

2014–2015 Student Handbook

NOVA SOUTHEASTERN UNIVERSITY



NOVA SOUTHEASTERN
UNIVERSITY

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 2014–2015. Changes in the content of the *NSU 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.

NSU 50th Anniversary

From 17 doctoral candidates to nearly 26,000 students. From a former airfield to a lush, 314-acre campus. From its visionary beginning in 1964 to the present, Nova Southeastern University (NSU) has been building an institution of higher education worthy of its many accolades. Now the largest not-for-profit university in the Southeast and the ninth largest in the United States, NSU's reputation for academic excellence and innovation has remained constant throughout five decades of robust growth.



Contents

MESSAGE FROM THE PRESIDENT	1	Breaking and Entering	35
OVERVIEW OF NSU		Campus Security Report	35
Vision Statement, Mission Statement, and Core Values	5	Cellular Phone Policy	35
University Administrators	5	Closing Hours	36
Deans	6	Complicity	36
Centers, Colleges, and Schools	7	Computers	36
Accreditation	7	Acceptable Use of Computing Resources	36
NSU History	7	Enterprise Username and Password Policy	38
		Access to NSU Online Systems	41
		Electronic Mail Communications	41
		Web Pages—Use of Material	42
		Consensual Relations Between Faculty Members and Students	42
		Contracting on Behalf of the University	43
		Disabilities	43
		Academic Accommodation(s)	43
		Facility and Grounds Accommodation(s)	44
		Discriminatory Conduct	45
		Drug-Free Schools and Campuses	45
		Drug Policy—Zero Tolerance	46
		Emergency Situations	46
		Failure to Comply	47
		False Information	47
		Falsification of Records	47
		Fire Safety	47
		Fraud	47
		Gambling	47
		Grievance Procedures for Nonacademic Disputes	48
		Guests	48
		Health Policies	48
		Communicable Diseases Guidelines	48
		Immunization Requirements	49
		Health Insurance	50
		Hurricane Procedures	50
		Hurricane Watch	51
		Hurricane Warning	51
		Procedures for Residence Halls	51
		Safety Procedures	51
		Broadcast Information	52
		Reopening Information	52
		Identification Cards	52
		Interference with University Investigations and Disciplinary Proceedings	53
STUDENT LIFE			
Student Affairs and the College of Undergraduate Studies	11		
Campus Traditions	14		
Newspaper	15		
Radio Station	15		
Student Organizations	15		
Web Space for Student Organizations	15		
STUDENT RIGHTS AND RESPONSIBILITIES			
Reservation of Power	23		
Nondiscrimination Statement	23		
Code of Student Conduct and Academic Responsibility	23		
Code of Student Conduct Statement	24		
NSU Statement of Student Rights and Responsibilities	24		
Academic Standards	24		
Conduct Standards	26		
Supplementary Standards	27		
Violations	28		
Sanctions	28		
Appeal Process	29		
SPECIFIC UNIVERSITY POLICIES AND PROCEDURES			
Admissions Policy	33		
Alcohol Policy	33		
Abuse/Physical Assault	35		
Acceptance of Professional Fees	35		
Arson	35		
Bomb Threats	35		

International Travel Registration Program	53
Jurisdiction of University Policies and Procedures	53
Lake Swimming	53
Life-Threatening Behavior	54
Littering/Projecting Objects	54
Misuse of Telephones	54
Noise	54
Off-Campus Violations	54
Parent/Legal Guardian Notification	54
Parking and Traffic Policies	54
Pets	55
Privacy of Records (FERPA)	55
Release of Student Information	56
Deceased Student Records	56
HIPAA Statement	57
Public Laws	57
Sexual Misconduct and Harassment	57
Sexual Misconduct Policy	57
Harassment Statement	60
Sexual Harassment Policy	60
Solicitation and Posting Policy	61
Stalking	62
Student Publications	62
Theft or Unauthorized Possession	62
Title IX Compliance Policy	62
Tobacco-Free Policy	63
Trespass Policy	63
Unauthorized Entry	63
Unauthorized Possession of University Property	64
Use of University Vehicles	64
Vandalism or Destruction of University Property	64
Weapons and Firearms	64
Worthless Checks	64

NSU RESOURCES

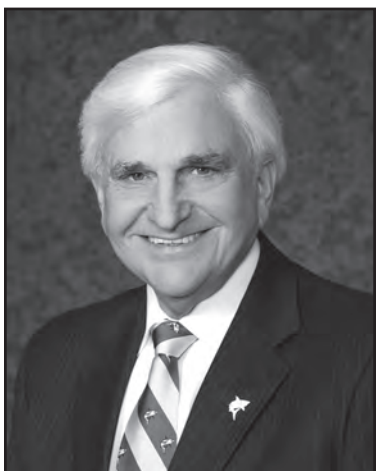
Alumni Association	67
ATMs	67
Bookstore	67
Campus Shuttle	68
Career Development	68
Computing Facilities	69
Don Taft University Center	69
Enrollment and Student Services	70
Office of International Affairs (OIA)	70
Office of Student Financial Assistance	71

Return of Title IV Funds	72
Student Employment	72
Satisfactory Academic Progress	72
Veterans Benefits	72
Office of the University Bursar	73
Office of the University Registrar	75
Office of Undergraduate Admissions	76
University Call Center and One-Stop Shop ..	77
Libraries	77
Miami Dolphins Training Facility	78
Nova Singers	78
NSU Athletics	78
NSU Student Counseling	79
SharkPrint	79
Public Safety	79
Campus Recreation	80
Residential Life and Housing	81
Shark Dining Services	82
Dining Locations	83
Meal Plans	84
Student Leadership and Civic Engagement	85
Tutoring and Testing Center	85
Undergraduate Student Success	86
University Health Care Centers	86
Sanford L. Ziff Health Care Center	87
Campus Pharmacy	87
Volunteerism and Civic Engagement	87
Wireless Networking—NSU WINGS	88

APPENDICES

Appendix A—Controlled Substances Charts	91
Appendix B—Main Campus Map	94
Appendix C—Telephone Resources	95

Message from the President



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

At NSU, you join nearly 26,000 students who 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 115 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.

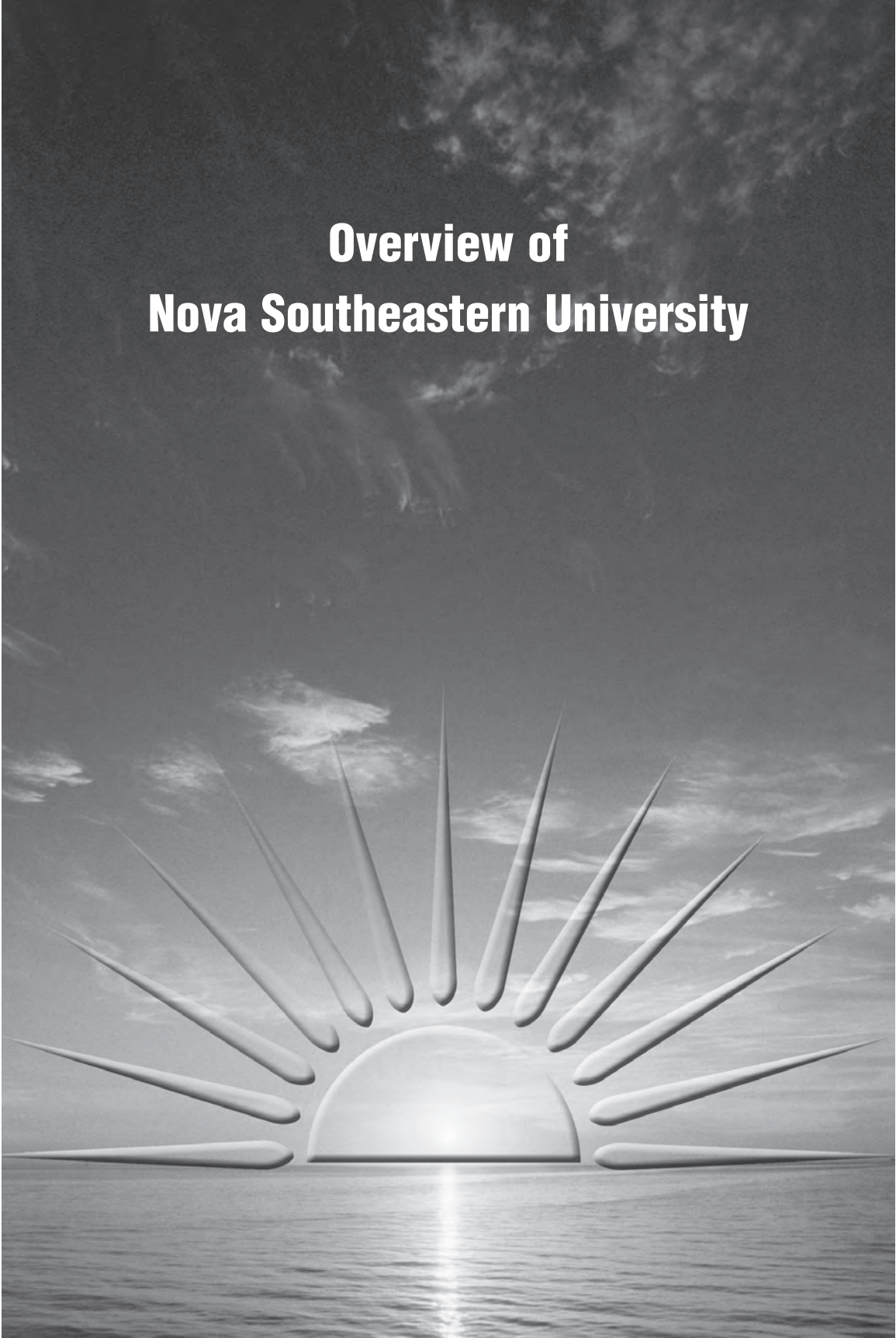
With your membership to the university community comes many rights and responsibilities. This student handbook outlines these rights and responsibilities, university policies and procedures, and university resources.

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 162,000 graduates in all 50 states and in more than 100 countries 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

Ralph V. Rogers, Ph.D.—Executive Vice President for Academic Affairs and Provost

Jacqueline A. Travisano, M.B.A., CPA—Executive Vice President and Chief Operating Officer

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

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

Jennifer O'Flannery Anderson, Ph.D.—Vice President for Advancement and Community Relations

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

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

Bonnie Clearwater, M.A.,—Director of NSU's Museum of Art Fort Lauderdale

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

Richard E. Davis, Ed.D.—Vice President for Regional Campus Network and Online Operations

Gary S. Margules, Sc.D.—Vice President for Research and Technology Transfer

Roni Midei, M.B.A., CPA—Executive Director for Internal Auditing
Michael Mominey, M.S. —Director of Athletics
Robert S. Oller, D.O.—CEO of Division of Clinical Operations
Robert Pietrykowski, J.D., M.B.A., M.A.—Vice President for Human Resources
Donald Rudawsky, Ph.D.—Vice President for Institutional Effectiveness
Alyson Silva, M.A.C., CPA—Vice President for Finance and Chief Financial Officer
Linda Smelser, B.S. —Vice President for Clinical Operations
Robin Supler, J.D.—Vice President for Compliance and Chief Integrity Officer
Tom West, M.B.A.—Vice President for Information Technologies and Chief Information Officer
Brad A. Williams, Ed.D.—Vice President for Student Affairs and Dean of the College of Undergraduate Studies
Peter J. Witschen, M.P.A.—Vice Present for Facilities Management and Public Safety
Ray Ferrero, Jr., J.D.—Chancellor
Abraham S. Fischler, Ed.D.—University President Emeritus

Deans

Eric Ackerman, Ph.D.,—Graduate School of Computer and Information Sciences
Jerome Chermak, Ed.D.—University School
Lisa Deziel, B.S.Ph., Pharm.D., Ph.D.—College of Pharmacy
Richard E. Dodge, Ph.D.—Oceanographic Center
Kimberly Durham, Psy.D.— Institute for the Study of Human Service, Health, and Justice
Jon Garon, J.D.—Shepard Broad Law Center
Karen Grosby, Ed.D.—Center for Psychological Studies
J. Preston Jones, D.B.A.,—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
Linda Niessen, D.M.D., M.P.H., M.P.P.—College of Dental Medicine
Don Rosenblum, Ph.D.—Farquhar College of Arts and Sciences
Marcella 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
Stanley Wilson, P.T., Ed.D.—College of Health Care Sciences
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
- Institute for the Study of Human Services, Health, and Justice, (954) 262-7001
- 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 Southern Association of Colleges and Schools Commission on Colleges to award associate's, baccalaureate, master's, educational specialist, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Nova Southeastern University.

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 162,000 alumni.

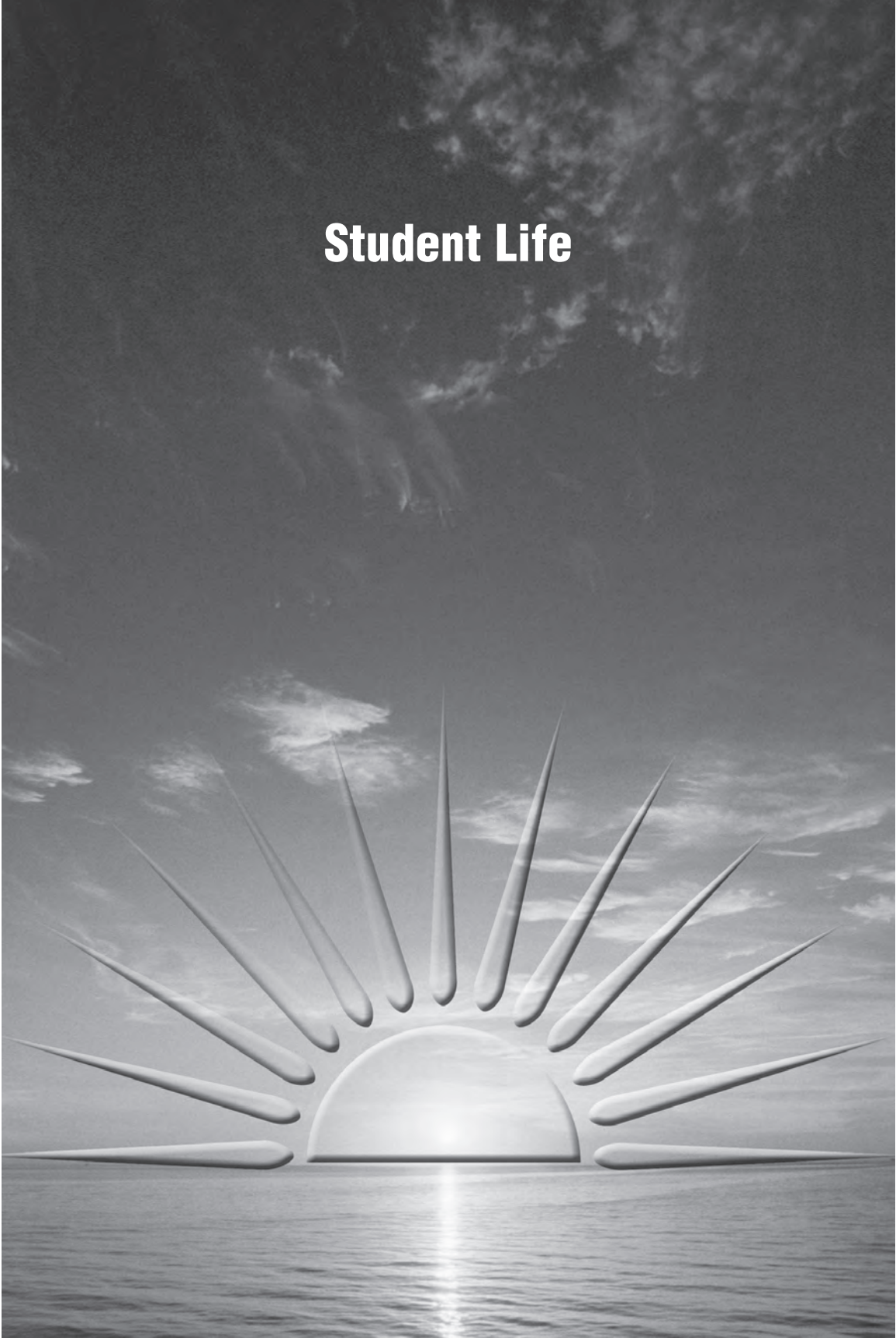
Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with nearly 26,000 students, and is the ninth largest independent institution nationally. NSU is one of 169 colleges and universities statewide and one 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 65 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 \$570 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 \$2.6 billion on the Florida economy.

Student Life



Student Life

Student Affairs and the College of Undergraduate Studies

Student Affairs and the College of Undergraduate Studies provides students with numerous services and cocurricular learning opportunities that are conducive to student growth, development, and engagement that lead to retention and graduation. Administered by the Office of the Vice President of Student Affairs and the dean of the College of Undergraduate Studies, the following offices compose the organization:

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 a variety of leadership programs and volunteer activities in the community. The office also houses NSU's premier leadership program, Razor's Edge—a dynamic and intense leadership development opportunity for high-performing student leaders who participate in a four-year curriculum that includes curricular and cocurricular elements.

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

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, and 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. The office also oversees numerous activities at The Flight Deck.

Office of Student Activities

The Office of Student Activities is home to the Student Events and Activities (SEA) Board, more than 100 registered undergraduate student organizations, fraternity and sorority life, and the Undergraduate

Student Government Association (SGA). The office plays key roles in assisting students develop an affinity to NSU through engagement in organizations and activities related to their interests. The office also presents programs and events for the entire NSU community—including Sharkapalooza and Homecoming.

Office of Special Events and Projects

Housed within the Office of Student Activities, the Office of Special Events and Projects coordinates, hosts, and sponsors university-wide events, the Student Life Achievement Awards, Community Fest, and the Baccalaureate Reception. The office also sponsors the Shark Discount program, the 2020 Legacy Scholars Program, and Presidents 64, a group of selected campus student leaders who serve the NSU community.

Office of Student Disability Services

The Office of Student Disability Services provides information, oversight, and coordination for all services and accommodations for students with disabilities who are enrolled at NSU, its regional campuses, and its off-campus programs by collaborating with NSU academic centers, the Office of Residential Life and Housing, Facilities Management, and other NSU offices.

Office of Student Media

The Office of Student Media oversees the management of the publication of *The Current* (the NSU student newspaper), WNSU (the student operated radio station), and Sharks United Television (SUTV—the student operated campus TV station). The office also supports the promotion of all campus events and programs to inform students about activities at the university.

Office of Commuter and Transfer Student Services

Providing programs and services focused on commuter and transfer students, this office seeks to enhance their engagement and experience at NSU through participation in campus activities, leadership development, and community service. Through peer connections the office supports student involvement that leads to commuter and transfer student retention and graduation.

Office of Student Affairs at the Regional Campuses

Student Affairs at NSU's regional campuses serves as the liaison with the main campus in order to provide an array of programs, services, and opportunities for all regional campus students. The offices are responsible for Family Fin Day, NSU Nights Out, and class celebrations. The Student Affairs directors at each regional campus advise the respective student government associations.

Office of Student Affairs Assessment and Student Engagement

As part of the ongoing efforts to continuously improve its programs, services, and operations, the Office of Student Affairs Assessment and Student Engagement assess and benchmark the effectiveness of each office's programs. It also gathers information from students in regard to their impressions, experiences, and aspirations. The office is responsible for leading Student Affairs and the College of Undergraduate Studies in an intentional strategic plan that is targeted to increase student engagement that leads to retention and graduation.

Office of Administrative Services and Marketing

The Office of Administrative Services and Marketing sets the standards for all marketing and communications for the division and works with all offices to produce materials that inform the university community of its activities, programs, and services. The office oversees the Student Poster Printing service by providing complimentary wide-formatted posters for student organizations and academic unit. The office also oversees the Shark Fountain Brick Campaign and publishes an enewsletter, SharkFins, which reaches 26,000 NSU students weekly.

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.

Office of Student Career Development

The Office of Student 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 on how 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 Orientation

The Office of Orientation focuses on providing positive and smooth transitions into the university and college life for new NSU students. Grand Orientation, a multiple-day program facilitated by student Orientation Leaders prior to the beginning of fall term, provides students and their families with information and resources that provide a foundation for a successful start to the student's academic pursuits. The office also provides a preorientation experience for students through Shark Camp, an orientation for online students.

Office of Undergraduate Academic Advising

The Office of Undergraduate Academic Advising provides comprehensive academic support services that assist students to achieve their academic goals by giving them advise on selection of a major, degree requirements, course selection, and registration. The office supports student retention through referral to campus resources that enhance student academic success.

Office of Undergraduate Student Success

The Office of Undergraduate Student Success develops and implements programs and services that increase student engagement, thus leading to academic success and retention 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.

Office of Student Communication and Support

The Office of Student Communication and Support facilitates and communicates academic progress standing to students on a trimester basis. The office also provides support to students experiencing academic and administrative challenges by acting as a liaison to other departments and resources university wide, and referrals are made to support student's needs and inquiries. The office also communicates to parents of students in a weekly newsletter.

Office of Tutoring and Testing

The Office of Tutoring and Testing supports the academic progress of all NSU undergraduate students. The center provides supplemental learning assistance and an array of testing services. It assists students in meeting their academic goals with tutoring, testing, study resources, and writing services.

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.

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 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 Habitat for Humanity; soup kitchens; and service trips to Jamaica and New Orleans.

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.

Broad Programming or Governing Organizations

- Student Events and Activities Board
- Undergraduate Student Government Association

Center for Psychological Studies

- Association of Neuropsychology Students in Training (ANST)

- Counseling Student Organization (CSO)
- Eating Disorders Awareness Association (EDAA)
- Ethnic Minority Association of Graduate Students (EMAGS)
- Gay-Straight Alliance (GSA)
- Go Play
- Graduate Association of School Psychology (GrASP)

- Hispanic Psychological Student Organization and Monitoring Program (HPSOMP)
- Jewish Psychological Student Association (JPSA)
- Mental Illness New Directions
- National Association of Black Psychologists
- NSU Students for Prevention, Intervention and Response to Emergencies (NSPIRE)
- Preventative Medicine Initiative (PMI)
- Rehabilitation Psychology Awareness Group
- Student Coalition for the Defense of Human Rights (SCHR)
- Student Government Association (SGA)
- Student Organization for the Advocacy of Psychology (SOAP)
- Student Prevention of Addiction
- Students for Stress Resilience
- Students United for Returning Veterans (SURV)
- Teaching of Psychology Division of Graduate Students (ToPDoGS)

College of Dental Medicine

- Alpha Omega
- American Academy of Pediatric Dentistry
- American Dental Education Association (ADEA)
- American Student Dental Association (ASDA)
- Autism Awareness Club
- CDM Student Ambassadors
- Class Councils
- Health Professions Division Photo Club
- Hispanic Dental Student Association
- International Dental Graduates
- NSU Dental Missions
- NSU Orthodontic Association
- Omicron Kappa Upsilon
- Oral Surgery Honor Society
- Psi Omega
- Russian Student Health Association (RASHA)
- Student Government Association
- Student National Dental Association
- Student Professionalism and Ethics Association (SPEA)
- Student Society of Periodontics
- Women's Dental Society Student Organization

College of Health Care Sciences

Anesthesiologist Assistant Program

- Student Government Association, Fort Lauderdale
- Student Government Association, Tampa

Audiology Program

- Student Government Association

Health Sciences Program

- Doctor of Health Sciences Student Government Association

Occupational Therapy Program

- Student Government Association, Fort Lauderdale
- Student Government Association, Tampa
- Phi Theta Epsilon
- Occupational Therapy Ph.D. Student Government

Physician Assistant Program

- Student Government Association, Fort Lauderdale
- Student Government Association, Fort Myers
- Student Government Association, Jacksonville
- Student Government Association, Orlando
- Transitional Physical Therapy Student Government Association
- Physical Therapy Ph.D. Student Government Association

Physical Therapy Program

- Student Government Association, Fort Lauderdale
- Student Government Association, Tampa

Medical Sonography Program

- Student Government Association
- Cardiovascular Sonography Student Government Association, Tampa

College of Medical Sciences

- Student Government Association

College of Nursing

- Nursing—Fort Lauderdale
- Nursing—Fort Myers
- Nursing—Miami
- Student Government Association

College of Optometry

- American Academy of Optometry
- American Optometry Student Association
- Beta Sigma Kappa
- Canadian Association of Optometry Students
- 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

- Addiction Medicine Club
- American College Osteopathic Emergency Physicians
- American College Osteopathic Family Physicians
- American Medical Association
- American Medical Student Association
- American Medical Women Association—AMWA
- American Osteopathic Academy of Sports Medicine
- Anesthesiology Club
- Association of Military Osteopathic Physicians and Surgeons
- Christian Dental and Medical Association
- Florida Osteopathic Medical Association
- Gay Lesbian Medical Association
- Geriatric Association
- Hispanic Osteopathic Medical Student Association
- Integrative Medicine Club
- International Medicine Outreach Club
- International Professional Student Association
- Jewish Association of Health and Medical Students
- Lambda Omicron Gamma Gamma
- Medical Students for Choice
- Medical Students for Life
- Muslim Association Services in Health Care
- Neurology Psychiatry Club
- Ophthalmology Club
- OSAS
- Pediatrics Club
- Phi Theta Epsilon
- Photography Club
- Public Health Student Association
- Radiology Club
- Rural Medicine Club
- Russian American Student Health Association

- Sigma Sigma Phi
- Student Otolaryncology and Plastic Surgery Society
- Student Advocate Association
- Student American Academy of Osteopathy
- 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
- Student Physical Medicine and Rehab
- Wilderness Medical Club

College of Pharmacy

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

Educational

- Accounting Club
- America Marketing Association
- Chemistry Club
- Community Health and Exercise Science Student's Organization (CHESSO)
- Criminal Justice Club
- NSU Chapter of the Society of Physics Students
- Psychology Club

Arts and Media

- Infinite Motion
- NSU's Acapella Group
- Radio X 88.5 FM
- Riff Tides
- Sharkettes Dance Team
- Sharks United Television
- *The Current*

Cultural/Heritage

- Caribbean Student Association
- Haitian Student Association
- Indian Student Association
- Nova International Student Association (NISA)
- Pakistani Student Association (PSA)
- Saudi Students Club

Greek

- Alpha Kappa Alpha Sorority
- Beta Theta Pi Fraternity
- Delta Phi Epsilon Sorority
- Interfraternity Council
- Iota Phi Theta Fraternity
- Kappa Alpha Psi Fraternity
- Kappa Sigma Fraternity
- Lambda Theta Alpha Latin Sorority
- Lambda Theta Phi Latin Fraternity
- Order of Omega
- Pan-Hellenic Council
- Phi Beta Sigma Fraternity
- Phi Gamma Delta
- Phi Sigma Sigma Sorority
- Sigma Delta Tau Sorority
- Zeta Phi Beta Sorority

Honor Societies

- Delta Epsilon Iota
- NSU Circle of the Omicron
- Omicron Delta Kappa Society
- Phi Alpha Delta
- Tau Sigma National Honor Society

Leadership

- Collegiate DECA
- Emerging Leaders Experience
- Leadership on Demand
- President's 64
- Razor's Edge Leadership Development

Multicultural

- Latin American Student Association
- Multicultural Student Union
- Venezuelan Student Association

Political and Social Action

- CAUSE
- Locks for Cause
- Relay for Life
- Students Working for Equal Rights
- UNICEF Club—Unite for Children

Pre-Professional

- ACM Association of Commuter Machinery
- Alpha Kappa Psi
- Association of Latin Professionals in Finance and Accounting
- Athletic Training Student Organization (ATSO)
- Economics and Finance Association
- Health Occupations Students of America (HOSA)
- Kappa Delta Pi
- Kappa Psi
- Multicultural Association for Pre-Health Students (MAPS)
- Neuroscience Club
- Nova Southeastern University's Student Chapter for the National Association of Environmental Professions
- Phi Alpha Delta
- Pre-Dental Society
- Pre-Medical Society
- Pre-Optometry Society
- Pre-Pharmacy Society
- Pre-Physical Therapy Society
- Pre-Physician Assistant Society
- Pre-Student Osteopathic Medical Association (Pre-SOMA)
- Pre-Veterinary Club
- Scientific Literature Society

Recreation and Social Activities

- Boxing Club
- Finatics
- Fishing Club
- Fitwell

- Nova Southeastern University Maasti Dance
- Nova Student Veterans Association
- NSU Match Makers Tennis Club
- NSU Scuba Crew
- NSU Ultimate Frisbee
- Shark Pride
- Society of Anime Gaming and Entertainment
- Student Athlete Advisory Committee (SAAC)
- Table Tennis Club at Nova Southeastern University

Religious

- ABLAZE
- Calvary at NOVA
- Every Nation Campus Ministries
- Fellowship of Christian Athletes
- Hillel of Broward and Palm Beach
- International Muslim Association at Nova Southeastern University (IMAN)

Service

- Alpha Phi Omega
- Best Buddies
- Community Action Using Student Empowerment
- Cozy Corners
- Dance Marathon
- Food Recovery Network
- Nature Club
- Operation Smile Club
- Rotaract at NSU
- SISTUHS, Inc.
- Student Events and Activities Board

Special Interest

- American Association of University Women (AAUW)
- Commuter Student Organization (CSO)
- Criminal Justice Club
- Gay-Straight Alliance (GSA)
- Nova Student Veterans Association
- Residential Student Association (RSA)
- Students United for Returning Veterans (SURV)
- Treat Yourself to Coffee

Graduate School of Humanities and Social Sciences

- African Working Group
- Americans for an Informed Democracy
- Christian Perspective in Peacemaking

- College Student Affairs Association (CSAA)
- DCAR Action Network
- Latin American and Caribbean Forum (ASCF)
- Marriage and Family Therapy Club (MFT)
- Student Government Association

Fischler School of Education

- Student Government Association

Health Professions Division

- Student Government Association (SGA)

H. Wayne Huizenga School of Business and Entrepreneurship

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

Oceanographic Center

- Student Government Association

Shepard Broad Law Center

Student Government

- Student Bar Association (SBA)

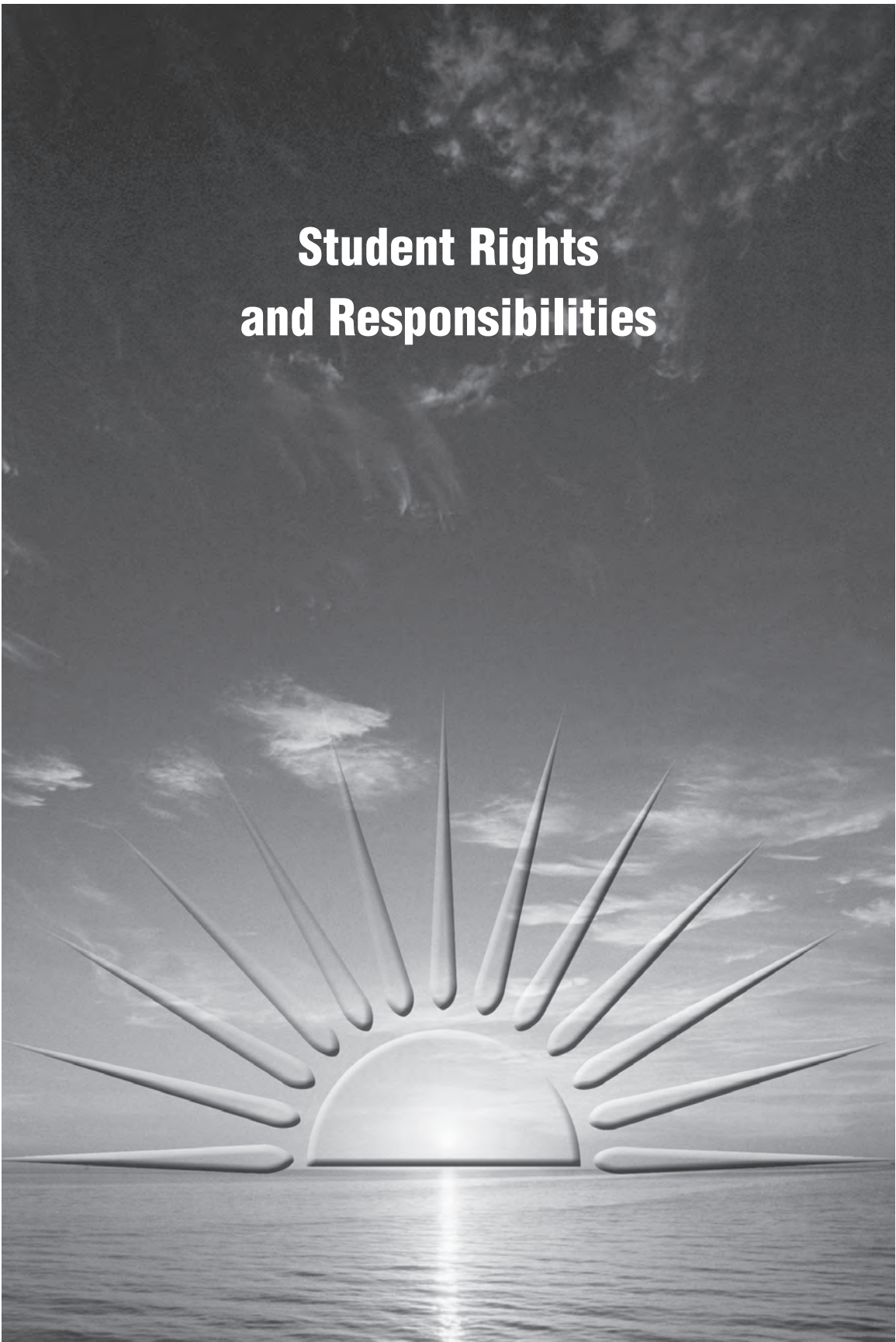
General Organizations

- Alternative Dispute Resolution Society (ADRS)
- American and Caribbean Law Initiative (ACLI)
- American Bar Association (ABA)
- American Constitution Society (ACS)
- Asian Pacific American Law Student Association (APALSA)
- Association of Business Law Students (ABLS)
- Beyond the Game (BTG)
- Black Law Student Association (BLSA)
- Broward County Bar Association (BCBA)
- Caribbean Law Student Association (CLSA)
- Celtic American Law Society (CALSA)
- Christian Legal Society Fellowship (CLSF)
- Criminal Law Society (CLS)
- Cuban American Bar Association (CABA)
- Defense Counsel Society (DCS)

- Democratic Law Student Council (DLSC)
 - Environmental & Land Use Law Society (ELULS)
 - Evening Law Student Association (ELSA)
 - Family Law Society (FLS)
 - Florida Bar Association (FBA)
 - Federalist Society (FS)
 - Florida Association for Women Lawyers (FAWL)
 - Foreign Lawyers Association (FLA)
 - Hispanic Law Student Association (HLSA)
 - Immigration Law Organization (ILO)
 - Intellectual Property Law Society (IPLS)
 - International Law Student Association (ILSA)
 - Italian American Law Student Association (IALSA)
 - Jewish Law Student Association (JLSA)
 - Lambda Law Society (LLS)
 - Middle Eastern Law Student Association
 - National Lawyers Guild (NLG)
 - National Security and Law Society (NSLS)
 - Native American Law Student Association (NALSA)
 - Public Interest Law Society (PILS_)
 - PULSE! (PULSE)
 - Sports and Entertainment Law Society (SELS)
 - Student Animal Legal Defense Fund (SALDF)
 - Student Bar Initiative (SBI)
 - The Florida Bar YLD Law Student Division (LSD)
 - The Law Revue at NSU (LRNSU)
 - The Real Property, Probate, & Trust Law Society (RPPTL)
 - Toastmasters
 - Tort Law Society (TLS)
 - Transactional Law Practice Group (TLPG)
 - WLAW Radio (WLAW)
- Co-Curricular Organizations**
- ILSA Journal of International and Comparative Law (ILSA Journal)
 - International Citator and Research Guide (ICRG)
 - International Law Moot Court Team (Jessup)
 - Moot Court Society (MCS)
 - Nova Law Review (Law Review)
 - Nova Trial Association (NTA)
- Legal Fraternities**
- Delta Theta Phi (DTP)
 - Phi Alpha Delta (PAD)
 - Phi Delta Phi (PDP)

For more information on specific clubs and organizations, visit your academic center, the student organization center in the Rosenthal Student Center, or go to 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. 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, military service, 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, military service, 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. 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 the main campus or at any NSU sites.

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

- 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.

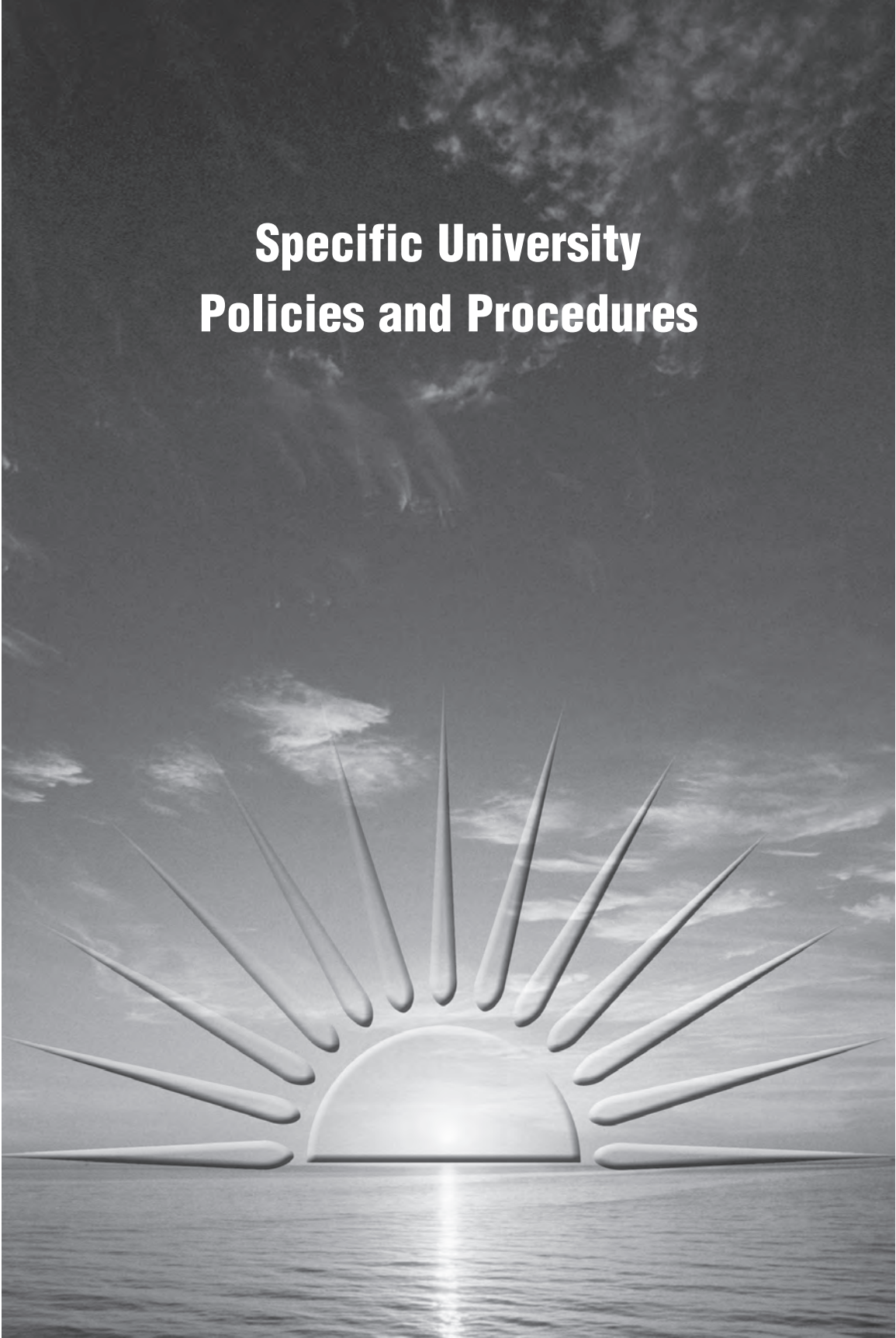
F. Appeal Process

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. Undergraduate students must submit all final and official documents by the last day of the drop/add period of the student's first semester. 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).

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.

Cellular Phone Policy

The university recognizes the growing trend regarding student possession of cellular phones and electronic devices 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. You may not place any pictures or videos of people on a Web page without the expressed permission of the people in the pictures or videos. 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. The information is available at www.nova.edu/common-lib/policies.

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

Enterprise Username and Password Policy

Policy Rationale

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

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

Policy Statement

Usernames must be assigned to each individual user to access any NSU network. Generic usernames may only be used in circumstances where they are deemed appropriate by the Chief Information Security Officer.

Passwords must meet the minimum standards set by the Chief Information Security Officer and, if possible, applications and devices providing access to technical resources must technically enforce them. Faculty, staff, vendors, and students must adhere to the standards for all systems and applications that come into contact with University technical resources.

Systems That Cannot Comply with Minimum Standards

If the minimum standards cannot be met, the system must be protected by other means, such as, but not limited to, a dedicated firewall, limited network access or multi-factor authentication. These mitigating controls need to be documented and forwarded to the Chief Information Security Officer for recording and audit purposes.

Remedies

The University reserves the right to

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

Username Standards

The current policy for university employees is to create the user ID from a combination of the user's first initial concatenated with their last name. If the user name already exists we add a number.

Example:

John Smith

Username: jsmith@nova.edu

(The second John Smith to be setup would be setup as jsmith1@nova.edu.)

The current policy for university students is to create the user ID from a combination of the user's first name initial, last name first initial, and system generated random numerals.

Example:

Mary Jones

Username: mj2427@nova.edu

Username and Email Address

Note: The university email address must be formatted the same as the username, so in the case of user John Smith with username jsmith, the resulting email address would be jsmith@nova.edu.

Minimum Password Standards for User Accounts

The following standards have been established by the Chief Information Security Officer. Absent a more secure password selection, the minimum baseline password standard for users and owners of systems utilized by the University is as follows:

- Passwords chosen must be a minimum of eight characters in length.
- From the following four different subsets of character classifications, pick at least one character, from at least three of the different subsets.
 - uppercase letter (A-Z)
 - lowercase letter (a-z)
 - digit (0-9)
 - special character (~`!@#%&*()+=-_{}[]\ | ;'"/<>.,)

(A password example for a user account could be: one upper case character, one digit character, one special character, and five or more additional characters of your choice.)

- be private
- passwords chosen must not
 - contain a common proper name, login ID, email address, initials, first, middle or last name
- each password chosen is new and different

Nova Southeastern University will also enforce the following system parameters to ensure more secure controls:

- maximum password age – 365 days
- minimum password age – one day (meaning that the user will not be able to change the new password they choose on their own for at least one day after the change is made)
- remembered passwords (History) – three (meaning that the user will not be able to use the last three passwords that they have used previous to the current password)

Passwords for user accounts must be changed immediately when a user that had access to that account is no longer with NSU.

Minimum Password Standards for Generic and Service Accounts

The following standards have been established by the Chief Information Security Officer. Absent a more secure password selection, the minimum baseline password standard for generic user accounts and service accounts (service accounts are typically used to start services on servers and other devices) is as follows:

- passwords chosen must be a minimum of 15 characters in length
- from the following four different subsets of character classifications, pick at least one character, from at least three of the different subsets.
 - uppercase letter (A-Z)
 - lowercase letter (a-z)
 - digit (0-9)
 - special character (~!@#\$%^&*()+=-_{}[]\ |;:'"/<>.,)

(A password example for a generic or service account could be: one upper case character, one digit character, one special character, and 12 or more additional characters of your choice.)

- be private
- passwords chosen must not
 - contain a common proper name, login ID, email address, initials, first, middle or last name
- each password chosen is new and different

Nova Southeastern University will also enforce the following system parameters to ensure more secure controls:

- maximum password age—365 days.
- minimum password age—one day (meaning that the user will not be able to change the new password they choose on their own for at least one day after the change is made)
- remembered passwords (History) – three (meaning that the user will not be able to use the last three passwords that they have used previous to the current password)

Passwords for generic and service accounts must be changed immediately when a user that had access to that account is no longer with NSU.

Account Lockout

An account lockout policy disables a user account if an incorrect password is entered a specified number of times over a specified period. These policy settings help to prevent attackers from guessing users' passwords, and they decrease the likelihood of successful attacks on the network.

Accounts that are logged into more than five times incorrectly (using the wrong username and password combination) will be locked out for a period of 15 minutes after which they will automatically be unlocked and available for use again.

Security Notification

If an account or password is suspected of having been compromised, report the incident to NSU IT Security at (954) 262-4643 or via email at itsecurity@nova.edu and change the password(s) immediately.

Security Auditing

Password auditing may be performed on a periodic or random basis by NSU IT Security staff or its delegates. If a password is determined to be too weak during one of these scans, the user will be notified by IT Security and required to change it immediately.

Pass phrases

Pass phrases are not the same as passwords. A pass phrase is a longer version of a password and is, therefore, usually more secure. A pass phrase is typically composed of multiple words. Because of this, a pass phrase is usually more secure against attacks by hackers and malware.

An example of a good pass phrase: "MaryH4daL1ttleLamb!", or the phrase "I love to play badminton" could become `ILuv2PlayB@dm1nt()n`

All of the rules above that apply to passwords apply to pass phrases

Access to NSU Online Systems

The following policy is also available at 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.

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.

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 contact the Office of Student Disability Services prior to the commencement of classes to discuss his or her needs.

Academic Accommodation(s) Process

Requests for accommodation must be made in writing to the Office of Student Disability Services and must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. If the student disagrees with the accommodation(s) proposed by the 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 Arlene Gizkowski, director of the Office of Student Disability Services, (954) 262-7189, 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, military service, 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, the Rehab Act, Age Discrimination Act, and Florida Civil Rights Act are unacceptable and prohibited in the university. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment. 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.

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. 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 or breath 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 vice president 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. HPD requires substantiation of immunity.
3. Measles (rubeola): You must show proof of one of the following:
 - immunization with two doses of measles vaccine, the first given on or after the first birthday, the second given at least 30 days after the first, and BOTH in 1958 or later
 - blood test showing the presence of the measles antibody
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 Web site (www.nova.edu/studentinsurance).**

Should you have any questions regarding the student health insurance plan, please feel free to contact the student insurance department at (954) 262-4060 or 800-922-3420 or 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 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	WLTN 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.

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.

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 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.

International Travel Registration Program

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

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

www.nova.edu/internationalaffairs/travelreg/index.html

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.

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 or through electronic communications.

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 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 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.

Pets

No pets or animals, other than fish, are permitted on campus, including all residence halls, with the exception of service animals. The service animal policy can be found at www.nova.edu/disabilityservices.

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. A school official has a legitimate education interest if the school official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university may disclose educational records, without consent, to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment and transfer.

- The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605 concerning alleged failures by Nova Southeastern University to comply with the requirements of FERPA.

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

- student name
- local and home address
- telephone numbers
- email address
- 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

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.

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 “covered entities” to abide by the regulations governing the privacy, confidentiality, and security of protected health information, defined as individually identifiable health information created, received, maintained, or transmitted at or by a covered entity, whether such information is electronic, written, or spoken. NSU is considered a “hybrid entity” for purposes of compliance with the HIPAA Privacy and Security Regulations, as NSU’s business activities include both covered and non-covered functions. As such, NSU’s covered health care centers are subject to the requirements of the HIPAA Privacy and Security Regulations, as well as policies implemented by NSU.

Pursuant to the HIPAA Privacy and Security Regulations, each covered NSU health care center is responsible for enacting privacy and security policies and procedures. Thus, the various NSU health care centers that provide patient care in a HIPAA-covered setting have enacted such policies and procedures. All NSU health care center workforce members including—but not limited to—faculty members, employees, and trainees, are responsible for following the policies and procedures implemented by the applicable NSU health care center.

In addition, the HIPAA Regulations require that NSU provide training to its health care center faculty members, employees, and trainees with respect to its HIPAA Privacy, Security, and Research policies and procedures. NSU has developed a comprehensive online education program designed to comply with the HIPAA Regulations and to educate its workforce members and others who use, disclose and/or access protected health information. Applicable NSU health/mental health profession students and trainees will be required to complete the education program coordinated through his or her respective College/School/Academic Program.

Violations of the NSU policies and procedures regarding privacy and security of protected health information will be reported to the appropriate supervising authority for potential disciplinary action, up to and including dismissal in accordance with the applicable College/School/Academic Program policies.

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

Any questions concerning the HIPAA privacy policies can be directed to the HIPAA Liaison of your NSU health care center, the NSU HIPAA Privacy Officer, or the NSU HIPAA Security 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: Sexual assault 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. 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. Sexual misconduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether or not it violates this policy.

In accordance with Title IX of the Higher Education Amendments of 1972 and its implementing regulations, 34 C.F.R. part 106, both the alleged victim and the accused student shall have the right to the following:

1. Adequate, reliable, and impartial investigation of complaints including the opportunity for both parties to present witnesses and other evidence.
2. Notice of each step of the investigation and adjudication of the case, including charges presented, notice of hearing, notice of the outcome of the hearing, the right to appeal the final outcome, and notice of the outcome of the appeal.
3. Normally investigations shall take no longer than 15 class days and any subsequent adjudication of policy violations will follow immediately. In total, the entire process will be completed within 60 days.

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, in writing, 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 through the student judicial/disciplinary process.

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. To obtain such information, contact the Office of the Associate Dean of Students.

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. 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. Students aggrieved by a violation of this policy may file a grievance under Title IX. All reports of sexual assault will be thoroughly investigated by the Title IX coordinator or the vice president of Human Resources.

All of allegations of sexual misconduct and harassment of or by a student should be reported to the university Title IX coordinator, Gay Holliday, associate dean of Student Affairs, Rosenthal Building, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796. Call (954) 262-7281, or email gayhol@nova.edu. All reports of allegations of sexual misconduct and harassment of or by an employee, vendor, or client should be reported to Robert Pietrykowski, vice president of Human Resources, 3100 SW 9th Avenue, Fort Lauderdale, Florida 33315-3025. Call (954) 262-7893, or email rpietrykowski@nova.edu.

The following procedure will prevail for reports of sexual assault.

- **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 Title IX coordinator. 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 Title IX coordinator, 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.

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

1. unwelcome or unwanted sexual advances and unwelcome or unwanted conduct of a sexual nature. 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 unwelcome conduct of a sexual nature that is sufficiently severe or pervasive that would unreasonably interfere with another's work or deny or limit a student's ability to participate in or benefit from the school's program, services, opportunities, or activities based on sex. 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 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 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 is sufficiently severe or pervasive to deny or limit a student's ability to participate or benefit from the school's program, services, opportunities, or activities, 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 vice president of human resources or the associate dean of students Title IX coordinator must be notified immediately by the center, the dean, or faculty member upon receiving a report and/or grievance 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 for an employee and dismissal for a student.

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 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. The grievance procedure is available from the Office of the Title IX Coordinator, Rosenthal Room 112.

Tobacco-Free Policy

Policy Statement

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.

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. 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 and Firearms

Weapons and firearms 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

A firearm includes:

Any weapon that is designed, or may readily be converted, to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and any firearm muffler or firearm silencer.

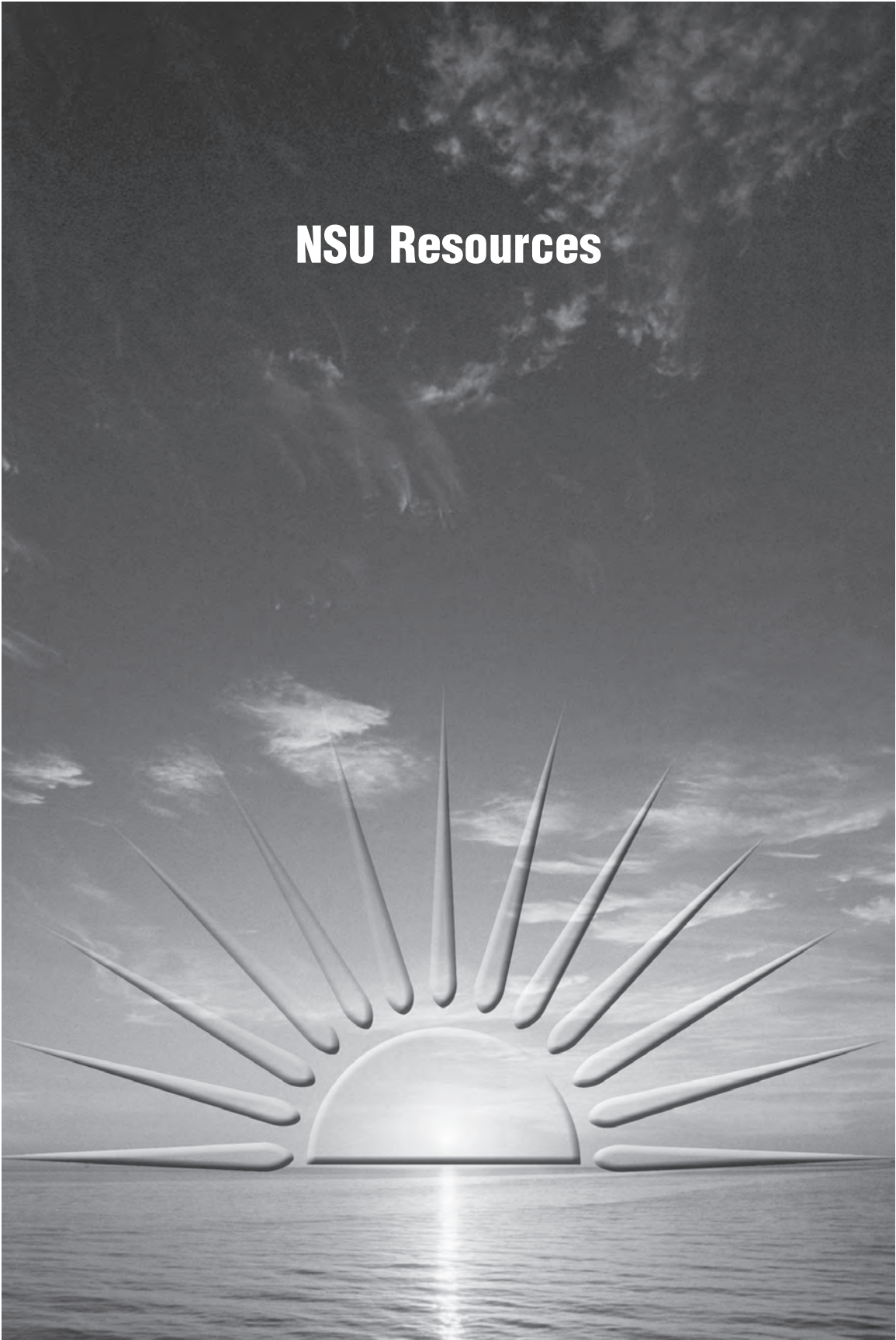
See NSU weapon and Firearm policy at: http://www.nova.edu/publicsafety/forms/campus_safety_handbook.pdf

- Law enforcement personnel are exempt from this policy.

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 162,000 men and women, residing in all 50 states and in 115 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.

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, 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 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. The bookstore carries all the required and recommended textbooks for each class. They have the largest selection of new and used textbooks for purchase or rental, as well as e-textbooks. The bookstore also carries an array of NSU clothing, gifts, convenience items, and reference titles. You can order online at <http://nsubooks.bncollege.com> for in-store pickup, regional campus pickup or have items shipped to your home.

The NSU Bookstore contact information is below:

NSU Bookstore
University Park Plaza
3562 South University Drive
Davie, Florida 33328
Phone: (954) 262-4750 or 800-509-BOOK
Fax: (954) 262-4753
Email: 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

The Shark Shuttle provides free transportation service on a fixed route within the NSU campus for students, faculty, and staff. The fleet consists of 13 shuttle buses servicing the campus from 7:00 am to 12:30 am seven days a week on five fixed routes. (Rolling Hills service begins at 6:00 am Monday thru Friday.) Riders wishing to board can simply wave down a bus on its route within the NSU campus. Daily scheduled service to a local supermarket and shopping mall is also offered for students seven days a week.

(Special trips can be reserved by submitting a Work Order to the Physical Plant Department for approval.)

Shark Shuttle buses are monitored by GPS, called Nextbus. Students can access bus arrival times via their smart phone, PC, iPad or other compatible electronic devices. Full Shark Shuttle route information can be found at <http://www.nova.edu/locations/shuttle>. To gain access to Real Time bus arrival predictions access the Nextbus web page at www.nova.edu/nextbus, download the NSU iShark App or call Nextbus at (954) 556-6654.

For additional information about the Shark Shuttle, please contact (954) 262-8871.

Career Development

Considering possible careers or majors? Want to do an internship, but not sure of how to get there? Want to know what you can do now to prepare for graduate school or your first job? Career Development can help with major and career exploration, resume, interviewing and internship search guidance, career fairs, and much more! Visit www.nova.edu/career or call (954) 262-7201 to jump start your career.

Career Development provides a supportive environment for NSU students and alumni to engage in individualized career exploration and planning that complements their academic experience and supports their professional goals.

Computing Facilities

The Office of Innovation and Information Technology's unit maintains 50 Computing Facilities: 30 on campus and 20 located among the regional campuses and other sites in Fort Myers, Jacksonville, Miami, Miramar, Orlando, Palm Beach, and Tampa, Florida; 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, open labs are scheduled and maintained for student use on campus and at student educational center locations.

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 10 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. All residence halls have 802.11a/b/g/AC wireless access. 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 resources, NSU provides Virtual Private Network (VPN) connectivity to students.

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

For further information, please contact Computing Facilities at (954) 262-4700 or visit www.nova.edu/cwis/oit and www.nova.edu/sharkprint.

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 about 4,500 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.

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 Offices 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 SharkLink and NSU email. Both are accessible through SharkLink. Students are encouraged to use NSU’s SharkLink to

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

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

Office of International Affairs (OIA)

The Office of International Affairs serves as a base for the university’s international initiatives and student services. It includes the Office of International Students and Scholars (OISS) which is dedicated to providing immigration, orientation, counseling, and overall assistance to all international students, visiting scholars, and faculty on and off campus. The OIA also provides ongoing assistance and support for all members of the university engaged in campus internationalization and globalization efforts. 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.

More than 1,200 international students and scholars from more than 116 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.

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 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.
- 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. 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/.
- 7. Check Your NSU (SharkLink) Email Daily.**
NSU (SharkLink) email and SharkLink 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.

Return of Title IV Funds

Any student who does not complete at least one course within an academic semester for which financial aid is received, or could have been received, will be reviewed for a Return of Title IV Funds calculation. For complete information, please review http://www.nova.edu/financialaid/grantsloans/title_iv_return.html.

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.

Satisfactory Academic Progress (SAP)

In order to receive financial assistance, a student must continually meet four criteria 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.

Students who fail to meet SAP during the 2014–2015 academic year will not be eligible for Title IV federal and Florida state financial aid during the 2015–2016 academic year.

Comprehensive information is available on the financial aid Web site at 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/ 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.

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. 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 to the student's NSU email address. 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 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.

- **Employer Tuition Assistance Plans**

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.

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, can be completed and submitted in person, or via regular email to 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 20 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 in person at the One-Stop Shop, or via regular email.

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 prints and distributes diplomas. Complete information is available online at 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.

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 SharkLink, 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.

Enrollment and Student Services Contact Information

Office of Undergraduate Admissions

Located in the Horvitz Building on the main campus, the Offices of Undergraduate Admissions and Recruitment 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

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 (Terry Building is closed on Saturday.)

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 NSU Libraries are composed of the Alvin Sherman Library, Health Professions Division Library, Law Library, Oceanography Library, and the University School Media Centers. The catalogs of all the NSU libraries are easily accessible to local and distance students, faculty and staff members. Many electronic resources, research databases, books and journals are available 24/7 wherever NSU students are located. The NSU Libraries maintain agreements with network organizations to expand the resources available to its students, faculty, and staff.

The Alvin Sherman Library, Research, and Information Technology Center is 325,000 square feet and the largest library building in the state of Florida. The Alvin Sherman Library is a unique joint-use facility serving NSU students, faculty, staff members, and the residents of Broward County. Standing five stories high with wireless access throughout the building, cozy reading niches, 23 group-study rooms, collections of research materials (both electronic and text), specialized classes on research tools and resources, popular fiction and nonfiction books, magazines and journals, CDs, DVDs, 730 seats, art collections, an exhibit gallery, and a café, this library environment is spacious, high tech, yet friendly. Most importantly, there are professional library staff members attuned and ready to serve student needs. The Alvin Sherman Library was opened to the public on December 8, 2001. For further information on the campus libraries, visit the Web site at 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.

NSU Athletics is also dedicated to sponsoring competitive intercollegiate programs for both men and women. Valuing deeply the physical, social, and emotional welfare of those who participate, the department, and the university express this commitment through their membership with NCAA Division II and the Sunshine State Conference. Both exemplify the principles of amateur athletics, which includes diversity, sportsmanship, fair play, and equitable opportunity for all.

In its short 32-year history, the NSU Department of Athletics began as a one-sport NAIA program in 1982 and has grown into the 17-sport NCAA program that it is today. During this span, NSU Athletics has produced 120 All-Americans, 110 Scholar All-Americans and have won 50 conference championships among their 10 women's and 7 men's sports.

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

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

As a 12-year member of NCAA DII, NSU Athletics has experienced an unprecedented amount of success in the past decade. Since 2008, the Sharks have earned 6 NCAA Division II team National Championships, 7 individual national champions and 22 Sunshine State Conference titles. This success has led to the department finishing as high as ninth in the Learfield Sports Directors Cup, which measures the success of athletic departments across the country. Valuing deeply the commitment to academic success, NSU student-athletes have also consistently maintained a cumulative departmental GPA of 3.0 or better since obtaining NCAA DII membership 12 years ago.

Athletics Web site

The official Web site of Nova Southeastern University Athletics can be found by visiting www.NSUSharks.com. Here, fans can find the latest news, scores, and schedules for each of the 17 NCAA DII sports NSU offers as well as the cheerleading and dance teams. Navigate through the wealth of information and learn about the rich and storied history of NSU Athletics. Fans can also utilize www.NSUSharks.com as a resource to gain access to several multimedia features including live in-game statistics, live audio and video streaming, electronic newsletters, and photo galleries as well as the many social media platforms for NSU Athletics.

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 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, when requested.

Public Safety officers are highly trained in life safety and security. Each is certified in CPR/AED. 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. The elements of the department include administration, safety, field operations, locksmithing, parking control, physical security, and communications.

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

For more information, please visit their Web site at 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.

Campus Recreation

The Office of Campus Recreation provides programs and services that foster the education and development of the NSU community to include intramural sports, fitness, aquatic and scuba diving, special events, and instructional opportunities. The office operates the RecPlex, which has 110,000 square feet of indoor and outdoor recreation and fitness space located within the Don Taft University Center. The NSU 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. The office manages all university aquatic facilities to include the Aquatic Center 50 meter pool and dive well, the Rolling Hills Residential Swimming pool, and the NSU Rec Plex Leisure Swimming Pool. The office manages the Flight Deck Pub, where students can enjoy a meal, hold events, relax in our outdoor study cabanas, and enjoy viewing on one of 16 large TVs. The office also manages meeting spaces in the Don Taft University Center and in the Rosenthal building. For more information, contact the Office of Campus Recreation at (954) 262-7301 or visit www.rec.nova.edu.

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 tricounty area (Broward, Miami-Dade, and Palm Beach).
3. You are age 25 or older.
4. You are a veteran or member of the military.

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, 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. Razor's Edge Leadership Program
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 and double 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 Building A and one in Building C)
- Law Community (Building A)

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/.

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 for more information about Off-Campus Housing Options.

Shark Dining Services

CCampus 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 (i.e. Starbucks, Subway, Einstein Bagel Bros., and Chick N 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

Don Taft University Center Food Court

The food court at the Don Taft University Center is located on the main campus, this state-of-the-art food court features Starbucks, Subway, Pizza Loft, Greens Etc., Juiceblendz, FoodBar, and Chick N Grill. Pepsi fountain beverages, bottled waters and juices, and a selection of freshly baked desserts are always available.

During the fall and spring semesters breakfast service at FoodBar is available Monday through Friday from 7:30 a.m. to 10:30 a.m. and weekends from 9:00 a.m. to 1:00 p.m. Lunch and dinner service is available Monday through Friday from 11:00 a.m. to 8:00 p.m. (Subway & Pizza Loft open until 10:00 p.m.) and on weekends from 11:30 a.m. to 7:00 p.m. Pizza Loft delivery is available to all NSU residence halls daily from 7:00 p.m. to midnight. Summer and holiday hours vary.

Outtakes at the Don Taft University Center

Also located in the Don Taft University Center, this convenience store offers, bottled beverages, chips, candies, snacks, “grab ‘n go” meal solutions, and sushi. For our residential housing students, we also carry frozen foods, health and beauty items, as well as cleaning and various household supplies.

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

The NSU Flight Deck Pub

Located in the Don Taft University Center, the NSU Flight Deck Pub is a modern, yet cozy restaurant space. The facility is fully equipped with indoor and outdoor bars, 17 wide-screen televisions, 6 outdoor cabanas that seat 8 to 10 people each, plush lounge furniture, a multipurpose space, a tranquil plaza, and Spirit Rock (that was donated by the Undergraduate Student Government Association). The restaurant’s menu features pub-style food—wings, burgers, beer, and wine.

The Flight Deck is open 7 days a week from 11:00 a.m. to midnight during the fall and spring semesters. 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, salads, or one of the deli’s signature overstuffed sandwiches. For those on the run, a selection of “grab ‘n go” meal solutions is always available.

Service hours during the fall and spring semester are Monday through Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 6:00 p.m., Saturday from 9:00 a.m. to 6:00 p.m., and Sunday from 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 ‘n go” sandwiches and salads, Au Bon Pain soups, sushi, Seattle’s Best coffee, and much more. It’s a quick and easy solution to a meal on the go.

Service hours during the fall and spring semester are Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 1:00 p.m. It is closed on 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 The Chef's Table (featuring home-style cuisine), Au Bon Pain soups, Wildgreens, The Shark's Grille, Subway, and Papa John's Pizza. Also available are specialty desserts, Seattle's Best coffee, Outtakes "grab n' go" sandwiches and salads, sushi, and much more.

Service hours during the fall and spring semesters are Monday through Friday from 7:00 a.m. to 3:00 p.m. The café is closed on 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 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 2:30 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

Einstein Bros. Bagels (Monty's Café)

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. Catering delivery is available anywhere on campus, six days a week.

Service hours during the fall and spring semesters are Monday through Friday from 7:30 a.m. to 8:30 p.m. and Saturday from 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, salads, sushi, and a wide variety of snacks, beverages, and delicious Seattle's Best coffee.

Service hours during the fall and spring semesters are Monday through Thursday from 7:30 a.m. to 8:30 p.m. and Friday from 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 money (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 from 8:30 a.m. to 6:00 p.m.

Student Leadership and Civic Engagement

The Office of Student Leadership and Civic Engagement (SLCE) is committed to empowering students with leadership and service-based educational opportunities that promote critical and creative thinking and inspire action. The SLCE office achieves this through:

- days of service
- fall and winter volunteer fairs
- SERV hours program
- service trips
- service-based student organizations
- service projects with a wide-range of community affiliates
- Razor's Edge Leadership/Scholarship Program
- Emerging Leaders Experience
- Leadership on Demand
- Winter Leadership Conference

The office is located on the second floor of the Rosenthal Building Contact the office at (954) 262-7195 or at slce@nova.edu.

Tutoring and Testing Center

The Tutoring and Testing Center (TTC) 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, and science courses. Tutoring sessions are offered in 45-minute increments.

Writing tutoring covers all stages of the writing process, from brainstorming and research to organization and revision. TTC does not provide editing services. Tutors help students identify ways in which they can improve their writing and research skills.

Math and science tutors clarify and reinforce specific topics. Students are expected to bring attempted assignments to the session.

Available Supplemental Resources and Services

- writing and study skills handouts
- APA and MLA handbooks
- reference library of solution manuals for math and science courses
- supplemental instruction in select courses
- assistance, group or individualized, in the following areas:
 - time management skills
 - organizational skills
 - study strategies
 - test preparation

Testing

Incoming undergraduate students, in consultation with their academic advisors, may request to take challenge/placement exams in writing, mathematics, Spanish, and technology. Testing Services also facilitates faculty makeup exams and accommodations for students with documented disabilities.

Other credit-bearing examinations available to the students are the College-Level Examination Program (CLEP), DSST- DANTES subject standardized tests, and New York Proficiency Testing in Foreign Languages. All exams are by appointment.

For more information contact

Tutoring at (954) 262-8350 | <http://www.nova.edu/tutoring-testing/tutoring-services/index.html>

Testing at (954) 262-8374 | <http://www.nova.edu/tutoring-testing/testing-services/index.html>

Undergraduate Student Success

The Office of Undergraduate Student Success (OUSS) provides undergraduate students with supplementary resources focused on academic success and graduation.

Personalized Academic Success Coaching—Need to develop a personal for success?

Success Coaching consists of one-on-one appointments tailored to educate students about university-wide resources and develop personal plans for success. Topics that may be discussed include but are not limited to:

- time management
- goal setting
- academic resources
- faculty connections
- study skills

Tools for Success Workshop Series—Need additional success tools?

Tool for Success (TFS) is a series of workshops designed to provide learning experiences focused on academic enhancement and social development.

Success Portal

Facing challenges at NSU? You can submit a request for assistance through the Success Portal. OUSS will assist you by connecting you to on-campus resources, thereby increasing your likelihood of success at NSU.

www.nova.edu/yoursuccess
studentsuccess@nova.edu
(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.–6:00 p.m.

Saturday: 9:00 a.m.–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.

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

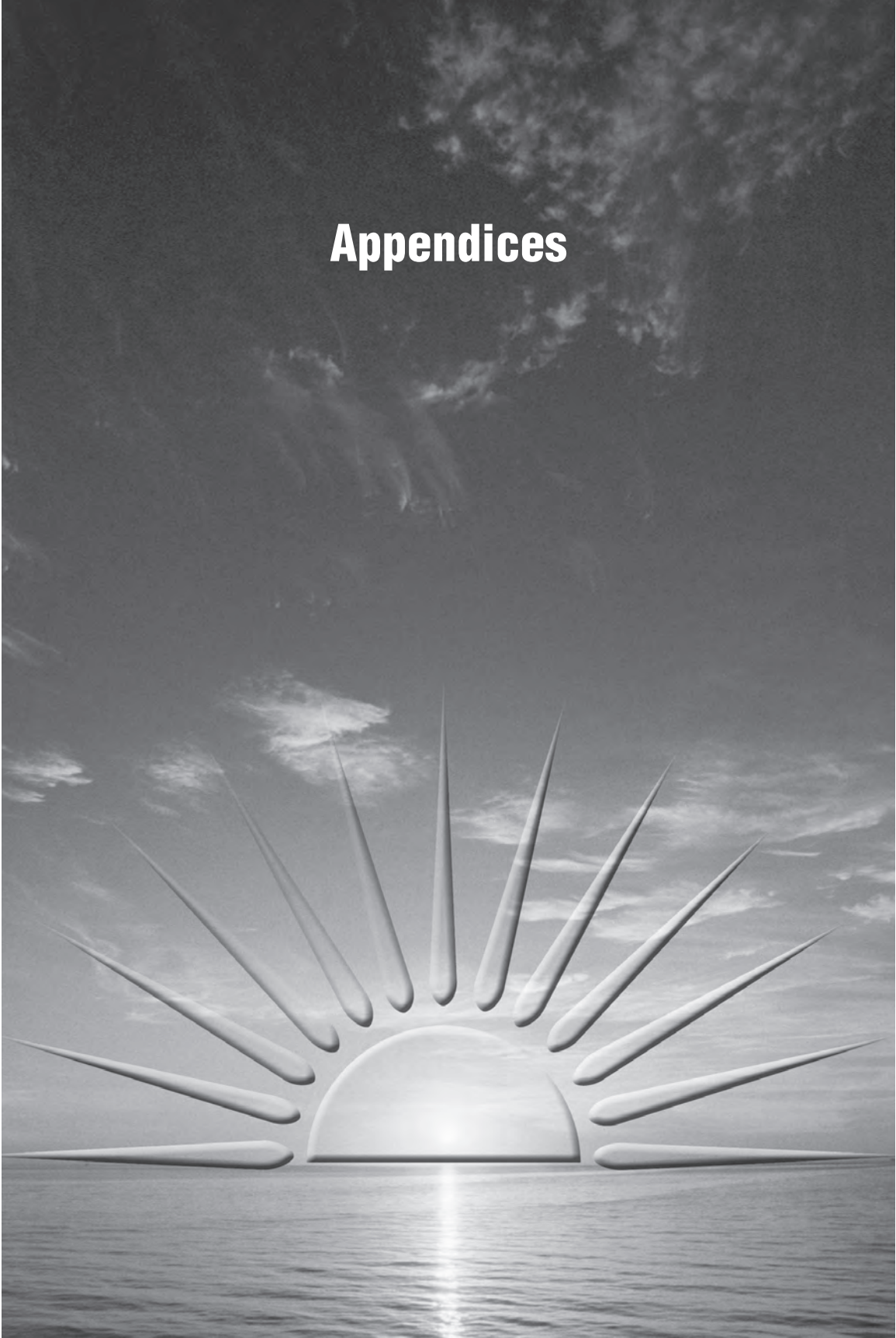
NSU offers more than 50 different services to the community. Students are encouraged to get involved in the following services:

- 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.

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, Empirin 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, Tranxexa, 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

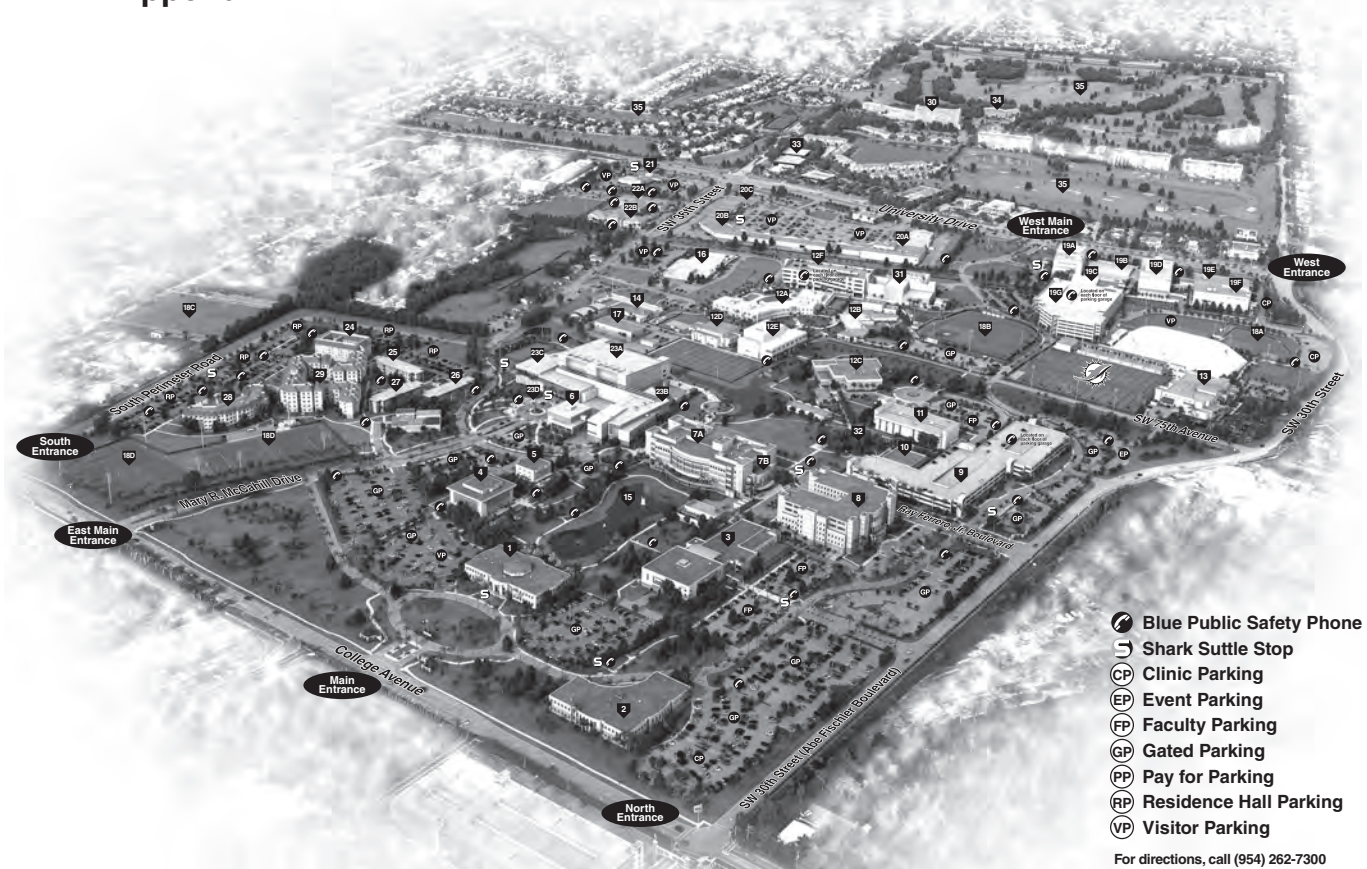
<i>Stimulants</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
Cocaine**	II	Coke, Flake, Snow, Crack, Big C, Blow, Lady, Rock	Local anesthetic	Possible	High	Yes	1–2	Sniffed, smoked, injected	Increased alertness, excitation, 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, Mefliat, 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.

<i>Hallucinogens</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>
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

NSU Main Campus Map

Appendix B



A.D. Griffin Sports Complex	18A	Farquhar Performing/Visual Arts Wing (Blackbox Theatre)	23B	Pharmacy	19E
Administrative Services Building	21	Farquhar Residence Hall	27	Physical Plant	16
Admissions (undergraduate)	1	Financial Aid	1	President's Office	1
Alvin Sherman Library	7A	Flight Deck	23A	Psychology Services Center	2
Aquatics Complex	14	Food Court	23A	Public Safety	16
Athletics Administration Offices	17	Founders Residence Hall	26	Radio X Radio Station (WNSU)	6
Athletics Strength Training Facility	17	Gold Circle Lake	15	RecPlex	23C
ATMs	8, 19E, 23B	Hearing and Balance Clinic	21B	Registrar, Bursar, and Financial Aid	1, 19A
Baudhuin Preschool	22B	Henderson Student Counseling Center	20B	Research, Planning, and Governmental Affairs	20A
Bookstore	20C	Horvitz Administration Building	1	Residential Life and Housing	29
Bursar's Office	1	HPD Administration (Health Professions Division)	19	Rolling Hills Residence Halls	30
Campus Card Services	23A	HPD Admissions	19	Rosenthal Student Center	6
Campus Recreation	23C	HPD Library	19D	Sanford L. Ziff Health Care Center	19E
Campus Support Building	16	Huizenga School of Business and Entrepreneurship	8	School of Business and Entrepreneurship	8
Career Services	7, 8	Institute for the Study of		School of Computer and Information Sciences	8
Carl DeSantis Building	8	Human Service, Health, and Justice	20A	School of Humanities and Social Sciences	2
Center for Psychological Studies	2	International Students	1	Shark Fountain	23D
Central Plant	31	Intramurals/Multipurpose Fields	18C	Shepard Broad Law Center	3
College of Arts and Sciences	4, 11	Jim & Jan Moran Family Center Village	22	Soccer Fields	18C
College of Dental Medicine	19F	Knight Auditorium	8	Starbucks	23A
College of Health Care Sciences	19A	Law Center	3	Student Affairs	5, 6, 23
College of Medical Sciences	19A	Legal Affairs	1	Student Media	5
College of Nursing	19A	Leo Goodwin Sr. Hall (Law Center)	3	Telecommunications	20A
College of Optometry	19A	Leo Goodwin Sr. Residence Hall	28	Terry Administration Building	19A
College of Osteopathic Medicine	19A	Licensure and State Relations	20A	The Commons Residence Hall	29
College of Pharmacy	19A	Lifelong Learning Institute	20A	Undergraduate Student Government Association	23C
Computer MicroLabs	7, 8, 19C, 19D, 20A	Mail Services	21	University Administration	1
Copy Services	8, 19B, 21	Mailman-Hollywood Building	4	University Archives	7A
Cultural Living Center	24	Mailman Segal Center for Human Development	22B	University School—Epstein Center for the Arts	12E
Digital Production Services	4	Maltz Psychology Building	2	University School—Lower	12A
Dining	3, 6, 7, 8, 11, 19A, 23A	Medicinal Healing Garden	32	University School—Middle (Dauer Building)	12B
Don Taft University Center	23	Miami Dolphins Training Facility	13	University School—Moel P. Brown Sports Center	12D
Executive Offices	1	Miniaci Performing Arts Center	7B	University School—Upper (Sonken Building)	12C
Eye Care Institute	19E	Nursing Skills Lab	20A	U.S. Geological Survey	16
Facilities Management	16	Office of Sponsored Programs	20A	Veterans Affairs	1
Faculty Club	6	Parker Building	11	Vettel Residence Hall	25
Farquhar College of Arts and Sciences	4, 11	Parking Garages (public)	9, 19G	Visitor Parking	posted in parking areas

Visit www.nova.edu/locations/main-campus.html to view campus map.

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
Computer Lab—Parker	(954) 262-4949
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
Innovation and Information Technologies.....	(954) 262-4920
International Students.....	(954) 262-7240
Mail Services—Goodwin	(954) 262-8875
Main Library.....	(954) 262-4601
NSU Bookstore	(954) 262-4750
NSU Student Counseling.....	(954) 424-6911
Office of Career Services	(954) 262-7201

Office of the Vice President of Student Affairs and the dean of the College of Undergraduate Studies	(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
<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

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
Institute for the Study of Human Service, Health, and Justice.....	(954) 262- 7001
Oceanographic Center	(954) 262-3600
Shepard Broad Law Center	(954) 262-6100

Revised June 2014



NOVA SOUTHEASTERN
UNIVERSITY

3301 College Avenue
Fort Lauderdale, Florida 33314-7796
800-541-6682 • www.nova.edu