Cardiovascular Instruments, Correlative Imaging and Anatomy, Abdominal Vascular Testing, Peripheral Vascular Testing I, Peripheral Vascular Testing II, Echocardiography I, Echocardiography II, Echocardiography III, and Cerebrovascular Testing. The following are also core courses, however, remediation is not available: Externship I, Externship II, and Externship III.

- Academic Progress in the Program: Students enrolled in the B.S.—CVS program with the M.H.Sc. dual option, who withdraw or are dismissed from the cardiovascular sonography program, will

automatically be withdrawn from all M.H.Sc. courses. Students who meet the M.H.Sc. admissions requirements will need to apply directly to the M.H.Sc. program if they wish to continue to earn the M.H.Sc. degree.

Retake/Repeat/Remediation

- Retake of incremental or individual quizzes or periodic exams (e.g., a midterm) throughout a given course is not mandated by the university, college, or program, and if available, will be solely at the discretion of the course instructor who has final say in such matters. The following remediation policies apply only to final grade outcomes and final exams for an entire course.
- If a student fails a core cardiovascular course, a cumulative remediation of written and/or practical examination will be administered at the end of the term. Grades on the transcript will be qualified to indicate a remediated course. A successful remediation will result in a final grade for the course not to exceed a minimum passing grade of a *C* on an alpha scale.
- While matriculating through the B.S.—CVS program, each student is permitted to remediate two core courses. A student will be allowed to sit for only one remediation examination per course. A student must successfully remediate the first failed course to have the opportunity to use the second remediation if needed. (Please see the list of core courses in the preceding section.)
- A final course grade of less than *C* in any given core cardiovascular course will constitute a course failure (this includes a grade achieved through a remediation examination). The remediated course grade awarded as a result of any remediation exam can be no higher than a *C*, regardless of the actual graded outcome of the remediation exam itself.
- Students who fail a core sonography course and the remediation will be referred to the CSP and may be dismissed.
- Students in the B.S.—CVS program also take courses online. These online courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost to the student and may delay graduation from the program. A student with one or more online course failures will be referred to the CSP and may be dismissed from the program.
- Students who are dismissed on the basis of inadequate academic performance who wish to reenroll in the program will be required to reapply to the program to be considered for admission. The application will be treated in the same manner as a first-time applicant, under the admissions standards applicable to the next entering class. Any student who is readmitted to the program will be considered a first-time applicant for the purposes of coursework and must repeat all required coursework, including any courses completed previously, and will incur all course charges and expenses accordingly.
- Clinical externship courses cannot be remediated. If course requirements for that semester of clinical externship are not met by the end of the term, the externship may be extended as appropriate until satisfied, as determined by the program director. If, upon completion of the extension period, the clinical requirements have still not been satisfied, the student will receive a failing grade for that course and will be referred to the CSP and may be dismissed from the program.

If a clinical preceptor, mentor, supervisor, or lab director requests that a student be removed from a clinical site, the student will be automatically suspended from the clinical site pending a decision by the program director whether or not to refer the student to the CSP and/or pending a hearing by the CSP, which may result in course failure and/or dismissal from the program for academic performance and/or unprofessional conduct (even without any prior failure on record). The student will not be placed at another clinical site pending the outcome of the CSP referral and final decision of the department chair.

Students who are dismissed from the program on the basis of unprofessional conduct will not be considered for reenrollment in the program. All guidelines regarding academic honesty, cheating, attendance, and professionalism apply to the clinical externship courses.

Grading Policies and Procedures

Courses for the B.S.—CVS program are graded on an alpha scale, following the grading standards of the college. Each student must pass all courses with a *C* or better in all required courses for the B.S.—CVS degree. Any grade lower than a *C* will result in failure of the course. Students receiving a failing grade in a core sonography course or an online course will be referred to the CSP. Any failed online course may need to be repeated and additional tuition will be charged, and may result in delay of progress through the program. Failure of any single core course will be cause for referral to the CSP and may be cause for dismissal from the program.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	74–76
C-	1.7	70–73
D+	1.3	67–69
D	1.0	60–66
F	0.0	0–59

Incomplete Coursework

For the B.S.—CVS program, the student will have one semester to complete a course after the conditions of the incomplete have been agreed to, based on instructor recommendation and program director approval. Students requesting extensions due to medical or military reasons are expected to provide official documentation.

It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available from the B.H.Sc. and M.H.Sc. Student Center) prior to the end of the course. The form must be signed by the student, instructor, and the program director. The student must have successfully

completed at least 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by that predetermined date. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an *F* by the administrative staff members of the Department of Health Science.

Dress Code

The cardiovascular sonography program complies with the PSHS' dress code.

In addition, students in the didactic phase of the curriculum will be required to wear a uniform for training in the ultrasound teaching lab. Students also may be required to wear this uniform during end-of-rotation seminars within the clinical year. This uniform will include a gray, short-sleeved T-shirt, either plain or with the cardiovascular program or NSU logo on the front. No logo or writing should be on the back of the T-shirt. Pants must be navy blue, gym-type shorts with an elastic waistband and drawstrings, either plain or with the program or NSU logo on the pant leg. All students must be prepared and able to remove the T-shirt for thoracic, cardiac, chest wall, and abdominal examination at any time during training in the ultrasound teaching lab. Therefore, females must wear a sports bra or similar under attire beneath the T-shirt. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor for specific training purposes. This uniform is permitted to be worn only in the ultrasound teaching lab. Upon leaving a lab session, unless immediately leaving the NSU campus for the day, the program-specific white clinical jackets must be worn and students should change back into normal professional attire or program-specific scrubs. An area of special emphasis is preparing our students for the dress code requirements and restrictions they will have to follow while at their clinical externships in year two of the program. Accordingly, while in lab, all students will follow these guidelines which are typical of clinical sites:

- Do not bring valuables into the clinical setting; secure storage will likely not be available.
- Students must wear approved scrubs and closed-toe shoes as designated by the site.
- ID badges must be worn below the neck but above the waistline.
- Hair must be pulled back and controlled, or up off of the collar.
- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn.
- Nails must be trimmed to ¼" past the tip of the finger. Nail polish must not be chipped or cracked.
- Any visible tattoos must be covered.
- Body piercings are limited to two per ear, and any jewelry worn cannot extend below the earlobe.
- All other body piercings must be covered.
- Phones or any other personal device(s) must be in silent mode in lab areas.
- Talking, texting, or any other form of accessing such personal devices, including audiovisual recording or playback, is only permitted while on break and in nonpatient care areas.

- Students are prohibited from capturing images, video, sound, or photographs at the clinical site, regardless of any expressed or implied consent.

Students must wear their approved NSU ID badges in plain view while on campus and on clinical rotations at all times.

Students may not wear the following at any time either on campus or at a clinical externship location: shorts or cutoffs, miniskirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, or any other type of open-toed shoe; nonuniversity or nonprogram logo T-shirts (as the outer shirt), jogging or exercise clothing; any type of head covering to include, but not limited to, hats, caps, scarves, shawls, or wraps of any kind, unless of a religious nature.

Failure to comply with dress code policies is considered to be unprofessional behavior and may result in the student's placement on professional probation and/or further disciplinary action, including referral to the CSP for unprofessional behavior.

Students will be required to sign the Dress Code Policies Agreement form upon matriculation into the program, attesting to their understanding of and their agreement to follow all of the above dress code policies.

Clinical Externships and Assignment

The second year of study in the B.S.—CVS program consists of clinical externships. The student will be assigned an appropriate clinical externship site. Student placement in an appropriate clinical site will be based upon their demonstrated understanding and competency in both the cardiac and vascular portions of their didactic coursework in year one, and upon the student's stated interests. A clinical externship site may thus consist of work in cardiac, vascular, or both types of clinical environments, accordingly.

At any given campus location, there are a limited number of available local clinical externship sites. The university does, however, enjoy affiliation agreements for clinical externships with many excellent and renowned hospitals and learning facilities outside of the immediate campus area, across the state, region, and the country.

For the second year of clinical externship experience, the student must be prepared to accept assignment to a clinical externship location that may be out of the immediate area of the NSU campus, out of the region, or even out of state. The student's initial clinical externship placement is assigned during the third term of the first year of study. Refusal of a clinical site assignment by a student is equivalent to a request for suspension and/or withdrawal from the program.

The student may request a one-time hardship suspension of participation in the clinical externship portion of the program for one semester upon approval of a written request to the program director, and will be required to either resume their clinical externship the following semester, or be automatically administratively withdrawn from the program. Delay of the clinical externship, if granted, will not result in relief of the student's responsibility from other courses scheduled for that term (e.g., online courses) nor will it result in a tuition reduction or refund of any kind. Such delay, if approved, will result in the student not graduating with the student's original cohort and will delay the possible conferral of degree, and the student will be charged additional tuition for continuation.

Students will be required to sign the Clinical Externship Policies Agreement form upon matriculation into the program, attesting to their understanding of and their agreement to follow all of the above clinical externship policies.

Duties and Expectations in Clinical Externships

The second year of study in the B.S.—CVS consists of clinical externships of 3 terms of approximately 16 weeks each, for a total of 48 weeks. The final clinical externship weekly schedule will be left at the discretion of the clinical site and the student, but must follow the guideline of 36 hours a week minimum for the three 16-week sessions, for a total of 48 weeks.

Students in clinical externships must follow all the rules and regulations of both the university and the clinical site, including, but not restricted to, rules and regulations on confidentiality, job safety, dress code, attendance, and daily work activities. An area of special emphasis is the dress code requirements and restrictions students must follow while at their clinical site.

Students in off-site clinical placements will be required to comply with all the specific requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, drug screening, criminal background checks, orientation sessions and/or paperwork, and approved daily clinical shift hours. The college does not assume any responsibility for compliance with these requirements other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical externship and may result in disciplinary action, up to, and including, dismissal from the program.

Absences or tardiness from the clinical externship site should be communicated verbally or in writing (including email) directly to the program clinical coordinator and the clinical instructor in the clinical site, preferably before the start of the shift assigned, but no later than the same day. Text messages, postings to the course, or other nonverbal communications are not acceptable. In addition, a Student Absentee Report must be completed within the Trajecsys online clinical management system within 24 hours of an absence. All missed hours must be made up unless otherwise approved by the clinical coordinator and/or the program director.

To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the program clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility.

Clinical documentation, including clinical hours, is completed through the clinical reporting system, Trajecsys. The student will be given instructions on the use of the system prior to the first day in the clinical externship site. Any student believed to be tampering with or manipulating the clock-in, clock-out, or documentation process will be sent to the CSP and may be subject to disciplinary action for unethical and unprofessional behavior including, but not limited to, receiving a failing grade for the clinical rotation.

Failure to meet clinical rotation obligations is considered to be unethical and unprofessional behavior and may result in the student's placement on professional probation and/or further disciplinary action.

Clinical Extension of Program

If, for any reason, the student does not fulfill the requirements for a clinical externship course due to excessive absences, poor clinical evaluations and/or performance, or other reasons, the program has the authority to extend the student's clinical externship, which will result in additional cost to the student and delay in degree progress. (Please also refer to the section on Academic Promotions and Progression.) Patient safety is paramount. Any issues pertaining to student progress that are related to patient safety may supersede any policies and procedures on student progress.

Students will be required to sign the Clinical Externship Policies Agreement form upon matriculation into the program, attesting to their understanding of and their agreement to follow all of the above clinical externship policies.

Electronic Communications

Electronic communications, including any form of messaging, posting, texts, blog entries, comments, multimedia content, videos, and emails, must adhere to university and program policy for professionalism, nondiscrimination, and Title IX compliance. This includes activities and communications by, to, or from NSU students using any device on NSU or third-party social media or other sites, if the communications refer to, are addressed to or from, are sent to or from, reference or involve a student, faculty member, or program at NSU. Such communications, if determined to be in violation of said policies, will result in disciplinary action, which may include dismissal from the program and expulsion from NSU. Work submitted as part of class assignments during any didactic or clinical externship courses may not include any identifying information of the patient in conformance with HIPAA regulations. Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the program clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility.

Computer Requirements

All students are required to have unlimited access to a computer (PC or Apple equivalent) with Windows 10 or better, or Mac OS X Lion or better, and Microsoft Office Office suite or equivalent. A secure high-speed Internet connection of 100 Mb/second or better capability is required. A functional webcam with microphone is required. A printer is recommended. The expense of the computer and its connectivity and functionality will be the student's responsibility. All NSU Office of Innovation and Information Technology (OIIT) policies, procedures, standards, and position papers will be followed and should be referred to for additional guidance. These are available at *nova.edu/portal/oiit/policies/index.html*.

Training Laboratory

1. Foreword: The core sonography courses in the program have been developed to include a large and crucial hands-on training component in the program's ultrasound training laboratory. This model offers a considerable benefit to the learning process and acquisition of technical skills by the student before the start of clinical externships during the second year of study. The program

strives to equip the student with fundamental skills and exam techniques through the use of state-of-the-art equipment for the acquisition of examination information. The program also ensures that the training environment in the ultrasound training laboratory is safe and that all students obtain the training benefits in an equitable manner.

2. Technical Standards: The profession of diagnostic medical sonography includes, but is not limited to, the following physical, mental, auditory, and visual demands:

   a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices, such as wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment.

   b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations.

   c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range.

   d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light.

3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the didactic portion of study within the program is an essential and critical component of the program.

   a. Conduct in the ultrasound training laboratory will follow the rules and policies outlined for the university and the college in an effort to create an environment adequate to foster optimal learning.

   b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student's personal belongings and used during the breaks outside the laboratory).

   c. Students are prohibited from capturing images, video, sound, or photographs of their fellow students, faculty members, instructors, volunteers, guests, or any other persons, activities, or procedures in the laboratory for any purpose, regardless of any expressed or implied consent.

   d. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors. Students are not allowed in the lab unless supervised by a professor or instructor.

   e. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided at the first lab session in the first term on campus in the program. The rules will be explained by the professor assigned to the class. All students will sign a copy.

   f. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the safety of the subject.

4. Participation and Equitable Training: The hands-on training in the lab by necessity consists of students practicing on each other, taking turns as designated "examiner" and as the "patient." Participation in the role of "patient" for a given lab course or session is voluntary. Election not to participate will not affect grades directly. However, a student electing to not participate as a "patient" does not get to enjoy the benefit of training as an examiner on their fellow students, and will be required to provide their own patient model at their own expense to participate in the course.

Online Course Access, Canvas, and NSU Email

All of the B.S.—CVS courses that a student has registered for, both purely online and classroom/lab-based courses, will be accessed through the Canvas online learning environment. Students must use their NSU email and password to log on to their courses posted on Canvas. Orientation to the online Canvas learning environment will be provided to students in the first semester, and its online assistance and tutorials are available at any time through the University Office of Innovation and Information Technology and the SharkLink student portal. In addition, it is the students' responsibility and it is mandatory that students regularly check their NSU-provided email accounts for important communications from both their course instructors and the university in general.

Concurrent Master of Health Science Option

Students who already hold a bachelor's degree from an accredited institution with a minimum GPA of 3.0 are eligible to apply for the concurrent M.H.Sc. option (generalist curriculum). Students who enroll in this concurrent M.H.Sc. program will graduate with a B.S.—CVS and a M.H.Sc. Both programs will be completed in 24 months.

If interested in the concurrent M.H.Sc. option, please contact an admissions counselor or the program office for further details.

Bachelor of Science—Medical Sonography (B.S.—MS)

This entry-level course of study is designed to prepare students in the field of medical sonography.

The medical sonography program includes on-campus lectures; extensive, hands-on training in our ultrasound laboratory; online courses; and a 12-month focused or combined externship in a clinical- or hospital-based setting. Graduating students will earn a Bachelor of Science degree in Medical Sonography (B.S.—MS). Students will take a combination of general courses in the health science field and focused core courses in the medical sonography field.

In the second year of the program, students will complete the extensive experiential clinical training program while continuing to take online courses. Upon graduation, students will be eligible to sit for professional registry exams, based upon completion of program and clinical requirements.

Program Objectives—Minimum Expectations

Prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and

affective (behavior) learning domains for the following concentrations:

• abdominal sonography—extended

• obstetrics and gynecology (OB-GYN) sonography

• vascular sonography

Academic Calendar

The B.S.—MS program follows the same term schedule, starting in the summer term of the respective academic year, and continuing through the end of the summer term two academic years later, for an overall program length of 27 months. The specific start and end dates are based on the overall schedule mandated by the university. Please refer to online university resources for specific calendar and term dates and holiday observances. All purely online courses at the bachelor's level are on a three-term calendar. Refer to the academic calendar published in this handbook and on web-based resources by the online B.H.Sc. program for specific term dates.

The classroom and lab-based courses, including the clinical externships, are on a three-term calendar.

Academic Promotions and Progression

- Honors: The students may receive academic honors per term based on the completed work for the term. The policy for dean's or president's lists follows that in place for the PSHS. A notice will be sent to the student and notification will be entered on the student's transcript.

- Academic Progress: For each course offered within the program, contact information for the designated contact person for that course will be available in the syllabus of the course. Students are strongly encouraged to consult with their professors or lab instructors regarding any issues impeding academic progress. Students are also strongly encouraged to contact the program director, if necessary.

- Academic Progress in Clinical Externships: Clinical externships are assessed on different criteria outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria may result in failure for the externship, with similar consequences as for failure of any didactic courses including, but not limited to, possible dismissal from the program. Students in clinical externships must maintain records of evaluations in sufficient detail to document learning progress and achievements of clinical competencies, as well as of the minimum number of procedures and types of procedures established by the program as requirements for graduation.

- Academic Progression: The B.S.—MS is a lockstep program. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is, for sonography courses, based on the successful completion of the courses offered in prior terms. The progress of each student through the curriculum requires continuous satisfactory academic performance. To fully complete the sonography program, students must successfully complete the core sonography courses in the time and sequence that they are offered. Students who receive a final course grade of *C-* or less in any core didactic course will be referred to the CSP and may be dismissed from the program. The following are considered core courses: Ultrasound Physics I/Lab, Ultrasound Physics II/SPI Exam, Introduction to Diagnostic Medical Sonography, Ultrasound Cross-Sectional Anatomy, Abdominal Sonography I, Abdominal Sonography II, Obstetrics and Gynecology UltraSound I, Obstetrics and Gynecology Ultrasound II, Small Parts

Sonography, Venous Testing/Lab, Peripheral Arterial Testing/Lab, Cerebrovascular Testing/Lab, and Clinical Preparation and Review. The following are also core courses; however, remediation is not available: Clinical Externship I, Clinical Externship II, and Clinical Externship III.

Students must complete all general (abdominal—extended and OB-GYN) and vascular competencies and clinical hours within three semesters, including a minimum of one full semester at a dedicated vascular site to fulfill graduation requirements.

Academic progression during clinical externships is based upon records indicating the number and type of procedures performed by the student, the examination findings, the extent of student supervision, and the level of student involvement in scanning/performance. Records must be maintained and must document that the student meets the minimum number of procedures and types of procedures established by the program. Students and clinical coordinators ensure that all required clinical competencies are assessed by vetted clinical instructors holding the appropriate credentials to the assessed clinical competencies. Students who do not achieve the required clinical competencies or the minimum number of hours, procedures, and types of procedures as established by the program, will not be able to graduate from the program.

Retake/Repeat/Remediation

- If a student fails a core sonography course, a cumulative remediation of written and/or practical examination will be administered. Grades on the transcript will be qualified to indicate a repeated course or a remediation examination.
- A final course grade of less than *C* in any given core sonography course will constitute a course failure (this includes a grade achieved through a remediation examination). The grade from a remediation examination can be no lower than a *C*. Students who fail a core sonography course and the remediation examination will be sent to the CSP and may be dismissed.
- While matriculating through the B.S.—MS program, each student is permitted to remediate two core courses. A student will be allowed to sit for only one remediation examination per course. A student must successfully remediate the first failed course to have the opportunity to use the second remediation if needed.
- Students in the B.S.—MS program also take courses online. These online courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost to the student and may delay graduation from the program. A student with one or more online course failures will be referred to the CSP and may be dismissed from the program.
- A student who is dismissed on the basis of inadequate academic performance who wishes to reenroll in the program will be required to reapply to the program to be considered for admission. The application will be treated in the same manner as a first-time applicant, under the admissions standards applicable to the next entering class. Any student who is readmitted to the program will be considered a first-time applicant for the purposes of coursework and must repeat all required coursework, including any courses completed previously, and will incur all course charges and expenses accordingly.
- Clinical externship courses cannot be remediated. If course requirements for that semester of clinical externship are not met by the end of the term, the externship may be extended as

appropriate until satisfied, as determined by the program director. If upon completion of the extension period, the clinical requirements have still not been satisfied, the student will receive a failing grade for that course, will be referred to the CSP, and may be dismissed from the program.

Official records or electronic equivalent used to document the progression of learning and achievements must include name, credentials, and signature of the supervising sonographer.

Students without documented achievement of required clinical competencies and the minimum number of procedures and type of procedures established by the program will be required to extend their clinical externship, as appropriate, until those requirements are satisfied.

If a clinical preceptor, mentor, supervisor, or lab director requests that a student be removed from a clinical site, the student will be automatically suspended from the clinical site pending a decision by the program director whether or not to refer the student to the CSP and/or pending a hearing by the CSP, which may result in course failure and/or dismissal from the program for academic performance and/or unprofessional conduct (even without any prior failure on record). The student will not be placed at another clinical site pending the outcome of the CSP referral and final decision of the department chair.

Students who are dismissed from the program on the basis of unprofessional conduct will not be considered for reenrollment in the program. All guidelines regarding academic honesty, cheating, attendance, and professionalism apply to the clinical externship courses.

Medical Sonography Program Clinical Requirements

Students must complete 46 weeks of full-time clinical experience without exceptions.

When students do not achieve all of their competencies in abdominal—extended, OB-GYN, or vascular sonography, the clinical coordinators reserve the right to split a semester between general sonography (abdominal—extended and OB-GYN) and vascular sonography to allow this. All clinical competencies and all required courses must be completed to fulfill graduation requirements.

Grading Policies and Procedures

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	74–76
C-	1.7	70–73
D+	1.3	67–69
D	1.0	60–66
F	0.0	0–59

Courses for the B.S.—MS program are graded on an alpha scale (described above). Students must pass all courses with a grade of *C* or better. Any grade lower than a *C* will result in failure of the course. Students receiving a failing grade in a core sonography course or an online course will be referred to the CSP. Any failed online course may need to be repeated and additional tuition will be charged and may result in delay of progress through the program. Failure of any single core course will be cause for referral to the CSP and may be cause for dismissal from the program.

Incomplete Coursework

For the B.S.—MS program, a grade of incomplete may be issued due to extraordinary circumstances and must be made up within one semester or based on instructor recommendation and program director approval. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and request the Incomplete Grade Agreement Form, no later than three weeks prior to the end of the course. The form must be signed by the student, instructor, and the B.S.—MS program director. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in the agreement will be converted to an *F* by the administrative staff members of the Department of Health Science.

Dress Code

The medical sonography program complies with the PSHS dress code. In addition, students in the didactic phase of the curriculum will be required to wear a uniform for training in the ultrasound teaching lab. Students also may be required to wear this uniform during end-of-rotation seminars within the clinical year. This uniform will include a gray, short-sleeved T-shirt, either plain or with the medical sonography program or NSU logo on the front. No logo or writing should be on the back of the T-shirt. Pants must be navy blue, gym-type shorts with an elastic waistband and drawstrings, either plain or with the program or NSU logo on the pant leg. All students must be prepared and able to remove the T-shirt for thoracic, upper arm, and abdominal examination at any time during training in the ultrasound teaching lab. Therefore, females must wear a sports bra or similar under attire, beneath the T-shirt. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor for specific training purposes. This uniform is permitted to be worn only in the ultrasound teaching lab. Upon leaving a lab session, unless immediately leaving the NSU campus for the day, the program-specific white clinical jackets must be worn, and students should change back into normal professional attire or program-specific scrubs. An area of special emphasis is preparing our students for the dress code requirements and restrictions they will have to follow while at their clinical externships in year two of the program. Accordingly, while in lab, all students will follow these guidelines, which are typical of clinical sites:

- ID badges must be worn below the neck but above the waistline.
- Hair must be pulled back and controlled, or up off of the collar.
- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn.

- Nails must be trimmed to ¼" past the tip of the finger. Nail polish must not be chipped or cracked.
- Any visible tattoos must be covered.
- Body piercings are limited to two per ear, and any jewelry worn cannot extend below the earlobe.
- All other body piercings must be covered.
- Phones or any other personal device(s) must be in silent mode in lab areas.
- Talking, texting, or any other form of accessing such personal devices is only permitted while on break and not in lab areas, unless specifically approved by your instructors.
- Students must always wear their approved NSU ID badges in plain view while on campus and on clinical rotations.
- Students may not wear the following at any time, either on campus or at a clinical externship location: shorts or cutoffs; miniskirts (higher than mid-thigh); jeans (all colors); see-through clothing or halter tops; sandals, flip-flops, or any other type of open-toed shoe; non-university or non-program logo T-shirts (as the outer shirt); jogging or exercise clothing; any type of head covering, including, but not limited to, hats, caps, scarves, shawls, or wraps of any kind, unless of a religious nature.

Failure to comply with dress code policies is considered to be unprofessional behavior and may result in the student being referred to the CSP for unprofessional behavior.

Students will be required to sign the Dress Code Policies Agreement Form upon matriculation into the program, attesting to their understanding of and their agreement to follow all the above dress code policies.

Clinical Externships and Assignment

- The second year of study in the B.S.—MS program consists of clinical externships. The student will be assigned an appropriate clinical externship site. Clinical Externships consist of three terms for a total of 48 weeks.
- Clinical externships placement: The student's initial clinical externship placement is assigned during the third term (summer) of the first year of study.
- There are a limited number of available local clinical externship sites at any given campus location. The university does, however, enjoy affiliation agreements for clinical externships with many excellent and renowned hospitals and learning facilities outside of the immediate campus area, across the state, region, and the country.
- For the second year of clinical externship experience, the student must be prepared to accept assignment to a clinical externship location that may be out of the immediate area of the NSU campus, out of the region, or even out of state. Refusal of a clinical site assignment by a student is equivalent to a request for suspension and/or withdrawal from the program.
- The student may request a one-time hardship suspension of participation in the clinical externship portion of the program for one semester, upon approval of a written request to the program

director, and will be required to either resume the clinical externship the following semester or be automatically administratively withdrawn from the program. Delay of the clinical externship, if granted, will not result in relief of the student's responsibility from other courses scheduled for that term (e.g., online courses) nor will it result in a tuition reduction or refund of any kind. Such delay, if approved, will result in the student not graduating with the student's original cohort and will delay the possible conferral of degree, and the student will be charged additional tuition for continuation.

- Students will be required to sign the Clinical Externship Policies Agreement form upon matriculation into the program, attesting to their understanding of, and their agreement to, follow all of the above clinical externship policies.
- Students who have not taken the Sonography Principles and Instrumentations (SPI) Exam with the American Registry of Diagnostic Medical Sonography (ARDMS) will not be able to start their clinical externships.

Duties and expectations in clinical externships: Students in clinical externships must follow all the rules and regulations of both the university and the clinical site, including, but not restricted to, rules and regulations on confidentiality, job safety, dress code, attendance, and daily work activities. An area of special emphasis is the dress code requirements and the restrictions students must follow while at their clinical site. Typically, these are as follows:

- Do not bring valuables into the clinical setting; secure storage will likely not be available.
- Students must wear approved scrubs and close-toed shoes, as designated by the site.
- ID badges must be worn below the neck but above the waistline.
- Hair must be pulled back and controlled, or up off the collar, in all patient-care areas.
- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn.
- Nails must be trimmed to ¼" past the tip of the finger. Nail polish must not be chipped or cracked.
- Any visible tattoos must be covered.
- Body piercings are limited to two per ear, and any jewelry worn cannot extend below the earlobe. All other body piercings must be covered.
- Phones or any other personal device(s) must be in silent mode in patient care areas.
- Talking, texting, or any other form of accessing such personal devices, including audiovisual recording or playback, is only permitted while on break and in nonpatient areas.
- Students are prohibited from capturing images, videos, sound, or photographs at the clinical site, regardless of any expressed or implied consent.

Students in off-site clinical placements will be required to comply with all the specific requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, drug screening, criminal background checks, orientation sessions and/or paperwork, and approved daily clinical shift hours. The college does not assume any responsibility for compliance with these requirements other than informing the student of the requirements. The student must fully

comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical externship and may result in disciplinary action, up to, and including, dismissal from the program.

Time keeping: Time keeping during clinical externship is completed through the clinical reporting system, Trajecsys. The student will be given instructions on the use of the system during the clinical introduction course, prior to the first day in the clinical externship site. Any student believed to be tampering with or manipulating the clock-in, clock-out, or documentation process will be sent to the CSP and may be subject to disciplinary action for unethical and unprofessional behavior, including, but not limited to, dismissal and receiving a failing grade for the clinical course (even without any prior failure on record).

- Academic progression during clinical externships is based upon records indicating the number and type of procedures performed by the student, the examination findings, the extent of student supervision, and the level of student involvement in scanning/performance. Records must be maintained and must document that the student meets the minimum number of procedures and types of procedures established by the program. Students and clinical coordinators ensure that all required clinical competencies are assessed by vetted clinical instructors holding the appropriate credentials to the assessed clinical competencies. Students who do not achieve the required clinical competencies or the minimum number of procedures and types of procedures as established by the program, will not be able to graduate from the program.

- Clinical extension of program: If, for any reason, the student does not fulfill the requirements for clinical externships (BMS 4500, 4600, and 4700), the program has the authority to extend the student's clinical externships, which may result in additional cost to the student. Please also refer to the section on Academic Promotions and Progression.

Students, for whom it becomes apparent will be unable to complete their clinical requirements by the end of their third clinical course, may be offered the chance to complete the needed requirements under the provisions of the Incomplete Coursework section of this handbook, if it is determined by the clinical coordinator/director of Clinical Education that the student will be able to complete the requirements within 30 days. If it is determined by the clinical coordinator/director of Clinical Education that the needed requirements will not be completed within 30 days, the student will be required to enroll in a clinical extension course, incurring additional tuition and related costs and extending the time before completion of degree requirements and graduation up to one additional semester. If, upon completion of the clinical extension course of up to one semester, the clinical requirements have still not been satisfied, the student will receive a failing grade for that course, will be referred to the CSP, and may be dismissed from the program.

Electronic Communications

Electronic communications, including faxes and electronic mail, must adhere to the university policy. The use of cellular phones and other unauthorized electronic devices are not permitted during the lectures or lab sessions. Students may be requested to step out of the auditorium or the laboratory if the student uses a cellular phone or any other unauthorized electronic device without authorization from the instructor. Recurrent behavior will be referred to the CSP for unprofessional behavior.

Clinical Site Requirements

Students in off-site clinical sites will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and so on. The college does not assume any responsibility, other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation, if possible.

Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

Training Laboratory

1. Foreword: Most of the core sonography courses in the program have been developed to include a large and crucial hands-on training component in the program's ultrasound training laboratory. This model offers a considerable benefit to the learning process of technical skills before students start clinical externships during the second year of study. The program strives to expose the students to state-of-the-art equipment for the acquisition of these skills. The program also ensures that the environment in the ultrasound training laboratory is safe. Extracurricular lab sessions are mandatory as they are oriented to refine technical skills and prepare students for their clinical externships. Attendance and participation during these sessions will be considered when assigning clinical sites for externships.

2. Technical Standards: The profession of diagnostic medical sonographer includes, but is not limited to, the following physical, mental, auditory, and visual demands:

    a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices such as wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment

    b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations

    c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range

    d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light

3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the first year of study is an essential component of the program.

    a. Conduct in the ultrasound training laboratory should follow the rules and policies outlined for the university and the PSHS, to create an environment adequate to foster optimal learning.

b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student's personal belongings and used during the breaks outside the laboratory).

c. Students are prohibited from capturing images, videos, sound, or photographs of their fellow students, faculty members, instructors, volunteers, guests, or any other persons, activities, or procedures in the laboratory for any purpose, regardless of any expressed or implied consent.

d. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors.

e. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided during the first lab session of BMS 3110 Introduction to Diagnostic Medical Sonography. The rules will be explained by the professor assigned to the class.

f. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the subject. **Participation is voluntary.** Students who do not want to volunteer as a nonclinical scanning patient model may sign an opt-out form, which will be provided by the program. Election not to participate will not affect grades, however, alternate training will need to be arranged.

Course Registration and Self-Service Banner

Once students have been accepted to their program, they will retrieve their NSU Identity and set a new password by accessing the needed information and following the instructions through *app.nova.edu/mynsuidentity*.

Online Course Access, Canvas, and NSU Email

All the B.S.—MS courses that a student has registered for, both purely online and classroom/lab-based courses, will be accessed through the Canvas online learning environment. Students must use their NSU email and password to log on to their courses posted on Canvas. Orientation to the online Canvas learning environment will be provided to students in the first semester, and its online assistance and tutorials are available at any time through the University Office of Innovation and Information Technology and the SharkLink student portal (sharklinklearn.nova.edu). In addition, it is the students' responsibility, and it is mandatory, that students regularly check their NSU-provided email accounts for important communications from both their course instructors and the university in general.

Bachelor of Science—Medical Sonography/Master of Health Science (B.S.—MS/M.H.Sc.)

Academic Calendar

The Bachelor of Science in Medical Sonography with Master of Health Science (B.S.—MS/M.H.Sc.) option program follows the same term schedule, starting in the summer term of the respective academic year, and continuing through the end of the summer term two academic years later, for an overall program length of 27 months. The specific start and end dates are based on the overall schedule mandated

by the university. Please refer to online university resources for specific calendar and term dates and holiday observances. All purely online courses at the master's level are on a three-term calendar. Refer to the academic calendar published in this handbook and on web-based resources by the online M.H.Sc. program for specific term dates.

The classroom and lab-based courses, including the clinical externships, are on a three-term calendar.

Academic Promotions and Progression

- Honors: The students may receive academic honors per term based on the completed work for the term. The policy for dean's or president's lists follows that in place for the PSHS. A notice will be sent to the student and notification will be entered on the student's transcript.
- Graduation with Honors: A student graduating with a cumulative GPA of 3.74 or higher is eligible to receive the degree with honors. A student graduating with a cumulative GPA of 4.0 is eligible to receive the degree with high honors.
- Academic Progress: For each course offered within the program, contact information for the designated contact person for that course will be available in the syllabus of the course. Students are strongly encouraged to consult with their professors or lab instructors regarding any issues impeding academic progress. Students are also strongly encouraged to contact the program director, if necessary.
- Academic Progress in Clinical Externships: Clinical externships are assessed on different criteria outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria may result in failure for the externship, with similar consequences as for failure of any didactic courses including, but not limited to, possible dismissal from the program.
- Students in clinical externships must maintain records of evaluations in sufficient detail to document learning progress and achievements of clinical competencies as well as of the minimum number of procedures and types of procedures established by the program as requirements for graduation.
- Academic Progression: The B.S.—MS/M.H.Sc. is a lockstep program. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is, for sonography courses, based on the successful completion of the courses offered in prior terms. The progress of each student through the curriculum requires continuous satisfactory academic performance. To fully complete the sonography program, students must successfully complete the core sonography courses in the time and sequence that they are offered. Students who receive a final course grade of *C-* in any core didactic course will not be allowed to progress to the next semester and will be referred to the CSP and may be dismissed from the program. The following are considered core courses: Ultrasound Physics I and II; Ultrasound Cross-Sectional Anatomy; Introduction to Diagnostic Medical Sonography; Cerebrovascular Testing; Venous Testing; Peripheral Arterial Testing; Abdominal Sonography I and II; Obstetrics and Gynecology Ultrasound I and II; Clinical Preparation; Clinical Externship I, II, and III.
- Academic progression during clinical externships is based upon records indicating the number and type of procedures performed by the student, the examination findings, the extent of student supervision, and the level of student involvement in scanning/performance. Records must be

maintained and must document that the student meets the minimum number of procedures and types of procedures established by the program. Students and clinical coordinators ensure that all required clinical competencies are assessed by vetted clinical instructors holding the appropriate credentials to the assessed clinical competencies. Students who do not achieve the required clinical competencies or the minimum number of procedures and types of procedures as established by the program, will not be able to graduate from the program.

- Academic Progress in Program: Students enrolled in the B.S.—MS/M.H.Sc. who withdraw, or are dismissed, from the medical sonography program will automatically be withdrawn from all M.H.Sc. courses. Students who meet the M.H.Sc. admissions requirements will need to apply directly to the M.H.Sc. program if they wish to continue to earn the M.H.Sc. degree.

Retake/Repeat/Remediation

- If a student fails a core sonography course, a cumulative remediation of written and/or practical examination will be administered. Grades on the transcript will be qualified to indicate a repeated course or a remediation examination.
- A final course grade of less than *C* in any given core sonography course will constitute a course failure (this includes a grade achieved through a remediation examination). The grade from a remediation examination can be no lower than a *C*. Students who fail a core sonography course and the remediation examination will be sent to the CSP with recommendation and may be dismissed.
- While matriculating through the B.S.—MS/M.H.Sc., each student is permitted to remediate two core courses. A student will be allowed to sit for only one remediation examination per course.
- Students in the B.S.—MS/M.H.Sc. program also take courses online. These courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost to the student and may delay graduation from the program. A student with one or more course failures will be referred to the CSP and may be dismissed from the program.
- A student who is dismissed on the basis of inadequate academic performance who wishes to reenroll in the program will be required to reapply to the program to be considered for admission. The application will be treated in the same manner as a first-time applicant, under the admissions standards applicable to the next entering class. Any student who is readmitted to the program will be considered a first-time applicant for the purposes of coursework and must repeat all required coursework, including any courses completed previously, and will incur all course charges and expenses accordingly.
- Clinical externship courses cannot be remediated. If course requirements for that semester of clinical externship are not met by the end of the term, the externship may be extended as appropriate until satisfied, as determined by the program director. If upon completion of the extension period, the clinical requirements have still not been satisfied, the student will receive a failing grade for that course, will be referred to the CSP, and may be dismissed from the program.
- Students without documented achievement of required clinical competencies and the minimum number of procedures and type of procedures established by the program will be required to extend their clinical externship as appropriate until those requirements are satisfied.

- Official records or electronic equivalent used to document the progression of learning and achievements must include name, credentials, and signature of the supervising sonographer.

If a clinical preceptor, mentor, supervisor, or lab director requests that a student be removed from a clinical site, the student will be automatically suspended from the clinical site pending a decision by the program director whether or not to refer the student to the CSP and/or pending a hearing by the CSP, which may result in course failure and/or dismissal from the program for academic performance and/or unprofessional conduct (even without any prior failure on record).

The student will not be placed at another clinical site pending the outcome of the CSP referral and final decision of the department chair.

NSU medical sonography students are not allowed to be employed as sonographers before completing the requirements and graduating from the program.

Students who are dismissed from the program on the basis of unprofessional conduct will not be considered for reenrollment in the program. All guidelines regarding academic honesty, cheating, attendance, and professionalism apply to the clinical externship courses.

Grading Policies and Procedures

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	74–76
C-	1.7	70–73
D+	1.3	67–69
D	1.0	60–66
F	0.0	0–59

Courses for the B.S.—MS/M.H.Sc. program are graded on an alpha scale (described above). Students must pass all courses with a grade of *C* or better. Any grade lower than a *C* will result in failure of the course. Students receiving a failing grade will be referred to the CSP. Any failed course may need to be repeated and additional tuition will be charged. Any single core course will be cause for referral to the CSP and may be cause for dismissal from the program.

Incomplete Coursework

For the B.S.—MS/M.H.Sc. program, a grade of incomplete may be issued due to extraordinary circumstances and must be made up within one semester or based on instructor recommendation and program director approval. For the B.S.—MS/M.H.Sc. program, the student will have one semester

to complete a course after the conditions of the incomplete have been agreed to, based on instructor recommendation and program director approval. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and request the Incomplete Grade Agreement Form, no later than three weeks prior to the end of the course. The form must be signed by the student, instructor, and the B.S.—MS/M.H.Sc. program director. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in the agreement will be converted to an *F* by the administrative staff members of the Department of Health Science.

Dress Code

The medical sonography program complies with the PSHS dress code. In addition, students in the didactic phase of the curriculum will be required to wear a uniform for training in the ultrasound teaching lab. Students also may be required to wear this uniform during end-of-rotation seminars within the clinical year. This uniform will include a gray, short-sleeved T-shirt, either plain or with the medical sonography program or NSU logo on the front. No logo or writing should be on the back of the T-shirt. Pants must be navy blue, gym-type shorts with an elastic waistband and drawstrings, either plain or with the program or NSU logo on the pant leg. All students must be prepared and able to remove the T-shirt for thoracic, upper arm, and abdominal examination at any time during training in the ultrasound teaching lab. Therefore, females must wear a sports bra or similar under attire, beneath the T-shirt. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor for specific training purposes. This uniform is permitted to be worn only in the ultrasound teaching lab. Upon leaving a lab session, unless immediately leaving the NSU campus for the day, the program-specific white clinical jackets must be worn, and students should change back into normal professional attire or program-specific scrubs. An area of special emphasis is preparing our students for the dress code requirements and restrictions they will have to follow while at their clinical externships in year two of the program. Accordingly, while in lab, all students will follow these guidelines which are typical of clinical sites:

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- Hair must be pulled back and controlled, or up off of the collar.
- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn.
- Nails must be trimmed to ¼" past the tip of the finger. Nail polish must not be chipped or cracked.
- Any visible tattoos must be covered.
- Body piercings are limited to two per ear, and any jewelry worn cannot extend below the earlobe. All other body piercings must be covered.
- Phones or any other personal device(s) must be in silent mode in lab areas.
- Talking, texting, or any other form of accessing such personal devices is only permitted while on break and not in lab areas, unless specifically approved by your instructors.

- Students must wear their approved NSU ID badges in plain view while on campus and on clinical rotations at all times.
- Students may not wear the following at any time either on campus or at a clinical externship location: shorts or cutoffs; miniskirts (higher than mid-thigh); jeans (all colors); see-through clothing or halter tops; sandals, flip-flops, or any other type of open-toed shoe; non-university or non-program logo T-shirts (as the outer shirt); jogging or exercise clothing; any type of head covering, including, but not limited to, hats, caps, scarves, shawls, or wraps of any kind, unless of a religious nature.

Failure to comply with dress code policies is considered to be unprofessional behavior and may result in the student being referred to the CSP for unprofessional behavior.

Students will be required to sign the Dress Code Policies Agreement Form upon matriculation into the program, attesting to their understanding of and their agreement to follow all the above dress code policies.

Clinical Externships and Assignment

- The second year of study in the B.S.—MS/M.H.Sc. program consists of clinical externships. The student will be assigned an appropriate clinical externship site. Clinical externships consist of three terms for a total of 48 weeks.
- Clinical externships placement: The student's initial clinical externship placement is assigned during the third term (summer) of the first year of study by the clinical coordinators.
- There are a limited number of available local clinical externship sites at any given campus location. The university does, however, enjoy affiliation agreements for clinical externships with many excellent and renowned hospitals and learning facilities outside of the immediate campus area, as well as across the state, region, and the country.
- For the second year of clinical externship experience, the student must be prepared to accept assignment to a clinical externship location that may be out of the immediate area of the NSU campus, out of the region, or even out of state. Refusal of a clinical site assignment by a student is equivalent to a request for suspension and/or withdrawal from the program.
- The student may request a one-time hardship suspension of participation in the clinical externship portion of the program for one semester, upon approval of a written request to the program director, and will be required to either resume the clinical externship the following semester or be automatically administratively withdrawn from the program. Delay of the clinical externship, if granted, will not result in relief of the student's responsibility from other courses scheduled for that term (e.g., online courses) nor will it result in a tuition reduction or refund of any kind. Such delay, if approved, will result in the student not graduating with the student's original cohort and will delay the possible conferral of degree, and the student will be charged additional tuition for continuation.
- Students will be required to sign the Clinical Externship Policies Agreement form upon matriculation into the program, attesting to their understanding of, and their agreement to, follow all of the above clinical externship policies.

- Students who have not taken the Sonography Principles and Instrumentations (SPI) Exam with the American Registry of Diagnostic Medical Sonography (ARDMS) will not be able to start their clinical externships.

Duties and expectations in clinical externships: Students in clinical externships must follow all the rules and regulations of both the university and the clinical site, including, but not restricted to, rules and regulations on confidentiality, job safety, dress code, attendance, and daily work activities. An area of special emphasis is the dress code requirements and restrictions students must follow while at their clinical site. Typically, these are as follows:

- Do not bring valuables into the clinical setting; secure storage will likely not be available.
- Students must wear approved scrubs and close-toed shoes as designated by the site.
- ID badges must be worn below the neck but above the waistline.
- Hair must be pulled back and controlled, or up off the collar, in all patient-care areas.
- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn.
- Nails must be trimmed to ¼" past the tip of the finger. Nail polish must not be chipped or cracked.
- Any visible tattoos must be covered.
- Body piercings are limited to two per ear, and any jewelry worn cannot extend below the earlobe. All other body piercings must be covered.
- Phones or any other personal device(s) must be in silent mode in patient care areas.
- Talking, texting, or any other form of accessing such personal devices, including audiovisual recording or playback, is only permitted while on break and in nonpatient areas.
- Students are prohibited from capturing images, videos, sound, or photographs at the clinical site, regardless of any expressed or implied consent.

Students in off-site clinical placements will be required to comply with all the specific requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, drug screening, criminal background checks, orientation sessions and/or paperwork, and approved daily clinical shift hours. The college does not assume any responsibility for compliance with these requirements other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical externship and may result in disciplinary action, up to, and including, dismissal from the program.

Time keeping: Time keeping during clinical externship is completed through the clinical reporting system, Trajecsys. The student will be given instructions on the use of the system during the clinical introduction course, prior to the first day in the clinical externship site. Any student believed to be tampering with or manipulating the clock-in, clock-out, or documentation process will be sent to the CSP and may be subject to disciplinary action for unethical and unprofessional behavior including, but not limited to, dismissal from the program and receiving a failing grade for the clinical course (even without any prior failure on record).

Students are responsible for reading and understanding the terms included in the syllabus as well as in the clinical manual, including all information related to clinical competencies and the minimum number of procedures and types of procedures required for graduation. Written work submitted as part of class assignments should not include any identifying information on the patient.

Absences or tardiness from the clinical externship site should be communicated verbally or in writing (including email) directly to the program clinical coordinator **and** the clinical instructor in the clinical site, preferably before the start of the shift assigned, but no later than 24 hours. Text messages, postings to the course, or other nonverbal communications are not acceptable. In addition, a Student Absentee Report must be completed within the Trajecsys online clinical management system within 24 hours of an absence. All missed hours must be made up unless otherwise approved by the clinical coordinator and/or the program director.

To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the program clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility.

Failure to meet clinical rotation obligations is considered to be unethical and unprofessional behavior and may result in the student's placement on professional probation and/or further disciplinary action.

- Duties and expectations in clinical externships: Students in clinical externships must follow all the rules and regulations of the university and the clinical site, including, but not restricted to, rules and regulations on confidentiality. Students are responsible for reading and understanding the terms included in the syllabus as well as in the clinical manual, including all information related to clinical competencies and the minimum number of procedures and types of procedures required for graduation. Written work submitted as part of class assignments should not include any identifying information on the patient. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility. Absences or tardiness from the clinical externship site should be communicated to the clinical coordinator AND the clinical instructor in the clinical site, preferably before the start of the shift assigned, but no later than 24 hours.

- Academic progression during clinical externships is based upon records indicating the number and type of procedures performed by the student, the examination findings, the extent of student supervision, and the level of student involvement in scanning/performance. Records must be maintained and must document that the student meets the minimum number of procedures and types of procedures established by the program. Students and clinical coordinators ensure that all required clinical competencies are assessed by vetted clinical instructors holding the appropriate credentials to the assessed clinical competencies. Students who do not achieve the required clinical competencies or the minimum number of procedures and types of procedures as established by the program, will not be able to graduate from the program.

- Clinical extension of program: If, for any reason, the student does not fulfill the requirements for clinical externships (BMS 4500, 4600, and 4700), the program has the authority to extend the student's clinical externships, which may result in additional cost to the student. Please also refer to the section on Academic Promotions and Progression.

Electronic Communications

Electronic communications, including faxes and electronic mail, must adhere to the university policy. The use of cellular phones and other unauthorized electronic devices are not permitted during the lectures or lab sessions. Students may be requested to step out of the auditorium or the laboratory if the student uses a cellular phone or any other unauthorized electronic device without authorization from the instructor. Recurrent behavior will be referred to the CSP for unprofessional behavior.

Clinical Site Requirements

Students in off-site clinical sites will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and so on. The college does not assume any responsibility, other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation, if possible.

Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

Training Laboratory

1. Foreword: Most of the core sonography courses in the program have been developed to include a large and crucial hands-on training component in the program's ultrasound training laboratory. This model offers a considerable benefit to the learning process of technical skills before students start clinical externships during the second year of study. The program strives to expose the students to state-of-the-art equipment for the acquisition of these skills. The program also ensures that the environment in the ultrasound training laboratory is safe. Extracurricular lab sessions are mandatory as they are oriented to refine technical skills and prepare students for their clinical externships. Attendance and participation during these sessions will be considered when assigning clinical sites for externships.

2. Technical Standards: The profession of diagnostic medical sonographer includes, but is not limited to, the following physical, mental, auditory, and visual demands:

    a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices such as wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment

    b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations

    c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range

d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light

3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the first year of study is an essential component of the program.

   a. Conduct in the ultrasound training laboratory should follow the rules and policies outlined for the university and the PSHS, to create an environment adequate to foster optimal learning.

   b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student's personal belongings and used during the breaks outside the laboratory).

   c. Students are prohibited from capturing images, videos, sound, or photographs of their fellow students, faculty members, instructors, volunteers, guests, or any other persons, activities, or procedures in the laboratory for any purpose, regardless of any expressed or implied consent.

   d. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors.

   e. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided during the first lab session of BMS 3110 Introduction to Diagnostic Medical Sonography. The rules will be explained by the professor assigned to the class.

   f. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the subject. **Participation is voluntary.** Students who do not want to volunteer as a nonclinical scanning patient model may sign an opt-out form, which will be provided by the program. Election not to participate will not affect grades, however, alternate training will need to be arranged.

Course Registration and Self-Service Banner

Once students have been accepted to their program, they will retrieve their NSU Identity and set a new password by accessing the needed information and following the instructions through *app.nova.edu/mynsuidentity*.

Online Course Access, Canvas, and NSU Email

All the B.S.—MS courses that a student has registered for, both purely online and classroom/lab-based courses will be accessed through the Canvas online learning environment. Students must use their NSU email and password to log on to their courses posted on Canvas. Orientation to the online Canvas learning environment will be provided to students in the first semester, and its online assistance and tutorials are available at any time through the University Office of Innovation and Information Technology and the SharkLink student portal (sharklinklearn.nova.edu). In addition, it is the students' responsibility, and it is mandatory, that students regularly check their NSU-provided email accounts for important communications from both their course instructors and the university in general.

Master of Health Science (M.H.Sc.) Program

Because the M.H.Sc. program is delivered in a distance format, not all of the policies contained in this handbook are applicable to M.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to M.H.Sc. program students.

Attendance

All M.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, review recommended resources, and meet the appropriate deadlines for assignment submission and exams. The program reserves the right to administratively withdraw students who have registered for a course but have not logged into that course or contacted the program by the end of the first two weeks of the semester. All students are also required to log in to the student center at least once a week.

Grading Policies and Procedures

Grading for courses in the M.H.Sc. program is based on an alpha scale.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

Requirements for Graduation

Students are required to submit applications for degrees once they have enrolled in their final semester. Exceptions to this policy can be granted on a case-by-case basis by the program director for students who wish to continue their studies to complete additional coursework or an additional specialty track. Students who plan to continue their studies to complete additional coursework or an additional specialty track must submit their requests in writing and have documented plans to complete the educational program to which they were admitted within five years from date of admission into the program. (Final semester is defined as the semester in which the student obtains the 37 required hours for the generalist, sports medicine, higher education, healthcare risk management, patient safety, and compliance tracks; 41 hours for the health law track; 32 hours for the health informatics track; or 31 hours for the healthcare administration and leadership track.) Information regarding the degree application process can be found on the M.H.Sc. Student Center on Canvas. If you are receiving financial aid, you need to contact Financial Aid and Academic Records (FAAR) at (954) 262-3380 or toll free at 800-806-3680 to obtain their advice on how your decision to continue beyond your degree requirements may or may not affect your financial aid eligibility.

A cumulative GPA of a minimum of 3.0 is required for graduation for the M.H.Sc. program. Students completing the coursework for graduation, but not achieving the required minimum GPA for graduation will be required to enroll in additional coursework at additional costs to bring their cumulative GPA up to the minimum requirement for graduation. If you are receiving financial aid, you need to contact FAAR at (954) 262-3380 or toll free at 800-806-3680 to obtain their advice on how your decision to continue beyond your degree requirement may or may not affect your financial aid eligibility.

Retake Policy

If a required course is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses. A student who has experienced two or more course failures while in the M.H.Sc. program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake does not negate the original failure for purposes of retention in the program.

Credit Transfer

Students matriculated in the M.H.Sc. program may petition for transfer of credits to the program. Up to, but not to exceed, six credit hours of graduate work (of a grade *B* or higher) may be considered for transfer from a regionally accredited institution. The courses considered for transfer must meet the goals and objectives of the M.H.Sc. courses in question, and cannot have been previously applied toward another awarded degree in or outside of NSU.

Continuous Enrollment

The M.H.Sc. program requires students to enroll in at least one course per semester for the duration of their studies. If a student needs to take a semester off during the academic year, a formal request for an administrative leave shall be submitted in accordance with the university's administrative leave policy. Students must contact the M.H.Sc. program office 30 days prior to returning from leave.

Continuing Services

The program is designed to be completed in three years. Continuing services fees will be imposed after 36 months in the program. All students must finish the program within five years of the date of acceptance or they will be dismissed. After the 36th month in the program, students will be enrolled in the continuing services at extra cost to the students.

Accelerated Dual-Degree Master of Health Science (M.H.Sc.)/ Doctor of Health Science (D.H.Sc.) Program

Students in the Accelerated Dual-Degree M.H.Sc./D.H.Sc. program fall under the policies of the M.H.Sc. and D.H.Sc. programs.

To be eligible to receive the M.H.Sc. and D.H.Sc. degrees, students must

- be of good moral and ethical character
- satisfactorily complete the 21 credits in the M.H.Sc. program and the 55 credits in the D.H.Sc. program

- receive a recommendation by the M.H.Sc. and D.H.Sc. program directors to the executive associate dean of the PSHS

Course Requirements for Awarding the M.H.Sc. Degree in the Accelerated Dual-Degree Program

The M.H.Sc. degree can be awarded upon completion of 44 credits, which include the 21 credits of the M.H.Sc. core courses, the D.H.Sc. Statistics and Research Methods course, the D.H.Sc. Professionalism and Health Care Ethics course, a 4-credit D.H.Sc. course of the student's choice, D.H.Sc. 8125 Preparation to Internship/Practicum (1 credit), and the D.H.Sc. Internship/Practicum courses.

Accelerated Dual-Degree Master of Health Science (M.H.Sc.)/ Doctor of Philosophy (Ph.D.) in Health Science Program

Students in the Accelerated Dual-Degree M.H.Sc./Ph.D. program fall under the policies of the M.H.Sc. and Ph.D. programs.

To be eligible to receive the M.H.Sc. and Ph.D. degrees, students must

- be of good moral and ethical character
- satisfactorily complete the 41 credits in the M.H.Sc. program and the 51 credits in the Ph.D. program
- receive a recommendation by the M.H.Sc. and Ph.D. program directors to the executive associate dean of the PSHS

Course Requirements for Awarding the M.H.Sc. Degree in the Accelerated Dual-Degree Program

The M.H.Sc. degree can be awarded upon completion of 41 credits (the 24 M.H.Sc.-level credits and the 17 Ph.D.-level credits).

Doctor of Health Science (D.H.Sc.) Program

Because the D.H.Sc. program is delivered in a distance format, not all of the policies contained in this handbook are applicable to D.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to the Doctor of Health Science Program students.

Attendance

The D.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, review recommended resources, and meet the designated deadlines for assignment submission and exams. Students will attend, virtually, two seminars over the course of their D.H.Sc. studies. Attendance at the institutes is mandatory. Students can assume that all institutes are scheduled from 9:00 a.m. to 5:00 p.m., unless otherwise indicated by the course instructor. Course instructors may assign an incomplete grade to students who do not complete a full day of the institute course. All students are also required to log on to the student center at least once a week.

Continuous Enrollment

The D.H.Sc. program requires students to enroll in at least one course per semester for the duration of their studies. If a student needs to take a semester off during the academic year, a leave-of-absence request form must be submitted in accordance with the university's leave of absence policy available at *nova.edu/registrar/policies/leave-of-absence-policy.html*. Students must contact the D.H.Sc. program office 30 days prior to returning from leave.

Continuing Service

The D.H.Sc. program is designed to take no longer than seven years. All students must finish the program within seven years of their initial date of acceptance into the D.H.Sc. program or they may be dismissed.

Grading Policies and Procedures

Grading for students entering the D.H.Sc. program prior to, but not including, fall 2019 is based upon Pass/Fail.

P Pass (80 percent or above)

F Fail (Below 80 percent)

I Incomplete

Grading for students entering the D.H.Sc. program beginning fall 2019 or later is based upon alpha scale as shown below.

Alpha Grade	Percent
A	90–100
B	80–89
F	Below 80

Retake Policy, Student Progress, Academic Probation, and Dismissal

If a required course is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses. A student who has experienced one course failure may be placed on academic probation. A student with two or more course failures while in the Doctor of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake does not negate the original failure for purposes of retention in the program. The procedures and deliberative bodies that implement this policy are those described in the college section of this handbook that discusses student progress.

Credit Transfer

Students matriculated in the D.H.Sc. program may petition for transfer of up to eight credits to meet Core Block One, Core Block Two, or elective course requirements. Courses considered for transfer must be

from a regionally accredited university and identified clearly as doctoral-level courses by the sponsoring university. Courses taken at the master's degree level are not transferable. If a transferred course will replace a required course, the transferred course must fully meet the goals and objectives of the NSU D.H.Sc. course in question.

Online Student Center

All students are required to visit the online student center at least once a week. All communication and programmatic information will be posted in the online student center.

Doctor of Philosophy (Ph.D.) in Health Science Program

Because the Ph.D. in Health Science program is delivered in distance format, not all of the policies contained in this handbook are applicable to Ph.D. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to students in the Ph.D. in Health Science program.

Credit Transfer

Students matriculated in the Ph.D. program may petition for a transfer of up to eight credit hours into the program. These credits can be transferred from doctoral courses taken at regionally accredited colleges or universities. All courses to be transferred must be substantially equivalent to courses taught in the program, as determined by the program director and appropriate faculty members. A student who wishes to have a course taken at another institution reviewed for transfer credit must submit a copy of the course syllabus to the program office. Each petition for transfer credit will be reviewed on an individual basis.

Attendance

The Ph.D. courses are designed in distance-learning formats. Each student holds the responsibility to fulfill all class requirements, review recommended resources, and meet the designated deadlines for assignment submissions and exams. Students will attend, virtually, two seminars over the course of their Ph.D. studies. Attendance at the institutes is mandatory. Students can assume that all institutes are scheduled from 9:00 a.m. to 5:00 p.m., unless otherwise indicated by the course instructor. Course instructors may assign an incomplete grade to students who do not complete a full day of the institute course. Ph.D. candidates will present an oral proposal and final defense virtually.

Continuous Enrollment

The Ph.D. in Health Science program requires students to enroll in at least one course per semester for the duration of their Ph.D. studies. If a student needs to take a semester off during the academic year, a leave of absence request must be submitted in accordance with the university's leave of absence policy available at *nova.edu/registrar/policies/leave-of-absence-policy.html*.

Continuing Services

The Ph.D. program is designed to take no longer than seven years. All students must finish the program within seven years of their initial date of acceptance into the Ph.D. in Health Science program, or they will be dismissed.

Academic Withdrawals

Unless prior approval or a leave of absence has been granted, students who do not enroll in any classes for two consecutive semesters may be administratively withdrawn (*WU*) from the Ph.D. in Health Science program. If a student is administratively withdrawn from the program, the student would need to reapply for entrance into the Ph.D. in Health Science program.

Withdrawal from a Course

A request for withdrawal from a course shall be made in writing to the program director up to 21 days prior to the end of the term in which the student is enrolled. The student may request withdrawal only if the student is in good standing. A withdrawal from a course requires approval from the program director. A grade of *W* (withdrawal) will be recorded. The grade of *W* will be replaced by an earned grade only if the student retakes the course. Unofficial, late, or poor standing withdrawals may result in a grade of unearned *F*.

Grading Policies and Procedures

Grading for students entering the Ph.D. in Health Science program prior to, but not including, fall 2019 is based upon Pass/Fail.

P	Pass (80 percent or above)
F	Fail (below 80 percent)
I	Incomplete
PR	Progress

Grading for students entering the Ph.D. in Health Science program beginning fall 2019 or later is based upon alpha scale as shown below. Comprehensive Exams (HSP 9008) and Dissertation (HSP 9011–9017) are based upon Pass/Fail as shown above.

Alpha Grade	**Percent**
A	90–100
B	80–89
F	Below 80

Retake Policy, Student Progress, Academic Probation, and Dismissal

If a required course is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses. A student who has experienced one course failure may be placed on academic probation. A student with two or more course failures while in the Ph.D. in Health Science program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake does not negate the original failure for purposes of retention in the program. See the policies and procedures regarding CSP and Student Appeals in the college section of this handbook.

Incomplete Coursework

A grade of Incomplete (*I*) is issued because of unexpected emergencies and must be made up within one term following courses that are excluded from this policy. Students requesting extensions of the 30-day period due to medical or military reasons are expected to provide official documentation. If the incomplete grade is not made up accordingly, it will be converted into a failing grade (*F*). Courses that are offered only once per calendar year must be completed by the end of the following calendar year. Students must request any extension, in writing, from the course instructor, with a copy to the program director. See the procedures on Incomplete Coursework in the Department of Health Science section of this handbook.

HSP 9007 Research Practicum is a Ph.D. in Health Science program exception to the incomplete coursework policy. Students who do not complete HSP 9007 in the required 16 weeks must enroll in HSP 9010 Research Practicum Continued. A grade of In Progress (*PR*) will be transcribed for HSP 9007. A charge of two credits for continuing services will be made for HSP 9010 to maintain students' full time status in the program. This depends on whether or not the student began the program before or after fall 2019. Students who successfully complete HSP 9010 in one semester will pass or receive an alpha grade for HSP 9010, and the HSP 9007 In Progress grade will be converted to Pass (*P*) or the same alpha grade as HSP 9010. Students who do not successfully complete HSP 9010 in one semester will fail HSP 9010 and the HSP 9007 In Progress grade will be converted to Fail (*F*).

Students who failed HSP 9007 and HSP 9010 will be counted as two course failures in the Ph.D. in Health Science program. Any such student will be referred to the CSP for disposition, which may result in dismissal from the program. (See the CSP procedures in the college section of this handbook.) Students who are dismissed from the program may appeal the decision of the dismissal. See the procedures on Student Appeals in the college section of this handbook.

Comprehensive Examination

The comprehensive examination is a written examination that students take after the completion of all the required Ph.D. in Health Science coursework, and before beginning the dissertation phase of the Ph.D. program. It is designed to evaluate the student's ability to demonstrate that the student is a suitable candidate for a Ph.D. degree. Successful completion of the comprehensive examination is required for students to move to advanced standing and begin dissertation research.

The comprehensive examination is given two times per academic year during the summer and winter semesters, in the online format. Students must take the comprehensive examination within one year of completion of all academic coursework. Failure to complete the requirements within the time frame may result in dismissal from the program. Students register with the Department of Health Science prior to the comprehensive exam and receive an examination number. Students who register for the comprehensive examination certify by this action that they are prepared to take the exam. However, participating in the comprehensive examination center does not mean that students will pass the comprehensive examination.

Students can withdraw from the comprehensive examination without a reason 10 days before the exam. Once this time has passed, students with circumstances beyond their control—such as sickness, car accident, family illness, or other family issues—must notify the Ph.D. program director at the earliest possible time and provide documentation to support their need to withdraw from the exam. Students who have obtained approval from the program director to withdraw from the comprehensive

examination will be allowed to take the comprehensive examination at the next scheduled offering. Students who registered for the comprehensive examination and who fail to take the examination, or students who do not contact the program director requesting to be excused from the examination will automatically fail the comprehensive examination. Students who have failed the comprehensive examination are referred to the CSP. The CSP will examine the student's individual case and will make appropriate recommendations to the department chair. See the procedures for the CSP and Student Appeals in the college section of this handbook.

The grading of the comprehensive examination is on a Pass/Fail basis. Students are notified of their results on the comprehensive examination by certified mail (return receipt requested), and a copy of the letter is sent to students' NSU email account with response requested. Following the successful completion of the comprehensive examination, students can register for dissertation credits and begin the dissertation process.

Students are allowed to take the complete comprehensive exam one time only.

Students who fail one or two of the three categories on the comprehensive examination have failed the exam, and are referred to the CSP. The CSP will examine the student's individual case and may recommend that the student be allowed to retake a failed category or categories at the next scheduled course offering. If students are allowed to retake a failed category, they have one opportunity to pass all failed categories. Students who have failed the exam may register for the next semester, although they may not be eligible for federal funds. Failure of one or two categories on retake results in the student's second failure of the comprehensive examination. Students who fail the comprehensive examination on retake are referred to the CSP for possible dismissal from the Ph.D. program.

All college-wide policies regarding academic honesty, CSP, and appeals apply to the comprehensive exam. Students are required to familiarize themselves with academic standards and the academic honesty policy and procedure as described in the college section of this handbook.

Students who wish to dispute their grades must contact the Ph.D. program director as there is no direct communication between graders and students. Grade disputes must be in writing within five business days from notification of the comprehensive examination results. The program director will interact directly with the faculty member who graded the exams and inform the student of the grader's comments. The grade dispute ends at the program director level.

Policy on Examinations Reviews

Exams are designed to be both a means of evaluation and a learning experience. The program will determine how students will receive feedback in a timely manner for each exam. To maintain the integrity of summative examinations, all examination reviews will be conducted in a secure environment. Students are not permitted to duplicate, receive, or distribute examination questions or answers. Violations of this policy are considered a breach of the Code of Student Conduct and Academic Responsibility, and the student will be referred to the CSP.

Department of Physician Assistant

Fort Lauderdale

Dress Code

Students in the Physician Assistant (PA) program—Fort Lauderdale/Davie Campus are expected to comply with the dress code as outlined by the PSHS policy. In addition, students in the didactic phase of the curriculum will be required to wear a uniform for physical diagnosis lab and other laboratory exercises throughout the curriculum. This uniform will include a gray, short-sleeved T-shirt with the PA program logo. No logo or writing should be on the back of the T-shirt. Pants must be navy blue gym-type shorts with an elastic waistband and drawstrings with the logo on the pant leg. All students must be prepared and able to remove their T-shirt for thoracic, cardiac, chest wall, and abdominal examinations. Therefore, female students must wear a sports bra beneath their T-shirt. Because of the nature of the exams, tank tops are not permitted in lieu of a sports bra. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor.

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous, satisfactory academic and professional performance. No student may advance to the clinical year of study without satisfactorily completing all of the requirements for the didactic year's courses. In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the requirements for the clinical-year coursework. There is a maximum four-year time limit for program completion, which includes any approved leave of absence/administrative break in enrollment and subsequent return to the program.

Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the CSP. (See information regarding the CSP in the Academic Standing section of this handbook.)

Grading Policies and Procedures

Grading for all PA courses is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

A final course grade of less than 75 percent in any course will constitute a course failure. If a student fails a course, a remediation examination will be administered according to the PCHCS remediation policy. Grades on the transcript will be qualified to indicate a repeated course or a remediation examination. When a student passes a course by a remediation examination, a minimum passing grade of *C(E)* will be recorded as the final grade for the course on the transcript.

Additional tuition will be charged for repeated courses. A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant.

Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

Incomplete Coursework

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of *I* (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an *F*.

Academic Advising

Each student is assigned an academic adviser at matriculation. The goal of an academic adviser is to provide students with assistance in attaining the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor overall progress; and identify appropriate resources. Each student in the academic and clinical year should meet with the student's adviser at least once a semester.

Clinical Rotations

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine required rotations: six core rotations and three elective rotations. Students must comply with all policies and procedures of both the clinical sites and NSU.

PA students on clinical rotations must maintain a functional cell phone at all times. To facilitate communications, PA students must provide the PA Program with their cell phone number and inform the program of any changes.

During the clinical year, PA students will be required to document clinical experiences via a web-based program. Students may elect to print out hard copies of the tracking tables and hand write these clinical experiences for input into the web-based program at each day's end, or they may elect to utilize a laptop or tablet-device with wireless Internet connectivity and webcam capability. Students will be given training on using the tracking software during the advanced didactic semester.

Additional Specific Policies

Students will have readily available access to the program's academic and clinical year handbook that will cover respectively all policies, procedures, courses, and rotations appropriate for the curriculum. These handbooks provide more specifics for guidance and governance of the students while in the program. The *Dr. Pallavi Patel School of Health Sciences Student Handbook* supersedes the Fort Lauderdale PA program handbooks if there are direct conflicts, although the program's handbooks may be more strict and/or detailed.

Fort Myers

Dress Code

Students in the Physician Assistant (PA) program—Fort Myers are expected to comply with the dress code as outlined by the PSHS policy. Health professionals enjoy the respect of colleagues and patients largely due to their expertise, education, and performance. It has been shown that a degree of this respect comes from professional appearance and dress. To that end, the PA program has mandated a prescribed dress code for all PA students.

Dress shall be Caribbean blue scrubs (scrub top and bottom must be Caribbean blue and must match) during didactic class hours, Monday through Friday. Medical business attire is required during the clinical year. Casual business attire is acceptable on weekends and evenings (after class hours). Sandals and open-toed shoes are not permitted at any time in clinical or practical areas, physical assessment lab, patient simulation, or other clinical sites.

Lab coats (short, intern style) with prescribed patches and embroidery must be worn when attending off-campus clinical assignments during the clinical year. Lab coats are ordered by the program and will be received approximately six weeks before clinical assignments in late August.

All coats, scrubs suits, and dress attire should be neat, pressed, and cleaned as necessary to affect a professional image and appearance. If staining does not permit complete cleaning, the clothing item should be immediately replaced. Initial purchase and subsequent replacement of any uniform items are the responsibility of the student.

Institutional, hospital, or clinic scrubs are NOT permitted at the NSU health professions colleges. Institutional scrubs, as these are termed, are marked with the facility name. They are considered stolen property. Incidents will be handled as such.

Physical Exam (Physical Diagnosis) Lab Attire

Students in the didactic phase of the curriculum will be required to wear a uniform for physical diagnosis lab. Students also may be required to wear this uniform during end-of-rotation seminars during the clinical year. This uniform will consist of T-shirt and shorts. The T-shirt will be a gray, short-sleeved T-shirt with the PA program logo on the front of it. No logo or writing should be on the back of this T-shirt. Pants must be navy blue gym-type shorts of modest length with an elastic waistband and draw strings.

All students must be prepared and able to remove the T-shirt for thoracic, cardiac, or chest wall and abdominal examination at any time during physical examination labs. Therefore, female students must wear a sports bra or similar under attire beneath the T-shirt. Athletic shoes and socks must be worn at all times in the lab except as dictated by the instructor. The physical diagnosis uniform is permitted to be worn only in the physical diagnosis lab.

Jewelry, Body Piercing, and Tattoos

Only appropriate jewelry for professional business attire is permitted. Visible body jewelry, such as rings for the nose, eyebrow, lip, chin, or tongue, is NOT permitted. Tattoos must be covered by clothing.

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous, satisfactory academic and professional performance. No student may advance to the clinical year of study without satisfactorily completing all of the requirements for the didactic year's courses. In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the requirements for the clinical-year coursework.

There is a maximum four-year time limit for program completion, which includes any approved leave of absence/administrative break in enrollment and subsequent return to the program.

Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the CSP. (See information regarding the CSP in the Academic Standing section of this handbook.)

Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component to pass the clinical rotation. Students receiving failing grades in clinical courses will be referred to the CSP for disposition.

Additional tuition will be charged for repeated courses. A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant.

Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

Incomplete Coursework

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of *I* (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an *F*.

Clinical Rotations

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine required rotations: six core rotations, one selective rotation, and two elective rotations. All core rotations must be completed in the state of Florida, primarily within 80–100 miles from NSU's Fort Myers Campus. Each student should expect to complete at least one clinical rotation in a rural or heightened-need area. This will likely entail traveling beyond the 80–100 mile radius of Fort Myers. For core rotations assigned by the program outside of the 100-mile radius, housing may be provided for the students at the college's expense.

During the clinical year, PA students will be required to document clinical experiences via a web-based program. Students may elect to print out hard copies of the tracking tables and hand write these clinical experiences for input into the web-based program at each day's end, or they may elect to purchase a laptop or tablet device with wireless Internet connectivity and webcam capability. Students will be given training on using the tracking software during the advanced didactic semester.

All PA students on clinical rotations must maintain a functional cell phone at all times during their clinical rotations. This expense will be the student's responsibility. To facilitate communications, PA students

must provide the PA program with their cell phone numbers and inform the program in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and NSU.

Orlando

Dress Code

Students in the Physician Assistant (PA) program—Orlando are expected to comply with the dress code as outlined by the PSHS policy. In addition, students in the didactic phase of the curriculum will be required to wear a uniform for physical diagnosis lab and other laboratory exercises throughout the curriculum. This uniform will include a program-approved gray, short-sleeved T-shirt. No logo or writing should be on the back of the T-shirt. Pants must be navy blue gym-type shorts with an elastic waistband and drawstrings. All students must be prepared and able to remove their T-shirt for thoracic, cardiac, chest wall, and abdominal examinations. Therefore, female students must wear a sports bra beneath their T-shirt. Because of the nature of the exams, tank tops are not permitted in lieu of a sports bra. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor.

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous, satisfactory academic and professional performance. No student may advance to the clinical year of study without satisfactorily completing all of the requirements for the didactic year's courses. In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the requirements for the clinical-year coursework. There is a maximum four-year time limit for program completion, which includes any approved leave of absence/administrative break in enrollment and subsequent return to the program.

Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the CSP. (See information regarding the CSP in the Academic Standing section of this handbook.)

Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.75	90–93
B+	3.50	87–89
B	3.0	83–86
B-	2.75	80–82
C+	2.50	77–79
C	2.0	75–76
F	0.0	0–74

Academic courses, blocks, tests, retests, and remediation are graded in percentages, with the final course grades converted to the alpha grade scale. For all classes, grades of less than 75 percent are failing grades and may result in additional testing, academic discipline, and/or possible dismissal. The syllabi of some courses define specific passing percentages for designated components.

During the clinical year, the clinical rotation grade is composed of several individual components. Students must attain a passing grade on the end-of-rotation examination, as well as a passing cumulative score on all components to pass the clinical rotation. Students receiving failing grades in clinical rotations following retesting will be referred to the CSP for disposition. (See CSP in the college section of this handbook and Orlando CSP policies included in the *Orlando PA Student Handbook*.)

Additional tuition will be charged for repeated rotations. An applicant reapplying to the program will be treated as a first-time competitive applicant for the purposes of coursework and must repeat and pass all required coursework.

Incomplete Coursework

The course director, with the academic director or the clinical director, in concurrence with the program director, may determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of *I* (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an *F*.

Clinical Rotations

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine total rotations: seven core required rotations, one selective rotation, and one elective rotation. The core and one selective rotation are each six weeks; the other elective rotation is four weeks. All PA students on clinical rotations must maintain, at their expense, a functioning cell phone and a laptop computer with webcam capabilities and universal Internet access. To facilitate communications, PA students must provide the PA program with their cell phone numbers and their residence phone number and inform the PA program in advance of any changes. Students must comply with all policies and procedures of the clinical sites, assigned hospitals, and NSU.

During the clinical year, PA students will be required to document clinical experiences via a web-based program. Students will be responsible for completing their electronic patient logs on a daily basis. All students will be given training on using the clinical experience software during the advanced didactic semester.

Additional Specific Policies

Orlando student handbooks, academic and clinical, cover respectively all policies, procedures, courses, and rotations appropriate for the two areas of the curricula. These handbooks elucidate more specifics for guidance and governance of the students while in the program. The *Dr. Pallavi Patel School of Health Sciences Student Handbook* supersedes the Orlando PA program handbooks if there are conflicts, although the program's handbooks may be more strict and detailed.

Jacksonville

Dress Code

Students in the Physician Assistant (PA) program—Jacksonville are expected to comply with the dress code as outlined by the PSHS policy. Dress should be neat, pressed, and cleaned as necessary to affect a professional image and appearance. If staining does not permit complete cleaning, the clothing item should be immediately replaced.

Daily dress code shall be program-approved navy blue scrubs during class hours, Monday through Friday. Sandals and open-toed shoes are not permitted at any time in clinical or practical areas, physical assessment lab, patient simulation, or other clinical sites.

Students in the didactic phase of the curriculum will be required to wear a uniform for physical diagnosis lab and other laboratory exercises throughout the curriculum. Students are required to wear the program-approved laboratory uniform. All students must be prepared and able to remove their T-shirt for thoracic, cardiac, chest wall, and abdominal examinations. Therefore, female students must wear a sports bra beneath their T-shirt. Because of the nature of the exams, tank tops are not permitted in lieu of a sports bra. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor.

For all clinical setting encounters in the didactic year, students are required to wear an approved NSU navy polo shirt and gray pants.

- No active wear, denim, crop, or capri pants may be worn.
- Skirts with a skirt length no shorter than two inches above the knee may be worn.
- Shoes with heels no greater than two inches may be worn.

Students in the clinical phase of the curriculum will be required to wear lab coats (short, intern style) with prescribed patches and embroidery while attending all clinical-year rotations and activities, including end-of-rotation activities on campus.

Initial purchase and subsequent replacement of any uniform items and lab coats are the responsibility of the student.

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous, satisfactory academic and professional performance. No student may advance to the clinical year of study without satisfactorily completing all of the requirements for the didactic year's courses. In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the requirements for the clinical-year coursework. There is a maximum four-year time limit for program completion, which includes any approved leave of absence/administrative break in enrollment and subsequent return to the program.

Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the CSP. (See information regarding the CSP in the Academic Standing section of this handbook.)

Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.75	90–93
B+	3.50	87–89
B	3.0	83–86
B-	2.75	80–82
C+	2.50	77–79
C	2.0	75–76
F	0.0	0–74

Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the CSP. (See CSP in the college section of this handbook and Jacksonville CSP policies included in the *Jacksonville PA Student Handbooks*.) During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component to pass the clinical rotation. Students receiving failing grades in clinical courses will be referred to the CSP for disposition.

Additional tuition will be charged for repeated courses. A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant.

Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

Incomplete Coursework

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of *I* (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an *F*.

Clinical Rotations

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine required rotations: seven core rotations and two elective rotations. PA students on clinical rotations must maintain a functional cell phone at all times at the student's expense. Clinical rotations will likely entail traveling within a 100-mile radius of Jacksonville. For core rotations assigned by the program outside of the 100-mile radius, housing may be provided for the students at the college's expense. During the clinical year, PA students will be required to document clinical experiences via a web-based program.

To facilitate communications, PA students must provide the PA program with their cell phone number and inform the program in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and NSU.

Additional Specific Policies

Students will receive the program's academic and clinical year handbook that will cover respectively all policies, procedures, courses, and rotations appropriate for the curriculum. These handbooks provide more specifics for guidance and governance of the students while in the program. *The Dr. Pallavi Patel School of Health Sciences Student Handbook* supersedes the Jacksonville PA program handbooks if there are direct conflicts, although the program's handbooks may be more strict and/or detailed.

Acknowledgment of Receipt of Handbook

I acknowledge receipt of the policies and procedures contained in the *Nova Southeastern University Dr. Kiran C. Patel College of Allopathic Medicine (NSU MD) Student Handbook*. By signing this statement, I agree to abide by all the regulations, policies, and procedures contained herein, including by reference or hyperlink, and any amendments that may occur from time to time.

I understand that the college will periodically review its policies and procedures to serve the needs of the university and the college and to respond to mandates of the legislature, the Nova Southeastern University Board of Trustees, the state or federal government, and other regulatory and accrediting agencies. Nova Southeastern University and NSU MD reserve the right to change, rescind, or include additional regulations, policies and procedures in this handbook. I understand that such changes may occur without notice and that I agree to refer to the online version of this handbook for the latest version.

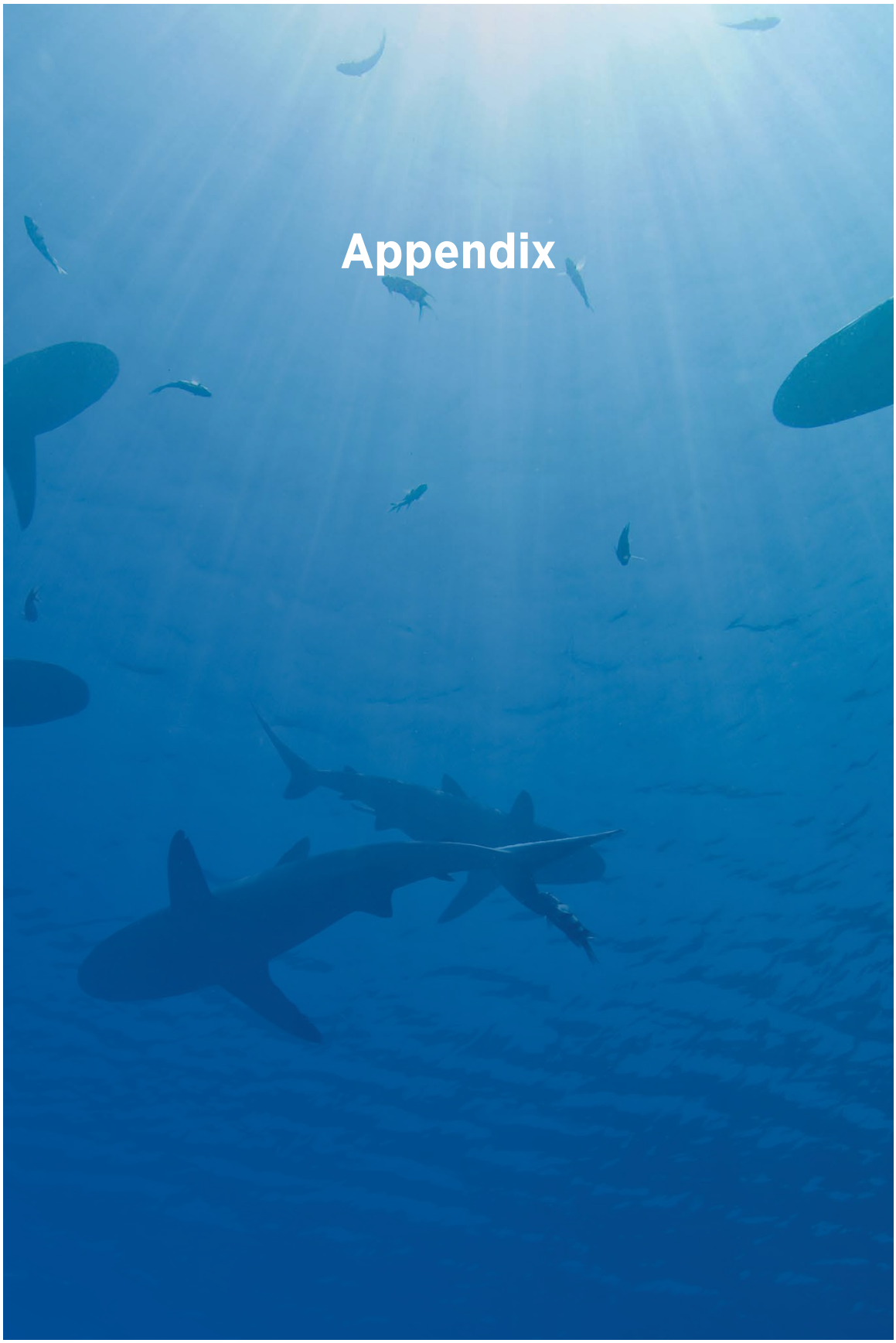
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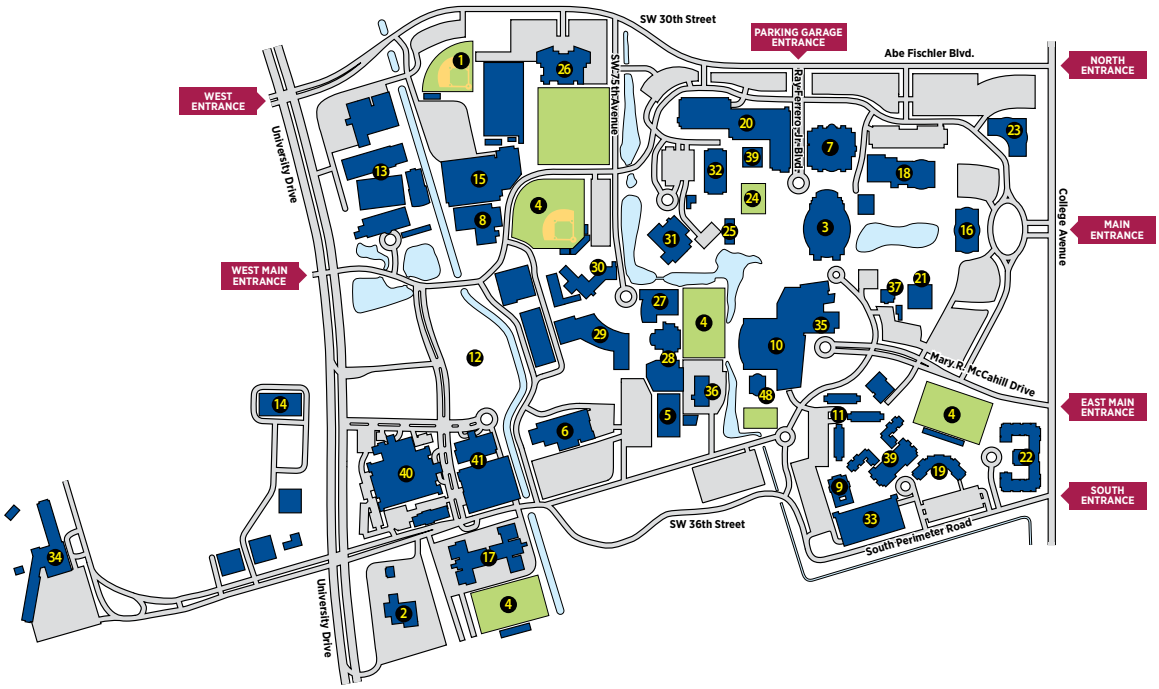
Return this signed form to the Office of Student Affairs by the end of Professional Immersion. Your registration will not be complete until this signed form is returned.

Thank you!



Appendix

NSU Fort Lauderdale/Davie Campus Map



A.D. Griffin Sports Complex with Lighted Softball Fields 1
Administrative Services Building 2
Alvin Sherman Library, Research, and Information Technology Center 3
Athletics Fields 4
Aquatics Complex 5
Campus Support Building 6
Carl DeSantis Building 7
Center for Collaborative Research 8
Cultural Living Center 9
Don Taft University Center 10
Farquhar, Founders, and Vettel Apartments 11
Future Site of Academical Village 12
Health Colleges Complex 13
Health Colleges Annex 14
Health Colleges and Health Care Center Parking Garage 15
Horvitz Administration Building 16
Jim & Jan Moran Family Center Village 17
Leo Goodwin Sr. Building 18
Leo Goodwin Sr. Hall 19
Library and Student Main Parking Garage 20
Mailman-Hollywood Building 21
Mako Hall 22
Maltz Building 23
Medicinal and Healing Garden 24
NSU Bookstore 25
NSU Future Expansion Space 26
NSU University School—AutoNation Center for the Arts 27
NSU University School—Nöel P. Brown Sports Center (North and South Buildings) 28
NSU University School—Lower School 29
NSU University School—Middle School (Dauer Building) 30
NSU University School—Upper School (Sonken Building) 31
Parker Building 32
Residence Hall Parking Garage 33
Rolling Hills Apartments 34
Rosenthal Student Center 35
Shark Athletics Building 36
Student Affairs Building 37
The Commons Hall 38
Tom Panza Science Annex 39
HCA Florida University Hospital 40
HCA Florida University Hospital Parking Garage 41

Visit *nova.edu/locations/main-campus* to view campus map.

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NSU Florida

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