

# 2012–2013 Student Handbook



# 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.

Policies and programs set forth in this handbook are effective through the academic year 2012–2013. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. 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. 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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## COMMUNICATION

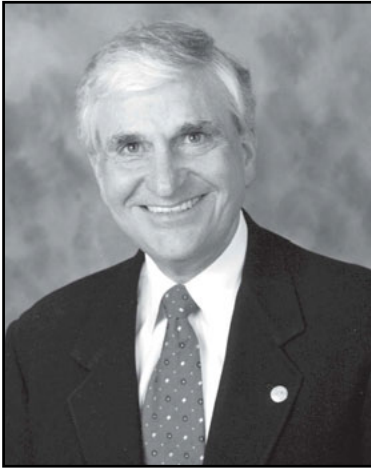
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# Message from the President



Welcome to Nova Southeastern University and congratulations on becoming a proud Shark!

At NSU, you join more than 28,000 students that make up our dynamic university.

Founded in 1964, NSU's vision, mission, and core values reflect our deep-seated commitment to enhance learning opportunities for you, our students, throughout Florida and the United States, as well as in 23 countries.

We offer a multitude of academic opportunities for you, but also remain committed to giving each of you individualized attention. Our small class sizes and online education options provide tremendous access to our gifted faculty members, and I urge you to tap into the minds of these leaders in their fields.

For the complete college experience, I hope you will also explore our diverse programs, clubs, and organizations available to complement your learning in the classroom.

Please take advantage of these resources and opportunities. Your experience at NSU is what you make of it, and I am confident you will make it a good one.

With your membership to the university community comes many rights and responsibilities. This student handbook outlines these rights and responsibilities, university policies and procedures, and university resources.

Before you know it, you'll be nearing your degree completion, and I look forward to congratulating you and welcoming you into our alumni network of more than 143,000 graduates in all 50 states and around the world.

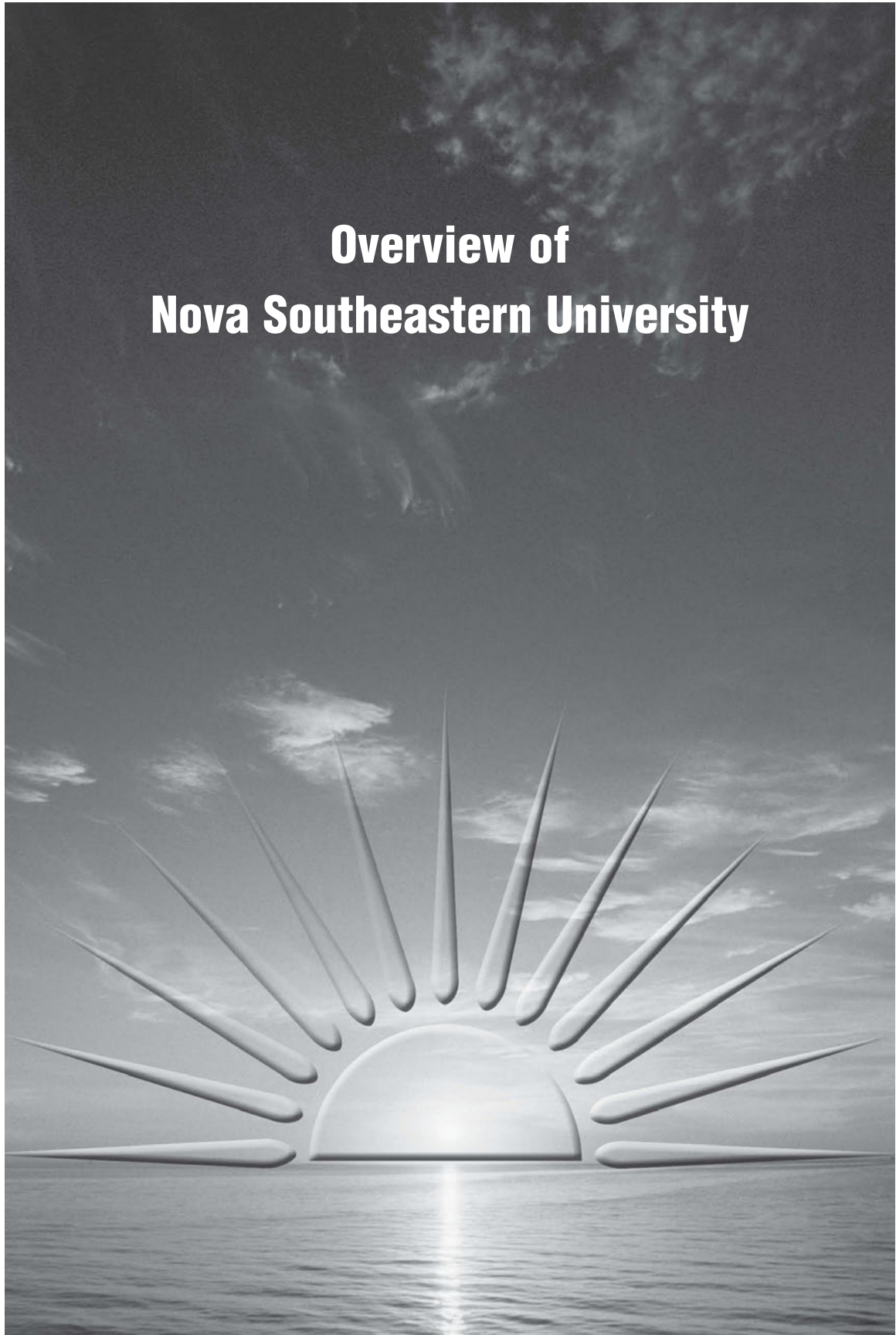
Enjoy your time at NSU, and go Sharks!

George L. Hanbury II, Ph.D.  
President and Chief Executive Officer





# **Overview of Nova Southeastern University**





# Overview of Nova Southeastern University

## Vision 2020 Statement

By 2020, through excellence and innovations in teaching, research, service, and learning, Nova Southeastern University will be recognized by accrediting agencies, the academic community, and the general public as a premier, private, not-for-profit university of quality and distinction that engages all students and produces alumni who serve with integrity in their lives, fields of study, and resulting careers.

## Mission Statement

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

## Core Values

Academic Excellence

Student Centered

Integrity

Innovation

Opportunity

Scholarship/Research

Diversity

Community

## University Administrators

George L. Hanbury II, Ph.D.—President and Chief Executive Officer

Lydia M. Acosta, M.A.—Vice President for Information Services and University Librarian

Joel S. Berman, J.D.—Vice President for Legal Affairs

Stephanie G. Brown, Ed.D.—Vice President for Enrollment and Student Services

Larry A. Calderon, Ed.D.—Vice President for Community and Governmental Affairs

Ronald J. Chenail, Ph.D.—Vice President for Institutional Effectiveness

Marc Crocquet, M.B.A. —Associate Vice President for Business Services

David C. Dawson, B.B.A.—Executive Director of University Relations

Frank DePiano, Ph.D.—Provost and Executive Vice President for Academic Affairs

W. David Heron, M.B.A., CPA—Vice President for Finance

Frederick Lippman, R.Ph., Ed.D.—Chancellor, Health Professions Division

Gary S. Margules, Sc.D.—Vice President for Research and Technology Transfer  
Robert S. Oller, D.O.—CEO of NSU Health Clinics  
Joe Pepe, Ed.D.—Interim Executive Director of Student Educational Centers  
Robert Pietrykowski, J.D., M.B.A., M.A.—Vice President for Human Resources  
Joseph Pineda, M.S.—Interim Vice President for Institutional Advancement  
John J. Santulli II, M.B.A.—Vice President for Facilities Management  
Jacqueline A. Trivisano, M.B.A., CPA—Executive Vice President and Chief Operating Officer  
Tom West, M.B.A.—Vice President for Information Technologies and Digital Media/Chief Information Officer  
Brad A. Williams, Ed.D.—Vice President of Student Affairs

## **Deans**

Eric S. Ackerman, Ph.D., Interim—Graduate School of Computer and Information Sciences  
Jerome Chermak, Ed.D.—University School  
Richard E. Davis, Ed.D.—College of Health Care Sciences  
Richard E. Dodge, Ph.D.—Oceanographic Center  
Karen Grosby, Ed.D.—Center for Psychological Studies  
J. Preston Jones, D.B.A., Interim—H. Wayne Huizenga School of Business and Entrepreneurship  
Harold E. Laubach, Ph.D.—College of Medical Sciences  
Roni Leiderman, Ph.D.—Mailman Segal Center for Human Development  
David S. Loshin, O.D., Ph.D.—College of Optometry  
Andrés Malavé, Ph.D.—College of Pharmacy  
Don Rosenblum, Ph.D.—Farquhar College of Arts and Sciences  
Marcella M. Rutherford, Ph.D., M.B.A., M.S.N., Interim—College of Nursing  
Anthony J. Silvagni, D.O., Pharm.D.—College of Osteopathic Medicine  
H. Wells Singleton, Ph.D.—Abraham S. Fischler School of Education  
Athornia Steele, J.D.—Shepard Broad Law Center  
Robert A. Uchin, D.D.S.—College of Dental Medicine  
Honggang Yang, Ph.D.—Graduate School of Humanities and Social Sciences

## **Centers, Colleges, and Schools**

- Abraham S. Fischler School of Education, (954) 262-8500
- Center for Psychological Studies, (954) 262-5750
- College of Dental Medicine, (954) 262-7319
- College of Health Care Sciences, (954) 262-1101
- College of Medical Sciences, (954) 262-1301
- College of Nursing, (954) 262-1205

- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- Farquhar College of Arts and Sciences, (954) 262-9002
- Graduate School of Computer and Information Sciences, (954) 262-2000
- Graduate School of Humanities and Social Sciences, (954) 262-3000
- H. Wayne Huizenga School of Business and Entrepreneurship, (954) 262-5000
- Mailman Segal Center for Human Development, (954) 262-6900
- Oceanographic Center, (954) 262-3600
- Shepard Broad Law Center, (954) 262-6100
- University School
  - Lower School: Grades Pre-K–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 Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097: Telephone number 404-679-4501) to award associate's, bachelor's, master's, specialist, and doctoral degrees.

## NSU History

Nova Southeastern University (NSU) is a not-for-profit, fully accredited, coeducational institution. It was founded in 1964 as Nova University of Advanced Technology. In 1974, the board of trustees changed the university's name to Nova University. In 1994, Nova University merged with Southeastern University of the Health Sciences to form Nova Southeastern University.

NSU is well known for innovation and quality in both traditional and distance education. The university serves large numbers of adult students and a growing population of traditional undergraduates. To date, the institution has produced more than 143,000 alumni.

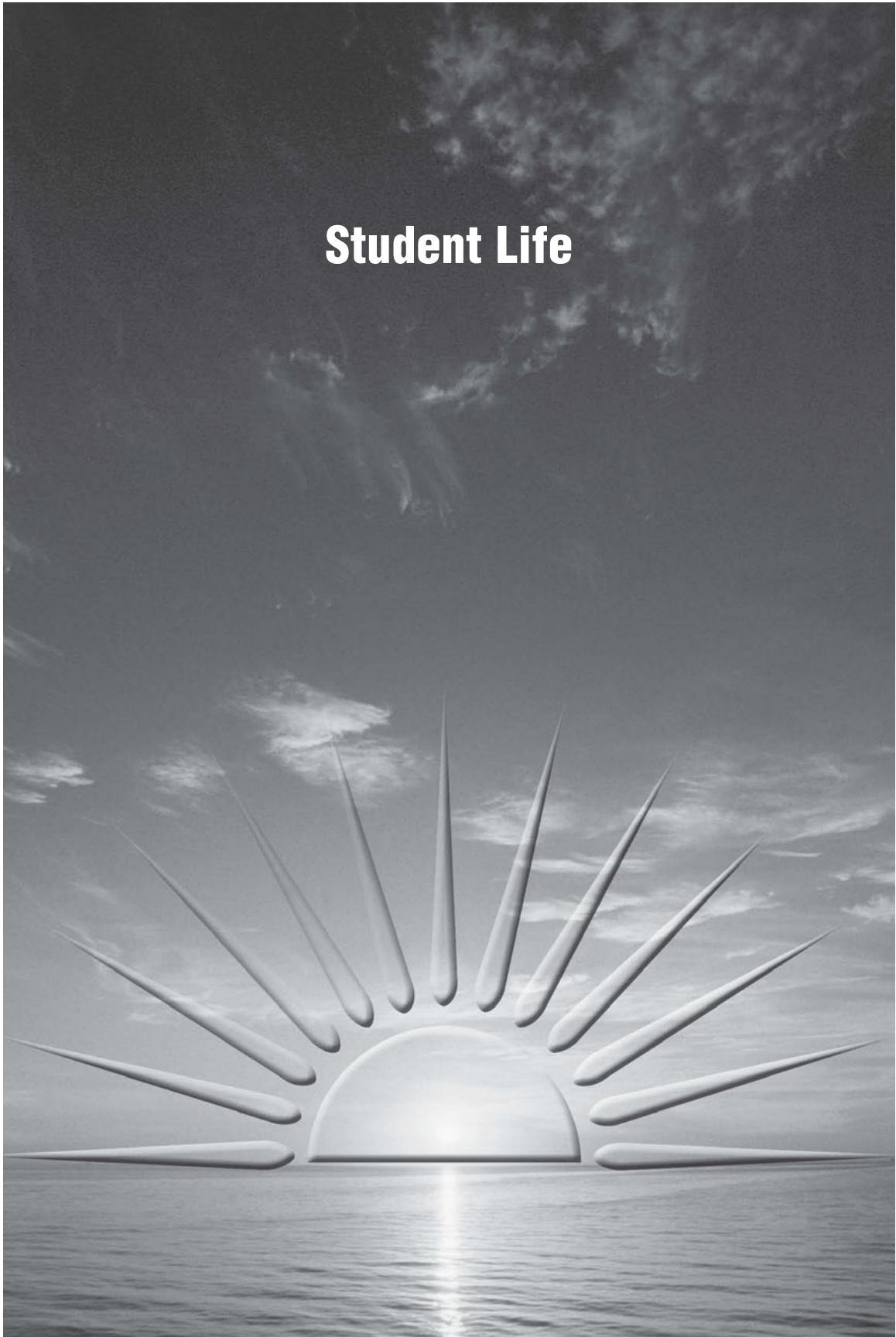
Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with nearly 29,000 students, and is the eighth largest independent institution nationally. NSU is one of 169 colleges and universities statewide and one of 29 independent four-year institutions in Florida.

The university awards associate's, bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields, including business, counseling, computer and information sciences, education, medicine, dentistry, pharmacy, various health professions, law, marine biology, psychology, and other social sciences. The university offers 52 undergraduate majors through the Farquhar College of Arts and Sciences, the Abraham S. Fischler School of Education, the H. Wayne Huizenga School of Business and Entrepreneurship, the College of Health Care Sciences, and the College of Nursing.

Nova Southeastern University has the only college of optometry in Florida and the only college of dentistry in South Florida, and had the first college of pharmacy in South Florida. The institution also enjoys an excellent reputation for its programs for families offered through the Mailman Segal Center for Human Development and University School, including innovative parenting, preschool, primary, and secondary education programs. University School of Nova Southeastern University, a fully accredited independent college preparatory day school, enrolls students in prekindergarten through 12th grade and operates from NSU's main campus in Fort Lauderdale.

NSU's programs are administered through academic centers that offer courses at campuses in Fort Lauderdale, North Miami Beach, and Dania Beach as well as other locations throughout Florida, across the nation, and at selected international sites. Despite the geographic diversity of sites where classes are offered, 89 percent of the student body attends classes in Florida, and 82 percent of all students enrolled attend classes in the tricounty area (i.e., Miami-Dade, Broward, and Palm Beach counties). With an annual budget of approximately \$539 million, Nova Southeastern University also has a significant economic impact on the surrounding community. A recent NSU study revealed that the university and its students and employees had an annual economic impact of approximately \$1.4 billion on the Florida economy.

# Student Life







# Student Life

## Student Affairs

The mission of Student Affairs is to foster student success and a university community. Administrated by the Office of the Vice President of Student Affairs—overseen by the vice president, associate dean, and assistant dean—Student Affairs provides cocurricular learning opportunities and services that are conducive to student growth and development. The Division of Student Affairs is composed of the following offices.

### Office of Career Development

The Office of Career Development provides career consulting and job search assistance to undergraduate students, graduate students, and alumni. Through consulting and career-related resources, the center strives to educate students and alumni to develop a career life plan, from choosing a major to conducting a job search. The center also strives to explore career and/or graduate/professional school opportunities. Additional programs and services available include career assessments, internship and experiential learning opportunities, job fairs, career-related speakers, and involvement in a career club.

### Office of Student Leadership and Civic Engagement

The Office of Student Leadership and Civic Engagement provides NSU students with the opportunity to become involved in extracurricular programs through the student government association and a variety of leadership programs and volunteer activities in the community.

### Office of Residential Life and Housing

The Office of Residential Life and Housing provides students with a total educational experience by facilitating an enjoyable campus living experience. The residence halls are living/learning centers that provide an environment conducive to student success. Opportunities in a variety of academic, cultural, social, leadership, and recreational activities facilitate personal development. Functions that enhance student growth through the Office of Residential Life include an educational judicial process, crisis intervention, mediation, and counseling referrals. The Office of Housing provides quality facilities for students who live on campus. The office coordinates the administrative processes of all on-campus housing including assignments, contracts, billing, facilities, and maintenance of the five on-campus residence halls. On-campus housing consists of a traditional residence hall with private bath facilities for undergraduate students as well as apartment housing for upper-class undergraduate students. For more information about undergraduate on-campus housing, please visit [www.nova.edu/reslife](http://www.nova.edu/reslife) or contact us at (954) 262-7052.

### Office of Campus Recreation

The Office of Campus Recreation provides programs and services that foster the education and development of the mind, body, and spirit for members of the NSU community. These programs and services include intramural sports, group fitness, special events, instructional opportunities, certification courses, personal training, fitness assessment, and evaluation exams.

The office operates the RecPlex located within the Don Taft University Center. The RecPlex is more than 100,000 square feet of indoor and outdoor recreation and fitness space with 15,000 square feet of strength and cardiovascular training equipment, two indoor basketball courts, three racquetball courts, a rock-climbing wall, a heated outdoor swimming pool, three multipurpose rooms, and men's and women's locker rooms, showers, and saunas.

The RecPlex is available to all current fee-paying NSU students. Faculty and staff members, alumni, family members, and affiliates of NSU also may gain access by becoming members.

Effective July 1, the office manages the Flight Deck, where students can hold events or just visit during the day and evening, relaxing and enjoying games and the large satellite TVs.

For more information, contact the Office of Campus Recreation at (954) 262-7301 or visit the Web site at [www.rec.nova.edu](http://www.rec.nova.edu).

### **Office of Student Activities**

The Office of Student Activities provides activities, events, student clubs, facilities, and services for the NSU community. The office encourages the formation of, and supports, student clubs and organizations and their events. The student-led activities board creates social, educational, and cultural events the entire campus enjoys. The office also manages meeting spaces in the Don Taft University Center and in the Rosenthal Building.

### **Office of Student Disability Services**

The Office of Student Disability Services provides oversight and coordination for all services for students with disabilities enrolled at NSU, its student educational centers, and off-campus programs by collaborating with NSU academic center disability services representatives, the Office of Residence Life and Housing, and Facilities Management.

The director's office is located in the Rosenthal Building and may be reached at (954) 262-7280.

### **Office of Student Media and Information**

The Office of Student Media and Information oversees the publication of *The Current*, *Shark Fins*, and the operation of WNSU and Sharks United Television (SUTV). The office also supports other offices in the division of student affairs in promoting campus events and programs and develops methods to inform students about activities at the university.

### **Office of First-Year and Transitional Programs**

This office develops programs that assist in the first-year student's transition into the university community and activities that provide support for senior-year students as they transition out of the university after graduation. The office also oversees New Student Orientation.

### **Office of Student Affairs at the SECs**

The Office of Student Affairs at the Student Educational Centers (SECs) fosters student success and a university community at NSU's student educational centers. This office serves as the liaison between the main campus and the SECs, in order to provide an array of services and opportunities for all SEC students. The office is responsible for Family Fin Day, NSU Nights Out, and class celebrations. The Student Affairs coordinators at each SEC advise the respective student government associations, and the director serves as the adviser to the SEC PANSGA.

### **Office of Student Affairs Assessment and Student Engagement**

As part of the division's ongoing efforts to continuously improve its programs, services, and operations, the Office of Student Affairs Assessment and Student Engagement assesses and benchmarks the effectiveness of each office's programs. It also gathers information from students in regards to their impressions, experiences, and aspirations. The office is responsible for leading the Division of Student Affairs in an intentional strategic plan that is targeted to increase student engagement and connection to Nova Southeastern University.

### **Office of Special Events and Projects**

The Office of Special Events and Projects coordinates, hosts, and sponsors university-wide events, including the Life 101...Personally Speaking series, the Student Life Achievement Awards, the Baccalaureate Reception, and the Shark Fountain Brick Campaign.

### **Student Activity Fee Accounts Office**

The Student Activity Fee Accounts Office is responsible for providing effective financial accounts management for NSU student clubs and organizations. Account services include reimbursements to students and faculty members affiliated with a club or organization, payment to vendors, account deposits, management of student government (SGA) allocations, and fund reconciliation. The Accounts Office is located in the Athletics and Student Affairs (ASA) building and is open from 9:00 a.m.–5:30 p.m., Monday–Friday. The telephone number is (954) 262-7290.

### **Office of Undergraduate Student Success**

The office of Undergraduate Student Success develops and implements data-driven programs and services that increase student engagement, thus leading to academic success among undergraduates. Programs and initiatives include the Super Shark program, Tools for Success Workshop series, Student Success Coaching, the Student Success Portal, and Faculty Early Alert.

## **Campus Traditions**

### **Homecoming**

Homecoming is a reunion weekend for alumni, students, faculty members, staff members, and friends of NSU. The social activities and athletic events organized by the Office of Student Activities, Special Events and Projects, Alumni Office, and Department of Athletics provide opportunities for the NSU community to celebrate shared experiences.

### **Greek Life**

The Greek life experience at NSU offers endless opportunities for students. Many successful leaders in business, politics, education, and entertainment developed their skills in the Greek community. Greek members come together from all walks of life with a common goal: to achieve excellence in every aspect of life.

The opportunity for leadership development is one of the greatest assets of membership into any Greek organization. Hands on experience as a chapter officer, committee chairperson, or active member allows you to develop skills, which will benefit you throughout your career at NSU as well as in your professional endeavors. Whether academic, social, or service—NSU Greek life has a place for you.

### **Shark-a-Palooza**

The fall semester always begins in grand fashion with this event. Apart from the great food and entertainment, all clubs and organizations are very involved while actively promoting their club and recruiting new members.

### **Life 101...Personally Speaking**

Nova Southeastern University's "Life 101...Personally Speaking" has as its goal to bring various leaders from business, industry, entertainment, politics, and athletics to our campus to be interviewed by a faculty member with a similar format to *Inside the Actor's Studio* (Bravo channel). Students and staff get a personal look at the "life lessons" these various leaders have learned throughout their career while sharing their life's stories with our audience.

### **CommunityFest**

NSU CommunityFest is an annual festival that celebrates and connects the NSU community. The event was initiated and developed in 2004 by Michelle Manley, an NSU student who wanted to bring the university community together and build school spirit. Traditionally held in the spring semester, the day consists of live entertainment, free food and drinks, large-scale games, activity booths, paddle boats on the lake, and much more. It is free to all NSU students, employees, and their families.

### **Student Life Achievement Awards**

This annual spring awards ceremony, similar to televised award shows, honors NSU's best in the following core values: scholarship, leadership, involvement, commitment, integrity, and responsibility. The goal of this program is to further a sense of campus community and to recognize achievements by students and staff members. The Stueys, as the event is commonly known, provide much deserved recognition to the various students and faculty and staff members within the university community.

### **Office of Volunteerism/Civic Engagement**

This office is the one-stop office within the university community that provides volunteer opportunities and community service within NSU, the surrounding community, and service trips to other communities. Some volunteer opportunities include the annual "Senior Prom," a dinner and dance with local nursing home residents in the Fort Lauderdale area; Habitat for Humanity; soup kitchens; homeless shelters; and toy and clothing drives.

### **Newspaper**

*The Current* serves as the official student newspaper at NSU and is an established vehicle for the transmission of student reporting, opinion, and arts. All community members are invited to contribute to *The Current*. *The Current* is readily available at several sites around the main campus and local community, including the east campus. For further information, please call (954) 262-8455, or visit the Web site at <http://nsu.current.com>.

### **Radio Station—WNSU**

WNSU was formed in August 1990 to provide an opportunity for Nova Southeastern University students to gain knowledge and experience in radio broadcasting. Under an agreement with the Broward County School Board, WNSU broadcasts on 88.5 FM after 7:00 p.m. NSU Radio X focuses on playing cutting-edge music as well as featuring specialty shows seven days a week. Radio X is a voice in the community that introduces new music to listeners and provides local and world news, weather reports, sports updates, and NSU news. For further information, please call (954) 262-8457.

### **Student Organizations**

NSU students have an excellent opportunity to become involved in extracurricular programs. The Office of Student Activities encourages all students to get involved in the university community. Involvement is one of the best ways to meet other students and faculty and staff members, as well as gain valuable leadership skills. Nova Southeastern University has many student organizations on campus, including academic societies, fraternities, sororities, religious groups, service clubs, and special-interest groups.

The list of NSU student organizations is on the following pages.

## Web Space for Student Clubs and Organizations

Official student clubs or organizations sponsored by the university may create and maintain a club Web page. A designated club member possessing the requisite computer skills must be appointed by the club as the Webmaster. The Webmaster will be responsible for creating and maintaining the club Web page with approval from the Office of Student Affairs or COM Student Services. The Webmaster can obtain a copy of the Information Provider Agreement (IPA) form online at [www.nova.edu/common-lib/policies/ipa.html](http://www.nova.edu/common-lib/policies/ipa.html).

### **Broad Programming or Governing Organizations**

- Student Events and Activities Board
- Undergraduate Student Government Association

### **Center for Psychological Studies**

- Business of Psychology (BOP)
- Counseling Student Organization (CSO)
- Eating Disorders Awareness Association (EDAA)
- Ethnic Minority Association of Graduate Students (EMAGS)
- Gay-Straight Alliance (GSA)
- Graduate Association of School Psychology (GrASP)
- Jewish Psychological Student Association (JPSA)
- NSU Students for Prevention, Intervention, and Response to Emergencies (NSPIRE)
- Preventative Medicine Initiative (PMI)
- Student Coalition for the Defense of Human Rights (SCHR)
- Student Government Association (SGA)
- Student Organization for the Advocacy of Psychology (SOAP)
- Students for Stress Resilience
- Students United for Returning Veterans (SURV)
- Teaching of Psychology Division of Graduate Students (TopDoGS)

### **College of Dental Medicine**

- American Academy of Pediatric Dentistry
- American Student Dental Association (ASDA)
- Class Councils
- Hispanic Dental Student Association
- Health Professions Division Photo Club
- NSU Dental Mission
- Omicron Kappa Upsilon
- RASHA

- Student Government Association
- Student National Dental Association
- Women's Dental Society Student Organization

### **College of Health Care Sciences Anesthesiologist Assistant Program**

- Class Councils
- Student Government Association

### **Audiology Program**

- Student Government Association

### **Occupational Therapy Program**

- Student Occupational Therapy Association

### **Physician Assistant Program**

- Class Councils
- Student Government Association

### **Physical Therapy Program**

- Class Councils
- Student Government Association

### **Vascular Sonography Program**

- Class Councils
- Student Government Association

### **College of Medical Sciences**

- Student Government Association

### **College of Nursing**

- Student Government Association

### **College of Optometry**

- American Academy of Optometry
- American Optometry Student Association
- Beta Sigma Kappa
- Canadian Association of Optometry
- Class Councils
- College of Optometry Vision Development
- Fellowship of Christian Optometrists
- Florida Optometric Student Association
- Gold Key

- National Optometric Student Association
- Nova Optometric Practice Management Association
- Optometry Student Association for Ocular Disease
- Student Government Association
- Student Volunteer Optometric Services to Humanity

### **College of Osteopathic Medicine**

- Academical Societies
- Addiction Medicine Interest Group
- American College Osteopathic Emergency Physicians
- American College Osteopathic Family Physicians
- American Medical Student Association
- Alpha Zeta Omega WPB
- American Medical Women Association—AMWA
- American Osteopathic Academy of Sports Medicine
- Association of Military Osteopathic Physicians and Surgeons
- Christian Dental and Medical Association
- Class Councils
- DOCARE
- Florida Osteopathic Medical Association
- Gay Lesbian Medical Association
- Hispanic Osteopathic Medical Student Association
- International Professional Student Association
- International Student Activities
- Jewish Association of Medical Students
- Lambda Omicron Gamma
- Medical Students for Choice
- Muslim Association Services in Health Care
- Neurology Psychiatry Club
- Pediatrics Club
- Public Health Student Association
- Radiology Club
- Rural Medicine Club
- Sigma Sigma Phi
- Student Associate Auxiliary
- Student Association of Obstetrics and Gynecology
- Student Dermatological Association
- Student Government Association
- Student National Medical Association
- Student Osteopathic Association for Research

- Student Osteopathic Internal Medicine Association
- Student Osteopathic Medical Association
- Student Osteopathic Orthopedic Association
- Student Osteopathic Surgical Association

### **College of Pharmacy**

- Academy of Managed Care Pharmacists
- Alpha Zeta Omega
- American Pharmacists Association—Academy of Student Pharmacists (APhA—ASP)
- American Society of Consultant Pharmacists (ASCP)
- Christian Pharmacists Fellowship International (CPFI)
- College of Psychiatric and Neurologic Pharmacists (CPNP)
- Florida Society of Health Systems Pharmacists
- International Pharmaceutical Students Federation (IPSF)
- Kappa Psi
- National Community Pharmacists Association (NCPA)
- Phi Delta Chi
- Phi Lambda Sigma (PLS)
- Rho Chi
- Student College of Clinical Pharmacy (SCCP)
- Student Government Association (SGA)
- Student National Pharmaceutical Association (SNPhA)

### **Farquhar College of Arts and Sciences Academic and Educational**

- Beta Beta Beta Biological Honor Society
- Chemistry Club
- Community Health and Exercise Science Student's Organization (CHESSO)
- Kappa Psi
- Nova Mathematics (Nomatics)
- Nova Preventive Medicine Initiative
- Psychology Club
- Spanish Club

### **Arts and Media**

- Art Sharks
- iDance Society
- Sharkettes Dance Team

### **Cultural/Heritage**

- Caribbean Student Association
- Haitian Student Association
- Indian Student Association
- Latin American Student Organization
- Nova International Student Association (NISA)
- Pakistani Student Association (PSA)
- Pan-African Student Association (PASA)

### **Greek**

- Alpha Kappa Alpha Sorority—Sigma Chi Chapter
- Beta Theta Pi Fraternity
- Delta Phi Epsilon Sorority
- Kappa Alpha Psi Fraternity
- Kappa Sigma Fraternity
- Lambda Theta Alpha Latin Sorority
- Lambda Theta Phi Latin Fraternity
- Phi Beta Sigma Fraternity
- Phi Gamma Delta
- Phi Sigma Sigma Sorority
- Sigma Delta Tau Sorority
- Zeta Phi Beta Sorority

### **Honor Societies**

- Delta Epsilon Iota
- Kappa Delta Pi
- NSU Circle of the Omicron Delta Kappa Society

### **Leadership**

- Collegiate DECA
- Shark Corps

### **Political and Social Action**

- Student Coalition for Human Rights
- Students Working for Equal Rights

### **Pre-Professional**

- ACM Undergraduate Computer Club
- Alpha Kappa Psi
- Health Occupations Students of America
- Multicultural Association for Pre-Health Students (MAPS)
- Neuroscience Club
- Pre-Dental Society
- Pre-Medical Society
- Pre-Occupational Therapy Club
- Pre-Optometry Society
- Pre-Pharmacy Society
- Pre-Student Osteopathic Medical Association (Pre-SOMA)

### **Recreation and Social Activities**

- Backgammon Federation
- Chess Sharks
- Finatics
- Society of Anime Gaming and Entertainment
- Student Officials Association

### **Religious**

- ABLAZE
- Against The Flow
- Catholic Life
- Chabad of Nova
- Every Nation Campus Ministries
- Fellowship of Christian Athletes
- Hillel of Broward and Palm Beach
- International Muslim Association at Nova Southeastern University (IMAN)
- Jewish Collegiate Learning Exchange (JCLE)

### **Service**

- Alpha Phi Omega
- Community Action Using Student Empowerment
- Rotaract at NSU
- SISTUHS, Inc.
- Up Til Dawn

### **Special Interest**

- American Association of University Women (AAUW)
- Athletic Training Student Organization (ATSO)
- Brave New Heroes
- Commuter Student Organization (CSO)
- Criminal Justice Club
- Gay-Straight Alliance (GSA)
- Locks for Cause
- NSU Scuba Crew
- Nature Club
- Opulent Image Models
- Residential Student Association (RSA)
- Secular Student Alliance at Nova Southeastern University
- Student Athlete Advisory Committee (SAAC)
- Students for Stress Resilience
- Students United for Returning Veterans (SURV)
- TED@NSU
- Women with a Vision (WWV)



**Graduate School of Humanities and Social Sciences**

- Americans for an Informed Democracy
- College Student Affairs Association (CSAA)
- Latin American and Caribbean Forum (ASCF)
- Marriage and Family Therapy Club (MFT)
- Student Government Association

**H. Wayne Huizenga School of Business and Entrepreneurship**

- Accounting Club
- American Marketing Association
- Economics and Finance Association
- Graduate Business Student Association (GBSA)
- Sigma Beta Delta
- Society of Human Resource Management
- Strategic Forum Student Group

**Oceanographic Center**

- Student Government Association

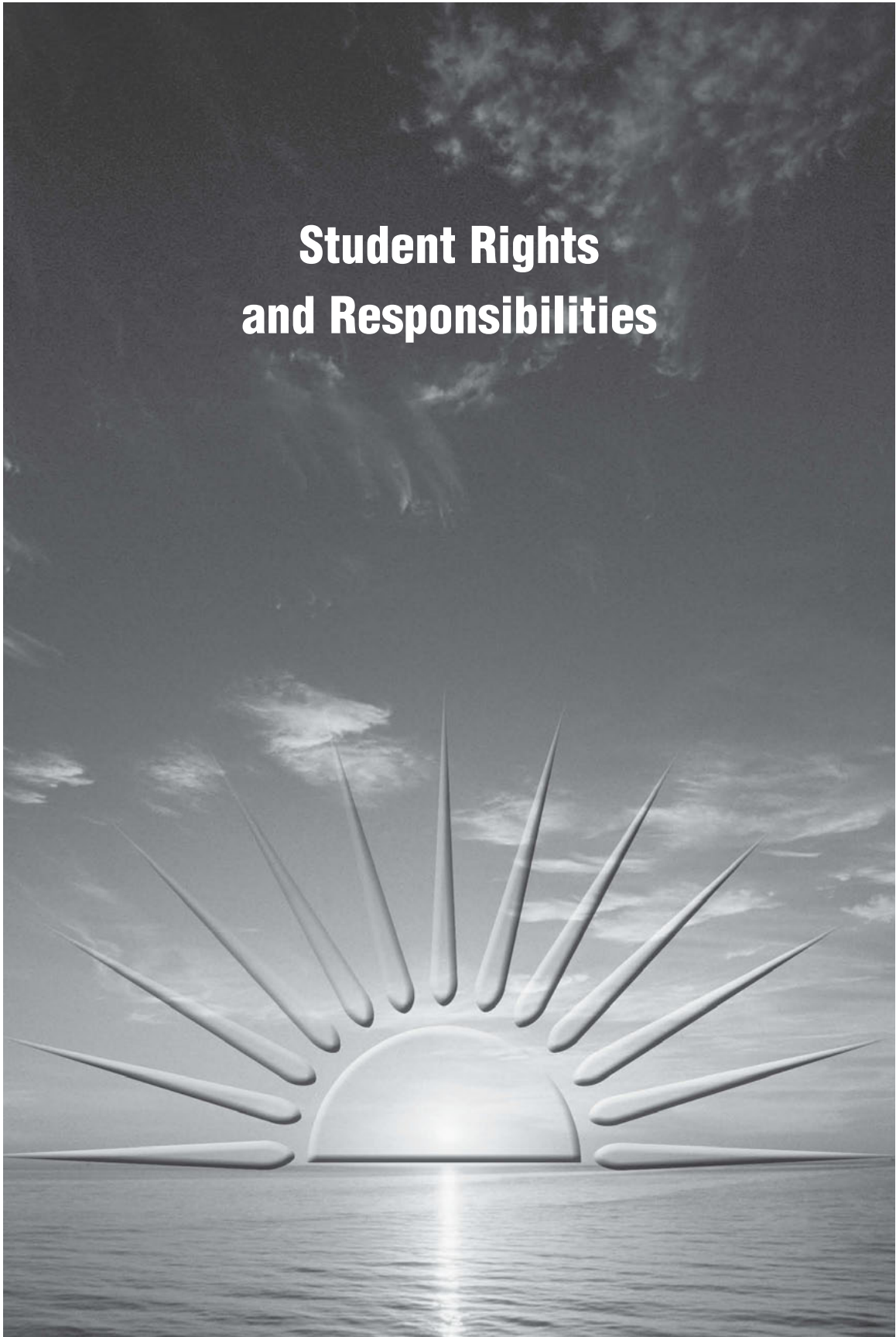
**Shepard Broad Law Center**

- Alternative Dispute Resolution Society
- American Bar Association
- Asian Pacific American Law Student Association (APALSA)
- Association of Business Law Students
- Beyond the Game
- Black Law Student Association
- Broward Bar Association
- Caribbean Law Student Association

- Christian Legal Society
- Criminal Law Society
- Defense Research Institute (DRI)
- Environmental Law Society
- Evening Law Student Association
- Family Law Society
- Federalist Society
- Florida Association of Women Lawyers
- Florida Bar Association
- Hispanic Law Student Association
- Immigration Law Organization
- Intellectual Property Law Society
- International Law Student Association
- Italian American Law Student Association
- Jewish Law Student Association
- LAMBDA
- Middle Eastern Law Student Association
- National Democratic Law Student Association
- National Lawyers Guild
- National Security Law Society
- Native American Law Student Association
- Phi Alpha Delta
- Public Health Law Society (PULSE)
- Public Interest Law Society
- Real Property, Probate, and Trust Law Society
- Sports and Entertainment Law Society
- Student Animal Legal Defense Fund
- Student Bar Association
- Student Bar Initiative
- Toastmasters
- Tort Law Society

For more information on specific clubs and organizations, visit your academic center, the student organizations center in the Rosenthal Student Center, or go to [www.orgsync.com](http://www.orgsync.com) and enter the keyword "source."

# **Student Rights and Responsibilities**





# Student Rights and Responsibilities

## Reservation of Power

The *NSU Student Handbook* is not intended to be a contract or part of a contractual agreement between NSU and the student. The *NSU Student Handbook* is available online at [www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf](http://www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf). Changes in the content of the student handbook may be made at anytime, by the university, division, or college administration. Whenever possible, adequate notice of anticipated changes will be given to the student. 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. 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. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

## Nondiscrimination Statement

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

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

## Code of Student Conduct and Academic Responsibility

Purpose: 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.

## **Code of Student Conduct Statement**

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, 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, center, or school. Violations of conduct standards, supplementary standards, university policies, and/or procedures will be handled by the Office of the Vice President of Student Affairs or by the individual academic college, center, or school as deemed appropriate.**

Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs Web site. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

## **Nova Southeastern University Statement of Student Rights and Responsibilities**

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to ensure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- the rights of personal and intellectual freedom, which are fundamental to the idea of a university
- scrupulous respect for the equal rights and dignity of others
- dedication to the scholarly and educational purposes of the university and participation in promoting and ensuring the academic quality and credibility of the institution

Students are responsible for obtaining, learning, and observing the established university and academic center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution, as well as those of Broward County, the state of Florida, as well as any other laws, rules, and/or regulations of other jurisdictions. All members of the community should inform the appropriate official of any violation of conduct regulations.

### **A. 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:

1. **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
2. **Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise
3. **Facilitating Academic Dishonesty**—intentionally or knowingly helping or attempting to help another to violate any provision of this code
4. **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:

### 1. **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, re-examination, and/or remediation.

### 2. **Referencing the Works of Another Author**

All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each program center'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 center 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 Nova Southeastern University, 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 (see above) are considered plagiarism at Nova Southeastern University.

### 3. **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.

#### 4. 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

Students in violation will be subjected to disciplinary action.

#### 5. 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.

### B. Conduct Standards

1. 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.

Violations of conduct standards include, but are not limited to

- a. theft (including shoplifting at any university service center, e.g., bookstore, food service facility), robbery, and related crimes
- b. vandalism or destruction of property
- c. disruptive behavior/disorderly conduct (e.g., in residence halls and classrooms, or at university-sponsored events, on or off campus)
- d. physical or verbal altercation, assault, battery, domestic violence, or other related crimes
- e. gambling
- f. possession or use of firearms; pellet, air soft, and paint ball guns; fireworks; explosives; or other dangerous substances or items
- g. possession, transfer, sale, or use of illicit and/or illegal drugs or alcohol if a minor
- h. appearance in class or on campus under the apparent influence of drugs or alcohol, illegal or illicit drugs or chemicals
- i. any act or conspiracy to commit an act that is harassing, abusive, or discriminatory or that invades an individual's right to privacy; sexual harassment; discrimination and abuse against members of a particular racial, ethnic, religious, on the basis of sex/gender, sexual orientation, marital status or cultural group and/or any other protected group or as a result of an individual's membership in any protected group
- j. sexual misconduct
- k. stalking

- l. unacceptable use of computing resources as defined by the university. Students are also subject to the Acceptable Use of Computing Resources policy at [www.nova.edu/common-lib/policies/aucr.policy.html](http://www.nova.edu/common-lib/policies/aucr.policy.html).
  - m. impeding or obstructing NSU investigatory, administrative, or judicial proceedings
  - n. threats of or actual damage to property or physical harm to others
  - o. “hazing”  
Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but no limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is no 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.
  - p. failure to pay tuition and fees in a timely manner
  - q. embezzlement or misuse of NSU and/or student organizational funds or monies
  - r. failure to comply with the directives of NSU officials
  - s. violation(s) of the terms or condition of a disciplinary sanction(s) imposed
  - t. violation of any policy, procedure, or regulation of the university or any state or federal law, rule, regulation, or county ordinance
  - u. fraud, misrepresentation, forgery, alteration or falsification of any records, information, data, or identity
  - v. plagiarism
  - w. possession of drug paraphernalia
  - x. use of another student’s ID card
2. Students must have authorization from the university to have access to university documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

### C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the Code of Ethics for Computer Usage. The university and each center or program may prescribe additional standards for student conduct. Reasonable notice may be provided when additions or changes are made to the standards for student conduct. Students should refer to their center and/or Student Affairs Web site for policy updates or changes.



## D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the university. Violations of academic standards will be handled through the student's academic college, school, or center. Violations of conduct or supplementary standards will be handled by the Office of the Vice President of Student Affairs or by the individual academic college, school, or center as deemed appropriate.

## E. Sanctions

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures, one or more of the following sanctions may be imposed. The following list is only illustrative. The university reserves the right to take additional disciplinary action as it deems appropriate.

### 1. Expulsion

Permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus and/or visiting privileges.

### 2. Suspension

Mandatory separation from the university for a period of time specified in an order of suspension. An application for readmission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus visiting privileges unless specific permission is granted by the vice president of student affairs or designee, or by the student's program pursuant to its published policies and procedures.

### 3. Temporary Suspension

Action taken by the vice president of student affairs/associate dean of student affairs, which requires a student's temporary separation from the university until a final determination is made of whether or not a student is in violation of the Code of Student Conduct and Academic Responsibility.

### 4. Final Disciplinary Probation

A disciplinary sanction serving notice to a student that his/her 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 dean of 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 at a minimum result in suspension.

### 5. Disciplinary Probation

A disciplinary sanction serving notice to a student that his/her 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.

**6. Disciplinary Warning**

A disciplinary sanction serving notice to a student that his/her 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.

**7. Verbal Warning**

A verbal warning is a verbal admonition to the student by a university staff member that his/her behavior is inappropriate. A verbal warning will be noted in the student's file for a period of time after which it is expunged from the student's file.

**8. Fines**

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

**9. Restitution**

Payment made for damages or losses to the university, as directed by the adjudicating body.

**10. Restriction or Revocation of Privileges**

Restriction or revocation of privileges is the temporary or permanent loss of privileges, including, but not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

**11. Termination or Change of Residence Hall Contract/Accommodation**

Termination or change of residence hall contract/accommodation is a disciplinary sanction that terminates or changes the Residence Hall Contract/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president of student affairs/associate dean of student affairs/director of residential life or designee.

**12. Counseling Intervention**

When extreme behavior indicates that counseling may be beneficial, the student may be referred to counseling.

**13. Other Appropriate Action**

Disciplinary action not specifically outlined above, but approved through the vice president of student affairs/associate dean of student affairs or designee.

**14. Parent/Legal Guardian Notification**

NSU personnel reserve the right to contact or notify a student's parent(s) or legal guardian(s) of a minor student, under 21 years of age, in writing or by phone, when alcohol or drug violations of university policy occur, or when NSU personnel determine a student's safety and/or welfare is at risk.

**F. Appeal Process**

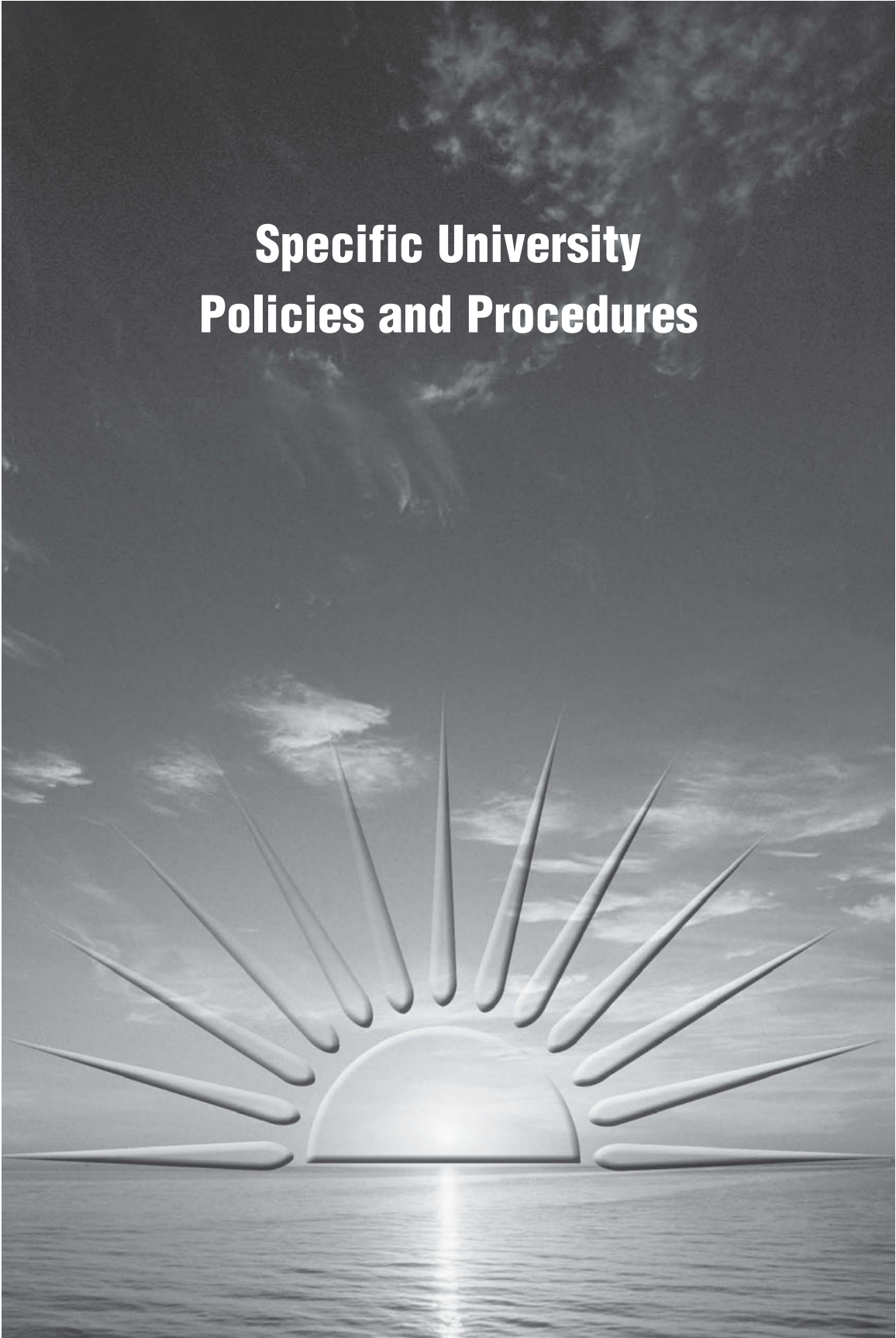
An appeal of disciplinary action taken by the Office of the Vice President of Student Affairs or its designee must be made in writing to the vice president of student affairs within 72 hours of the receipt of the written disposition of the hearing. In appealing a disciplinary decision, the appeal must fall into one of the following categories:

1. the student has new evidence that was not available prior to the original hearing
2. the disciplinary process was not adhered to during the student's hearing
3. the sanction(s) do not relate appropriately to the violation

A written decision will be provided by the vice president of student affairs within a reasonable amount of time from receipt of the appeal request. The decision of the vice president of student affairs will be final. For appeals of disciplinary action taken by individual colleges, centers, or schools, please consult the academic section of this handbook related to this area and/or academic dean or designee.



# **Specific University Policies and Procedures**





# Specific University Policies and Procedures

## Admissions Policy

Please refer to the specific admission policies and procedures for each individual program center, college, or school.

In general, students are provisionally admitted to a degree-seeking program based on a review of unofficial transcripts or other specific program admission requirements. However, this admission includes a condition that final and official documents and requirements must be received by Enrollment and Processing Services within 90 calendar days from the start of the term. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admission office). Students who have an unpaid balance 30 days from the start of the term will be assessed a \$100 fee.

## 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), it is the policy of NSU to endeavor 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 are illegal. NSU is further obligated to comply with all local, state, and federal laws.

The policy governing the use of alcohol by students at Nova Southeastern University 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 less 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**

1. 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 of Student Affairs.
2. Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.
3. One-quarter hour before the approved ending time listed on the exemption, ticket sales will stop.
4. 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.
5. 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 by the director of the student union.
6. No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by the Office of the Vice President of Student Affairs. No other alcohol is permitted.
7. The director of student activities or designee will be present during an event at which beer and wine are served. If the director is not available, then a university employee will be designated by the Office of the Vice President of Student Affairs. The organizational contact of the event must be present during the entire event as a point of contact for the director of the student union or designee.
8. The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies, but rather, these guidelines should be used in conjunction with any and all other university policies.
9. 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 of 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 enough alcohol before or during the event.

10. 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.
11. It shall be at the discretion of the Office of the Vice President of 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.
12. 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 of Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

### **Abuse/Physical Assault**

Nova Southeastern University has expectations of the student body to resolve differences in a mature and respectful manner. Physical abuse, verbal abuse, threats, intimidations, coercion, and/or other conduct that threatens or endangers the health, safety, and/or welfare of any other member of the university community on or off campus is prohibited.

### **Acceptance of Professional Fees**

The activities of students in any other profession, position, or vocation are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, public health, law, psychology, counseling, nursing, audiology, anesthesiology assistance, vascular sonography, and/or education. It is a violation of the law and contrary to the policy of this university for any unlicensed person to engage in the professional practice of health care, law, psychology, audiology, and/or education. Students who are appropriately licensed in a profession may engage in that profession's work to the extent provided by the law. (Students of the College of Osteopathic Medicine are required to comply with the College of Osteopathic Medicine's policy and procedure regarding professional work while enrolled.)

### **Arson**

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.

### **Bomb Threats**

The placement of a bomb threat is an intolerable violation of university policy, which will result in expulsion from the university.

### **Breaking and Entering**

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.



## **Campus Security Report**

Nova Southeastern University, through the Public Safety Department, annually publishes the *Campus Safety and Traffic Handbook*, which includes security policies, procedures, practices, and statistics for offenses. Information is also available on the NSU public safety Web site at [www.nova.edu/cwis/pubsafety](http://www.nova.edu/cwis/pubsafety).

## **Cellular Phone Policy**

The university recognizes the growing trend regarding student possession of cellular phones with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by NSU students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Student Affairs as a violation of the NSU Code of Student Conduct. Students are instructed to refer to their center's or college's individual program policies regarding cellular phone use and possession, because additional restrictions may apply.

## **Closing Hours**

No student is permitted to enter or remain in any university building or facility, including the swimming pools, or in the academic areas of the university, after normal closing hours, unless written approval to do so has been obtained in advance from authorized university personnel.

## **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.

## **Computers**

The following five sections detail NSU policy related to the use of computers, email, and the Internet.

### **Acceptable Use of Computing Resources**

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Nova Southeastern University. It applies to all users of the university's computing resources including students, faculty and staff members, alumni, and guests of the university. Computing resources include all computers, related equipment, software, 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.

The computing resources of Nova Southeastern University 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 computing 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 computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing 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 computing resources:

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 computer resources for personal reasons
- using computer resources to invade the privacy of another
- sending email on matters not concerning the legitimate business of the university
- 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 their personal information)
- creating a false email address
- propagating electronic chain mail, 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 Web site 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 Academic 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 computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

Related policies that also apply to Web pages are as follows:

- Student-related: Student Code of Conduct and Academic Integrity
- Faculty-related: *Faculty Policy Manual*
- Staff-related: *Employee Handbook*
- General policies: Copyright and Patent Policy, Computing Account Security Agreement

### Computing Account Security Agreement

Nova Southeastern University (NSU) has adopted the following Computing Account Security Agreement, which outlines your responsibilities for securing and using an official NSU computing account. Use of an NSU computing account requires your acceptance of the policy terms and conditions stated below.

1. You must agree to abide by the NSU Policy on Acceptable Use of Computing Resources, which can be found online at [www.nova.edu/common-lib/policies](http://www.nova.edu/common-lib/policies).
2. You must not share your account with other individuals for any reason. Your computer account is to be used only by you.
3. The password to your account must be kept secure. Commit your password to memory. You may change your password at any time. Always choose a password that is difficult to guess. Your password must be eight characters in length and contain a combination of both letters and numbers. It must not be any word that can be found in a dictionary. Choose a password that is meaningful to you but not obvious to others. Examples of acceptable passwords are: 29py94ju, as76df98, 98df7gh6.

4. NSU computer systems will monitor your password on a regular basis. If your password is guessed by the system, you will be notified by electronic mail. If you receive such notification, immediately change your password to prevent anyone from tampering with your account.
5. NSU is not responsible for the loss of any files, documents or electronic mail you may store online. It is your responsibility to make backups of your files.
6. If you do not access your account for a period of six months, it will be deleted from the system.
7. Inappropriate conduct and violations of this agreement will be addressed by the appropriate procedures and agents (e.g., the Office of the Vice President for Academic 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 agreement, the university may, in addition to other remedies, temporarily or permanently deny access to any and all NSU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

### Access to NSU Online Systems

The following policy is also available at [www.nova.edu/common-lib/policies/isp.policy.html](http://www.nova.edu/common-lib/policies/isp.policy.html).

In order to access the university's computing resources, all NSU students must provide their own Internet access service through a suitable Internet service provider.

### Electronic Mail Communications

The following policy is also available at [www.nova.edu/common-lib/policies/emailcomm.policy.html](http://www.nova.edu/common-lib/policies/emailcomm.policy.html).

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 below). 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 information. NSU students may forward their NSU generated email to external locations, but do so at their own risk.

Relationship between NSU computer account and email address:

If your assigned computer account name is janedoe

Your email address will be *janedoe@nsu.nova.edu*

Note: A computer account may also be referred to as an email name or a username.

### Web Pages—Use of Material

The following policy is also available at [www.nova.edu/common-lib/policies/copyright.html](http://www.nova.edu/common-lib/policies/copyright.html).

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 pages(s) without the expressed permission of the copyright owner (examples: 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 as 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 his/her 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 The Graduate School of Computer and Information Sciences. All Rights Reserved.

Related policies that also apply to Web pages are as follows:

1. General policies: Policy on Acceptable Use of Computing Resources, Copyright and Patent Policy, Computing Account Security Agreement
2. Student-related: Code of Student Conduct and Academic Responsibility
3. Faculty/administrator-related: *Faculty Policy Manual*
4. Staff-related: *Employee Handbook*

## **Consensual Relations Between Faculty Members and Students**

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

## **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 that will result in a hold being placed on university records and transcripts 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.

## **Disabilities**

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. No qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any activity, service, or program of the university solely by reason of his or her disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in Nova Southeastern University's programs shall be provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.

At the postsecondary level, it is the student's responsibility to initiate the process for disability services. The process for obtaining a reasonable accommodation is an interactive one that begins with the student's disclosure of disability and a request for a reasonable accommodation. The student has the responsibility to provide Nova Southeastern University with proper documentation of disability from a qualified physician or clinician who diagnoses disabilities and sets forth the recommended accommodations.

Student requests for accommodation will be considered on an individual basis. Each student with a disability should discuss his or her needs with the disability service representative in his or her academic center, college, or school before the commencement of classes. For the name and contact information of the disability support services representative at your academic center, college, or school, contact the university ADA coordinator, Arlene Giczowski, director of student disability services, at (954) 262-7189.

### **Academic Accommodation(s) Process**

Requests for accommodation must be made in writing to the disability service representative in the student's academic center, college, or school 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 disability service representative in consultation with the appropriate program director and/or faculty member, he or she may appeal the decision through that center's, college's, or school's appellate process. If the issue cannot be satisfactorily resolved at the center, college, or school level, the student may appeal in writing no later than 10 days after the final decision to the university's Academic Accommodation Appellate Committee, which consists of the university's ADA coordinator or associate dean of students (if the ADA coordinator was consulted in the accommodation process) and representatives from at least four different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her 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 ADA coordinator 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 his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

- any recording of the meeting, except official minutes
- legal counsel
- 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 of 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.

### **Facility and Grounds Accommodation(s) Process**

Students requesting an accommodation involving modification to a facility or the grounds of the university must meet with the ADA coordinator—the director of student disability services—to discuss their specific needs. Requests for accommodation must be made in writing to the ADA coordinator and be supported by the appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. Requests for an accommodation involving modification to a facility or grounds of the university will be considered on an individual basis. When considering the request, the ADA coordinator will consult with the director of the specific facility (e.g., residential life and housing) involved in the request for accommodation and the director of facilities management.

If the student disagrees with the facility or grounds accommodation proposed by the ADA coordinator, he or she may appeal in writing no later than 10 days after the decision to the Facility and Grounds Accommodation Appellate Committee, which consists of the university associate dean of student affairs, vice president of facilities management or his/her designee, and a disability service representative from at least three different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will 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 Facility and Grounds Accommodation Appellate Committee is final and binding upon the student without further appeal.

### **Facility and Grounds Accommodation Appellate Committee Guidelines**

1. Upon receipt of a notice of appeal, the associate dean of student affairs 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 his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

- any recording of the meetings except official minutes
- legal council
- 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 of 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.

## **Discriminatory Conduct**

Discriminatory conduct based on such factors as race, color, religion or creed, sex, national origin, disability, age, ancestry, marital status, sexual orientation, pregnancy, unfavorable discharge from the military, veteran status, or political beliefs, including but not limited to, violations under all federal and state laws, rules, regulations, and/or acts including, but not limited to, Title VII, Title VI, Title IX, Title II, Title III, Americans with Disability Act and the Rehab Act are unacceptable and prohibited in the university. In the event a student feels discriminated against by another student, an NSU faculty or staff member, an employee, or a third party, the student should contact the appropriate academic center representative or the university Title IX coordinator, Gay Holliday, associate dean of student affairs, at (954) 262-7280. Students may also want to refer to the NSU Grievance Procedures for Nonacademic Disputes.

## **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), Nova Southeastern University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and the abuse of alcohol are prohibited in and on property owned or controlled by Nova Southeastern University and as a part of any of its activities (see Controlled Substances Chart in Appendix A).

The term “illicit drugs” refers to all illegal drugs, and to legal drugs obtained or used without a physician’s order. This policy does not prohibit the use of prescribed medication under the direction of a physician. No Nova Southeastern University student or employee is to report to work or school while under the influence of illicit drugs or alcohol. Possession of paraphernalia for illegal drug use, or taking a prescription that does not belong to you, are also prohibited.

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 the following locations:

### **NSU Programs**

NSU Student Counseling Services are available to all NSU students. For information, please call (954) 262-7050.

### **Community Programs**

Department of Children and Families  
Substance Abuse Program Office  
1317 Winewood Boulevard, Bldg. 6, Third Floor  
Tallahassee, Florida 32399-0700  
(850) 487-2920

Alcoholics Anonymous: (954) 462-0265

Narcotics Anonymous: (954) 476-9297

When a student uses or deals in drugs, he or she also risks incarceration and/or fines. The attached federal sentencing guidelines indicate federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida state statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending on the amount and type of drugs and/or alcohol involved. Felony convictions range from one year to life imprisonment.



Possession of not more than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one-year imprisonment.

Under Sec. 893.13, Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under Sec. 893.13 (1) (c), Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with the intent to sell, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

Under Sec. 316.1936, Florida Statutes: It is unlawful for any person to possess an open container of an alcoholic beverage or consume an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under Sec. 316.193, Florida Statutes: A person is guilty of driving under the influence (DUI) if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. Criminal penalties for DUI include, but are not limited to, fines and incarceration.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

Any Nova Southeastern University 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, and/or other university sanctioning, which may include expulsion.

All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.

## **Drug Policy—Zero Tolerance**

Any student found in violation of the drug-free schools and campuses policy with regard to the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs or alcohol will face serious university disciplinary action, which may include expulsion from the university (see Controlled Substances Chart in Appendix A).

## **Emergency Situations**

To report an on-campus emergency situation from an on-campus phone, contact the police at 9-911 and public safety at extension 28999. If calling from off campus, dial the police at 911 and public safety at (954) 262-8999.

## **Failure to Comply**

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. Administrative discretion may be used to place a hold on a student's account (registration, grades, etc.) if the student fails to comply with the directions of a university official.

## **False Information**

Providing false or misleading information 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 or rescission.

## **Falsification of Records**

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 Academic Affairs or the Office of Human Resources) depending on the individual's affiliation with the university. In cases where a student violates any of the terms of this policy, the university will take appropriate disciplinary actions, up to and including expulsion.

## **Fire Safety**

Unnecessarily setting off a fire alarm; unnecessarily 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.

## **Fraud**

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.

## **Gambling**

Gambling may include, but is not limited to, wagering on or selling pools on any athletic 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, or 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 thing of value. Students found in violation of the prohibition against gambling may be subject to disciplinary action up to and including dismissal.

## **Grievance Procedures for Nonacademic Disputes**

This process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school. Academic grievances should be referred to the student's academic center. The purpose of these grievance procedures is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution.

1. First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for his or her position based on factual information.
2. The student will receive a reply, in writing, which addresses the complaint.
3. If the reply is not acceptable, the student is encouraged to submit the complaint in writing to the associate dean of student affairs. The associate dean of student affairs will attempt to resolve the dispute.
4. If the associate dean is unable to resolve the dispute, he or she will notify the student and the dean of student affairs in writing.
5. The student may then appeal in writing to the vice president of student affairs.
6. The vice president will investigate and review the findings, and will notify the student in writing of his or her decision.
7. The vice president's decision is final and binding and cannot be appealed.

## **Guests**

Students are welcome to bring guests to the campus, but 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 guest(s) from any area of the campus for any reason the university deems appropriate.

## **Health Policies**

### **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 the associate dean of student affairs 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, school, or center, and the associate dean of students.
- Within reason, the university will make accommodations to 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 reasonable accommodation has 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 a reasonable accommodation, 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 of 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 of Student Affairs will, after notification of the issues presented to the university president, contact the Centers for Disease Control and Prevention and/or Broward Health Department for recommendations of appropriate action consistent with state law.

## Immunization Requirements

Health Professions Division (HPD) students: See center 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:

1. Meningococcal meningitis
2. 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
3. Measles (rubeola): You must show proof of two 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
4. 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

## 5. 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:

- Medical exemptions—Must produce a signed letter from a doctor, on his/her 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 indicating blood tests

## Health Insurance

Nova Southeastern University requires all undergraduate day students, residential on-campus students, and Health Professions Division (HPD) students to have some form of health insurance. Federal visa regulations also require international J-1 students and their J-2 dependents to maintain adequate health insurance throughout their stay in the United States.

If the above paragraph applies to you, your NSU account will be charged for the health insurance premium. If you currently maintain comparable coverage that is greater or equal to that of NSU's policy, **you must complete the online waiver form, available on the student medical center Web site ([www.nova.edu/smc](http://www.nova.edu/smc)) under "Health Insurance."**

Should you have any questions regarding the student health insurance plan, please feel free to contact the student health manager at (954) 262-1263 or 800-922-3420 or [www.collegiaterisk.com](http://www.collegiaterisk.com).

## Hurricane Procedures

A **hurricane watch** is a governmental agency announcement issued for an area when there is a threat of hurricane conditions, generally to strike within 36 hours.

A **hurricane warning** is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours.

When a hurricane warning is received, all protective preparations should be made, with the expectation that the hurricane will strike.

Nova Southeastern University provides a 24-hour “Hurricane Hotline” for this type of emergency. The hotline number is (954) 262-7300.

Local hurricane shelter information can be obtained through county governmental information telephone numbers. For Broward County shelter information, contact Broward County Emergency Preparedness at (954) 357-8250.

### **Hurricane Watch**

In the event of a hurricane watch, the university president will confer with members of NSU administrative staff in preparation for hurricane protection activity.

Members of the university community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

### **Hurricane Warning**

If a hurricane warning is issued, the university president will decide if the university will be evacuated.

If the president orders the closing of the university, the appropriate directives will be relayed by the vice presidents to their areas of responsibility.

The NSU Office of Public Affairs will contact major news organizations for immediate broadcast notification.

### **Procedures for Residence Halls**

Upon announcement by the U.S. Weather Bureau that a HURRICANE or TROPICAL STORM WARNING status has been declared, the director of housing or director of residential life will be notified and will relay weather information to the department staff members and residents. For information, visit [www.nova.edu/reslife](http://www.nova.edu/reslife) or call (954) 262-7052.

### **Safety Procedures**

- Follow instructions of public safety officers and emergency personnel.
- Residence hall students: follow the instructions of residential life staff.
- Stay indoors until advised to exit.
- Do not open windows or doors to see what is happening outside.
- Beware of the **eye** of the storm. The eye is the center of the hurricane, which may bring a temporary period when the air may be calmed. Do not leave your safety or shelter until advised by public safety or the local officials. Residential students will be notified by residential life staff.
- When the “all-clear” is given, exit your location with extreme care. Beware of electrical wires, broken glass, and falling or fallen objects.
- Do not enter structures, vehicles, or areas that are damaged; many people are killed after a storm by electrocution.
- For NSU opening information, call the NSU Hurricane Hotline at (954) 262-7300.
- Enter NSU property only after permitted, and follow safety instructions.

## Broadcast Information

An email message regarding the university closure will be instituted within the NSU email system. The NSU telephone central switchboard will also be available for direct information.

## Reopening Information

University staff members and students should tune into radio and television stations for a status report as to when the university will reopen.

Keep a portable radio and plenty of spare radio batteries.

Radio Stations		Television Stations
WIOD	AM 610	WFOR Channel 4
WINZ	AM 940	WTVJ Channel 6
WFTL	AM 1400	WSVN Channel 7
WHYI	FM 100.7	WPLG Channel 10
WBGG	FM 105.9	WLTW Channel 23
WRMA	FM 106.7	WYHS Channel 69

## Reopening Confirmation

For reopening information, please call the NSU Hurricane Hotline at (954) 262-7300. NOVALERT is part of NSU's public safety program that includes safety, security, protection, and service. For other nonemergency information, services, or reporting, call the public safety office at (954) 262-8999. For additional information visit their Web site at [www.nova.edu/cwis/pubsafety](http://www.nova.edu/cwis/pubsafety).

## Identification Cards

The SharkCard is the official Nova Southeastern University 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 cards when requested by authorized university personnel. The SharkCard features a digitized photo, biometrics, SmartChip, and magnetic stripe.

The SharkCard is Nova Southeastern University's single-card program that combines a multitude of features and uses, including the following:

- building access
- campus and student event access
- copier usage
- discounts at participating vendors
- identification purposes
- library privileges
- meal plans
- pay-for-print
- 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 SmartChip, located on the front of the card, has the capability to store prepaid values in increments of \$1, \$5, \$10, or \$20, directly on the card. You are able to add these increments at

the NSU Card Office as well as Cash to Chip machines that are available in various locations throughout campus and on all floors of the Alvin Sherman Library, Research, and Information Technology Center. You can also add funds using a credit or debit card at [www.sharkfunds.nova.edu](http://www.sharkfunds.nova.edu).

The NSU Card Office is located in the University Center, Room 1202, and the HPD Card Office located in the Terry Building, room 1134. Please visit our Web site, [www.nova.edu/nsucard](http://www.nova.edu/nsucard) for more information.

## **Interference with University Investigations and Disciplinary Proceedings**

Interference with university investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by the Department of Public Safety, Office of the Vice President of Student Affairs, Department of Residential 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, 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(s)) 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.

Communication related to the proceeding will be limited to identified individuals using administrative discretion on a need-to-know basis.

## **Jurisdiction of University Policies and Procedures**

Students must adhere to NSU policies and procedures on the main campus; at any other NSU site; or while participating in any university-sponsored program, event, or activity.

## **Lake Swimming**

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

## **Life-Threatening Behavior**

Nova Southeastern University 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.



## **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.

## **Misuse of Telephones**

NSU students who misuse telephone lines or university accounts will be subject to disciplinary action and restitution.

## **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 of Student Affairs or designee for a special event, is not allowed. Students are held responsible for the actions of their guests.

## **Off-Campus Violations**

The university reserves the right to take disciplinary action for violations of the Code of Student Conduct and Academic Responsibility and university policies and procedures, even when they occur off campus.

## **Parent/Legal Guardian Notification**

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

## **Parking and Traffic Policies**

- In order 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 members, staff members, students, and visitors must register vehicles to be driven or parked on campus.
- All administrators, faculty members, 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 executive director of 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 making 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 executive 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 direction and instructions regarding operating and parking motor vehicles.
- **Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.**

For additional information, please visit the public safety Web site at [www.nova.edu/cwis/pubsafety](http://www.nova.edu/cwis/pubsafety).

## **Pets**

No pets or animals, other than fish, are permitted on campus, including all residence halls, with the exception of service animals.

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, affords a student certain rights with respect to his or her education records. These rights include

- 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 Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar's Office 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. A student who believes that his or her education records contain information that is inaccurate or misleading, or is otherwise in violation of the student's privacy or other rights, may discuss his or her concerns informally with the University Registrar. If the decision is in agreement with the students' requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and will be informed by the Office of the University Registrar of his or her 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 in performing his or her tasks.
- 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.

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
- 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
- email address

### **Release of Student Information**

A student can give consent to permit Nova Southeastern University to discuss and/or release personal identifiable information to a third party such as a spouse, a parent, a guardian, etc. This consent must be provided in writing with the student's signature. To provide a written consent, complete the Authorization for Release of Information form available on the Office of the University Registrar's Web site at [www.nova.edu/registrar/forms/release\\_of\\_information.pdf](http://www.nova.edu/registrar/forms/release_of_information.pdf).

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 bulletins, and requests from prospective employers are denied.

### **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 further assistance on this matter, students should contact the University Registrar's Office.

### **Health Care Privacy (HIPAA) Statement**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires health care providers to abide by the regulations for privacy and confidentiality of protected health information (PHI). The HIPAA privacy rule covers all individually identifiable health information at Nova Southeastern University health care centers whether the information is electronic, paper, or spoken.

Because NSU operates health care centers, it is responsible for enacting privacy policies and procedures. The various NSU colleges, schools, and educational programs have enacted policies for their health care centers. NSU health care center staff members, students, and faculty members are responsible for following the policies that have been implemented by the applicable NSU health care center.

In addition, the HIPAA privacy rule also requires that NSU provides education for health care center staff members, students, and faculty members. As such, all applicable NSU colleges, schools, and educational programs shall train their students rotating at NSU health care centers and other health care facilities in compliance with the requirements of NSU's HIPAA privacy policies and procedures, patient privacy and confidentiality practices, privacy laws, and the federal HIPAA privacy regulations.

NSU students and faculty members may also be subject to the HIPAA privacy policies and procedures enacted by the various health care facilities in which they train. It is the responsibility of the student and faculty member to familiarize himself or herself with these policies upon entering each facility.

Any questions concerning the policies can be directed to the privacy contact of your NSU health care center or the NSU privacy officer.

## **Public Laws**

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws will establish cause for legal and/or disciplinary action by the university.

## **Sexual Misconduct and Harassment**

The following three sections relate to NSU policy and definitions of sexual misconduct and sexual harassment.

### **Sexual Misconduct Policy**

NSU, in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other similar state and federal statutes or regulations), adopts the policy and fosters an environment where no individual may threaten the health, safety, and welfare of a member of the university community; or any person on university property; or at a university-sponsored or -supervised activity, through the commission of a sexual assault, engaging in sexual harassment, discrimination, battery, and/or misconduct, including acquaintance rape.

**Definition:** NSU acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

Consideration and rights to be afforded to all campus community members regarding the type of sexual assault:

- a. the right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity
- b. the right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities

- c. the right to be free from pressure that would suggest that the victims: (i) not report crimes committed against them to civil and criminal authorities or to the campus public safety and disciplinary official; or (ii) report crimes as lesser offenses than the victims perceive them to be
- d. the right to be free from suggestions that sexual assault victims not report, or underreport, crimes because (i) victims are somehow responsible for the commission of crimes against them; (ii) victims were contributorily negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity
- e. the right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident
- f. the right to have access to counseling services established by the university or other victim-service entities
- g. after campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants
- h. the right to be informed of disciplinary proceedings, as well as the outcome of such proceedings
- i. the same right to assistance, or ability to have others present, that is afforded to the accused during any campus disciplinary proceedings

**Disciplinary Action:** In addition to any criminal or civil actions that may be pending or in process, the university reserves the right to pursue separate disciplinary action against any individual who violates any portion of this policy.

**Education and Information:** The university, through the departments of the Office of the Vice President of Student Affairs, residential life, recreation and wellness, and public safety, provides educational and informational programs and materials regarding awareness of rape, acquaintance rape, and other sex offenses. This information is provided through scheduled and on-demand programs.

Nova Southeastern University students are encouraged to report to the police (9-911 on campus and 911 off campus), public safety (extension 28999 on campus and (954) 262-8999 off campus), and a university administrator all occurrences of sexual assault, either violent assault or acquaintance (date) rape. Professional staff members in the Office of the Vice President of Student Affairs, residential life, student counseling, and public safety are among those who are trained and willing to assist students who are victims of sexual assault.

If the victim then reports the crime to an administrator, the following procedure will prevail.

- **Third-Party Reports:** When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a student life and/or residential life administrator. If the person reporting that assault is a third party (not the victim), the administrator will do the following:
  - a. advise the reporter to counsel the victim to seek medical assistance
  - b. advise the reporter to encourage the victim to talk with a counselor from the Rape Center in Broward County, a staff counselor at the Henderson Student Counseling Center, a student affairs and/or residential life administrator, the director of public safety, or some other university official
  - c. protect the confidentiality of the victim (if name is known)

- **Victim Reports:** If a student who is a victim of sexual assault reports the matter to a university administrator or any other university employee, the administrator and/or employee will encourage the victim to seek immediate medical attention and assist the victim in appropriate methods and avenues to receive medical care. In reporting a sexual assault, the victim controls the process. The administrator and/or employee will encourage the victim to authorize notification of the university Public Safety Office (PSO) of the occurrence of the crime, and then to cooperate with PSO and student life and/or residential life and housing in reporting the matter to the rape victim advocate in the state attorney's office and to local police. The victim will be assured of university support including reasonable confidentiality, full cooperation with any police investigation, and counseling through the Henderson Student Counseling Center and the Rape Crisis Center. If the victim authorizes the notification of PSO, the administrator and/or employee will inform the Office of the Vice President of Student Affairs, which will assist as liaison with PSO.

### Harassment Statement

Harassment is defined as any conduct (words or acts), whether intentional or unintentional or a product of the disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm; or conduct, which intimidates, degrades, demeans, threatens, hazes, or otherwise interferes with another person's rights to comfort and right to be free of a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of the university; disturbs the peace and/or comfort of person(s) on the campus of the university; 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.

### Sexual Harassment Policy

It is the intent of Nova Southeastern University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission's promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other unwanted verbal or physical conduct of a sexual nature are considered sexual harassment if

- explicit or implicit submission to sexual overtones is made a term or condition of employment or academic program status
- employment or academic program status decisions are made on the basis of whether submission to or rejection of sexual overtones occurred
- a sexually intimidating, hostile, or offensive atmosphere unreasonably interferes with an individual's work or academic program status performance

At Nova Southeastern University, sexual harassment of or by employees or students includes:

1. unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
2. requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic program status.

3. verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually oriented comments, innuendoes, or actions that offend others.
4. engaging in any type of sexually oriented conduct that would unreasonably interfere with another's work or academic program status performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
5. creating a work or academic program status environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

Nova Southeastern University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such a manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Office of Human Resources and should be reported promptly to the associate vice president of human resources.

At Nova Southeastern University, sexual harassment by employees, students, or third parties of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

1. submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. submission to or rejection of such conduct affects academic decisions
3. such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive academic environment
4. unwelcome physical contact, including but not limited to patting, pinching, or touching
5. offensive or demeaning sexual remarks, jokes, or gestures

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure, or may report the conduct to the dean of the center, any other faculty member, or the associate vice president of human resources. The associate vice president of human resources or the associate dean of students must be notified immediately by the center, the dean, or faculty member upon receiving a report of sexual harassment. All reports of sexual harassment will be thoroughly investigated by either the associate dean of students (Title IX coordinator) or the Office of Human Resources.

Any individual who violates any portion of this policy will be subject to disciplinary action, up to and including discharge.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given)

may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

## **Solicitation and Posting Policy**

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

The following flyers are acceptable

- looking for a roommate
- selling a car, book, furniture, etc.
- events or information associated with NSU clubs and organizations
- events or information associated with NSU administrative offices or academic programs
- academic services and programs associated with NSU

The following flyers are not acceptable in any campus location

- publicity making any reference to drugs or alcohol, containing discriminatory language, or containing inappropriate photos, graphics, or language
- outside vendor or company promotions
- outside vendor health insurance information

Academic centers, colleges, schools, residence halls, and campus buildings may have their own specific solicitation and posting policies. Visit [www.nova.edu/studentleadership/forms/posting\\_policy.pdf](http://www.nova.edu/studentleadership/forms/posting_policy.pdf) for more information.

## **Stalking**

Any individual who willfully, knowingly, maliciously, or repeatedly follows; harasses; attempts to contact or communicate (written, verbal or electronic); and makes a credible threat placing the individual in reasonable fear of death or bodily harm may be in violation of NSU's stalking policy. Such conduct is prohibited. Stalking causes substantial emotional distress in individuals and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

## **Student Publications**

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the university provides sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in the Nova Southeastern University academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel; indecent, undocumented allegations; attacks on personal integrity; and the techniques of harassment and innuendo.



As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

- the student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage
- editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures
- all university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body

### **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.

### **Title IX Compliance Policy**

Title IX of the Educational Amendments of 1972, 20 USC Sections 1681 et seq., prohibits discrimination on the basis of sex in schools, whether in academics or athletics. In furtherance of Title IX, Nova Southeastern University has adopted a Title IX Compliance Policy. It is the university's policy that no student enrolled at NSU shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.

The Title IX coordinator at NSU is Gay Holliday, associate dean of student affairs, who can be reached at (954) 262-7280. Students are entitled to file a grievance or complaint with the Office of the Title IX Coordinator if they perceive they have been a victim of discrimination on the basis of sex.

### **Tobacco-Free Policy**

#### **Policy Statement**

Effective July 1, 2012, smoking and tobacco use are prohibited in all Nova Southeastern University facilities and on all university property and other properties owned or leased by the university with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, elevators, hallways, university-owned or leased vehicles, garages, restrooms, dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways, and any other areas of the university campus.

Also, smoking and tobacco use is prohibited within personal vehicles when on any property owned or leased by Nova Southeastern University.

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.

### **Policy Application**

This policy applies to all students, faculty and staff members, volunteers, consultants, contractors, and visitors and extends to all facilities occupied or controlled by Nova Southeastern University, including educational centers located in the state of Florida and throughout the United States. Smoking and tobacco use is also prohibited in all university-owned or leased vehicles, including but not limited to, public safety vehicles, physical plant vehicles, the Shark Shuttle, and golf carts.

### **Travel**

Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off of the main campus or at any NSU sites.

The travel office provides basic travel services for students, faculty members, and staff members. Please visit the travel office Web site for a current listing of NSU discounts with airline, car rental companies, and hotels at [www.nova.edu/cwis/bsv/travel](http://www.nova.edu/cwis/bsv/travel).

### **Trespass Policy**

Nova Southeastern University reserves the right to prohibit trespass onto its property. University employees whose duties include building or property supervision or the general safety and protection of persons or property may issue a trespass warning. A trespass warning may be issued to students or nonstudents and may apply to an individual’s vehicle, as well. The revocation of a person’s privilege to be on the lands, within the buildings, or on the premises of the university may be restricted to time and place by the agent of the university issuing the trespass warning.

### **Unauthorized Entry**

Any student who enters, attempts to enter, or remains in any room, building, motor vehicle, trailer, or machinery without proper authorization may be subject to university disciplinary action, as well as arrest and prosecution by legal authorities.

### **Unauthorized Possession of University Property**

Students in possession of property owned or controlled by Nova Southeastern University 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.

## **Use of University Vehicles**

Nova Southeastern University policy mandates that all personnel, staff, and students who either are required to or wish to use an NSU van must first successfully complete the Van Driver Training course provided by NSU Public Safety. The Public Safety Department provides as its van driver training course the most current version available, Coaching the Van Driver II, which is offered by FLI Learning Systems, Inc.

Prior to contacting Public Safety, a supervisor must first contact the director of risk management at (954) 262-5271 to determine a person's eligibility to drive an NSU van. After receiving approval, an appointment can then be made with Jim Ewing, Public Safety-Safety Compliance, at (954) 262-8082, or at [jewing@nsu.nova.edu](mailto:jewing@nsu.nova.edu). The van training program is available most weekdays, during daytime hours, instead of just once a month during the evening.

Upon satisfactorily passing the Van Driver II training, the person will receive a certificate of completion as well as an identification card, which is used to sign out an NSU van from the Physical Plant.

## **Vandalism or Destruction of University Property**

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

## **Weapons**

Weapons are prohibited on campus. A weapon includes

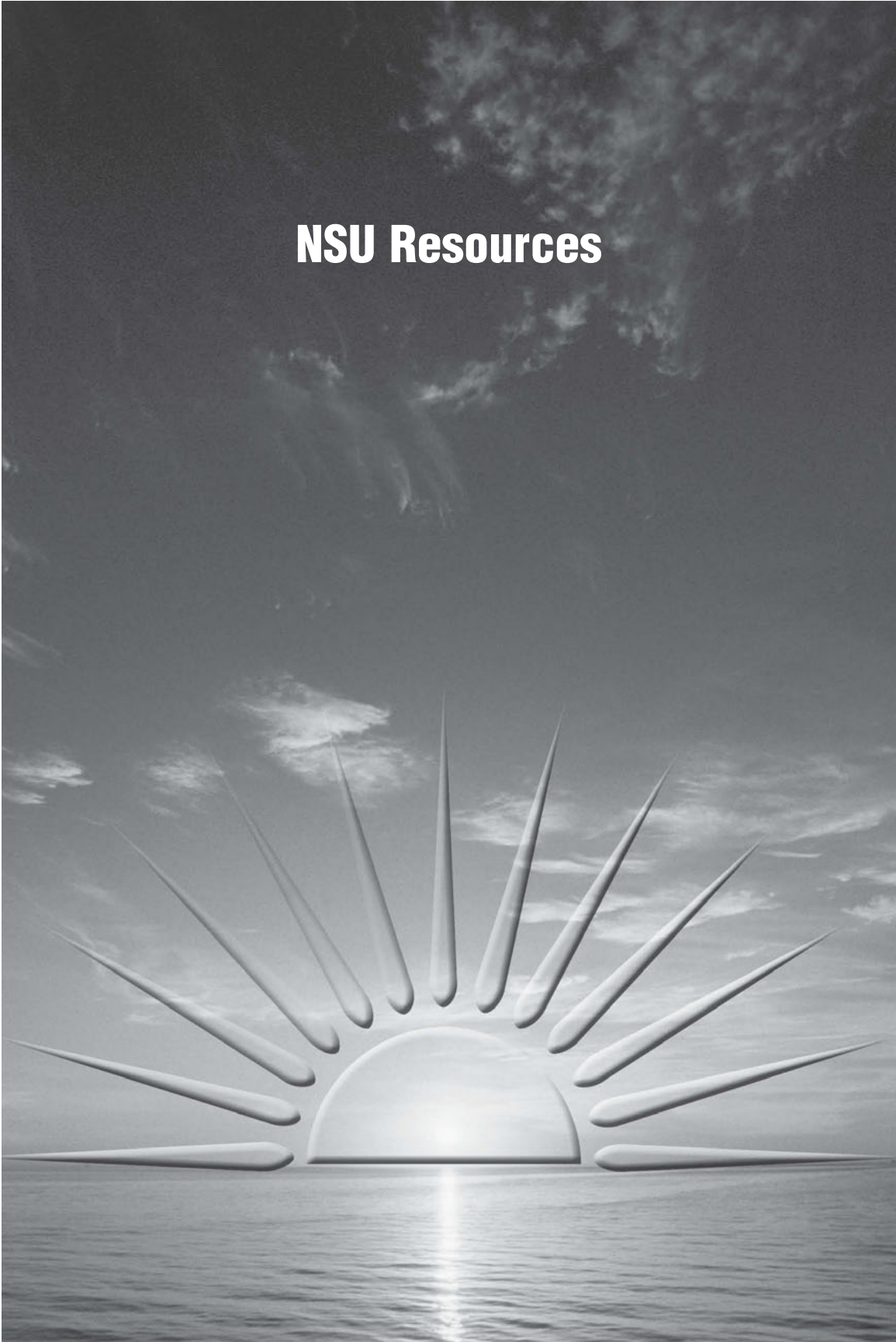
- any item designed to inflict a wound or cause injury to another person
- any item used to harass, threaten, intimidate, assault, or commit battery
- any item the university deems dangerous

Firearms and ammunition are strictly prohibited from the campus under all circumstances.

## **Worthless Checks**

1. Students who make and/or deliver checks to Nova Southeastern University 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.
2. Students who make and/or deliver worthless checks in payment of tuition and fees shall be subject to cancellation of their registration and denial of admission to classes until full restitution is made.
3. In addition, students who make and/or deliver worthless checks to the university or any of its agents may be subject to criminal prosecution by legal authorities.

**NSU Resources**





# NSU Resources

## Alumni Association

More than 143,000 men and women, residing in all 50 states and in 63 foreign countries, are Nova Southeastern University graduates. Increasingly, these individuals are to be found in the top echelons of business, industry, medicine, government, and education. The NSU Alumni Association gives alumni opportunities to build relationships, receive special benefits, and extend a hand to recent NSU graduates. For more information on alumni programs, call (954) 262-2118 or 800-541-6682, ext. 22118.

## Academic Services

The Office of Academic Services supports the academic progress of all NSU undergraduate students. Among the various services are individualized tutoring in writing, mathematics, and science, as well as a diverse array of testing services.

### Tutoring

Students can receive one-on-one tutoring in writing, math, science, and select business courses. Tutoring sessions last 45 minutes. Writing tutoring covers all phases of the writing process from brainstorming to editing to APA/MLA formatting. Tutors do not edit papers for students, and the focus is on working through a portion of the paper to improve writing skills and help the students become more independent writers.

Academic Services also offers valuable supplemental resources and services, such as

- a complete library of math DVDs
- a reference library of solution manuals for math and science courses
- a Web site that features links to additional academic support materials, including writing and study skills handouts and APA and MLA formatting guidebooks
- a variety of workshops covering academic success skills

For more information about tutoring services, call OAS at (954) 262-8350 or visit the Web site at [www.undergrad.nova.edu/AcademicServices](http://www.undergrad.nova.edu/AcademicServices).

### Testing

Incoming undergraduate students, in consultation with their academic advisers, may request to be allowed to take challenge exams in writing, mathematics, and chemistry. Other course-equivalent examinations available to the students are the College-Level Examination Program (CLEP), DANTES subject standardized tests, and New York Proficiency Testing in Foreign Languages.

For more information about testing services, call OAS at (954) 262-8374 or visit the Web site at [www.undergrad.nova.edu/AcademicServices](http://www.undergrad.nova.edu/AcademicServices).

## ATMs

There are several automated teller machines (ATMs) on Nova Southeastern University's main campus. They are located in the Don Taft University Center; the Terry Building of the Health

Professions Division; the Alvin Sherman Library, Research, and Information Technology Center; and the Carl DeSantis Building. The ATMs are operated by SunTrust Bank, which may charge a fee for their use, in addition to charges by your financial institution.

## **Bookstore**

The NSU Bookstore is located in University Park Plaza (behind the Bank of America) and is open Monday through Friday, 8:30 a.m. to 6:15 p.m.; and Saturday, 10:00 a.m. to 1:30 p.m. Call for information regarding extended hours at the beginning of the semester. The bookstore carries the required and recommended textbooks for classes. The bookstore also carries school supplies and a wide variety of school spirit merchandise. Customers may special-order any book in print at no additional cost. Students at off-campus locations may order textbooks online at <http://nsubooks.bncollege.com>. The course number and section must be indicated when books are ordered. Books are shipped via UPS, usually within two business days.

The NSU Bookstore contact information is below:

NSU Bookstore  
University Park Plaza  
3562 South University Drive  
Davie, FL 33328  
Phone: (954) 262-4750 or 800-509-BOOK  
Fax: (954) 262-4753  
Email: [bkstore@nova.edu](mailto:bkstore@nova.edu)  
Web site: <http://nsubooks.bncollege.com>

## **Return Policy**

### **Course Materials Required for Class or Full-Semester (15–18 Weeks) Courses**

A refund is given one week (seven days) from the first day of class with proof of purchase (student must show proof of the first day of class). A refund is given 30 days from the first day of class with proof of withdrawal from the course and proof of purchase (student must show proof of the first day of class).

### **Course Materials for Partial/Half-Semester (8–10 Weeks) Courses**

A refund is given one week (seven days) from the first day of class with proof of purchase (student must show proof of the first day of class). A refund is given two weeks (14 days) from the first day of class with proof of withdrawal from the course and proof of purchase (student must show proof of the first day of class).

### **Course Materials for Classes Meeting Less Than 8 Weeks**

A refund is given one week (seven days) from the first day of class with proof of purchase and proof of withdrawal from the course (student must show proof of the first day of class). No refunds will be issued once the first week of class has passed. All required materials for capstone courses are final sales.

### **Reference Materials/Study Aids/Select Medical Supplies**

A refund will be given three days from the date of purchase.

### **For General Merchandise Products**

A full refund will be given in the student's original form of payment with a receipt. No refunds are given on magazines or prepaid phone cards. Without a receipt, a merchandise credit will be issued at the current selling price.

## **Buyback Policy**

We are happy to buy your textbooks back every day. The best time to sell your textbooks is during finals week. We will pay you 50 percent of the amount you paid if it was requested by your professors for required use the next term and the bookstore is not overstocked. If books do not meet these criteria, the prices we pay are based on current national demand. All books must be in good condition. Some books have little or no monetary value. Out-of-print books and old editions are not in national demand, and we do not buy them. Off-campus students can request buyback quotes online at <http://nsubooks.bncollege.com>.

## **Bursar**

See Enrollment and Student Services section.

## **Campus Shuttle**

To accommodate NSU students, a fleet of six shuttle buses has been added to service the permanent buildings on our 300-acre main campus. A fixed-route transit circulator system consisting of one two-directional route will be running on the NSU campus weekdays from 7:00 a.m. to 11:00 p.m. Although the buses will have a designated path to follow around the university, there are no set bus stops on campus. Rather, those wishing for a lift are encouraged to wave and ride as the buses make their respective rounds or wait for the buses in front of university buildings.

If you have any questions or need information about our shuttle routes, please contact facilities management at extension 28940.

## **Career Development**

Career Development is available to assist students and alumni in all aspects of career decision making and planning and in the job-search process. The purpose is to support Nova Southeastern University undergraduate students, graduate students, and alumni in the implementation of successful career plans. Through consulting and career-related resources, the center strives to educate students and alumni by teaching them how to

- develop a career life plan, from choosing a major to conducting a job search
- explore career and/or graduate/professional school opportunities
- secure employment

Career Development encourages personal responsibility on the part of students and alumni in planning a career and exploring opportunities as they relate to educational and personal development throughout the college years and into the future. For further information, please contact Career Development at (954) 262-7201.

## **Computing Facilities/Campus and Student Educational Centers**

The Office of Innovation and Information Technology's unit maintains 50 MicroLabs: 30 on campus and 20 located among the student educational centers and other sites in Fort Myers, Jacksonville, Miami, Miramar, Orlando, Palm Beach, and Tampa, Florida; Las Vegas, Nevada; Nassau, Bahamas; and Puerto Rico. The labs are staffed with full- and part-time technicians who assist students and faculty and staff members in the use of emerging technologies.



In addition to courses and workshops, open labs are scheduled and maintained for student use on campus and at student educational center locations. Tutorials, where students can receive help with particular software applications, are held every Friday from 4:00 to 5:00 p.m. at the Alvin Sherman Library, Research, and Information Technology Center labs.

NSU's labs house a variety of computer equipment for student use. NSU maintains high-speed data networks at all campus locations and student educational centers. The main campus network backbone infrastructure provides Gigabit Ethernet bandwidth, with fiber optic links connecting buildings and floors. NSU is an equity member of the Florida LambdaRail (FLR) network, which provides opportunities for faculty members, researchers, and students to collaborate with colleagues around the world on leading-edge research projects. Every lab is connected to the university's computer network, providing Internet access and access to the Campus-Wide Information System (CWIS) and the Electronic Library. Wireless service is available at all student educational centers. Access to the NSU network is provided to students from all dormitory locations via WINGS wireless network. The Goodwin undergraduate residence halls have wired 100 MBPS and 802.11b/g/n wireless access. The graduate student residence halls have 802.11b/g wireless access only. From off-campus locations, students may access general Web-based electronic resources (e.g., registration, grades, transcripts, email, online courses, and the library) using Web browsers and an Internet connection. For Internet access to special or restricted responses, NSU provides Virtual Private Network (VPN) connectivity to students. Students may also access these resources using available 56 kbps dialup modems.

Students and faculty and staff members have access to scanners, printers, CD and DVD burners, digital cameras, video cameras, and other technology tools. Wireless laptops are available for use in the library, study rooms, and several student educational centers. Color printers, poster printers, and printing stations located in high traffic areas for "on-the-go printing" are also available. The MicroLabs are equipped with pay-for-print stations that are accessed via student identification cards, as well.

For further information, please contact the MicroLab at (954) 262-4533 or visit the Web site at <http://microweb.nova.edu>.

## **Counseling**

See NSU Student Counseling section.

## **Dining Services**

See Shark Dining Services section.

## **Don Taft University Center**

The Don Taft University Center is a 366,000-square-foot facility that serves as the central gathering place for students, faculty and staff members, friends, family, and alumni of NSU. Within its walls are 100,000 square feet of indoor and outdoor recreational space, including a fitness center with strength and cardiovascular training equipment, two basketball courts, three racquetball courts, a rock-climbing wall, three multipurpose rooms, men's and women's locker rooms, and a swimming pool.

The Arena at the Don Taft University Center is home to intercollegiate athletics and the NSU Sharks. The arena can seat over 4,000 people and also serves as an entertainment venue with concerts, performances, speakers, family shows, and more. The arena has three basketball courts, as well as team locker rooms, concession areas, and a "hall of fame" room.

The center also houses the Flight Deck. This area is designed as a general hangout space for students where they can grab a bite to eat, get a drink, shoot some pool, and play darts. The Student Events and Activities Board (S.E.A.) also offers a programming schedule of events including comedians, bands, and more.

## **Enrollment and Student Services**

Enrollment and Student Services (ESS) includes the Office of Student Financial Assistance, the University Registrar's Office, the University Bursar's Office, the One-Stop Shop in the Horvitz and Terry Administration buildings, the University Call Center, Enrollment Processing Services, Transfer Evaluation Services, Health Professions Division (HPD) Admissions and Financial Aid Services, the Office of Undergraduate Recruitment and Admissions, the Office of International Affairs, and the Help Desk. Collectively, the ultimate goal of ESS is to effectively meet the information and service needs of all NSU students.

### **Means of Communication with Students**

Enrollment and Student Services' official means of communicating with students is via WebSTAR and NSU email. Both are accessible through SharkLink. Students are encouraged to use NSU's WebSTAR to

- access their financial aid information
- request official transcripts
- view their student accounts
- make payments
- access their grades
- register for classes

The WebSTAR system is available 24 hours a day, 7 days a week.

### **Office of International Affairs (OIA)**

The Office of International Affairs is committed to providing essential services that assist international students and visiting scholars at NSU in achieving their academic goals. OIA serves as a resource to the university community and provides counseling regarding U.S. government visa regulations and university life in the United States. The OIA acts as a liaison with federal agencies such as the United States Citizenship and Immigration Services (USCIS), the U.S. Department of State, and foreign governmental agencies. For further information, contact the Office of International Affairs at (954) 262-7240 or visit [www.nova.edu/internationalstudents](http://www.nova.edu/internationalstudents).

More than 1,100 international students and scholars from more than 124 countries have selected NSU to pursue their educational goals. The OIA provides a variety of support services in the areas of

- F-1 and J-1 visa counseling
- transfer assistance
- reinstatement
- travel documentation
- on- and off-campus employment
- assistance with CPT/OPT
- extension of stay
- Social Security
- taxes
- health insurance
- cross-cultural activities
- international student orientation

## The Office of Student Financial Assistance

The Office of Student Financial Assistance (OSFA) is dedicated to helping students make smart financial choices while in college. There are four types of financial aid available to assist in meeting the cost of attending college: grants, scholarships, student employment, and loans. Grants and scholarships are considered “gift” aid and generally do not have to be repaid. However, if a student drops or withdraws from any classes for which financial aid has been received, the student may have to return any “unearned” funds. Loans are considered “self-help” aid and always have to be repaid. Student employment requires the student to work in exchange for a pay check. Please remember that students interested in federal financial aid **must** complete the Free Application for Federal Student Aid (FAFSA) and meet general eligibility criteria. For detailed information on the financial aid process and sources of aid, visit the financial aid Web site at [www.nova.edu/financialaid](http://www.nova.edu/financialaid).

### Financial Aid Checklist

- 1. Complete the FAFSA and NSU State Aid Application.**

Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) annually. It becomes available each January 1. The earlier you apply, the better chance you have of being considered for maximum available funds. To apply for Florida grants and scholarships, undergraduate students should also complete the NSU State Aid Application available at [www.nova.edu/financialaid/forms/index.html](http://www.nova.edu/financialaid/forms/index.html).
- 2. Plan for Housing and Meal Expenses.**

Your budget includes a housing and meal component. Please ensure that your budget covers these expenses if you intend to live on campus.
- 3. Check Your Financial Aid Account Frequently.**

Regularly check your financial aid status via SharkLink to ensure that you have no outstanding requirements. The link to My Financial Aid is located in the center of your SharkLink Student tab. Now is a good time to confirm your admissions status. You will have to be fully admitted in order for your financial aid funds to disburse.
- 4. Submit Additional Documents and Complete a Master Promissory Note.**

Some students may be required to submit additional documents prior to being awarded. You will be notified of outstanding requirements via NSU (SharkLink) email. Your requirements (outstanding and completed) can also be viewed in WebSTAR (access via SharkLink). If you are interested in receiving Federal Direct Loans, you will be required to complete a Direct Loan Master Promissory Note (MPN).
- 5. Accept, Reduce, or Decline Your Loan and Federal Work-Study Award(s).**

Your financial aid award notice will provide you with detailed instructions on how to accept, reduce, or decline your financial aid award. Your award will not be disbursed until this step has been completed.
- 6. Don't Forget to Continually Apply for and Identify Scholarships.**

Schedule time regularly to search for scholarships. The best place to start is the scholarship Web page at [www.nova.edu/financialaid/scholarships/](http://www.nova.edu/financialaid/scholarships/).

**7. Check Your NSU (SharkLink) Email Daily.**

NSU (SharkLink) email and WebSTAR are the official means that the OSFA will use to communicate with students. Keep up-to-date by checking your NSU email daily.

**8. Register for Classes (early).**

Students awarded Federal Direct Loans must be enrolled at least half time. Half-time enrollment is defined as six credits per semester for all undergraduate students. For graduate and first professional students, your program of study defines half-time status. Enrollment requirements for federal and state grants vary. Familiarize yourself with the enrollment requirements defined by your program office as well as by the financial aid programs through which you are receiving aid. Be sure to register as early as possible to ensure timely disbursement of your financial aid funds.

### **Student Employment**

There are three main student employment programs: Federal Work-Study (FWS), Nova Student Employment (NSE), and Job Location and Development (JLD). The NSE and JLD programs provide jobs to students regardless of financial need. The FWS program is need-based and requires the completion of the FAFSA. Students awarded FWS may participate in the America Reads/America Counts Programs through which students serve as reading or math tutors to elementary school children. For more information on NSU part-time and full-time student employment, visit [www.nova.edu/financialaid/employment](http://www.nova.edu/financialaid/employment).

### **Satisfactory Academic Progress (SAP)**

In order to receive financial assistance, a student must meet standards of Satisfactory Academic Progress (SAP). According to federal regulations, effective July 1, 2011, NSU has established university-wide quantitative, qualitative, maximum time frame, and pace SAP requirements.

- **Satisfactory Academic Progress Requirements**

Qualitative Measurement (GPA)—Students must maintain a minimum cumulative grade point average (GPA) in order to receive financial aid during their course of study.

Quantitative Measurement (Credits)—Students must successfully complete a minimum of 66.7 percent (two-thirds) of all attempted credits each academic year. Exceptions: Pharmacy students must also successfully pass all repeated courses. Biomedical Sciences students are required to successfully complete 100 percent of all credits attempted each year.

Maximum Time Frame—Students must complete their program requirement within 150 percent of the published length of their program (number of credits needed to complete program requirements). For example, a program requiring 120 credits to graduate will be limited to 180 credits of financial aid eligibility.

- **Pace**

Students must successfully complete a minimum of 66.7 percent (two-thirds) of all courses attempted within their academic degree level (undergraduate, graduate, professional, etc.). Students who do not meet pace are not eligible to receive financial aid. Pace is calculated annually to determine if the student is making the necessary progression to complete the degree program within the maximum time frame.

Students who fail to meet SAP during the 2012–2013 academic year will not be eligible for Title IV federal and Florida state financial aid during the 2013–2014 academic year.

Comprehensive information is available on the financial aid Web site at [www.nova.edu/sap](http://www.nova.edu/sap).

## **Veterans Benefits**

Department of Veterans Affairs educational benefits are designated to provide eligible individuals with an opportunity for educational and career growth. Eligible veterans and their dependents should contact the Veterans Benefits Office at (954) 262-7236; toll free 800-541-6682, ext. 27236, Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m., at the William and Norma Horvitz Administration Building. You can visit the Veterans Education Benefits Web page at [www.nova.edu/financialaid/veterans/](http://www.nova.edu/financialaid/veterans/) as well. If you have any questions concerning eligibility, you may also contact the U. S. Department of Veterans Affairs (DVA) at 888-442-4551 or visit their Web site at [www.gibill.va.gov](http://www.gibill.va.gov).

## **Standards of Progress**

A student receiving veterans education benefits must maintain satisfactory academic progress (SAP). Standards for SAP are published at [www.nova.edu/sap](http://www.nova.edu/sap). A student who, at the end of the SAP evaluation period, has not met satisfactory academic progress may file an appeal based on extenuating circumstances. With an approved appeal, a veteran student may be certified veteran education benefits on a probationary basis. If the student does not meet satisfactory academic progress by the end of the probationary period (one evaluation period), the student's veterans education benefits will be terminated. For VA payment of benefits purposes, an *I* (Incomplete) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one calendar year, unless permission for a delay is granted by the academic program office and/or dean for that program.

## **Grade/Progress Reports for Students Receiving Veterans Benefits**

Nova Southeastern University furnishes each student with a Notification of Posting of Grade with instructions on how to view an unofficial transcript that shows current status of grades and earned semester hours for all courses completed and/or attempted, and grades for courses in which the student is currently enrolled. At the end of every evaluation period (e.g., term, semester) each veteran can request an official transcript that shows the current status of grades and earned semester hours for all courses completed and/or attempted. This transcript can be obtained from the One-Stop Shop at the William and Norma Horvitz Administration Building or Terry Administration Building or online at <https://sharklink.nova.edu/cp/home/displaylogin>.

## **Conduct Policy for Students Receiving Veterans Benefits**

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

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

## The Office of the University Bursar

The Office of the University Bursar is responsible for billing students, collecting and depositing payments, issuing refunds from excess financial aid funds, and verifying students' eligibility for financial aid funds.

### Bursar's Office Policies

- 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 and meal plan (if applicable), health insurance (if applicable), and any additional costs when those charges become due.
- Payment is due in full at the time of registration. NSU ebills are sent the middle of each month. However, to avoid late charges, students should not wait for their billing statement to pay their tuition and fees.
- A student will not be able to register for future semesters until all outstanding balances from previous semesters have been paid in full. 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 his or her account. This hold stops all student services, including, but not limited to, access to the University RecPlex, academic credentials, and future registrations. 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. Delinquent students 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.

### Methods of Payment

NSU accepts Visa, MasterCard, and American Express. Check payments include traveler's checks, cashier's checks, personal checks, and money orders. International checks must be in U.S. funds only and drawn on a U.S. bank. Wire transfers are accepted.

Electronic check and credit card payments can also be made through NSU eBill. Credit card authorization forms can be downloaded from the Bursar's Web site at [www.nova.edu/bursar/forms/cc\\_authorization.pdf](http://www.nova.edu/bursar/forms/cc_authorization.pdf) and faxed to (954) 262-2473.

### Payment Plans

Some graduate program offices offer payment plan options. Please check your program's Web site for details. In addition, NSU offers the following plans:

#### • 3-Month and 10-Month Payment Plans

NSU students (with the exception of international students) who wish to defer payment of their tuition, fees, and other institutional charges due at the time of registration may sign up for a 3-month or a 10-month payment plan. The 10-Month Payment Plan is available for the combined fall and winter semesters. For details, visit [www.nova.edu/bursar/payment/payment\\_plans.html](http://www.nova.edu/bursar/payment/payment_plans.html).

- **Employer Tuition Assistance Plans**

Undergraduate students participating in employer tuition assistance programs who wish to defer tuition payment need to submit a letter of eligibility, a purchase order from their employer, or details of the program from the employer's human resources office or the company Web site. They must also provide postdated payments (checks or credit card authorizations) for the amount of tuition. Payment of tuition only (not fees), may then be deferred for five weeks after course completion. A \$75 deferment fee is charged for this service and must be paid at registration, along with all other fees. Students must notify the Office of Student Financial Assistance if they are participating in the Employer Tuition Assistance Plan. Graduate students should inquire with their program office regarding any employer tuition assistance deferment plans.

- **Florida Prepaid College Plan**

NSU accepts and bills the Florida Prepaid College Plan for tuition, fees, and on-campus housing costs. The plans are based on the tuition rates of the tax-assisted Florida public colleges and universities. The difference between NSU tuition, fees, and on-campus housing costs and the allocations through the Florida Prepaid College Plan is the sole responsibility of the student. If a student is on the unrestricted plan, the student must designate a dollar amount for up to the cost of tuition and fees. Students new to NSU must contact Florida Prepaid at 800-552-GRAD to authorize NSU for payment. Additionally, each semester, the student must submit a copy of the front and back of the ID card with a signed statement indicating the number of credits or the amount to be invoiced. To learn more about the Florida Prepaid College Plan, visit <http://www.myfloridaprepaid.com>.

## **The Office of the University Registrar**

The University Registrar's Office 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, commencement, degree conferral, transfer of credit services, and general university information. Additional information is available at [www.nova.edu/registrar](http://www.nova.edu/registrar).

## **Transcript Requests**

Students may view a complete academic history, print out an unofficial transcript, and request an official transcript via the Student tab in SharkLink. In addition, a Transcript Request Form, available online at [www.nova.edu/registrar/forms/transreq.pdf](http://www.nova.edu/registrar/forms/transreq.pdf), can be completed and submitted in person at the One-Stop Shop, where the official transcript may be printed immediately. There is a \$10 fee per official transcript.

## **Grades**

Once grade(s) have been posted to the student's academic record, a notification email directing students to SharkLink to view their grades is sent. An official grade report may also be printed from SharkLink.

## **Class Registration and Changes**

Students must be officially registered prior to the start date of course(s) in order to participate in and receive academic credit for those courses. Changes to course registrations will not be accepted 30 days after each semester ends. Students are responsible for reviewing their registration and academic records each semester for accuracy.

### **Name and/or Social Security Number Changes**

NSU requires official documentation to make any change to the name or Social Security number students have on record. Acceptable documents verifying a name change include a marriage license or certified abstract of marriage, divorce decree, driver's license, certificate of naturalization, permanent or conditional permanent resident card, resident alien card, passport (book or card), court order (final judgment of name change or final judgment of change of name), uniformed services military identification card, F-1 or J-1 student visa, birth certificate (acceptable only for correcting spelling errors), and a Bureau of Vital Statistics card. Documents that will not be accepted include a petition of name change, Social Security card, petition for naturalization, employee identification card, and professional license card.

### **Address Changes**

Students may change their address via SharkLink or submit a written request to the University Registrar's Office via fax at (954) 262-2915 or in person at the One-Stop Shop.

### **Loan Deferment/Enrollment and Degree Verification**

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

### **Commencement**

The University Registrar's Office coordinates all NSU commencement exercises, processes degree applications, and distributes diplomas. Complete information is available online at [www.nova.edu/commencement](http://www.nova.edu/commencement).

### **Transfer Evaluation Services**

Transfer Evaluation Services assists undergraduate students with the transfer of undergraduate credit from institutions previously attended. The office also manages articulation and transfer agreements and assists adult students in obtaining college credit for prior work experience. For more information, visit [www.nova.edu/registrar](http://www.nova.edu/registrar).

### **CAPP Degree Evaluation**

The Curriculum, Advising, and Program Planning (CAPP) degree evaluation system allows students to compare their completed coursework against the degree requirements published in the college catalog. This useful reference tool helps you track your progress toward degree completion and is available through WebSTAR, the university's interactive online portal. Please note that CAPP does not replace your academic advisor or college catalog information. CAPP degree evaluations are not official. You should consult your academic advisor/program office for detailed program requirements and course options. Final approval for the completion of graduation requirements is granted by your program office. For further information about CAPP degree evaluation, visit the Office of the University Registrar's Web site at [www.nova.edu/capp](http://www.nova.edu/capp).



## Enrollment and Student Services Contact Information

### Office of Undergraduate Admissions

Located in the Horvitz Building on the main campus, the Office of Undergraduate Admissions welcomes prospective students for campus visits and tours, program information, and admission interviews. Appointments (available Monday–Saturday) are suggested for individual attention.

800-338-4723

(954) 262-8000

Fax: (954) 262-3811

Email: [admissions@nova.edu](mailto:admissions@nova.edu)

### Hours of Operation

Monday–Thursday: 8:30 a.m. to 7:00 p.m.

Friday: 8:30 a.m. to 4:00 p.m.

Saturday: 9:00 a.m. to 4:00 p.m.

### University Call Center

The University Call Center is available 24 hours a day, 7 days a week to answer financial aid, bursar, registrar, and academic computing Help Desk questions.

University Bursar: (954) 262-5200 or 800-806-3680

Office of Student Financial Assistance: (954) 262-3380 or 800-806-3680

University Registrar: (954) 262-7200 or 800-806-3680

HPD Admissions and Financial Aid Services: (954) 262-1101

Help Desk: (954) 262-HELP (4357)

### The One-Stop Shop (Horvitz and Terry Administration Buildings)

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. The One-Stop Shop is located in the Horvitz Building on the main campus as well as on the first floor of the Terry Administration Building.

### Hours of Operation

Monday–Thursday: 8:30 a.m. to 7:00 p.m.

Friday: 8:30 a.m. to 6:00 p.m.

Saturday: 9:00 a.m. to noon

The University Call Center and the One-Stop Shop are closed on holidays observed by NSU.

## Health Care Centers

See Student Medical Centers section.

## Libraries

The Alvin Sherman Library, Research, and Information Technology Center, which is a joint-use facility with the Broward County Board of County Commissioners, opened in October 2001. This library has five floors, 325,000 square feet, a 3,800-square-foot atrium lobby, 1,200 user seats (1,000 with Internet access), 100 reference computer workstations, space for 1.4 million volumes (books, journals, and periodicals), and a centralized circulation area. It is one of the largest library buildings in Florida. A multistory parking garage with more than 1,500 spaces is near the library.

The university library system is composed of the Alvin Sherman Library, East Campus Branch Library, Health Professions Division Library, Law Library, North Miami Beach Branch Library, Oceanographic Library, and four school libraries on the main campus. Agreements have been signed with academic libraries throughout the world to provide library support for NSU programs offered in specific geographical areas. The catalogs of all NSU libraries are accessible via computers to local and distance education students and faculty members, wherever they may be located. Online databases complement the paper-based holdings and provide full-text resources. Interlibrary loan arrangements through networked organizations such as the Online Computer Library Center (OCLC), the Southeast Florida Library Information Network (SEFLIN), the Consortium of Southeastern Law Libraries (COSELL), and the National Library of Medicine (NLM) provide broad access to a wide range of materials.

To augment the libraries' print materials, the Office of Media Services has an extensive collection of more than 1,200 items of nonprint materials (principally audiovisual materials), and a video production studio to support classroom instruction. In addition, the center provides technical assistance for distance learning delivered by teleconferencing. The university's microcomputer laboratory resources include a growing inventory of instructional software for use by students and faculty members.

For further information on the campus libraries, visit the Web site at [www.nova.edu/library](http://www.nova.edu/library).

### **Miami Dolphins Training Facility**

The Miami Dolphins Training Facility is located on NSU's main campus. During the summer months, the Miami Dolphins football practice and the Junior Training Camp are open to the public. The Pro Shop at the training facility is open year-round to the public. For further information, please call (954) 452-7000.

### **Nova Singers of Nova Southeastern University**

More than 125 men and women voluntarily perform unpaid choral engagements throughout the year. These musical ambassadors for the university give their time and talent to bring classical choral music to all of South Florida. For further information, please call (954) 262-2107.

### **NSU Athletics**

Nova Southeastern University 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 accord 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.

The Department of Athletics at NSU is widely regarded as one of the most successful intercollegiate athletics programs in the southeast United States. The NSU Department of Athletics offers 17 intercollegiate programs (10 women's sports and 7 men's sports).

Men: baseball, basketball, cross country, golf, soccer, swimming and diving, and outdoor track

Women: basketball, cross country, golf, rowing, soccer, softball, swimming and diving, tennis, outdoor track, and volleyball

Having been granted full membership in 2002, the NSU Sharks are in their tenth season as a member of the National Collegiate Athletic Association (NCAA) Division II. The NCAA includes more than 1,200 other institutions, conference, organizations, and individuals. NSU was also granted membership into the Sunshine State Conference (SSC) as a provisional member in 2002. The Sharks were granted

full membership in 2004 and now enter their eighth year in the SSC, which is regarded as one of the most respected conferences in the country. Dubbed the “Conference of National Champions,” SSC teams have won a total of 76 national championships since the conference’s inception in 1975.

### **Athletics Web Site**

The Athletic Communications Department maintains, creates, and manages all editorial, statistical, and biographical content for the official Web site for NSU athletics. The NSU athletics Web site can be accessed at *www.NSUSharks.com*. The NSU athletics Web site also provides cutting-edge multimedia features such as live audio and video broadcasts of select NSU athletic events as well as live statistical views. Launched in August 2010, the new *www.NSUSharks.com* also offers an event calendar, photo gallery, SMS text message alerts, and the Shark Alert electronic newsletter as well as links to social media tools such as Facebook, Twitter, and YouTube.

## **NSU Student Counseling**

Counseling for NSU students is provided by the Henderson Student Counseling Center. Services include treatment for anxiety, depression, anger management, stress, relationship challenges, chronic illnesses, abuse, suicidal thoughts, break-up/divorce, assault, substance abuse, and many other areas affecting a student’s quality of life. The office is staffed with licensed mental health professionals including a psychologist and psychiatrist. Services include

- individual counseling
- couples counseling
- group counseling
- psychiatric services

### **Location**

3538 South University Drive, Davie, Florida 33328-2003  
(in University Park Plaza, east of the NSU Bookstore)

### **Contact Information**

Office: (954) 424-6911  
Fax: (954) 424-6915  
After hours on-call counselor: (954) 424-6911

### **Hours**

Monday, Thursday, Friday: 9:00 a.m. to 5:00 p.m.  
Tuesday, Wednesday: 9:00 a.m. to 8:00 p.m.

## **SharkPrint**

NSU provides students with laser printing capabilities in the libraries, computer laboratories, and student educational centers. NSU Card print release stations, located adjacent to each of the university printers located in the public and student areas, control the process. Each registered NSU full-time and part-time student receives a credit for 750 print-copies per fiscal year (July 1 through June 30) on their NSU Card. Once the credit allocation has been used, the student is charged 10 cents per print-copy. Unused credits cannot be carried over to the following year. This credit applies only to printing and is not for use with NSU copiers. The SharkPrint credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Cash stations are available for the public and for NSU students to add value to their NSU Cards.

## Public Safety

The Public Safety Department provides protection and service on campus 24 hours a day. Public Safety should be called to report all emergencies, crimes, or suspicious situations. Public Safety also provides assistance in jump-starting vehicle batteries, giving vehicle owners access in case of lockouts and, when appropriate, giving NSU community members entry into locked buildings or offices. **The NOVALERT emergency number is (954) 262-8999 (ext. 28999 from on-campus phones). The West Palm Beach Security Office number is (954) 262-5626.**

- The Public Safety emergency telephone system is advertised throughout the university community. Emergency telephones are located at strategic locations on campus to provide communication with Public Safety at any time, especially in an emergency. These are **blue light telephones**.
- The Public Safety staff works in conjunction with all emergency and care-giving services, including: the police, fire department, emergency services, and other university or community service units.
- To help boost crime prevention on campus, the PSD staff performs several informational instructions each month to students and staff regarding safety and security.

Public Safety officers are highly trained in life safety and security. Each is certified in first aid and CPR. Each officer is oriented through an intense 120-hour training program. Regular refresher training is given to staff in patrol, reporting, investigation and in relating to the campus community. The Public Safety department is certified in Homeland Security Training in partnership with the Department of Homeland Security.

The Public Safety Department administers both safety and security for all university campuses and sites. The elements of the department include administration, safety, field operations, locksmithing, parking control, physical security, and governmental compliance and liaison.

The Public Safety Department provides uniformed Public Safety supervisor and officer presence, patrol and inspection for the main campus, east campus, and the North Miami Beach campus. Public Safety also has a partnership with Contract Security Companies to provide uniform security officers for a number of campuses and sites.

For more information, please visit their Web site at [www.nova.edu/cwis/pubsafety](http://www.nova.edu/cwis/pubsafety).

### Public Safety University Locksmith

As part of the Nova Southeastern University Public Safety Department, the university locksmith is responsible for planning, organizing, and administering physical security systems for all NSU managed properties. This departmental activity includes conducting the mechanical and electronic hardware security system needs analysis of existing facilities, physical security retrofits, and new NSU facilities construction projects.

The locksmith receives emergency and non-emergency communications from other departments, serving as an activator for resource allocation of in-house services and vendors associated with physical security systems.

Specific professional services include high security lock hardware; master key systems; security doors; mechanical and electronic exit devices; mechanical and electronic keyless access control hardware; safes, vaults and cash protection devices; command operated and emergency electronic door hardware; intrusion and fire protection devices; CCTV systems; and fleet motor and electric vehicles. The locksmith Web site is [www.nova.edu/cwis/pubsafety/lksmith.html](http://www.nova.edu/cwis/pubsafety/lksmith.html).

## Recreation

The Office of Campus Recreation provides formal and informal recreation programs to the students and faculty and staff members of NSU. A comprehensive recreation program provides intramural sports, special events, aerobic and fitness programs, recreation instruction, martial arts, and much more. Offerings currently include volleyball, football, basketball, soccer, softball, golf, scuba diving, swimming instruction, golf classes, tennis instruction, martial arts, step aerobic classes, aerobicing/kickboxing classes, body sculpting, Pilates, and yoga classes.

The Office of Campus Recreation is located in the University Center along with the RecPlex. The RecPlex is a 100,000-square-foot indoor and outdoor recreation and fitness facility.

## Registrar

See Enrollment and Student Services section.

## Residential Life and Housing

Nova Southeastern University requires all undergraduate students with 0–48 credit hours to live on campus unless one or both of the following criteria applies:

1. You are married.
2. You reside with a parent or legal guardian within the tricity area (Broward, Miami-Dade, and Palm Beach).

If you meet one or both of the above criteria and choose on-campus housing, you must honor the entire term of the housing contract. If you are over the age of 25 or married, you have the option to move into the apartments or live off-campus.

NSU offers a residential living program that is designed to meet a wide array of student needs. Students who live on campus have numerous opportunities to participate in a variety of programs and activities that maximize intellectual growth and personal development. The types of facilities and amenities offered are listed below.

### Leo Goodwin Sr. Residence Hall

The Leo Goodwin Sr. Residence Hall opened in the 1992–1993 academic year. This residence hall facility houses up to 293 students with 0–30 credits. Leo Goodwin Sr. Residence Hall is the primary freshman residence hall. Each room is built for double or triple occupancy and features a bathroom, large closet space, and high ceilings. Leo Goodwin Sr. Residence Hall has limited availability for single rooms and residents are placed on a first-come, first-served basis.

Each room is furnished with beds, desks, desk chairs, dressers, and a built-in storage/counter facility. Rooms are not furnished with refrigerators and microwaves, and students are expected to bring their own. The building houses a classroom, computer lab, study lounges on each floor, laundry facilities, a common kitchen on the first floor, and a large TV lounge.

All undergraduate students living in Leo Goodwin Sr. Residence Hall, regardless of credit hours, must purchase a mandatory declining balance plan. The minimum amount a resident can apply to their NSU ID card for the declining balance plan is \$1,300 per semester. Residents who choose to apply additional funds to their cards are able to do so at any time. If a balance exists on a resident's declining balance plan at the end of the fall semester, the resident's funds will roll over to the winter semester. Once the winter semester has ended, the remaining balance will no longer be available to the resident.

### **The Commons Residence Hall**

The Commons Residence Hall opened in August 2007. This state-of-the-art living and learning community includes 501 beds, classroom and meeting space, 16 community living rooms, 16 study rooms, and plenty of indoor and outdoor common space. The 16 community living rooms have comfortable furnishings that create unique spaces for students and groups to conduct study sessions or group meetings or to congregate with friends. The Office of Residential Life and Housing is located in The Commons.

The Commons is unique and dynamic for the inclusion of incorporating communities within a community. Twelve of the sixteen communities are reserved for returning and incoming residents. The other communities (listed below) will be based upon themes and/or academic initiatives.

1. Leadership Development (LEAD Community)
2. Quiet Community (Quiet Corridor)
3. Greek Life (Greek Village)

All undergraduate students living in The Commons, regardless of credit hours, must purchase a mandatory declining balance plan. The minimum amount a resident can apply to their NSU ID card for the declining balance plan is \$1,300 per semester. Residents who choose to apply additional funds to their cards, are able to do so at any time. If a balance exists on a resident's declining balance plan at the end of the fall semester, the resident's funds will roll over to the winter semester. Once the winter semester has ended, the remaining balance will no longer be available to the resident.

### **Founders, Farquhar, and Vettel Residence Halls**

These residence halls each house approximately 55 upper-division undergraduate residents (juniors and seniors) with 60–120 credits throughout the academic year. Each apartment is furnished and features single, double, and triple options; a kitchen with a full refrigerator and stove; a private bathroom; and a living room.

### **Cultural Living Center**

The Cultural Living Center (CLC) was built in 1984 and houses approximately 140 upper-division undergraduate residents (juniors and seniors) with 60–120 credits. Each apartment is fully furnished and features single and double rooms with a full kitchen, bathroom, and living room.

### **Rolling Hills Graduate Apartments**

The Rolling Hills Graduate Apartments, opened in August 2008, is approximately one mile west of the NSU main campus and houses approximately 373 graduate and doctoral students. Rolling Hills Graduate Apartments is made up of a seven-story building and a three-story building. The buildings feature single studios and quad apartments that are furnished and feature a kitchen, bathroom, and living room. Residents of the Rolling Hills Graduate Apartments must park their cars at Rolling Hills Graduate Apartments and take the shuttle bus to campus. Rolling Hills residents are allowed to park on campus after 6:00 p.m. in nongated lots on weekdays and all day on weekends.

The Rolling Hills Graduate Apartments has 10 separate communities, 3 of which are based upon themes.

- Two HPD Communities (one in the seven-story and one in the three-story building)
- Law Community (seven-story building)

For more information, please contact the Office of Residential Life and Housing at (954) 262-7052 or visit the Web site at [www.nova.edu/reslife/](http://www.nova.edu/reslife/).

## **Off-Campus Housing**

For those students who are interested in obtaining housing off-campus, the Office of Residential Life and Housing can assist you. This service will make your off-campus housing search a fun and pleasant experience. Our off-campus housing coordinator can assist you with finding a place to live near any of NSU's campuses. Please feel free to contact the Office of Residential Life and Housing at (954) 262-7060 or visit the off-campus housing Web site at [www.nova.edu/reslife/offcampus/index.html](http://www.nova.edu/reslife/offcampus/index.html) for more information about Off-Campus Housing Options.

## **Shark Dining Services**

Campus dining is a large part of the college experience. Our goal is to make this experience the best it can be by providing top quality, nutritious food; a variety of options at a fair price; and an enjoyable atmosphere. We are meticulous about fresh ingredients to build healthy bodies and feed hungry minds. Shark Dining Services offers more than 13 distinctive dining options on campus, including many favorite national brands (e.g., Starbucks, Denny's Fresh Express, Papa John's, Subway, Einstein Bagel Bros., and Chicken Grill).

We recognize that superior service is essential to your dining experience and always encourage your comments and suggestions to help us continually improve our service. It is our sincere hope that you will find your experience with Shark Dining Services an enjoyable one. We look forward to serving you.

## **Shark Dining Locations**

### **Food Court at the Don Taft University Center**

Located in the Don Taft University Center on the main campus, this state-of-the-art food court features Starbucks, Denny's Fresh Express, Subway, Papa John's, Green's Etc., Juiceblendz, Culinary Table (home-style cuisine), and Chicken Grill. Pepsi fountain beverages, bottled waters and juices, and a selection of freshly baked desserts are always available.

Service hours during the fall and spring semesters are: breakfast service at Denny's Fresh Express available all day, Monday through Friday starting at 7:30 a.m. and Saturday and Sunday starting at 9:00 a.m.; lunch and dinner service is Monday through Friday: 11:00 a.m. to 8:00 p.m. (Denny's, Subway, and Papa John's are open until 10:00 p.m.) and Saturday and Sunday from 11:30 a.m. to 7:00 p.m. Papa John's Pizza delivery to all NSU residence halls is available daily from 7:00 p.m. to midnight.

### **Outtakes at the Don Taft University Center**

Located in the Don Taft University Center, this store offers Dunkin' Donuts coffee, bottled beverages, chips, candies, snacks, "grab and go" meal solutions, and sushi. New this year, we offer various gluten-free and organic items. For our residential housing students, we also carry frozen foods and health and beauty items, as well as cleaning and various household supplies.

Service hours during the fall and spring semesters are Monday through Friday: 7:30 a.m. to 10:00 p.m. and Saturday and Sunday: 11:30 a.m. to 8:00 p.m. Summer and holiday hours vary.

### **West End Ave Deli**

Located on the first floor of the Alvin Sherman Library, Research, and Information Technology Center on the main campus, this New York-style deli offers the NSU community a place to relax and enjoy Seattle's Best coffee, Einstein Bros. Bagels, Au Bon Pain soups, or one of the deli's signature overstuffed sandwiches and salads. For those on the run, a selection of "grab and go" meal solutions is always available.

Service hours during the fall and spring semesters are Monday through Thursday: 8:00 a.m. to 8:00 p.m., Friday: 8:00 a.m. to 6:00 p.m., Saturday: 9:00 a.m. to 6:00 p.m., and Sunday: Noon to 4:00 p.m. Summer and holiday hours vary.

### **Supreme Court Café**

Located in the atrium lobby of the Shepard Broad Law Center, this kiosk offers Einstein Bros. Bagels, “grab and go” sandwiches and salads, Au Bon Pain soups, sushi, Dunkin’ Donuts coffee, and much more. It’s a quick and easy solution to a meal on the go.

Service hours during the fall and spring semesters are Monday through Thursday: 8:00 a.m. to 7:00 p.m. and Friday: 8:00 a.m. to 1:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

### **HPD Café**

Located on the first floor in the Morton Terry Building, the HPD Café offers a place for students to grab a quick bite to eat. It features comfortable indoor and outdoor seating. Menu selections include Subway, The Chef’s Table (featuring home-style cuisine), Au Bon Pain soups, Wildgreens, The Shark’s Grille, and Papa John’s Pizza. Also available are specialty desserts, Dunkin’ Donuts coffee, Outtakes “grab and go” sandwiches and salads, sushi, and much more.

Service hours during the fall and spring semesters are Monday through Friday: 7:00 a.m. to 3:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

### **HPD Juiceblendz**

Juiceblendz smoothie bar is located in front of the HPD Library and Hull Auditorium. The kiosk features healthy Juiceblendz smoothies, Starbucks coffee, plus a variety of powerbars, Outtakes sandwiches, salads, sushi, and desserts.

Service hours during the fall and spring semesters are Monday through Thursday: 7:00 a.m. to 8:00 p.m. and Friday: 7:00 a.m. to 2:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

### **Monty’s Café (Einstein Bros. Bagels)**

Located inside the Carl DeSantis Building, Einstein Bros. Bagels features not only the bagels that made them famous, but also gourmet coffee, great sandwiches, salads, and the best breakfast available on campus. When considering a catering event, remember Einstein’s. They deliver catering anywhere on campus, six days a week.

Service hours during the fall and spring semesters are Monday through Friday: 7:30 a.m. to 8:30 p.m. and Saturday: 7:30 a.m. to 2:00 p.m. Closed Sunday. Summer and holiday hours vary.

### **Parker Building Outtakes**

This Outtakes location is conveniently located on the first floor of the Parker Building on NSU’s main campus. The kiosk offers Einstein Bros. Bagels, sandwiches and salads, sushi, a wide variety of snacks, beverages, and delicious Dunkin’ Donuts coffee.

Service hours during the fall and spring semesters are Monday through Thursday: 7:30 a.m. to 8:30 p.m. and Friday: 7:30 a.m. to 6:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

### **Meal Plans**

Declining balance accounts are designed specifically to make your life simpler. A smart chip on your student ID card works with our computer system to identify you as a plan member. Our declining balance account is simple, economical, and designed to meet the needs of your busy campus lifestyle.



Declining balance (DB dollars) may be used at any Shark Dining location on campus without restriction to time of day or frequency of use. Students are allowed to add additional dollars (in increments of \$100) to their declining balance account at any time.

Students may sign up for a declining balance card at the NSU Card Office located in the Don Taft University Center.

Service hours are Monday through Friday: 8:30 a.m. to 6:00 p.m.

## **Undergraduate Student Success**

The mission of the Office of Undergraduate Student Success (OUSS) is to provide undergraduate students with supplementary resources focused upon increasing retention and graduation. The OUSS promotes a culture that meets the cognitive, social, and institutional needs of our diverse undergraduate student population. Programs include, but are not limited to, the following:

- **Super Sharks**—This program is designed to assist first time in college (FTIC) students as they transition to university life and its inherent challenges.
- **Tools for Success**—Tools for Success (TFS) is a series of workshops designed to assist students in adapting to university life and, ultimately, achieving degree completion.
- **Success Coaching**—Students meet one-on-one with an OUSS success coach to build rapport, educate students about university-wide resources, and help them develop personal success plans.
- **Student Success Fair**—This event provides students with the opportunity to learn about NSU resources that can help them succeed and earn their degrees.

To learn more about the Office of Undergraduate Student Success programs and initiatives, visit [www.nova.edu/yoursuccess](http://www.nova.edu/yoursuccess). To schedule a coaching session, call (954) 262-8386.

## **University Health Care Centers**

The Health Professions Division Health Care Centers serve an important function and are an integral part of the HPD training programs. They provide a vital community function by bringing health care service to areas whose medical needs traditionally have gone unmet.

### **Sanford L. Ziff Health Care Center**

The Ziff Health Care Center is a state-of-the-art primary care facility with full-service, radiologic-diagnostic capabilities. Contained at the health care center are family medicine, pediatrics, X ray, occupational therapy, pharmacy, physical therapy, rehabilitation, nephrology, hypertension, sports medicine, an optometric center, optical dispensary, OB-GYN, dermatology, and general internal medicine. Complete dental services are available next door at the clinics operated by the NSU College of Dental Medicine. Ambulatory medical, optometric, and dental care is made available during regular business hours for the university community. When a student or a family member needs care, they may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. For urgent situations, contact the University Health Service at (954) 262-4100. Most insurance policies are accepted by the health facility for medical services.

Consultation with specialists, when needed, will be arranged by the University Health Service, and such specialty care will be the student's financial responsibility. Direct visits to specialties without referral by the University Health Service are strongly discouraged.

## Campus Pharmacy

Located adjacent to the Ziff Health Care Center is the pharmacy where prescriptions, over-the-counter remedies, herbal, and homeopathic remedies are available. The pharmacy Wellness Center addresses diabetes, high blood pressure, and other diseases.

### Hours of Operation

Monday–Friday: 9:00 a.m. to 6:00 p.m.

Saturday: 9:00 a.m. to 1:00 p.m.

For additional information, contact (954) 262-4550.

## Volunteerism and Civic Engagement

The mission of the Office of Volunteerism and Civic Engagement is to provide students the opportunity to develop leadership potential and a sense of belonging and civic responsibility through involvement in campus and community life. The office is located in the Rosenthal Building. Contact the office by phone: (954) 262-7297 or email: [volunteer@nsu.nova.edu](mailto:volunteer@nsu.nova.edu).

Benefits of volunteering:

- gain work experience
- have your efforts added to the cocurricular transcript
- build self-esteem and self-confidence
- develop new skills
- improve existing skills
- meet new people
- make important networking contacts
- increase your GPA
- develop leadership skills
- develop critical thinking
- develop conflict resolution skills

NSU offers more than 50 different services to the community. Students are encouraged to get involved in the following services:

- Area Health Education Center Program
- Autism Consortium, (954) 262-7168
- Institute for Learning in Retirement, (954) 262-8471
- Mailman Segal Center for Human Development, (954) 262-6900
- Nova Singers, (954) 262-2107
- Center for Continuing and Professional Studies, (954) 262-8789
- University Health Care Centers:
  - Sanford L. Ziff Health Care Center, (954) 262-4100
  - Pharmacy, (954) 262-4550
  - Dental, (954) 262-7500
  - Optometry, (954) 262-4200

- Baudhuin Preschool, (954) 262-7100
- University School, Upper School (954) 262-4400
- VOICES Family Outreach, (954) 262-4237
- Women's Resource Institute, (954) 262-8451

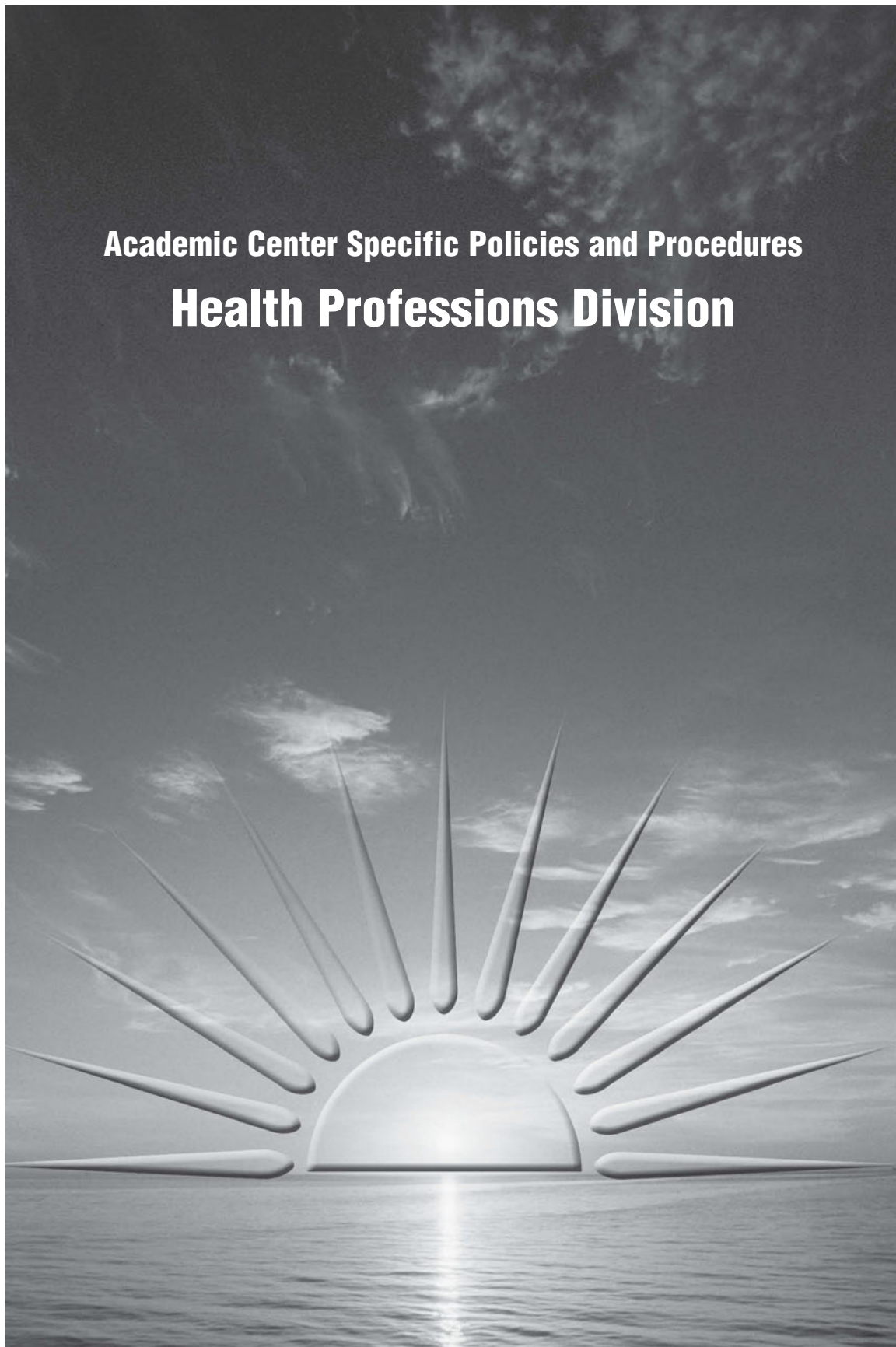
### **Wireless Networking—NSU WINGS**

NSU's wireless networking project, NSU WINGS, provides mobile network access for the students of the university. The wireless network is available at all NSU campuses and student educational centers. For information and instructions on registering for NSU WINGS, please visit [www.wireless.nova.edu](http://www.wireless.nova.edu).

### **Women's Resource Institute (WRI)**

The Women's Resource Institute is a program for all people. The WRI provides information and referral services for problems that may be interfering with employee/student well-being, including domestic violence, substance abuse, career changes, financial crisis, or other issues. The WRI can be reached at (954) 262-8451.

**Academic Center Specific Policies and Procedures**  
**Health Professions Division**





# Health Professions Division

## Building Hours

The executive and administrative offices of the Health Professions Division are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. The library maintains its own hours (see Library section).

## Yearly Fees and Expenses

NSU Student Services Fee.....	\$900
HPD General Access Fee .....	\$145
Histology Lab Fee .....	\$100
Lippencott Books Fee (only for Osteopathic Medicine second-year students) .....	\$250
Review Course Fee (only for Optometry third-year students).....	\$315
Review Course Fee (only for Osteopathic Medicine students) .....	\$650
Nursing Program Lab Fee .....	\$150
Nursing Skills Assessment.....	\$170
Physician Assistant Clinical Support Charge (assessment divided equally among each of the three semesters of clinical training) .....	\$1,200
Equipment/Lab Fee (only for Optometry students).....	\$25*
Student Fee (only for Osteopathic Medicine second-year students) .....	\$250
Degree Application Fee (Seniors only).....	\$100
Commencement Fee (Seniors only).....	\$175
Program Completion Certificate Fee (Postgraduate Dental students) .....	\$150
Degree Application Fee (B.S./Vision Science).....	\$100
Late Payment Fee.....	\$100
I.D. Replacement .....	\$25
Diploma Replacement.....	\$30
Official Transcripts.....	\$10 (each)

Please note that courses may have additional fees associated with them.

\* Per student, per term for fall and winter

## 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 using credit cards: MasterCard, VISA, or American Express. Credit card and electronic check payments may be made online through eBill or SharkLink.

## Late Payment Fee

All tuition and fees not paid within 30 days after the start of the semester will result in the assessment of a nonrefundable, \$100 late payment fee and a hold being placed on the student account. This hold will prevent the student from viewing grades, registering for future classes, ordering transcripts or diplomas, and accessing the RecPlex at the Don Taft University Center until the financial obligation is reconciled.

## Late Registration

Students who register after the late registration date or deadline will be charged a late fee or penalty established by the university or the division.

## Consequences for Nonpayment

The student's failure to meet financial obligations in accordance with university policy at the end of 30 days will result in an automatic letter of notification being sent to the student informing him or her of that failure to resolve his or her financial obligation. The university bursar shall

- identify those students who have still failed to meet their financial obligation at the end of each 30-day period
- notify those students of their failure to pay
- forward to the program office the names of all students in delinquent status for the program office to take appropriate administrative action

Those students who fail to meet financial obligations shall not receive an academic transcript or diploma.

## Tuition Credit Policy—Voluntary Withdrawals

Students who wish to withdraw must submit a written request for voluntary withdrawal to the dean, who will evaluate the student's request. After completing the required withdrawal form(s) and obtaining the dean's approval, an eligible student may receive partial credit of the tuition, according to the following formula:

Drops during the first week of the term in which classes begin.....	75 percent
Drops after the first week of the term in which classes begin.....	No refund

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 Student Financial Assistance 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 section of the student handbook.

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

A refund due the student will be mailed to the student's permanent home address or deposited directly into his or her checking account as soon as the dean 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.

## Short-Term Preloans

The Office of Student Financial Assistance at HPD administers preloans for students who encounter emergency situations prior to receipt of financial aid refunds. Students must be enrolled for the term, 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 weeks of disbursement date.

## **Return of Title IV Funds**

Effective July 1, 2000, the U.S. Department of Education implemented changes to Section 484B of the Higher Education Act, as amended by the Higher Education Amendments of 1998, with regard to the Return of Title IV aid. Under this policy, a student “earns” his or her financial aid based on the percentage of the academic term that he or she completes. Students who drop, withdraw, or cease attendance in all financial aid-eligible courses prior to completing more than 60 percent of term are required to repay the “unearned” financial aid that they received. The “unearned” funds are repaid by NSU and/or the student based on a federal formula. The student is responsible for repaying to NSU any funds that NSU was obligated to return to the student’s lender or grant program. “Unearned” funds are returned in the following order: Federal Pell Grant, Federal Supplemental Opportunity Grant, TEACH Grant, Direct Unsubsidized Loan, Direct Subsidized Loan, Federal Perkins Loan, Direct Plus Loans (Graduate and Parent).

It is important that students notify the Office of Student Financial Assistance and the Office of the Dean if they intend to withdraw. For students who do not officially withdraw, a Return of Title IV Funds calculation will be completed utilizing the last day of attendance indicated by the instructor on the grade roster. If the last date of attendance is not known, the midpoint of the term will be used to determine the amount of aid earned. All students for which a Return of Title IV Funds calculation is completed and who have “unearned” funds to be repaid will be notified of their obligation within four days of the date the unofficial withdrawal determination was made. Students owing a grant overpayment must repay the funds within 45 days of the date they are notified or they will no longer be eligible to receive any federal funds.

Students whose aid is not disbursed prior to the last date of attendance may be eligible to receive a portion of their awarded federal aid as a postwithdrawal disbursement. In order to be offered a postwithdrawal disbursement, the student must have been eligible for the disbursement at the time of withdrawal.

Effective July 1, 2011, the U.S. Department of Education has revised regulations in regard to students enrolled in a semester with multiple parts of term. The new regulations require NSU to perform a Return of Title IV calculation for any student who ceases attendance during the first part of term unless the student provides written confirmation of future attendance for second part of term courses.

Additional information regarding this policy is available on the NSU Financial Aid Web site at [www.nova.edu/financialaid](http://www.nova.edu/financialaid).

Note: Dismissal will result in termination of veterans benefits, where applicable.

## **Health Professions Division Library**

The HPD Library is located on the first floor at the north end of the Terry Building Complex in the Library/Lab Building. The print collection consists of more than 20,000 volumes and 4,000 active medical/health journal subscriptions. In addition, the Electronic Library is accessible 24/7 from any computer with an Internet connection. It provides access to more than 150 medical/health databases, including Medline, CINAHL, UpToDate, MD Consult, Micromedex, and Clinical Pharmacology, as well as interactive databases such as Procedures Consult, Mosby’s Nursing Skills, VisualDX, and Doc.com. More than 500 medical textbooks are available full-text online along with more than 43,000 full-text electronic journals. Interlibrary loan and document delivery services provide access to journal articles and books not available locally. Professional reference assistance is available during most operating hours. Six librarians are



available for help with searching, full-text journals, citation reference management, and research. Each HPD college/program is assigned a subject-specialist liaison librarian to help students with specific assignments. Students have access and borrowing privileges to print collections at any NSU library and may access more than 344 electronic databases via the HPD library home page ([www.nova.edu/hpdlibrary](http://www.nova.edu/hpdlibrary)).

Quiet study areas are designated in the library, with a variety of seating options available, from large tables to individual carrels and comfortable seating. There are 48 individual/small group study rooms in the library and adjacent Assembly II Building. Rooms may be checked out for up to three hours. All rooms are equipped with white boards and some library study rooms have video players. A small teaching lab is available for group instruction and two 50-station computer labs are open when the library is open. A production studio is available for student use for Tegrity, videotaping, and video editing. Both buildings have full wireless connectivity.

A common area provides space for collaborative projects and small-group work.

The library has both PC and Apple computers for student use, as well as several iPads for short-term checkout.

Specific study areas are open to all NSU students 24 hours a day, 7 days a week.

Hours of operation for the library, study center, and adjoining computer labs are:

Monday–Thursday, 7:00 a.m. to midnight

Friday, 7:00 a.m. to 9:00 p.m.

Saturday and Sunday, 10:00 a.m. to midnight

For further assistance, please call (954) 262-3106.

See the Libraries section of the student handbook for information about NSU's Alvin Sherman Library, Research, and Information Technology Center.

## **Lost and Found**

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

## **Microcomputer Laboratories**

The Office of Information Technologies maintains two separate computer laboratories at the Health Professions Division. One of these laboratories is located in the HPD Library to the right of the front desk. It contains three networked laser printers, a color scanner, and 33 desktop computers equipped with Windows XP, and Microsoft Office 2007 (Word, PowerPoint, Excel, and Access). The second computer lab is located on the first floor of the Assembly II Building. It has 52 desktop computers and is equipped with the same software packages. In addition, other software programs for use in specific courses are also installed on the systems. Online connectivity from all desktop systems provides access to the Campus Wide Information System (CWIS), the Electronic Library, the Internet, and the World Wide Web (WWW). Computer-assisted instruction programs are also available. The HPD laboratories operate under the auspices of the university Office of Information Technologies.

Computer Lab hours:

HPD Assembly Building—HPD Lab B  
Monday–Thursday, 7:00 a.m. to midnight  
Friday, 7:30 a.m. to 9:00 p.m.  
Saturday, 10:00 a.m. to midnight  
Sunday, 10:00 a.m. to midnight  
(954) 262-4868

HPD Library computer laboratory—HPD Lab A  
Monday–Thursday, 7:30 a.m. to midnight  
Friday, 7:30 a.m. to 9:00 p.m.  
Saturday, 10:00 a.m. to 10:00 p.m.  
Sunday, 10:00 a.m. to midnight  
(954) 262-4945

In both locations, full-time technicians and student employees are available to provide technical support.

### **Student Lounge/Student Area**

Students who wish to relax may use the student lounge on the second floor of the HPD Library/Laboratory Building during their free hours. Vending machines, pay telephones, pool table, and other games are provided for student use. Additional student lounges are available at the Palm Beach, Jacksonville, Orlando, Fort Myers, and Tampa student educational centers.

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

## **HPD 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 assistance, anesthesiologist assistance, cardiovascular sonography, vascular sonography, nursing, dentistry, or public health. 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 health care.

Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by law.

### **AIDS Policy**

The university has adopted the following AIDS policy: Nova Southeastern University Health Professions Division recognizes its responsibilities for the health and welfare its students and faculty and staff members, as well as its responsibilities to patients suffering from AIDS or harboring the human immunodeficiency virus (HIV). While the division does not subscribe to compulsory HIV testing either as a screening device or in individual cases, some rotation sites require this test and

students must comply. As an institution of medical learning, the division provides each student/faculty/staff person knowledge to understand the AIDS problem, including AIDS testing, treatment, and counseling by community services. The division provides an annual seminar to all students, faculty members, and staff members. The division recommends universal precautions in all laboratory and clinical settings. The division reserves the right to alter this policy as new information on AIDS becomes available.

Policies relating to incidents of exposure are found in Nova Southeastern University Post-Exposure Policies and Procedures.

## **Attendance Policy**

At Nova Southeastern University's Health Professions Division, attendance at all scheduled instructional periods is mandatory. Students are required to follow their college section for specific center or program policies.

Failure to consider any additional requirement is noted in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Students shall report to the individual college's Office of Student Affairs, in writing, the reason for all absences within 24 hours of each occurrence.

Students whose reasons are unacceptable will be subject to disciplinary action. In the event of an emergency absence, requests for an excused absence must be made to the individual college's Office of Student Affairs for a decision. All students are instructed to consult their specific program handbook with regard to additional or supplemental attendance policies.

### **1. Excused absences**

A. **Illness:** The division must be notified as soon as possible, or at the latest, on return to school, of all absences due to illness. For unusual or prolonged illness, the appropriate Office of Student Affairs must be notified as soon as possible. These absences will be evaluated on an individual basis.

B. **Special circumstances:** Unusual circumstances resulting in absences (e.g., death in the immediate family) must be cleared with the appropriate Office of Student Affairs on an individual basis, preferably before the student is absent from class.

### **2. Unexcused absences**

Absences not falling into the first category are unexcused absences. The administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.

Unexcused absences or absences may result in a written reprimand from the dean with a copy to be placed in the student's permanent file, plus a loss of 10 percentage points in the course or failure in the course.

Each laboratory, assignment, or examination missed must be made up at the discretion and convenience of the instructor.

If, in the judgment of the dean, a pattern of absences appears to surface, action may be taken, up to and including failure in the courses involved or dismissal from school.

### 3. Clinical rotations

Attendance while on clinical rotations follows different procedures and they are noted in the policy and procedures *Clinical Rotation Handbook* or *Clerkship/Externship Manual* distributed prior to going on rotations.

### 4. Promptness

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class and is thus markedly inconsiderate and rude.

Classes begin at various times within each college. Any student not seated in his or her assigned seat by the time class begins may be marked absent. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person. 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.

### 5. Religious holidays

Absences for major religious and ethnic holidays may be excused at the discretion of the administration. Students are required to obtain approval for their absences one week prior to the holiday.

## Background Checks

Accepted applicants and students are required to authorize the NSU Health Professions Division to obtain background check(s) as per adopted policy of March 2011. If the background check(s) reveal information of concern, which the NSU Health Professions Division may deem unfavorable, HPD 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 the Health Professions Division to obtain a background check with the results reported to the clinical training facility.

Offers of admission will not be considered final until the completion of the background check(s), with results deemed favorable by the NSU Health Professions Division, and where appropriate, by the clinical training facilities. If information received indicates that 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 admission may be denied or rescinded, the student may be disciplined or dismissed, or his or her enrollment may be terminated.

Following the initial background check(s), students will be asked annually to provide a certification relating to any convictions or guilty or no-contest pleas to any criminal offense other than traffic violations.

## Certificate of Physical Examination

Students must 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.

Students may request that the University Health Service 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 facility.

## **Core Performance Standards for Admission and Progress**

The Nova Southeastern University Health Professions Division is pledged to the admission and matriculation of qualified students and wishes to acknowledge awareness of laws that prohibit discrimination against anyone on the basis of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, or political beliefs or affiliations.

Regarding those students with verifiable disabilities, the university will not discriminate against such individuals who are otherwise qualified, but will expect applicants and students to meet certain minimal technical standards (core performance standards) as set forth herein, with or without reasonable accommodation. In adopting these standards, the university believes it must keep in mind the ultimate safety of the patients whom its graduates will eventually serve. The standards reflect what the university believes are reasonable expectations required of health professions students and personnel in performing common functions.

The holders of health care degrees must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for Health Professions Division degrees must be able to integrate consistently, quickly, and accurately all information received, and they must have the ability to learn, integrate, analyze, and synthesize data.

Candidates for degrees offered by the Health Professions Division must have, with or without reasonable accommodation, 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. Problem solving—a critical skill—requires all of these intellectual abilities. Candidates and students must have critical thinking ability sufficient for good clinical judgment. This is necessary to identify cause-effect relationships in clinical situations and to develop plans of care. In addition, 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 diverse, dynamic, highly competitive, and challenging learning environment. All individuals are expected to meet their program requirements on a satisfactory level as determined by HPD administration or the applicable college/program administration. Osteopathic medical students must be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging environment. They must be able to think quickly and accurately in an organized manner, despite environmental distractions.

### **Interpersonal Communication**

Candidates and students should be able to interact with and observe patients in order to elicit information; perform examinations; describe changes in mood, activity, and posture; and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. 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 with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

### **Motor Skills**

Candidates and students should have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of some health care professionals are cardiopulmonary resuscitation (CPR), administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the ability to calibrate and 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. Physical therapy and occupational therapy students must be able to position patients for treatment, as well as teach the functions involving gross and fine movements. Pharmacy candidates and students must have sufficient motor skills to weigh chemical and pharmaceutical (including intravenous) solutions, prepare prescriptions, and carry out sterile procedures.

### **Strength and Mobility**

Candidates and students must have sufficient mobility to attend emergency codes and to perform such maneuvers as CPR when required. They must have the physical ability to move sufficiently from room to room and to maneuver in small places. Osteopathic medical students must have the ability to position patients for the administration and delivery of osteopathic manipulative treatment in a variety of settings and to position and move patients when required.

Pharmacy students must be able to move about within a pharmacy setting and a patient's room.

Physical therapy and occupational therapy students must be able to administer treatment in a variety of settings and positions and move patients when required.

### **Hearing**

Candidates and students should have sufficient auditory ability to monitor and assess health needs. They must be able to hear information given by the patient in answer to inquires; to hear cries for help; to hear features in an examination, such as the auscultatory sounds; and to be able to monitor equipment.

### **Visual**

Candidates and students must have visual ability sufficient for observation and assessment necessary in patient care. It must be consistent in many cases with being able to assess asymmetry, range of motion, and tissue texture changes. Osteopathic medicine, optometry, and physician assistant students must have sufficient visual ability to use ophthalmologic instruments. It is necessary to have adequate visual capabilities for proper evaluation and treatment integration. Candidates and students must be able to observe the patient and the patient's responses, including body language and features of the examination and treatment. Pharmacy students must be able to interpret prescriptions and medical orders, as well as to inspect medicine for deterioration or expiration.

### **Tactile**

Candidates and students must have sufficient tactile ability for physical assessment. They must be able to perform palpation and functions of physical examination and/or those related to therapeutic intervention. Pharmacy students must be able to measure and compound, sometimes transferring from container to container, and to carry out sterile procedures. Dental students must be able to deliver appropriate treatment using high technology equipment such as dental drills and surgical instruments.

### **Sensory**

Osteopathic students and physician assistants are required to have an enhanced ability to use their sensory skills. These enhanced tactile and proprioceptive sensory skills are essential for appropriate osteopathic evaluation and treatment of patients.

## 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; the prompt completion of all responsibilities attendant to the diagnosis and care of patients; and the development of mature, sensitive, and effective relationships with the patients. Candidates and students must be able to physically tolerate taxing workloads, 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. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and education process.

## Dress Code

Students in the Health Professions Division must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on the division campus and in classes or laboratory or on an experiential rotation or program. The following constitute acceptable attire:

1. Students must wear their white consultation jackets with their names and appropriate college designation embroidered over or on the left breast pocket. A white jacket is to be worn daily over the prescribed attire.
2. Shirt, tie, slacks, socks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes.
3. Matching scrub sets, socks, and shoes.
4. In addition to the above attire, **students must wear their white clinical jackets.**
5. **Identification badges** will be issued at the One-Stop Shop in the Health Professions Division, in the Don Taft University Center, or from the Office of Student Affairs for distance program students, and **must be worn at all times when the student is on campus or clinical rotation.** Please note that ID badges are necessary for proper use of on-campus auditoriums, library and recreational facilities, offices, laboratories, and certain restricted parking areas. These badges are given to the students at no charge, except for replacement.

Students **may not** wear the following:

- shorts
- cut-offs
- mini-skirts (higher than mid-thigh)
- jeans
- see-through clothing or halter-tops
- open-toed shoes—including beach/flip-flops, sandals, thong footwear, or plastic clogs with holes on sides or top (Croc type)
- T-shirts (as the outer shirt)
- jogging or exercise clothing
- hats or caps, unless of a religious nature

All individuals who work or study in the clinic environment must be proactive in reducing the potential for workplace foot injuries. No open-toed shoes are to be worn in the clinics. These guidelines apply on campus from 8:00 a.m.–5:00 p.m., Monday through Friday, and while on duty on rotations.

Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance, an unexcused absence will be recorded until the student returns properly attired. Questionable or

disputed cases of dress or grooming shall be presented to the dean, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of scrub suits in anatomy laboratory), it will be the only exception to the dress code allowed during that time.

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, clinical rotation site-supplemental dress code policies.**

## Food in the Lecture Halls

Food and beverages are not permitted in the lecture halls, laboratories, or university clinics.

## 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, 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.

## Immunization Requirements

Students must complete the mandatory immunization form, which must be signed by a licensed health care provider. The form can be found at [www.nova.edu/smcl](http://www.nova.edu/smcl).

The following immunizations/vaccinations are **required** of students at the Health Professions Division, based on the current Centers for Disease Control (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 Nova Southeastern University:

- varicella (chicken pox)
- measles
- mumps
- rubella

**Tetanus-Diphtheria-Pertussis:** All students are required to have had a Tetanus-Diphtheria (Td) booster within the 10 years prior to matriculation and must maintain immunity by continuing to remain current according to the CDC recommendations for health care personnel during their program. Due to the increased risk of pertussis in health care settings, the Advisory Committee on Immunization Practices highly recommends health care workers receive a one-time Tdap (ask your health care provider), only if it has been more than two years since receiving a Td booster. Therefore, students are encouraged to receive a Tdap if it has been more than two (2) years since receiving a Td booster.

**Hepatitis B Vaccine:** Because every student at the Health Professions Division can be potentially exposed to this deadly virus, and since many rotation sites require it of personnel, we will require and administer hepatitis B vaccinations for every entering student during the first year with a follow-up blood test showing the presence of hepatitis B antibody.



Students with documented immunity to hepatitis B must provide such documentation upon matriculation, including a Hepatitis B Surface Antibody Titer.

**Tuberculosis:** Because of the resurgence of tuberculosis and the possible exposure of students to TB, the Health Professions Division will require and provide a yearly tuberculosis test for every student.

**Arrangements:** Students may request that the Student Medical Center administer these immunizations. The Student Medical Center will make appointments in as timely a manner as possible. The appointment, once made, becomes an obligation of the student and must be kept. For students at the SECs, the appointments may be scheduled with the NSU designated physician for their area.

**Student Activities Fees:** The student activity fees cover hepatitis B and TB screening. All other immunizations and health care services are the responsibility of the student.

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

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

## Email

Email notices to students from faculty and staff members or other students must be sent via a university assigned email address. It should be noted that forwarding of emails containing patient health information is prohibited by federal compliance regulations.

## Notices, Messages, and Posters

After approval from Student Affairs, students may post notices on the bulletin boards located in the student lounge and other locations. 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.

## Parking Lot/Garage

You are encouraged to use the parking areas designated for our students. **You must obtain a parking decal from the security office.** 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. Remember to lock your car everyday and park within the specified areas. Do not leave valuables in your vehicle.

Courtesy and common sense in parking will avoid accidents, personal injuries, 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.

The Health Professions Division and NSU do 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.

## **Photographs and Recordings**

No one may take photographs in classrooms or laboratories without prior permission of the instructor and student(s) within those facilities. Absolutely no photographs may be taken in the anatomy laboratories. Students wishing to record lectures must obtain permission from the instructor. Consent forms may be obtained from your academic center's office.

## **Return of University Property**

Any Health Professions Division or 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 deal with the bursar's office for this purpose. Also, diplomas will be withheld for any outstanding financial obligation.

## **Security Checks**

The university, the Health Professions Division, 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 division-recognized organizations, on campus and off campus, must be approved in advance by that specific college's Office of Student Affairs/Office of Student Activities. A student or group of students may not officially represent the division 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 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 coordinator of educational support 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 the Health Professions Division (HPD) of Nova Southeastern University (NSU), all students agree to abide by university standards concerning: 1) Drug-Free Schools and Campuses and 2) Zero Tolerance Drug Policy.

The objective of the Student Assistance Program (SAP) is to assist students in need of substance abuse services in order to: 1) protect the public welfare and 2) encourage those students to pursue a life of recovery so that they may regain and maintain physical and psychological health, as well as academic success within the Health Professions Division (HPD). Any student enrolled in HPD in need of substance abuse services is encouraged to voluntarily seek such assistance.

The SAP is a nondisciplinary student resource. However, in cases of suspected substance abuse, intoxication, influence or impairment, a student may be referred by their college to the SAP in order to initiate an investigation. A SAP investigation may include drug/alcohol screen(s), or, 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 health care provider(s) authorized by the SAP. All students agree to abide by SAP instruction and recommendation(s) as a condition of enrollment at NSU.

A student referred to the SAP shall sign an authorization and consent for release of information, including an authorization for the release of a student's medical records so that the SAP director and authorized representatives of the applicable college may monitor the student's performance and compliance with the conditions of the SAP program. Any failure to comply with the conditions of the SAP, or, failure to comply with any recommendation of an authorized independent licensed health care provider authorized by the SAP may result in dismissal from the respective college.

Any student referred to the SAP may have his or her clinical rotations or other clinical assignments suspended or re-scheduled at sites that will allow the student to be more appropriately monitored during the course of participation in the SAP. The student may also be asked to take a medical leave of absence from NSU while participating in the SAP. Any act of inappropriate behavior or violation of student handbook policy by a student participating in the SAP may be considered grounds for discipline and may result in dismissal from the respective college.

A faculty member who observes a student with symptoms suggestive of intoxication, substance influence, and/or impairment may report the matter to the dean or authorized representative of his or her respective college. The SAP is independent from the disciplinary process for each respective HPD college.

## **Student Counseling**

Counseling for NSU students is provided by the Henderson Student Counseling Center. Services include treatment for anxiety, panic, depression, anger management, financial stress, social struggles, chronic illnesses, abuse, suicidal thoughts, break-up/divorce, assault, and many other areas affecting a student's quality of life.

### **Location**

3538 South University Drive, Davie, Florida 33328-2003  
(in University Park Plaza, east of the NSU Bookstore)

### **Contact Information**

Office: (954) 424-6911 or (954) 262-7050

Fax: (954) 424-6915

Hotline: (954) 424-6911 or (954) 262-7050 (available 24 hours, 7 days a week)

Web site: [www.hendersonbehavioralhealth.org/studentcounseling/index3.html](http://www.hendersonbehavioralhealth.org/studentcounseling/index3.html)

### **Hours**

Monday, Thursday, Friday: 9:00 a.m. to 5:00 p.m.

Tuesday, Wednesday: 9:00 a.m. to 8:00 p.m.

## **Student Employment**

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

## **Student Insurance Requirement**

It is required that each Health Professions Division Student including online M.P.H. students carry adequate personal medical and hospitalization insurance. (Other online program students, as well as the R.N. to B.S.N. and R.N. to M.S.N. students, are not required to submit proof of personal medical and hospitalization insurance.) It is strongly suggested that students and their families avail themselves of the insurance plan obtainable through the university. Information about the policy can be obtained through the Health Professions Division Admissions and Student Services Office, or by accessing the Web site at [www.nova.edu/studentinsurance](http://www.nova.edu/studentinsurance). Please note that students will see a charge for health insurance appear on their student account as part of the academic registration process.

For those students who already have 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 [www.nova.edu/insurancewaiver](http://www.nova.edu/insurancewaiver). The online waiver is the only process by which insurance charges will be removed and coverage will be cancelled. 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 each academic year.

## **Telephone Calls**

A student will not be called from class for a telephone call except in cases of an emergency. Use of the division office phones is not permitted unless an extreme emergency exists.

## **Visitors**

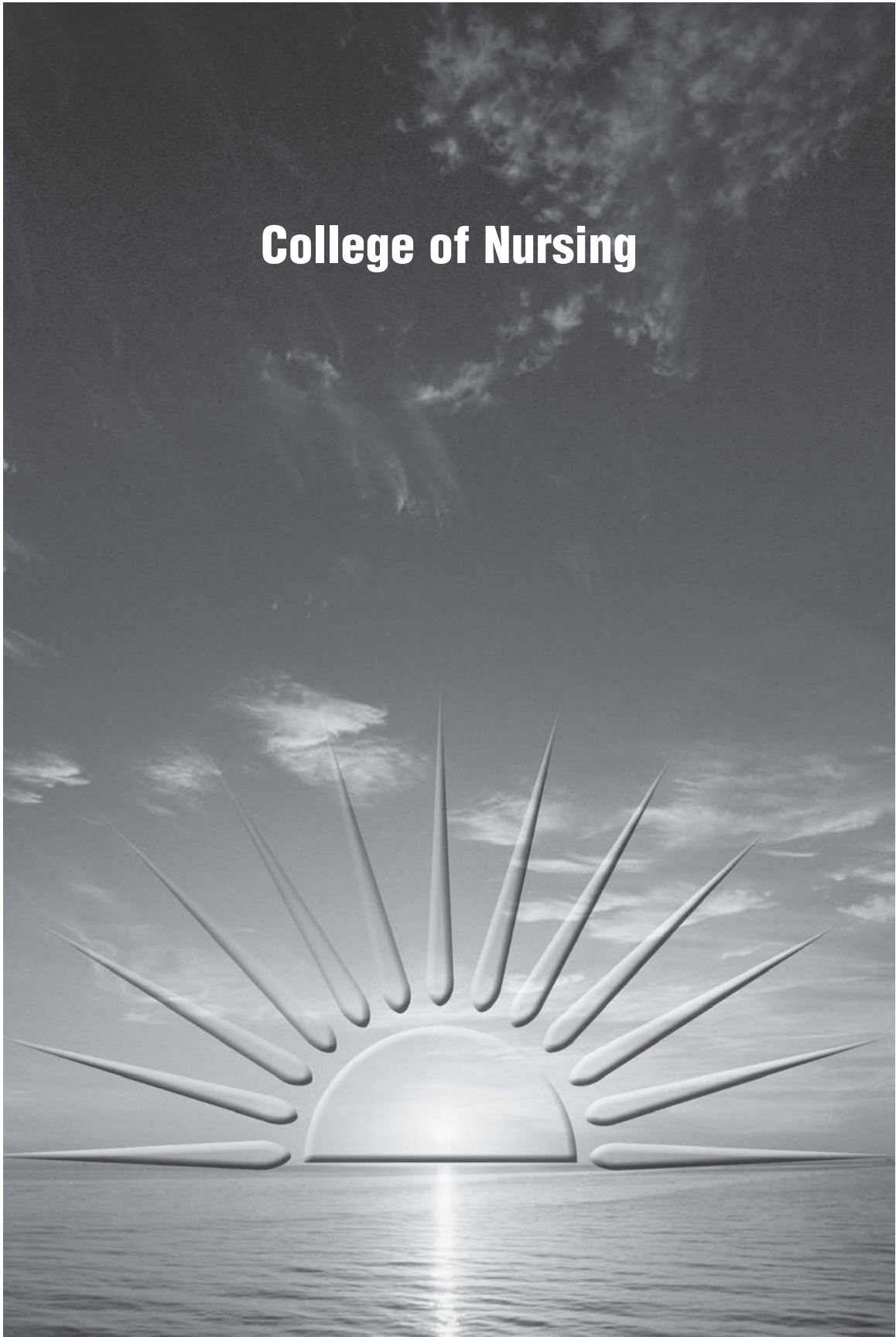
Unescorted visitors in our facilities are not allowed. Visitors are not permitted in classrooms or laboratories on HPD property without prior permission from the college or department. No visitors are permitted in a restricted area at any time. If you are expecting visitors, you must request permission 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. Ask your 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 in the Health Professions Division may not visit, in an official or presumably official capacity as a professional school student, any health-related institution (hospital, pharmacy, practitioner's office, clinic, etc.) or any health school without express permission of the dean. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all hospital rules are observed.



# College of Nursing





# College of Nursing

## College Administration

**Marcella Rutherford, Ph.D., M.B.A., M.S.N.**

Dean, College of Nursing  
Room 1570/Ext. 21963

**Barbara E. Barrett, D.N.P., B.B.A., A.R.N.P.**

Interim Associate Dean, Academic Affairs  
Room 1571/Ext. 21709

**Mary Botter, Ph.D., R.N.**

Associate Dean, Entry-Level Program  
Interim Program Director, Entry-Level Nursing—Fort Lauderdale  
Room 1567/Ext. 21944

**Linda Strommen, Ed.D., M.S.N., B.S.N.**

Associate Dean, R.N. to B.S.N./M.S.N. Program  
Program Director, R.N. to B.S.N./M.S.N. Programs—Fort Myers, Orlando, and Online  
Fort Myers Campus/Ext. 46953

**Diane K. Whitehead, R.N., M.S.N., Ed.D.**

Associate Dean, Graduate Programs  
Palm Beach Gardens Campus/Ext. 52262

**Patricia Dittman, B.S.N., M.S.N., Ph.D.**

Program Director, Nursing Graduate Programs  
Room 1555/Ext. 21991

**Kimberly Hogan, M.S.N., R.N., CMSRN, PLNC**

Program Director, Entry-Level Nursing—Southwest Florida  
Fort Myers Campus/Ext. 46963

**Jo Ann Kleier, Ph.D., Ed.D., ACNP-BC**

Program Director, Doctor of Nursing Practice Program  
Palm Beach Gardens Campus/Ext. 52297

**Sally Weiss, Ed.D., M.S.N., B.S.N.**

Program Director, Entry-Level B.S.N. Program—Kendall  
Kendall Campus/Ext. 21980

**Rosario Medina-Shepherd, Ph.D., CNS, F.N.P., ACNP-BC**

Program Director, Advanced Practice Registered Nurse/Family Nurse Practitioner (FNP) Program  
Palm Beach Gardens Campus/Ext. 52297

**Mark Wyatt, D.N.P., M.S.N.**

Program Director, R.N. to B.S.N./M.S.N. Programs—Orlando  
Orlando Campus/(407) 264-5752



## Mission Statement

The mission of the College of Nursing (CON) of Nova Southeastern University is to provide quality, professional undergraduate and graduate nursing education. We will prepare culturally sensitive and competent nursing leaders who have knowledge and skills that are relevant, futuristic, and responsive to rapidly changing health care trends and environments within an atmosphere of scholarly inquiry, professional values, interdisciplinary collaboration, and community partnerships.

## Core Values

- We respect the **diversity** and **equity** of our students, faculty and staff members, and community partners.
- We embody personal and professional **integrity** within a **supportive, caring environment**.
- We honor an environment that **mentors, empowers, and nurtures** students and faculty and staff members.
- We support **teamwork** and **partnerships** to achieve individual, department, university, and community goals.
- We encourage the development of **leadership, accountability, and ownership** among students, faculty and staff members, and community partners.
- We promote activities that **develop** and **maintain** the **discipline of nursing**.

## Reservation of Power

The student handbook is not intended to be a contract or part of a contractual agreement between NSU and the student. The NSU *College of Nursing Student Handbook* is available online at [www.nova.edu/publications/nursing/handbook/](http://www.nova.edu/publications/nursing/handbook/). Changes in the content of the student handbook may be made at any time, by the university, division, or college administration. Whenever possible, adequate notice of anticipated changes will be given to the student. 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. 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. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in judgment of the administration such changes are required in the exercise of its educational responsibility.

## ACCREDITATION

### Nursing Program

The NSU Bachelor of Science in Nursing and Master of Science in Nursing Programs are accredited by the Commission on Collegiate Nursing Education (CCNE) (One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, (202) 887-6791).

# NATIONAL LICENSURE AND CERTIFICATION

## Entry-Level Program—NCLEX-RN

Applicants to the College of Nursing who meet all university and departmental requirements will be considered for admission. Final determination of eligibility to take the National Council Licensure Examination (NCLEX) for Registered Nurses (RN) rests with the Florida Department of Professional Regulation and Board of Nursing. The licensure application requires disclosure of any criminal history and the disposition of all cases prior to board review. Applicants with previous arrest or disciplinary action on a license will not be authorized to practice nursing until all documentation is cleared by board staff or reviewed by the board. The only permanent barrier to licensure in Florida is not having your civil rights. Entry into the nursing education program is the prospective student's decision, based upon the knowledge that he or she may, or may not, be granted a nursing license. Applicants will notify the program director of any arrest record prior to application for licensure. The graduate is required to meet all reporting requirements of the Board of Nursing at the time of application to sit for the NCLEX-RN

Florida Board of Nursing  
4052 Bald Cypress Way  
BIN CO2  
Tallahassee, Florida 32399-3252

(850) 488-0595

## Family Nurse Practitioner Certification

Education in the Advanced Practice Registered Nurse (A.P.R.N.) program prepares its graduates to take the certification examination for Family Nurse Practitioner (FNP). Nurses who enter the A.P.R.N., Family Nurse Practitioner program have a current, active registered nurse license with no restrictions in the state of Florida, and have graduated with a bachelor's degree from a regionally accredited or internationally accredited school. Applicants who do not have a bachelor degree in nursing will be required to take NSG 4900 prior to beginning FNP coursework.

## Licensure Requirement

All programs excluding entry-level programs.

Active, current professional nursing (R.N.) U.S. licensure is required for application into a nursing program and must be maintained throughout the program. If applicant is not from the United States and does not hold an R.N. (U.S.) license, the applicant must be approved by the associate dean of the specific program within the College of Nursing, prior to admission.

## Discrimination

See Nova Southeastern University, Student Rights and Responsibilities for Nondiscrimination Statement. See Specific Policies and Procedures section for Grievance Procedure for Nonacademic Disputes, Disabilities, and Academic Accommodation Appellate Committee Guidelines.

## Harassment

See Nova Southeastern University, Student Rights and Responsibilities for Nondiscrimination Statement. See Specific Policies and Procedures section for Grievance Procedure for Nonacademic Disputes, Harassment Statement, and Sexual Harassment Policy.

## **Health Care Privacy (HIPAA) Statement**

See Nova Southeastern University, Specific Policies and Procedures section for Health Care Privacy (HIPAA) Statement.

## **Disability**

See Nova Southeastern University, Specific Policies and Procedures' section on Disabilities and Nondiscrimination Statement and Disabilities and Academic Accommodation Appellate Committee Guidelines.

# **ACADEMIC AFFAIRS**

## **Student and Alumni Organizations**

A variety of organizations are available in which students may participate.

### **Sigma Theta Tau**

Sigma Theta Tau is a national scholastic honor society for nursing. 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.

### **Florida Nursing Student Association**

Membership is required in the Florida Nursing Student Association (FNSA) for all students enrolled in the entry-level B.S.N. Program. FNSA is the official liaison between the College of Nursing and the Student Government Association.

## **Advisement**

### **Academic Advising**

NSU and the College of Nursing believe academic advising serves an important function and is an integral part of a student's success. Prior to the start of classes, each new student is assigned to a faculty adviser for academic and program progression.

### **Advisement and Registration**

A designated nursing faculty member will help the student with course selections for each semester. Prior to selecting courses for the next semester, the student should review all nursing program course requirements and tracking. (See advisement policy and procedure in this handbook.) If the student has difficulty with registration or financial aid issues, he or she should contact the program director immediately for assistance. All students are asked to meet with their adviser each term, including the last term of coursework, prior to graduation.

### **Curriculum Advising and Program Planning (CAPP) Report**

The online CAPP report enables students to review their class choices and program requirements. It is recommended that students print and bring their report with them when meeting with an academic adviser to determine course selection and program progression.

## **Attendance**

In the College of Nursing, 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**

Generally in the College of Nursing, 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, 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 individual program policies/syllabi regarding attendance, as exceptions or additional restrictions may apply.

Online courses require students to participate in the online environment as designated by the course syllabus. Failure to participate in course discussions and activities as directed by the course for each course week may result in deducted points and may affect the overall course grade. The online class environment relies on the participating of each member for full exchange of course material.

### **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 make-up 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 make-up assignments shall be at the discretion of the instructor.

### **Clinical/Practicum Absence**

An excused absence is defined as one in which the student has notified both the clinical instructor and course instructor at least two hours prior to the beginning of the clinical/practicum experience/day. Clinical/practicum absence in which the student fails to contact or notify their professor(s) demonstrates unprofessional behavior, will be documented in the student's file and may be referred to the Committee on Student Progress (CSP).

### **Clinical Rotations and Practicum Experiences**

Attendance is required for all clinical rotations and practicum experiences. Policies and procedures for all clinical rotations and practicum experiences are program specific.

### **Promptness**

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class and is thus markedly inconsiderate and rude.

Class schedules are published and available online. Administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules with notice. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person.

### **Religious Holidays**

Absences for major religious and ethnic holidays may be rescheduled at the discretion of the administration. Students requesting schedule changes for major religious and ethnic holidays are required to obtain approval from their professor within two weeks of the start of the semester.

## **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 is professional attire from 8:00 a.m. to 5:00 p.m.:

- white clinical jackets at all times for students enrolled in all entry-level programs
- shirts, tie, slacks, and regular shoes for men
- professional business dress, which includes slacks, pants, or skirts with blouses, or dresses, and appropriate shoes for women
- matching scrub sets and shoes

No institutional scrubs may be worn by any College of Nursing 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.

The following attire is never appropriate while the student is on campus: shorts or cutoffs, mini-skirts (higher than mid-thigh), see-through clothing or halter tops, flip-flops, jogging or exercise clothing, inappropriately mismatched garments, hats, or caps. Students must wear their approved NSU ID badges while on campus.

Students will wear the prescribed uniform during designated clinicals and be neatly groomed. Scrub suits are worn when the student is in the hospital, nursing lab, or health care agency under the supervision of a professor. When on campus, students may wear professional business casual attire with their NSU lab coat or scrubs. The nursing uniform consists of teal scrubs with the student's name and NSU embroidered on the left side of the scrub top and a white lab coat with the official NSU program patch. The scrubs are to be ordered and purchased through the NSU bookstore or the approved vendor. No other uniform is acceptable. Students must adhere to the Health Professions Division Dress Code outlined in this student handbook. Changes to this policy may be course specific and will be communicated by the instructor.

### **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 auditorium, laboratories, or library.

Working while enrolled in the entry-level nursing program is not advised.

## **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**

The College of Nursing maintains affiliation agreements with many health care 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**

The CON has a zero tolerance policy for drug use. This includes the use of illegal drugs; the use of controlled substances without a prescription; 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 follow-up screen, the student will be expelled from his or her program.

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 dean's office for referral to the HPD Student Assistance Program. The student will only be permitted to report to class or a rotation/clinical experience if cleared by the HPD Student Assistance Program and the College of Nursing dean.

## **Academic Progression**

Academic progression is defined as the student's ability to advance from one academic semester to the next. To facilitate satisfactory academic progress, students must have satisfactorily completed all courses required in the preceding academic semester in order to move to the next academic semester without restrictions. A student's professionalism, maturity of thought, and/or academic performance are all considered a part of academic progression. Resources are available to assist students who believe they are at risk of unsatisfactory progression. Students are encouraged to seek assistance from their instructor, adviser, or program director.

## **Policy on Returning Examinations**

In order that they may be a learning experience, as well as a means of evaluation, all examinations will be returned or made available to the students for review in a timely manner after the examination.

## Grading System

At the end of each course, the instructor submits a grade for each student to WebSTAR and to the program director. Each program determines the method of grading using pass (*P*)/ fails (*F*), numeric, or alpha (letter) grading scales. Grades will be issued for clinical rotations as well as didactic courses. Students must successfully complete all of the components of the clinical evaluation in order to receive a final passing grade in the course.

## Grading Progression

The NSU CON grading system is based on a scale of 0–100 percent. The passing grade for the didactic B.S.N. nursing program is 75 percent and for the graduate programs is 80 percent. There is no rounding of grades.

### B.S.N./M.S.N.

Grade Points	Percentage
A	94–100
A-	90–93
B+	87–89
B	83–86
B-	80–82
C+	77–79
C	75–76
C-	70–74
D+	67–69
D	64–66
F	Below 64

### Ph.D. and D.N.P.

Grade Points	Percentage
A	90–100
B	80–89
F	Below 80

## Transcript Notations

In all College of Nursing programs, except the undergraduate programs, failing grades will be included in calculating the GPA for the term in which the grade was received and in the cumulative GPA. In the College of Nursing undergraduate programs, if a student does not pass a course, the failing grade will be noted on the transcript. When the student successfully repeats the course, an *E* will be noted in a separate column, next to the prior failing grade, and the failing grade will then be exempt from GPA calculation. The course will then appear a second time on the transcript with the passing grade indicated followed by a notation of *I* in a separate column next to the passing grade, indicating this grade will be included in the calculation of the 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., 75E) next to the grade on the transcript.

### Transcript Notations (in addition to numerical and alpha grades)

I	Incomplete
W	Withdrawal
AU	Audit
P	Pass
F	Fail

E	Exempt from GPA (If a student successfully repeats a failed course, an <i>E</i> may be noted after the prior failing grade, and the failing grade will then be exempt from GPA calculation.)
I	Included in GPA (If a student successfully repeats a failed course, an <i>I</i> may be noted after the new grade, and the new grade will then be included in GPA calculation.)
75E	Passed Course by Remediation
TR	Transfer Credit
DA	Academic Dismissal
AS	Academic Suspension
DI	Disciplinary Probation (may also be used to indicate issues related to unprofessional behavior)
DU	Disciplinary Suspension (may also be used to indicate issues related to unprofessional behavior)
DE	Disciplinary Expulsion (may also be used to indicate issues related to unprofessional behavior)
EQ	Credit awarded based on prior experience
RA	Readmitted
RS	Reinstated
—	Academic Probation
—	Academic Warning
—	Pass with Honors
—	Pass with High Honors

### **Agreement for Incomplete Grades**

A grade of incomplete (*I*) is issued in rare cases because of unusual and exceptional circumstances. Students are only eligible for an incomplete if

- At least 50 percent of the coursework has been completed with the minimum grade required to successfully pass a course in the program.
- The remaining coursework can be completed in a time frame agreed upon by the faculty member and the student, not exceeding one semester beyond the final date of the course.

It is the student's responsibility to consult the faculty member regarding an incomplete request. Students may request an incomplete only after the drop/withdraw date has passed. Students requesting an incomplete due to medical or military reasons are expected to provide official documentation. Both the student and faculty member must sign the Incomplete Grade Agreement Form/Contract prior to the end of the course, or agree upon the conditions via student email confirmation. The Incomplete Grade Agreement Form/Contract or student email confirmation must specify the timeframe in which the coursework must be completed. The decision to grant an incomplete request rests with the individual course faculty member. Students may appeal the faculty member's decision, if it is negative, to the program director. The decision of the program director is final.

If the student does not complete the coursework within the agreed upon time period, the incomplete automatically changes to the grade earned based on the work accepted by the instructor prior to the incomplete, gaining no points for the assignments included in the incomplete agreement. A student cannot remove an incomplete by registering in a subsequent term to take the course. A student who is absent at the final examination without prior approval is normally not eligible to receive an incomplete grade.



## **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., special research projects and research hours, etc.). Each student has a responsibility in his or her professional development to provide constructive evaluation for each course and instructor in the curriculum. This responsibility will be met by participating in course evaluations that are routinely administered by the college. The college hopes that each student sincerely accepts this responsibility and obligation in a constructive manner so that optimal feedback can be obtained. This input can facilitate student welfare by promoting changes that will improve the educational effectiveness of the curriculum as well as assist the CON by providing constructive input that may aid the college and faculty in making improvements to teaching strategies. The course/instructors evaluation system is designed to be a process by which students, through their individual classes assist not only in providing input, but also in working with faculty members and administration in the implementation and coordination of the evaluation system.

## **Course Failures**

Failing any course will result in the matter being referred to the department's Committee on Student Progress 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 remediation by retake may significantly extend the length of the program of study or require the student to withdraw from the program until the course is offered again. Students may be charged additional tuition for repeated courses.

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 remediation 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.

## **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 prior to any retake. If unresolved, the dispute may be forwarded to the program director or designee within five business days. Failure to submit a timely appeal will be considered a waiver of the student's grade dispute appeal rights. The program director is the final appeal for all grade disputes, except in cases of potential dismissal.

## **Academic Withdrawal from a Course/Program**

A student may withdraw from a course or program of study with consultation and approval of the adviser, and program director. A grade or notation of *W* will appear on the student's transcript. Students on clinical rotation or practicum require prior approval from the adviser and program director for withdrawal. Withdrawal from a clinical rotation or practicum may significantly extend the length of the program of study. In making the request, the student understands that he or she 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.

## **Withdrawal and Readmission**

No classes will be added or dropped unless approved by the program director. Dropping a course may affect the loans, scholarships, or grant aid that has been awarded prior to the drop. If a student has a tuition refund when dropping a course, this may result in a reduction of aid and a change in the balance due. Students may drop any nursing course during the drop/add period.

Students are eligible to withdraw (W) from a course once they are past the drop add period, provided that they are passing the course and the withdrawal period has not elapsed. Students who are not passing a course and are beyond the drop/add point will not be able to withdraw from the course. A student must meet with the program director to request a withdrawal. The withdrawal must be approved by the program director. Students will be allowed only two withdrawals during their program of study.

The withdrawal period for any course ends at the end of the week that is beyond the half-way point in the course. For example, students may withdraw up until the end of the 5th week of a 7-week course and at the end of the 8th week for a 14-week term. Withdrawals remain on the student transcripts as a notation of W, but will not affect the student's grade point average (GPA). There is no financial refund when a student withdraws from a course. Not attending classes does not constitute an official withdrawal, and the student will receive grades based on course requirements and work completed. Policies on reimbursement after withdrawal are outlined in the Health Professions Division section of this handbook.

All students wishing to be readmitted to a nursing course from which they have withdrawn must notify the program director at least one term prior to their desired reentry date. Reenrollment in clinical courses is on a space-available basis.

Because the second enrollment is the last time for students to successfully accomplish course objectives, students are encouraged to realistically assess those factors that inhibited their accomplishment during the previous enrollment (financial limitations, family obligations, personal concerns, reading skills, etc.). Only when such an assessment has been made and necessary corrective steps taken, should students attempt a nursing course for the second time.

If a student is out of a program area for 12 months or longer, for purposes of reentry, a student may be required to pass a test or tests measuring theoretical and/or clinical competencies.

## **Readmission Following Dismissal**

R.N. to B.S.N., R.N. to M.S.N., and M.S.N. students who have been dismissed may petition the program director for reinstatement if a year has passed since dismissal. The applicant must submit to the program director a written statement along with his/her application establishing that the factors that caused the prior inadequate academic performance have changed significantly so that there is reasonable expectation that the applicant can perform satisfactorily if permitted to resume his or her study. This should be documented in the students file. Readmission will be at the discretion of the program director. Pre-licensure entry-level, D.N.P. and Ph.D. students once dismissed will not be able to reenter the program. Ph.D. students who fail the comprehensive exam will not be eligible for readmission.

## **Transfer Credits**

Undergraduate general education credits are evaluated and transferred through the Farquhar College of Arts and Sciences. Nursing courses will be evaluated for credit towards the B.S.N., M.S.N., D.N.P., and Ph.D. by the program director and approved by the associate dean for the program the student is requesting the transfer of credits to, whose decision will be final. To be considered for credit, a course

must have been taken at an accredited B.S.N. school and be the equivalent of a course offered in the student's chosen track. The student must have earned a minimum passing grade for the program in the course. Students must submit the syllabus of any course for which they are seeking credit directly to the program director.

Additional documentation may be required by the program director before credit may be granted. Only courses completed prior to matriculation will be considered for transfer credit. The College of Nursing does not transfer nursing credits from clinical nursing courses from other nursing programs.

## **Prior Learning**

Because Nova Southeastern University recognizes that much learning takes place outside the classroom, we have established a prior learning program that allows undergraduate students to earn credits in addition to college class credit hours. Students must initiate all prior learning requests, as well as examinations for credit, before obtaining 24 credits at NSU. The College Level Examination Program (CLEP) is a mechanism for NSU nursing students. Students must meet with their adviser on all CLEP courses for assistance and guidance in this process. A student writing challenge test must be taken prior to starting program coursework.

## **Leave of Absence**

A student seeking a voluntary leave of absence must submit his or her request in writing to the program director. The program director will make this determination and then notify the student in writing whether a leave of absence will be granted, and the conditions and time frame under which the student may return to school.

## **Course Remediation—Entry-Level Program Only**

The College of Nursing is committed to helping students achieve success in the program. Remediation is available in the entry-level program for all clinical courses and in the following nonclinical courses: NUR 3029 Foundations of Health Assessment, NUR 3032 Foundations of Pathophysiology, and NUR3191/NUR 3192 Pharmacological Basis for Nursing Interventions I and II. Students may remediate in only two courses during their enrollment in the program. 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:

- A student who earns a grade less than the minimum passing grade for a final course will remediate through the appropriate mechanism.
- 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 semester ends. Justifiable exceptions, such as a student appeal process or semester breaks, may necessitate an adjustment to that timeline.
- A student may remediate no more than two courses during his or her enrollment in the respective program.
- Prior to a remediation examination, a student who fails a course will meet with his/her faculty adviser

or designee to devise an appropriate remediation plan.

- 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)* or *75E*], on the student's transcript.
- A student who fails a course remediation will receive a failing grade for the course. The transcript should reflect the pre-remediated or the remediated course grade, whichever is higher. The program policies related to course failures will then be applied.

## **Committee on Student Progress**

The College of Nursing has a 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 program director, associate dean and dean.

### **Process and Procedure**

- When informed of the alleged violation or academic deficiency by the associate dean and/or program director, the chair of the Committee on Student Progress, (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.
- If necessary, the student will provide the CSP chair with a list of any witnesses he or she may have, in writing, no less than two business days before the hearing date. The student will be responsible for ensuring the presence of his or her witness.
- 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 any witness.
- The student will be given ample opportunity to present his or her statements to the committee. The student will only be present during his or her 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 program director or designee.
- The program director shall review the committee's recommendations and shall notify the student in writing by certified mail (return receipt requested), and by email with response requested.
- The recommendations of the CSP and all reports, letters, and investigative records shall be maintained by the program for not less than five years. This information is not part of the student's permanent record or the student's transcript.

Students have the right to appeal the decision within five business days of notification to the associate dean of their program, except in cases of grade disputes, in which the program director or designee is the final appeal. A request for appeal must follow the procedures outlined in the *College of Nursing Student Handbook* section titled Student Appeals.

## **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 College of Nursing 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 his or her 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 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 his or her enrollment in the respective program.

The issuance of an Academic Warning will result in the student being referred to his or her adviser and/or the CSP. Please see the CSP procedures.

### **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 a student has the opportunity to demonstrate that he or she can succeed academically.

A student who fails any course in a program will be placed on Academic Probation. Upon being placed on Academic Probation, the student will be referred to his or her adviser and/or the CSP. Please see the CSP procedures in this 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.

A student who fails a course in a program will be referred to his or her adviser and/or the CSP and may be subject to dismissal from the program. Please see the CSP procedures in this handbook.

A student who is dismissed should refer to his or her college's individual program policies regarding readmission, because exceptions or additional restrictions may apply.

## **Student Code of Conduct, Academic Dishonesty, and Student Disciplinary Procedures**

The College of Nursing adheres to the Nova Southeastern University Code of Student Conduct, Academic Dishonesty, and Student Disciplinary Procedures located elsewhere in this *College of Nursing Student Handbook*. Additionally, nursing students are expected to adhere to the NSNA Code on Academic and Clinical Conduct.

### **Academic Honesty Policy and Procedure**

Academic dishonesty is addressed in the university-wide section of this student handbook, under NSU Code of Student Conduct and Academic Responsibility, Student Rights and Responsibilities, as defined under Academic Standards.

The following policy and procedure applies specifically to the College of Nursing as a supplement to the policy in the university-wide student handbook. Faculty members, directors, and/or associate deans, with reasonable cause to believe that a student has committed an act of academic dishonesty, must refer the infraction directly to the college's Committee on Student Progress (CSP), whose recommendation must then be forwarded to the program director. If the student appeals the decision of the program director, 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 program director'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 CSP and upheld by the program director or designee of the College of Nursing. 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 College of Nursing. Based on the review by the Academic Honesty Committee, a recommendation will be sent to the associate dean of the student's affiliated program for final disposition. 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 Health Professions Division.

- Once the student appeals to the AHC, the student is notified in writing as to his or her right to a formal hearing before the committee.
- The student's program director or designee is also notified once the hearing date and time are set or if the student waives his or her right to be heard.
- The AHC chair advises the associate dean of the committee's recommendations, following review of the testimony and evidence.
- The associate dean will review the recommendations of the AHC and notify the student, the program director, the dean, and the AHC chair in writing of the final disciplinary decision.
- Students have the right to appeal the associate dean's decision only in cases resulting in dismissal of

the students and must do so within five working days of receipt of notification. The appeal must be submitted in writing to the chair of the College of Health Care Sciences and College of Nursing's appeals committee.

- Appeals not submitted within the aforementioned timeframe shall not be heard.
- Appeals must follow the procedures outlined in the section entitled Student Appeals, later in this section.

## **Disciplinary Warning/Probation/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. The College of Nursing has adopted disciplinary standards designed to identify those students who are in violation of the student conduct policies, and to provide timely intervention through advising and support. The policy addresses disciplinary conduct at three levels—Warning, Probation, and Dismissal. The university reserves the right to take additional disciplinary action as it deems appropriate.

### **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 a student that his/her 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 (2012–2013 *College of Nursing Student Handbook*)." A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the College of Nursing's CSP. Please see the CSP procedures in this handbook.

### **Probation**

Disciplinary Probation is one disciplinary level higher than Disciplinary Warning and appears on the student 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 a student that his/her 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 (i.e., expulsion) if the student is found in violation (2012–2013 *College of Nursing Student Handbook*)." A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the College of Nursing's CSP. Please see the CSP procedures in this handbook.

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the College of Nursing's CSP. Please see the CSP procedures in this handbook.

### **Dismissal**

Dismissal is the final and most severe step in the levels of disciplinary recourse. Dismissal is stipulated when students continue to 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 College of Nursing's CSP, which will make recommendations to the program director and/or associate dean.

The college reserves the right, and the student by his or her 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. Students are instructed to refer to their college's individual program policies regarding readmission.

## **STUDENT APPEALS**

### **Policy and Procedure for Appeals**

The Student Appeals Hearing is an informal proceeding conducted by the College of Health Care Sciences and College of Nursing's College-Wide Appeals Committee (CWAC) upon the written request of the student in question. This written request must be received by the chair of the CWAC within five business days of student notification from the chair of the department. 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 CON.

### **Appeals Committee Responsibilities**

The CWAC will hear all student appeals of decisions recommended by the committee and concurred with by the associate dean of each of the individual programs of the CON relating to dismissal or disciplinary actions involving academic and/or professional issues. If a student appeals the decision of the associate dean, the appeal must be in writing and submitted to the chair the CWAC within five business days (excluding holidays and weekends) after the date of receiving notification of the associate dean's 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 appeal may be submitted in hard copy, including a mailing address, and should also be emailed to the chair of the Appeals Committee to expedite committee response.

### **Appeals Committee Membership**

The Appeals Committee shall consist of the chancellor or vice chancellor of the Health Professions Division or designee; six faculty members from the College of Health Care Sciences and the College of Nursing, one of whom will be elected by the members of the committee to serve as chair; and one representative from the dean's office and/or Office of Student Affairs. The dean's 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 department chair will be responsible for appointing one faculty representative. The chair of the Committee on Student Progress from the college that referred the student to the committee will attend the hearing, but will not participate during any votes. The chair of the CWAC will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.



## Hearings Protocol and Procedure

- The student will be notified of the date, place, and time of the hearing via certified mail to the student's last known address or hand delivered with receipt.
- Any student who fails to appear at the designated date and time will automatically waive his or her right to appeal.
- The Appeals Committee hearing will proceed under the direction of the chair.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.
- The student will provide the committee chair with a list of any witnesses he or she may have, in writing, no later than two business days before the hearing date. Only witnesses with direct information that is new and relevant and has not been presented previously to the program director and associate dean or the Department Committee on Student Progress will be considered.
- The student will be present only during his or her 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 department 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.
- The student will have an opportunity to present his or her appeal, provide statements and evidence in defense of alleged violation(s), appeal the degree of disciplinary action, summarize his or her 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 department Committee on Student Progress and/or the respective director/associate dean/dean 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 his or her last official address or hand delivered with receipt. Copies will be delivered to the College of Nursing dean or designee. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.

## **Identification of the Chemically Impaired Nursing Student**

The College of Nursing adheres to the HPD program's decision on policies on drug abuse. See Drug Policy—Zero Tolerance in the handbook. Students who report to class while chemically impaired will be required to participate in the Intervention Project for Nurses (IPN) through the Board of Nursing to be eligible to continue in the nursing program. Students will be responsible for any associated costs.

## **ADDITIONAL REQUIREMENTS**

### **Post Licensure Student Practicum or Clinical Requirements**

Students with an R.N. license in practicum and/or clinical rotations may have additional requirements including, but not limited to background checks, BLS, and health forms.

### **Channels of Communication**

Because most student concerns are directly related to their experiences in the classroom and/or clinical course, the faculty member most directly involved is usually the first and best resource.

The following guidelines should prove helpful.

- Professors' and advisers' schedules will be made available to students. NSU has an open door policy; however, students will find that scheduling an appointment is recommended.
- Students are encouraged to confer with the professor and/or adviser whenever this is perceived as necessary.
- Conferences may be scheduled by the student's adviser during the school term.
- The program director is available to mediate any unresolved problems between the student and the course professor, after the student has discussed them with his or her professor.
- If the student, the professor, and the program director cannot successfully resolve an issue, the next line in the chain of command is the College of Nursing associate dean, then the dean.

To summarize, students are encouraged to use the following channels of communication in their respective order:

- course faculty member (lecture class and/or clinical courses)
- faculty adviser
- program director
- associate dean
- dean

The grievance procedure for nonacademic disputes is outlined in the college section of this student handbook.

# COMMUNICATION

## Program Contact Numbers

To contact the College of Nursing, see the varying program contact numbers below.

Program	Campus	Phone Number
Entry-Level Nursing (B.S.N.)	Fort Lauderdale	(954) 262-1824
Entry-Level Nursing (B.S.N.)	Kendall	(305) 275-5455
Entry-Level Nursing (B.S.N.)	Fort Myers	(239) 274-3486
R.N. to B.S.N./R.N. to M.S.N.	Fort Lauderdale	(407) 264-5753
R.N. to B.S.N./R.N. to M.S.N.	Fort Myers	407) 264-5753
R.N. to B.S.N./R.N. to M.S.N.	Orlando	407) 264-5753
R.N. to B.S.N./R.N. to M.S.N.	Online	407) 264-5753
R.N. to B.S.N./R.N. to M.S.N.	Health Central	407) 264-5753
M.S.N.	Online	(954) 262-1813
Ph.D.	Online	(954) 262-1813
Family Nurse Practitioner	Palm Beach Gardens	(561) 805-2291
Doctor of Nursing Practice	Palm Beach Gardens	(561) 805-2291

Students will receive their professor's direct phone number on the syllabus. The department has an electronic student center where all students can receive department messages and other useful information. Students will also be able to communicate with each other there. All official college communication will be done through NSU email. Please make a habit of checking this frequently for messages. SharkLink offers an electronic portal that allows students easy access to all of the Nova Southeastern University electronic resources with a single user name and password submission.

## 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. 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 NSU mail forwarded to an off-campus email address by using the NSU Email Forwarding System located at [www.nova.edu/commonlib/docs/emailfwd.html](http://www.nova.edu/commonlib/docs/emailfwd.html). Further information about email can be obtained from the NSU Help Desk at (954) 262-4357 or at [www.nova.edu/help](http://www.nova.edu/help). NSU mail can be checked from any Internet browser at <http://webmail2.nova.edu>.

## Web Mail

All official NSU business such as information on a student's account, financial aid, class emails, etc., is handled through the NSU email account—the one that students are signed up for at the beginning of the program and that ends in @nova.edu. Make sure to check this email account frequently via SharkLink, which can also be accessed at [www.nova.edu](http://www.nova.edu). The link is found in the upper, right-hand corner of the home page.

The NSU College of Nursing Web site is [www.nova.edu/nursing](http://www.nova.edu/nursing).

## **NSU Business**

Nova Southeastern University handles much of its business online. The NSU Web site links current students to most of the NSU university services. The College of Nursing maintains its own Web pages.

## **Blackboard/WebCt**

Online and/or hybrid courses will be conducted through Blackboard/WebCT. This is a secure course management platform that requires a password to access the course. Access to Blackboard/WebCT can be found via a link on the NSU Web site ([www.nova.edu](http://www.nova.edu)) in the upper, right-hand corner.

## **WebStar**

WebSTAR is the area where students can check on course availability, register, check grades, or check their account. Students will receive a special PIN to access WebSTAR. It will come to the mailing address listed as the student's local address at NSU. Do not lose this! Students can change their PIN to a password of choice if they desire. Students may also set a password reminder.

## **College of Nursing Hours**

The College of Nursing schedules classes during the day, evening, and weekend. Due to the variety of class hours, the faculty members will vary their office hours. Appointments with faculty members, program directors, associate deans, and the dean can be scheduled at mutually convenient times.

Students may have weekend and evening course/clinical requirements. These hours will be posted well in advance to assist students with planning. The department will attempt to make every reasonable effort to notify students of class changes as far in advance as possible and feasible. Changes are made to benefit the quality of the education that the students receive.

## **Community Activities**

The College of Nursing endeavors to be integral to the community's health. The college recognizes the importance of community participation. The institution and the college are dependent upon the community for clients, employers, and support, just as the community is dependent on the institution for employment opportunities and for the college's services. The nursing program will be participating in service activities that contribute to the community's health. Students will be given advanced notice so that they can plan their schedule accordingly.

## **Student Complaints**

If a student has a complaint that does not fall into the categories of academic issues or grade appeals or issues related to discrimination and harassment, the student should first try to resolve the issue in a professional manner with the other party involved. If the student is unable to do this, the student should seek assistance from his or her academic adviser. If the issue is still not resolved to the student's satisfaction, the student should meet with the program director. The program director will meet individually with the student and the individual or individuals involved. Depending on the nature of the complaint, a joint meeting among all parties may be scheduled. If the complaint is not resolved to the student and/or other party's satisfaction, either party may request a meeting with the associate dean. The associate dean will make recommendations for the complaint resolution.

## Resource Requirements

### Computer Recommendations (Minimum)

All students are required to have ongoing access to a computer and an active account with an Internet service provider.

Minimum recommended specifications:

- 1.5 GHz minimum processor (better processor recommended)
- 2 GB RAM (recommended)
- video and monitor capable of 1024 x 768 resolution or better
- optical drive (CD-RW, DVD-RW)
- full duplex sound card and speakers
- DSL or cable modem
- Internet connection with private Internet service provider (ISP) for access from home to the Internet
- Windows XP or above or Macintosh with Virtual Machine and Windows (Windows 7 recommended for either system)
- Microsoft Office 2003 or newer with PowerPoint, Word, and Excel minimum or compatible office suite
- surge suppressor
- wireless card is to be a dual band card supporting 802.11 a/g/n (2.4 and 5GHz bands)
- laptop computer with wireless Internet capability and wireless router

### Internet Service Provider

In order to access the university's computing resources, all Nova Southeastern University students must obtain Internet access through a suitable Internet service provider (ISP). There are many ISP providers across the country. It is the responsibility of each student to arrange for and maintain his or her Internet connection. Students may choose any reliable provider of their choice. Students enrolled in online programs are recommended to access through a DSL or cable Internet connection subscription. Contact the NSU Help Desk with any questions at (954) 262-4357 or at [www.nova.edu/help](http://www.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 the student prior to any taping. Students wishing to videotape or audiotape lectures must first obtain written permission from the individual course instructor. In addition to taping, if it is permitted, students should continue to take notes while in class. Repetition facilitates learning. However, absolutely no audio or videotaping is authorized during exam reviews and exams.

### Computers in Classroom

Instructors must authorize the use of the computer in the classroom. Unless course instructor approves computer use, computers should remain off during the class.

### Textbooks and Supplies

The textbooks and other related reading materials and supplies required for nursing are available for purchase at the Nova Southeastern University campus bookstore or online. Unless advised otherwise, it is recommended that students do not purchase textbooks required at other course levels until they

are ready to enroll in these courses. This will ensure students have the most current required editions. It is suggest that students put their names in all of their textbooks. It is strongly suggested that students do not leave text books unattended in the classroom or elsewhere.

The college recommends that students buy their books early. After the first few weeks of the semester, the bookstore returns all books that have not been purchased to the publishers. Books may also be purchased online through the NSU bookstore. The bookstore purchases the latest edition. If students purchase online, they may be purchasing the incorrect edition.

In addition to the printed materials, students will also need the following supplies: a watch with a second hand, bandage scissors, and a stethoscope. These are available for purchase at any local uniform shop or via the Internet. All students will be measured for an NSU lab coat and the College of Nursing-approved uniform during the orientation. Students must have access to a computer with Microsoft Office software.

## **Course Assignment Format**

Unless specifically indicated by the professor or when prior arrangements have been made, all written work turned in for grading must be typewritten and follow the latest edition of the APA format. Students must have basic computer skills, including, but not limited to, the ability to send and receive emails and attachments, save files, and format documents.

## **Graduation**

### **Requirements for Graduation**

In order to be eligible for a degree from Nova Southeastern University's College of Nursing, each student shall meet the program requirements (following) for his or her specific program. In order 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 directors about the process for having any sanctions lifted. Please note that attendance at graduation ceremonies is mandatory for all students in the CON in entry-level and R.N. to B.S.N. programs on the main campus.

### **Bachelor of Science in Nursing**

- satisfactorily complete all courses within the program of study required for the degree with a C or better
- attainment of a 2.0 cumulative GPA
- have satisfactorily met all financial and library obligations
- successfully complete all didactic and clinical coursework

### **Master of Science in Nursing**

- satisfactorily complete the program requirements for the degree, including all required courses
- for the chosen track with a minimum GPA of 3.0 and with no course with a grade lower than B- applied toward the degree
- apply for graduation
- have satisfactorily met all financial and library obligations
- receive a recommendation for graduation from the program director

### **Doctor of Nursing Practice**

- satisfactorily complete the program requirements for the degree, including all required courses for the chosen track with a minimum GPA of 3.0 and with no course with a grade lower than *B* applied toward the degree.
- apply for graduation
- have satisfactorily met all financial and library obligations
- satisfactorily complete dissertation and receive a recommendation for graduation from the program director

### **Doctor of Philosophy in Nursing Education**

- satisfactorily complete the program requirements for the degree, including all required courses for the chosen track with a minimum GPA of 3.0 and with no course with a grade lower than *B* applied toward the degree
- apply for graduation
- have satisfactorily met all financial and library obligations
- satisfactorily complete dissertation and receive a recommendation for graduation from the program director

### **Graduation with Honors**

Students with a cumulative GPA of 3.8, or 95 percent, or better will receive a diploma inscribed with Highest Honors. Students with a cumulative GPA of 3.6 to 3.79, or 90 to 94.99 percent, will receive a diploma inscribed with Honors. Students should refer to their program-specific sections of this handbook for variations on these criteria.

### **Chancellor's List**

Students receiving a 3.8 GPA, or 95 percent, or better are placed on the Chancellor's List for that semester. A letter of commendation is sent from the chancellor to the student and the honor is recorded on the student's official transcript and diploma.

### **Dean's List**

Students receiving a 3.6 GPA, or 90 percent, or better are placed on the Dean's List for that semester. A letter of commendation is sent from the dean to the student, and the honor is recorded on the student's official transcript and diploma.

### **Applying for Graduation**

Students will be notified close to the end of the program of time and dates to fill out paperwork for graduation. Remember, it is the students' responsibility to apply for graduation. Picture times will be scheduled through the department. Nursing students participate in the college graduation ceremony held during the month of August. The college will provide each student with a cap and gown to be worn during the graduation ceremony. In addition to the ceremony, there is a dinner for graduates and their families.

The Nova Southeastern University nursing pin, which can only be purchased by NSU nursing program graduates, will be available for order during your last nursing course. The pin also has a pin guard for M.S.N. students.

## **Entry-Level Program Description**

The entry-level program is designed for students who are seeking initial licensure as a registered nurse. Continuous enrollment in this program is required.

## **Health Forms and Examinations**

The college is required to submit to clinical sites satisfactory evidence that each program participant is free from contagious disease and does not otherwise present a health hazard to hospital clients, employees, volunteers, or guests prior to his or her participation in the program. Students will be required to follow the requirements of the Health Professions Division and the clinical agencies. Performance standards for all Health Professions Division students are identified in this student handbook. If a student is unable to meet the performance standards, he or she will be asked to obtain clearance from a health care provider prior to returning to the program. Each year, students will provide an update to their health forms, which can be completed at the Student Health Center.

A current medical and physical examination is due upon admission. The NSU Health Professions Division Mandatory Immunization Form and Certificate of Physical Examination must be completed prior to the orientation date. Additional testing and requirements may be needed based on individual hospital/agency requirements. These costs will be the responsibility of the student.

Students are not permitted in the on-campus lab or in the clinical setting until the completed medical records are on file. The health form must be updated annually at the student health center. If the renewal date for physical requirements occurs during a term, the student must renew prior to the beginning of the term in which the renewal date occurs. Approved status must be valid for the entire semester in which the student enrolls. A student who experiences a health problem that may interfere with the ability to provide client care (e.g., surgery, fracture) must provide a release from their health care provider indicating the ability to participate fully in client care situations. "Light duty" is not permissible.

## **Clinical Absence Policy**

Absences in any clinical/practicum may extend the length of the practicum and the student will receive an incomplete in the course until the hours are completed. Students should refer to the course syllabus for additional information on clinical absence.

## **Liability (Malpractice) Insurance**

All entry-level nursing students enrolled in clinical nursing courses will pay an insurance fee per academic year to cover the cost of malpractice insurance.

## **Health Insurance**

Students are required to carry health insurance to cover their health care. Students must use this health insurance for any needs during clinical/class times. Any college student may be seen at the Student Health Center. Students must bring their school identification card and insurance card. At the end of their visit, they will receive a statement showing the services performed. Payment of all copayments and deductibles is expected at the time services are rendered. Students who do have private health insurance must apply for a waiver at [www.rec.nova.edu/insure\\_req.html](http://www.rec.nova.edu/insure_req.html). Also, review this site for the coverage requirements for private insurance. Students are responsible for complying with this requirement.



Some insurance policies require a primary care provider (PCP) designation. In such cases, students should be sure to designate an NSU provider prior to visiting our Health Care Center. For a list of providers and participating insurance carriers, please visit the Health Care Center Web site at [www.nova.edu/HCC/doctors](http://www.nova.edu/HCC/doctors).

If students wish to purchase insurance through the NSU Student Health Plan, they should contact the Wellness Office at (954) 262-7305.

## **Client Safety**

The faculty recognizes that nursing students are learners. However, the physical and emotional safety of a client cannot be placed in jeopardy. The inability of a student to provide consistent, safe care or to follow the policies and procedures of the affiliating agency or the school will require that the student be asked to leave the clinical area and may result in the student's being required to withdraw from the program.

## **Background Checks**

See the Health Professions Division section on Background Checks.

## **Eligibility for Florida R.N. Licensure and Required Disclosure**

During enrollment in the semester in which a student is scheduled to complete all of the program requirements, the student is responsible for applying for graduation and to the Florida Board of Nursing to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Students will be required to successfully complete one or more diagnostic exams that will measure the readiness to successfully complete the NCLEX-RN examination and a review course for the NCLEX-RN examination prior to receiving the final practicum course grade in NUR 4180. The requirements for final exit from the program will be given to you, in writing, at the beginning of your second year in the program.

## **R.N. to B.S.N. Program Description**

This program is for licensed registered nurses who wish to obtain a baccalaureate degree. The program is offered in various education formats including face-to-face classroom, online, and hybrid. This program prepares practicing nurses to become professional leaders within the nursing practice. Continuous enrollment in this program is required.

## **Exit Requirements for Entry-Level Programs**

All students must meet with their adviser during the last semester of enrollment and review their CAPP report and completion of all required courses. All students must apply for graduation online and are responsible for graduation fee payment prior to conferral of degree. Degrees cannot be conferred if there are any financial holds remaining on the student's account. All entry-level students are required to attend the graduation ceremony. Information related to graduation is provided on the NSU Web site and is sent via email from admissions.

## **R.N. to M.S.N. Program Description**

This program is for licensed registered nurses who wish to obtain a baccalaureate degree and a master's degree, seeking to accelerate the educational experience into one program. The program is offered in various education formats including face-to-face, online, and hybrid for the first three semesters. Once the student transitions and is taking master's degree courses, the program is fully online. These students will obtain a B.S.N. degree in the fifth semester and a master's degree at the end of their program. This program prepares practicing nurses to become professional leaders within the nursing practice. Students are required to be continuously enrolled in the program by taking at least one graduate course each term.

## **M.S.N. Program Description**

The M.S.N. program offers additional education for B.S.N.-prepared nurses working or interested in the areas of nursing education and health systems leadership. These courses are taught online by faculty members with advanced preparation and extensive experience in the areas of specialization. For the students who have a bachelor's degree that is not in nursing, NSU offers a bridge course once a year during the fall term that will prepare the nurse to pursue the M.S.N. degree in the following semester. Courses are offered in an online format. Students are required to be continuously enrolled in the program by taking at least one graduate course each term.

## **Exit Requirements for M.S.N. Programs**

All students must meet with their adviser during the last semester of enrollment and review their CAPP report and completion of all required courses. All students who are required or wish to attend graduation must apply for graduation online and are responsible for graduation fee payment prior to conferral of degree. Degrees cannot be conferred if there are any financial holds remaining on the student's account. All main campus students are required to attend the graduation ceremony. Information related to graduation is provided on the NSU Web site and is sent via email from admissions.

## **Advanced Practice Registered Nurse, Family Nurse Practitioner Program Description**

This M.S.N. program offers additional education for B.S.N.-prepared nurses working or interested in obtaining an Advanced Practice Registered Nurse degree. This program offers courses that prepare the nurse to take the Family Nurse Practitioner certification exam. Classes are offered in hybrid, classroom, and online format. Students are required to be continuously enrolled in the program by taking at least one graduate course each term.

## **Post-M.S.N. in Advanced Practice Registered Nurse Certificate Programs**

This program is for a nurse who has obtained an M.S.N. degree and now wishes to obtain an Advanced Practice Registered Nurse certificate. This knowledge will prepare the nurse to sit for the Family Nurse Practitioner certification examination. The coursework will include all of the specialty course content related to clinical practice and preparation for this role. Students are required to be continuously enrolled in the program by taking at least one graduate course each term.

## **Exit Requirements for Advanced Practice Registered Nurse, FNP Programs**

All students must meet with their adviser during the last semester of enrollment and review their CAPP report and completion of all required courses. All students must apply for graduation online and are responsible for graduation fee payment, should they plan on attending graduation, prior to conferral of

degree. Degrees cannot be conferred if there are any financial holds remaining on the student's account. Information related to graduation is provided on the NSU Web site and is sent via email from admissions.

## **D.N.P. Program Description**

This online Doctor of Nursing Practice (D.N.P.) program is a practice-focused degree that prepares graduates to practice at the highest level in specialty practice or executive leadership. The program is designed to serve post-M.S.N., advanced practice nurses; nurse informaticists; community health nurses; and nurse executives. Nurse educators seeking advanced clinical practice in order to promote better patient outcomes may also apply. Five years is allotted for the completion of the entire doctoral (D.N.P.) program, which includes all coursework, clinical practice experience, and capstone project.

## **Capstone Project**

The capstone project is the culmination of the doctoral candidate's engagement in the D.N.P. program, and is expected to reflect the highest levels of nursing practice competencies. The D.N.P. student must demonstrate through this scholarly project

- advanced clinical judgment, expertise, and specialization in a defined content area
- advanced levels of systems thinking and accountability in designing, implementing, and evaluating evidence-based care to improve health care quality, safety, and outcomes
- leadership in the development and implementation of patient-driven, institutional, local, state, federal, and/or international health policy in a select content/specialty area

## **Exit Requirements for D.N.P. Program**

All students must meet with their adviser during the last semester of enrollment and review their CAPP report and completion of all required courses. All students must apply for graduation online and are responsible for graduation fee payment, should they plan on attending graduation, prior to conferral of degree. Degrees cannot be conferred if there are any financial holds remaining on the student's account. Information related to graduation is provided on the NSU Web site and is sent via email from admissions.

## **Ph.D. Program Description and Progression**

This online Ph.D. in Nursing Education is a terminal research degree that prepares the nurse with a master's degree to practice in an educational role in the clinical setting or for academia. This program coursework is primarily online with a required annual week-long summer institute on the NSU main campus. The summer institute is required up to the stage when the student successfully completes his or her comprehensive examination. To progress in the Ph.D. in Nursing Education Program, the student must take a minimum of one course per semester, with no more than one semester taken off per year. All coursework must be completed within five years. Seven years is allotted for the completion of the entire doctoral (Ph.D.) program, which includes all coursework, research hours, comprehensive examination, and dissertation.

## **Research Hours**

After successful completion of the quantitative and qualitative research courses, the student will seek approval to begin his or her research practicum. Each student will be expected to complete 90 hours of mentored research experience prior to the comprehensive examination.

To complete this requirement, the student will select a research mentor. The mentor must be a Ph.D. nurse who has experience in the research method that has been selected for his/her dissertation. The Research Hours Proposal form will be completed and signed by both the student and his/her selected research mentor. This form contains a short narrative synopsis of the focus of the research mentoring experience. The form is submitted to the program director for approval. The form can be located in the Ph.D. Forum.

## **Comprehensive Examination**

Each student will be required to successfully complete a comprehensive examination after the completion of all coursework and research hours and prior to proceeding to the dissertation phase of the program. Students will receive information about the dates and requirements for the comprehensive examination in the semester preceding the examination.

The comprehensive examination is designed to evaluate the Ph.D. student's mastery of the content of the Ph.D. in Nursing Education Program. The examination consists of four questions, and a passing grade is required for all four questions in order to successfully complete the examination and advance in the Ph.D. program. Students may have two attempts to successfully complete the examination.

Once a student has successfully completed the comprehensive examination, the student may use the initials Ph.D.

## **Dissertation Requirements**

Students enrolled in the Ph.D. in Nursing Education Program should follow the requirements for dissertation as outlined in the *College of Nursing Dissertation Guide*. A copy of this guide is also located in the Ph.D. Forum or can be located at [www.nova.edu/publications/nursing/dissertation-guide/](http://www.nova.edu/publications/nursing/dissertation-guide/).

## **Dissertation Committee Makeup**

- The chairperson must be a full-time NSU nursing faculty member.
- A chairperson must be selected before the end of NSG 7310 Doctoral Seminar 1. A Chairperson Letter of Agreement must be completed at that time and sent to the program director of the Ph.D. program. A copy of the letter of agreement can be found in the forms section of this handbook.
- At least one other committee member must be an NSU faculty member.
- A list of eligible NSU nursing faculty members can be found in the Ph.D. Forum.

## **Dissertation Proposal Defense**

After all committee members have determined a student is ready to defend chapters one through three, a proposal defense will be scheduled. All committee members must sign the Approval for Proposal Defense form. A copy of this form is located in the Ph.D. Forum.

## **Format for Proposal Defense**

- Once approval is given to schedule the defense, the student is responsible to contact each committee member for availability and schedule the defense.
- The proposal defense may be conducted by phone conference.
- Once the defense is scheduled, the chairperson will arrange the conference call number. Only the committee members may attend the defense.

- The student should email a PowerPoint presentation and the current copy of the dissertation to each committee member 48 hours before the defense date.
- The student will have 20 minutes to present, followed by a question and answer session.
- Following the presentation and question and answer session, the committee will deliberate and give their decision and recommendation to the student.
- After successful completion of the dissertation defense, the student may seek approval for their study by the Institutional Review Board (IRB) at Nova Southeastern University.
- After approval from the IRB at NSU, the student may then seek approval from the IRB at participating institutions (if any).

## **Dissertation Defense**

- After approval by all committee members, a final defense will be scheduled.
- The student must have the dissertation reviewed by an NSU-approved editor before the defense. A copy receipt for the editing must be given to the chairperson before the defense.
- The defense is the final presentation and clarification process to your dissertation committee and invited guests. The college will post notification to all NSU faculty members and students in the required NSU notification time frame. (Please refer to the *College of Nursing Dissertation Guide*.)

## **Format for Dissertation Defense**

- The defense will be held at the Fort Lauderdale campus and the student and all committee members must attend. (See the *College of Nursing Dissertation Guide*, Letter of Agreement (External Committee member) for information about attendance by external committee members.)
- The student will have 20 minutes to present, followed by a question and answer session.
- Following the presentation and question and answer session, the committee will deliberate and give their decision and recommendation to the student.
- The student should provide a copy of the edited dissertation to each committee member at the defense. The student should prepare at least 10 copies of any handouts for the committee and guests.

## **Exit Requirements for Ph.D. Program**

All students must meet with their adviser during the last semester of enrollment and review their CAPP report and completion of all required courses. All students must apply for graduation online and are responsible for graduation fee payment, should they plan on attending graduation, prior to conferral of degree. Degrees cannot be conferred if there are any financial holds remaining on the student's account. Information related to graduation is provided on the NSU Web site and is sent via email from admissions.

## Academic Calendar 2012–2013

Entry-Level B.S.N.; R.N.–B.S.N.; R.N.–M.S.N.; M.S.N.; M.S.N.—A.P.R.N., FNP;  
and D.N.P. Programs

### Fall Semester 2012

May 7, 2012 .....	Registration opens for fall 2012 semester (closes August 7, 2012)
August 20, 2012 .....	Begin fall 2012 semester, all programs
August 24, 2012 .....	Nursing graduation dinner
August 25, 2012 .....	Nursing commencement
September 3, 2012 .....	Labor Day— <b>university closed</b>
October 5, 2012 .....	End first seven weeks, entry-level, R.N.–B.S.N., R.N.–M.S.N., M.S.N.
October 12, 2012 .....	Deadline for posted grades (seven-week courses)
October 15, 2012.....	Begin second seven weeks, entry-level, R.N.–B.S.N., R.N.–M.S.N., M.S.N., FNP, D.N.P.
November 22–23, 2012.....	Thanksgiving holiday— <b>university closed</b>
November 30, 2012.....	End second seven weeks, entry-level, R.N.–B.S.N., R.N.–M.S.N., M.S.N., FNP, D.N.P.
December 3–6, 2012.....	Final exams, entry-level
December 9, 2012 .....	End fall semester (NSU official end date)
December 10–12, 2012 .....	Remediation, entry-level
December 14, 2012 .....	Deadline for posted grades, entry-level, R.N.–B.S.N., R.N.–M.S.N., M.S.N., FNP, D.N.P.
December 24, 2012–January 1, 2013 .....	NSU winter closure— <b>university closed</b>

### Winter Semester 2013

October 15, 2012.....	Registration opens for winter 2013 semester (closes December 20, 2012)
January 7, 2013 .....	Begin winter 2013 semester, all programs
January 21, 2013.....	Martin Luther King, Jr. Day— <b>university closed</b>
February 22, 2013.....	End first seven weeks, entry-level, R.N.–B.S.N., R.N.–M.S.N., M.S.N.
March 1, 2013 .....	Deadline for posted grades for seven-week courses
March 3–10, 2013 .....	HPD spring break, all programs
March 11, 2013 .....	Begin second seven weeks, entry-level, R.N.–B.S.N., R.N.–M.S.N., M.S.N.
April 26, 2013 .....	End classes, entry-level
April 26, 2013 .....	End second seven weeks, entry-level, R.N.–B.S.N., R.N.–M.S.N., M.S.N., FNP, D.N.P.
April 29—May 2, 2013.....	Final exams, entry-level
May 5, 2013.....	End winter semester (NSU official end date)
May 6-8, 2013 .....	Remediation, entry-level
May 10, 2013.....	Deadline for posted grades, entry-level, R.N.–B.S.N., R.N.–M.S.N., M.S.N., FNP, D.N.P.
May 2013.....	Undergraduate graduation and commencement (dates: TBA)

### Summer Semester 2013

March 18, 2013 .....	Registration opens for summer 2013 semester
May 13, 2013 .....	Begin summer 2013 semester, all programs
May 27, 2013 .....	Memorial Day— <b>university closed</b>
June 28, 2013* .....	End first seven weeks, R.N.–B.S.N., R.N.–M.S.N., M.S.N.
June 17, 2013* .....	Begin second seven weeks, R.N.–B.S.N., R.N.–M.S.N., M.S.N.
July 4, 2013 .....	Independence Day— <b>university closed</b>
July 5, 2013 .....	Deadline for posted grades (seven-week courses)
July 26, 2013 .....	End classes, entry-level
July 29–August 1, 2013 .....	Final exams, entry-level
August 2, 2013 .....	End classes, R.N.–B.S.N., R.N.–M.S.N., M.S.N., FNP, D.N.P.
August 4, 2013 .....	End summer semester and second seven weeks (NSU official end date), all programs
August 5–7, 2013 .....	Remediation, entry-level
August 9, 2013 .....	Deadline for posted grades, all programs

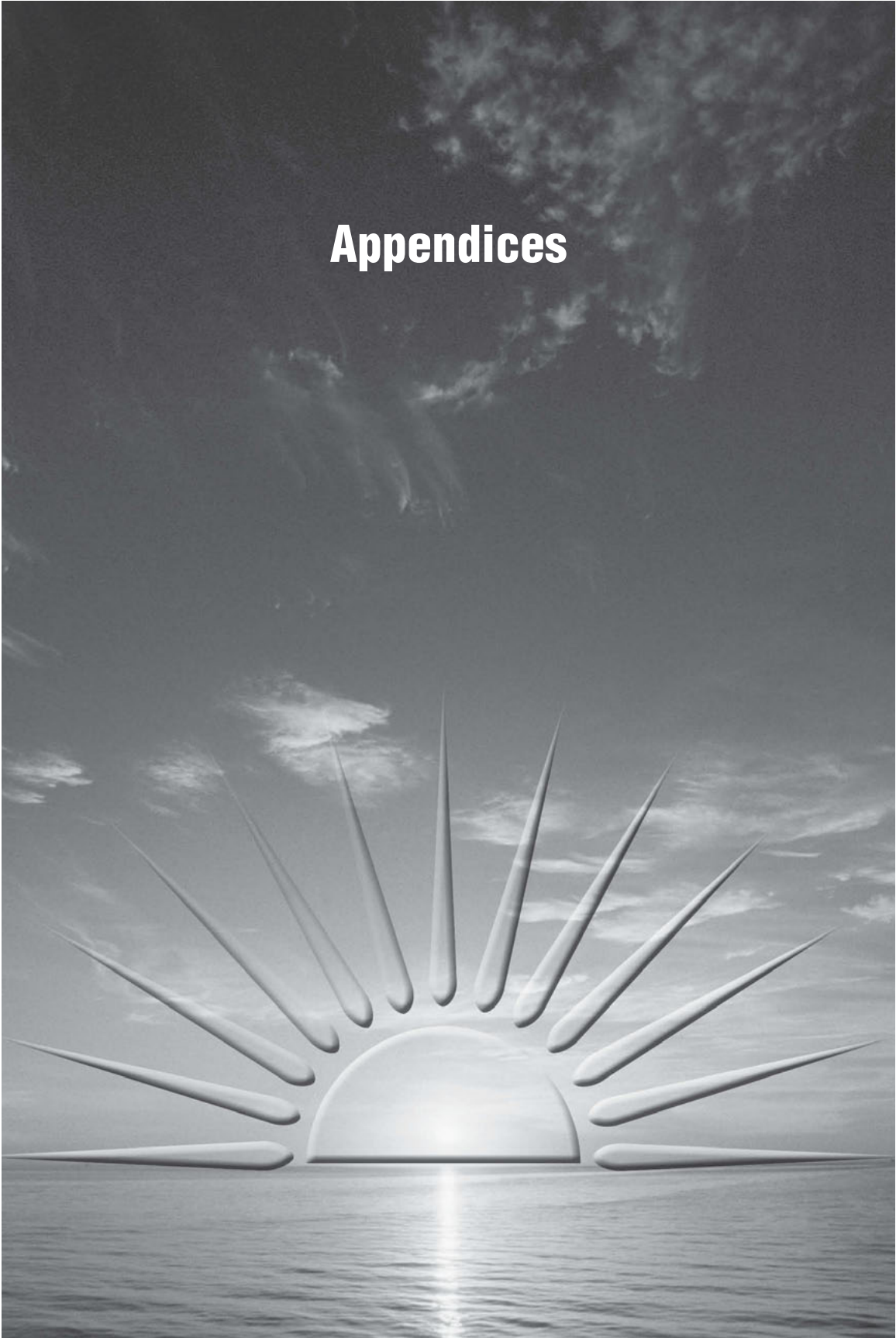
\*Due to the shortened summer semester, there will be a two-week overlap of the first and second seven-week sessions of the 2013 summer semester.

### Academic Calendar 2012–2013

#### Ph.D. Program

August 19, 2012 .....	End Ph.D. core courses summer term
August 20, 2012 .....	Begin Ph.D. core courses fall term
December 16, 2012 .....	End Ph.D. core courses fall term
January 2, 2013 .....	Begin Ph.D. core courses winter term
May 5, 2013 .....	End Ph.D. core courses winter term
May 6, 2013 .....	Begin Ph.D. core courses summer term
August 18, 2013 .....	End Ph.D. core courses summer term

# Appendices







## Appendix A

# Controlled Substances—Uses and Effects

Narcotics	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Opium	II, III, V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine	II, III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected	see above	see above	see above
Codeine	II, III, V	Tylenol with codeine, Empririn with codeine, Robitussin A-C, Fiorinal with codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected	see above	see above	see above
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked	see above	see above	see above
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected	see above	see above	see above
Other Narcotics	I, II, III, IV, V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin*	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected	see above	see above	see above

\*Not designated a narcotic under the CSA.

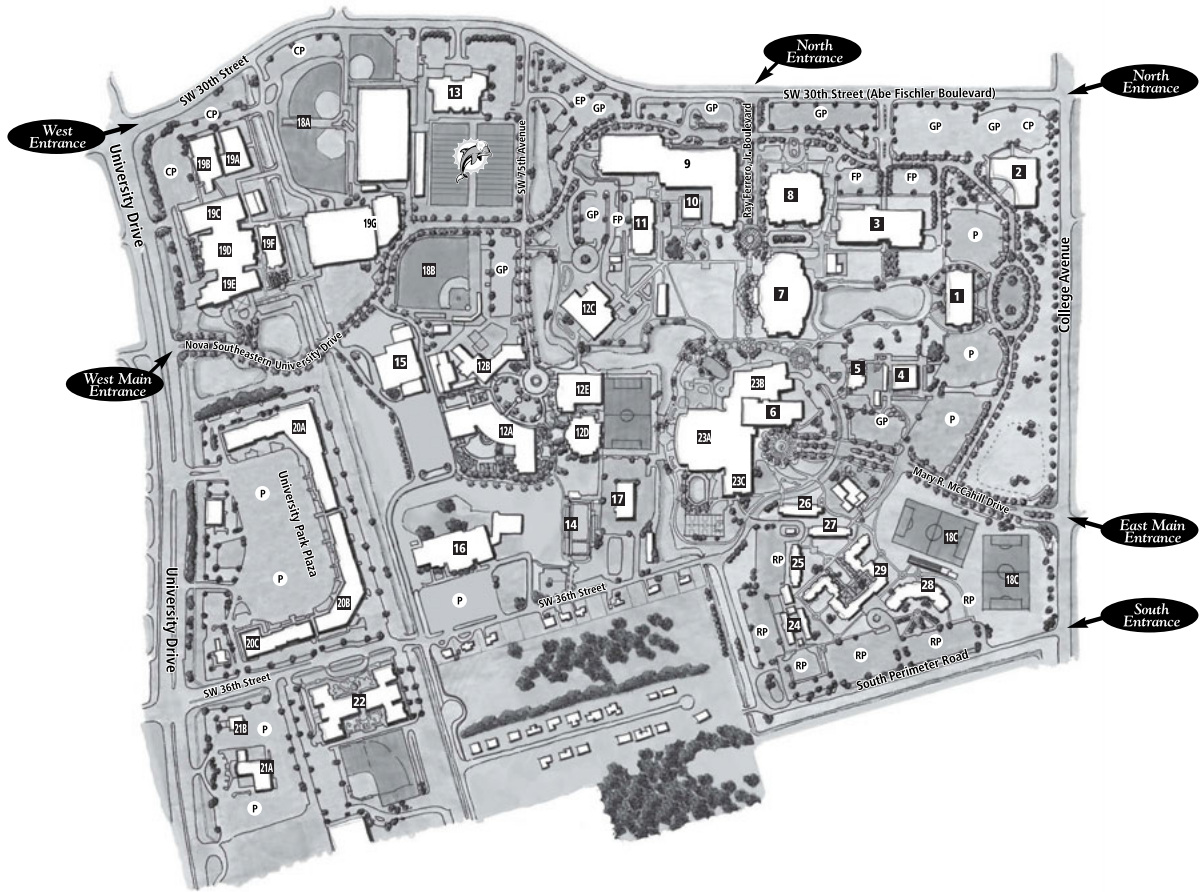
<i>Depressants</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (Hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5–8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II, III, IV	Anytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High–Moderate	High–Moderate	Yes	1–16	Oral	see above	see above	see above
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxex, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4–8	Oral	see above	see above	see above
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4–8	Oral	see above	see above	see above
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4–8	Oral	see above	see above	see above
Other Depressants	III	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4–8	Oral	see above	see above	see above

<i>Cannabis</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (Hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
Marijuana	I	Pot, Grass, Acapulco Gold, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2–4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	I, II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish	I	Hash	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above

<b>Stimulants</b>	<b>Schedules</b>	<b>Trade or Other Names</b>	<b>Medical Uses</b>	<b>Physical Dependence</b>	<b>Psychological Dependence</b>	<b>Tolerance</b>	<b>Duration (Hours)</b>	<b>Usual Methods of Administration</b>	<b>Possible Effects</b>	<b>Effects of Overdose</b>	<b>Withdrawal Syndrome</b>
Cocaine**	II	Coke, Flake, Snow, Crack, Big C, Blow, Lady, Rock	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitement, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected	see above	see above	see above
Other Stimulants	III, IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Pepanil, Prelu-2	Weight control	Possible	Moderate	Yes	2-4	Oral, injected	see above	see above	see above

\*\*Designated a narcotic under the CSA.

<b>Hallucinogens</b>	<b>Schedules</b>	<b>Trade or Other Names</b>	<b>Medical Uses</b>	<b>Physical Dependence</b>	<b>Psychological Dependence</b>	<b>Tolerance</b>	<b>Duration (Hours)</b>	<b>Usual Methods of Administration</b>	<b>Possible Effects</b>	<b>Effects of Overdose</b>	<b>Withdrawal Syndrome</b>
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer and more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral	see above	see above	see above
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected	see above	see above	see above
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Phencyclidine Analogues	I	PCP, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed	see above	see above	see above



A.D. Griffin Sports Complex.....	18A	Faculty Club.....	6	Physical Plant.....	16
Administration.....	1	Farquhar College of Arts and Sciences.....	4, 11	President's Office.....	1
Administrative Services Building.....	21A	Farquhar Performing/Visual Arts Wing (Blackbox Theater)	23B	Psychology Services Center.....	2
Admissions (undergraduate).....	1	Farquhar Residence Hall.....	27	Public Affairs.....	1
Alumni Relations.....	1	Financial Aid.....	1	Publications.....	17
Alvin Sherman Library, Research, and Information		Financial Operations.....	1	Public Safety.....	16
Technology Center.....	7	Founders Residence Hall.....	26	Purchasing.....	17
Athletics.....	5, 17	Graduate School of Computer and Information Sciences	8	RecPlex.....	23C
Athletics and Business Services Building.....	17	Graduate School of Humanities and Social Sciences.....	2	Registrar's Office.....	1
ATMs.....	7, 8, 19E, 23B	Grants and Contracts.....	20A	Research, Planning, and Governmental Affairs.....	20A
Baudhuin Preschool.....	22	Hearing and Balance Clinic.....	21B	Residential Life and Housing.....	29
Bookstore.....	20C	Horvitz Administration Building.....	1	Rosenthal Student Center.....	6
Bursar's Office.....	1	HPD Administration (Health Professions Division)....	19E	Sanford L. Ziff Health Care Center.....	19B
Business Services.....	6, 7, 8, 19E	HPD Admissions.....	19E	Shepard Broad Law Center.....	3
Cafeteria/Dining.....	6, 7, 8, 19E	HPD Library.....	19C	Student Affairs.....	5, 6, 23B
Campus Card Services.....	23A	Human Resources.....	1	Student Government Association.....	5
Campus Pharmacy.....	19B	H. Wayne Hutzenga School of Business and		Telecommunications.....	20A
Campus Recreation.....	23C	Entrepreneurship.....	8	Terry Administration Building.....	19E
Campus Support Building.....	16	Information Technologies and Digital Media.....	4	The Commons (Residence Hall).....	29
Career Services.....	7	International Students.....	1	The Current Newspaper.....	5
Carl DeSantis Building.....	8	Jim & Jan Moran Family Center Village.....	22	The Flight Deck.....	23B
Center for Psychological Studies.....	2	Legal Affairs.....	1	University Archives.....	7
Central Plant.....	15	Leo Goodwin Sr. Hall (Law Center).....	3	University Center.....	23
College of Dental Medicine.....	19A	Leo Goodwin Sr. Residence Hall.....	28	University Relations.....	1
College of Health Care Sciences.....	19E	Licensure and State Relations.....	20A	University School Aquatics Center.....	14
College of Medical Sciences.....	19E	Lifelong Learning Institute.....	20A	University School—Epstein Center for the Arts.....	12E
College of Nursing.....	19E	Locksmith.....	16	University School—Noel P. Brown Sports Center.....	12D
College of Optometry.....	19E	Mail Services.....	21A	University School—Lower.....	12A
College of Osteopathic Medicine.....	19E	Mailman-Hollywood Building.....	4	University School—Middle (Dauer Building).....	12B
College of Pharmacy.....	19E	Mailman Segal Center for Human Development.....	22	University School—Upper (Sonken Building).....	12C
Computer MicroLabs.....	7, 19C, 19F, 20A	Maltz Psychology Building.....	2	U.S. Geological Survey.....	16
Copy Services.....	8, 19D, 21A	Miami Dolphins Training Facility.....	13	Veterans Affairs.....	1
Cultural Living Center.....	24	One-Stop Shop (includes Registrar, Bursar, and Financial		Vertel Residence Hall.....	25
Development.....	1	Aid).....	1, 19E	Visitor Parking.....	posted in parking areas
Executive Offices.....	1	Parker Building.....	11	WNSU Radio Station Radio X.....	6
Eye Institute.....	19B	Parking Garages (public).....	9, 19G		
Facilities Management.....	16				

## Appendix C

# Telephone Resources

### Emergency Resources

NOVALERT .....	(954) 262-8999
Ambulance/Davie Police .....	9-911
Public Safety Office .....	(954) 262-8981
Broward Crisis Intervention Service.....	(954) 463-0911
Davie Mental Health Clinic .....	(954) 262-5730
Davie Police— Non-Emergency .....	(954) 693-8200
Hurricane Hotline .....	(954) 262-7300
Sexual Assault Treatment Division.....	(954) 765-4159
NSU Student Counseling.....	(954) 262-7050

### Departmental Listings

ADA Coordinator .....	(954) 262-7280
Admissions Undergraduate.....	(954) 262-8000
Health Professions Division .....	(954) 262-1101
Athletics .....	(954) 262-8250
Bursar's Office.....	(954) 262-5200
Business Services.....	(954) 262-8830
Call Center.....	(954) 262-7300
Computing Help Desk.....	(954) 262-4357
Dining Services .....	(954) 262-5300
Facilities Management.....	(954) 262-8881
Financial Aid.....	(954) 262-3380 or 800-806-3680
Flight Deck and Student Union .....	(954) 262-7288
Innovation and Information Technologies.....	(954) 262-4920
International Students.....	(954) 262-7240
Mail Services—Goodwin .....	(954) 262-8875
Main Library.....	(954) 262-4601
Microcomputer Lab—Parker ...	(954) 262-4949
NSU Bookstore .....	(954) 262-4750

NSU Student Counseling.....	(954) 262-7050
Office of Career Services .....	(954) 262-7201
Office of the Vice President of Student Affairs ....	(954) 262-7280
Physical Plant.....	(954) 262-8800
Radio Station—WNSU .....	(954) 262-8457
Recreation and Wellness.....	(954) 262-7301
Registrar.....	(954) 262-7255
Residential Life and Housing...	(954) 262-7052
Student Activities and Leadership Development.....	(954) 262-7290
Student Engagement.....	(954) 262-7283
Student Union and Flight Deck.....	(954) 262-7288
<i>The Current</i> Newspaper.....	(954) 262-8455
Title IX Coordinator.....	(954) 262-7280
Transfer Evaluation Services ....	(954) 262-8117
Travel Office.....	(954) 262-8888
Volunteerism/ Community Service.....	(954) 262-7297
Women's Resource Institute.....	(954) 262-8451

### Centers, Colleges, and Schools

Abraham S. Fischler School of Education .....	(954) 262-8500
Center for Psychological Studies.....	(954) 262-5700
Farquhar College of Arts and Sciences .....	(954) 262-8000
Graduate School of Computer and Information Sciences.....	(954) 262-2030
Graduate School of Humanities and Social Sciences.....	(954) 262-3000
H. Wayne Huizenga School of Business and Entrepreneurship .....	(954) 262-5000
Health Professions Division ....	(954) 262-1000
Oceanographic Center .....	(954) 262-3600
Shepard Broad Law Center .....	(954) 262-6100



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