College of Osteopathic Medicine
Mission Statement

“The mission of the College of Osteopathic Medicine is to provide education, both nationally and internationally, for physicians and osteopathic medical students at the highest achievable level of excellence in an environment that supports research and scholarly activity, while focusing on producing compassionate and ethical lifelong learners and advocating for the health and welfare of diverse patient populations, including the medically underserved.”

We listen to and consider the recommendations and needs of our partners in the public and professional communities and the educational needs of our students and residents.

We will continually express the importance of our mission.

Effective November 1, 2002
Revised August 3, 2004
Revised January 14, 2005
Revised April 3, 2006
Revised July 25, 2008
Revised August 15, 2009

The policies in this section are specific policies pertaining to the College of Osteopathic Medicine and supplement the NSU Faculty Policy Manual that can be accessed at http://www.nova.edu/cwis/faculty_staff.html. These policies are subject to change at any time with or without prior notice. This handbook does not constitute a contract.
# Table of Contents

## ACADEMIC POLICIES

- Academic Advising ........................................... 3
- Access To Faculty ........................................... 4
- Academic Records ........................................... 4
- Community Service Events ................................. 4
- Faculty Teaching Responsibilities ...................... 5
  - Invited Lecturers ........................................ 5
  - Classroom Policies ......................................
  - Electronic Information for Instructional Purposes

- Examination/Proctoring Procedures .................... 5
  - Chief Proctor ........................................... 5
  - Proctors ................................................ 7
  - Restroom Privileges .................................... 9
  - Personal Belongings .................................... 9

- Grading .......................................................... 9

## GENERAL POLICIES

- Catering ........................................................ 10
- COM Calendar Events ....................................... 10
- Continuing Contracts ...................................... 10
- Contract/Agreement Review & Approval for Health Care Services ........................................... 10
- COM Committee Meetings Minutes .................... 11
- COM Policy on Conflicts of Interest and Healthcare Industry .............................................. 11
- Deposits to COM Accounts ................................ 13
- Dress Code ..................................................... 13
- Faculty/Staff Hiring and Appointment and Promotion Procedures ........................................... 13
- Grant Activities .............................................. 14
- International Travel ........................................ 14
- Leave and Absentee Report .............................. 15
- Payment to Vendors ........................................ 15
- Public Relations/Communications ..................... 15
- Record Retention/Storage Policy ....................... 15
- Security ......................................................... 17
  - NSU Employee Identification ......................... 17
  - COM Offices ............................................... 17
- Travel ............................................................ 17
  - Internet Access While Traveling ..................... 17
ACADEMIC POLICIES AND PROCEDURES

ACADEMIC ADVISING (03/06)

CLASS ACADEMIC ADVISORS

Nova Southeastern University College of Osteopathic Medicine employs a multi-tiered advisory system. Departmental course and clinical rotation directors serve as initial advisors for students that have questions or are experiencing difficulties in specific courses or clinical rotations. The college, which endorses an open-door faculty policy, also encourages students to establish additional collegial relationships with faculty members of their choice.

ACADEMICAL SOCIETY ACADEMIC/CAREER ADVISORS

- Academical Society academic/career advisors are identified and assigned to each Academical Society. The composition of the advisors is based on the area of concentration, and a minimum of three advisors is assigned to each society. Society academic/career advisors establish a collegial relationship with the students, and student confidentiality is always kept.

ROLE OF THE ACADEMICAL SOCIETY ADVISORS

The role of the Academical Society advisors is to

- provide students with guidance, mentorship, and encouragement
- direct the student to appropriate college or university resources

In order to keep advisors informed of student progress and assist in the opportunity for intervention, the following procedures have been established for the Society Advisor Program:

- Society academic/career advisors attend an annual training workshop arranged by the Office for Student and Administrative Services.
- A team leader is identified for each society advisor team and is responsible for ensuring communication among the society advisors and implementing the Careers in Medicine Program.
- Society advisors will be assigned students to counsel by the Office for Preclinical Education of those students that perform below a 70 on any examination.

Society advisors contact their assigned students via email or memo to schedule a mandatory meeting. The main goal of this meeting is for intervention purposes. Society advisors are not expected to personally assist the students in all areas of academic/career advising but to refer to the Academic and Career Advising Web site to guide students to the appropriate resource.

Society advisors meet at the end of each semester to review the status of the students in the society. Outcomes and future strategies are also discussed.
ACCESS TO FACULTY (11/02)

Since the quality of the students’ education depends on the university’s ability to address their individual academic needs, all faculty and administrators are expected to be available frequently and regularly for students to consult with on a reasonable basis regarding their course or lectures. As part of their responsibility, fulltime faculty members are expected to publish in their syllabi a regular means for students to contact them outside of the classroom. This communication may take many different forms (e.g., in-person exchanges during office hours either before or after class or via telephone, compressed video, or online exchanges.

ACADEMIC RECORDS (11/02)

See the College of Osteopathic Medicine Student Handbook, Academic and Curriculum Policies and Procedures section, Academic Records sub-section.

COMMUNITY SERVICE EVENTS (11/02)

The Office for Student and Administrative Services must be informed of all students participating in a community service event, including international mission trips, prior to the event. This is to ensure that the necessary documentation for the student has been completed and that the student is eligible to participate. The faculty member organizing the event must submit the event on the COM Calendar of Events and must contact the Office for Student and Administrative Services if there is a conflict.

FACULTY TEACHING RESPONSIBILITIES (07/08)

Invited Lecturers (07/08)

In addition to the expectations for faculty (in classroom instruction) outlined in the NSU Faculty Policy Manual, the following guidelines have been established for course coordinators or directors involved in inviting lecturers to participate in a course:

a) all lecturers are expected to utilize Tegrity system.
b) invite guest lecturers with the approval of the course director and department chair.
c) confirm that the lecturer showed up for his/her lecture
d) ensure that the lecturer submits examination questions in a timely fashion
e) prepare proper paperwork to reimburse the lecturer for his/her services immediately following the lecture or lab
f) follow-up on the reimbursement if there is any indication of an unusual delay in reimbursement.

Classroom Policies (11/02)

It is the responsibility of all faculty members to insure the compliance of all NSU, HPD, and COM policies as they pertain to the classroom. Faculty is expected to enforce the policies stated in the Student Handbook (i.e., dress code, classroom behavior, food and beverage).
NSU-COM Use of Electronic Information for Instructional Purposes (07/08)

NSU subscribes to over 24,000 electronic journals and texts, and these resources are available to faculty members for development of their courses. The university subscriptions allow faculty use of the information, charts, pictures, graphs, etc., from these sources for incorporation within College of Osteopathic Medicine courses.

All lecture material taken from a journal or text that the NSU library subscribes to, in electronic format, can be used as a resource for lectures. Lecturers may review the library resources at http://www.nova.edu/cwis/hpdlibrary/index.html (NSU Libraries).

A faculty member may request the NSU library to purchase text or journal in electronic format (if it is available) should it not be currently available through NSU Library. A journal or text may be requested at http://www.nova.edu/cwis/hpdlibrary/purchaserequest.html or find link on HPD Library, under the heading Books)

EXAMINATIONS/PROCTORING PROTOCOL (07/08)

Instructions for the Chief Proctor

1. The course coordinator/co-coordinator or his/her designee shall be present and serve as chief proctor for all examinations in preclinical courses. When a designee is appointed by the course coordinator, the designee shall be a fulltime faculty member who has a reasonable knowledge of the course content, an understanding of the examination format and an appreciation for the designated method of test presentation. The chief proctor or designee shall always be required to conduct his/her responsibilities for proctoring examinations and ensure that the grading and submission of final grades to the dean are done in the manner prescribed in the college protocol. The course director or his/her designee shall serve as the chief proctor, and as such is the ultimate authority during the examination.

2. The chief proctor will be at the examination room a minimum of 30 minutes prior to the scheduled time. The chief proctor will have a minimum of two proctors who will assist in the distribution of the examination materials and with other duties. Examination material will be handed out to each student as they enter the room. The students should be instructed to fill out their name and ID number on the Scantron answer sheet and exam prior to beginning the examination. Students are not allowed to start their examination until instructed to do so. The chief proctor will assure that at least two proctors are present at all times during the examination period.

3. Students are expected to arrive 20 minutes before the scheduled exam. The examination room will be opened at 15 minutes before the hour. Examination materials will be distributed as students enter the examination room, and students will be guided to a seat by a proctor.

4. A student will not be permitted to enter the examination room after the start of the examination and will receive a zero unless the makeup is taken within 10 business days of the original examination at a date scheduled by the course
coordinator or designee. A student, who has completed the examination, will not be permitted to leave the examination room until 30 minutes after the examination has begun.

5. A student who is not in dress code will not be allowed to sit for the examination.

6. The chief proctor will announce the examination instructions, which will include, but are not limited to, announcing the examination end time and the policies regarding restroom usage, food or drink, and dress code.

7. After the chief proctor has given the examination instructions, all proctors will move to a different area of the examination room. During the examination, the proctors will physically monitor the seating area to assure students are focusing on their own exam. Proctors are not permitted to engage in other activities during the examination period (i.e., reading or bringing food and beverages into the examination room).

8. Proctors will not provide interpretation of exam questions. The chief proctor will be informed if typographical errors in the exam have been identified by the student(s). If the chief proctor determines any typographical error is important enough to address, the chief proctor will announce this error to the entire class. Efforts should be made to avoid announcements during the examination unless the chief proctor feels they are absolutely necessary. If more than one examination room is used for an exam, the chief proctor that is aware of a typographical error must notify proctors in the additional examination rooms.

9. In all cases of suspected or alleged cheating, the proctor(s) will consult the chief proctor in a non-disruptive manner and describe what they have witnessed. If possible, the chief proctor should observe questionable behavior firsthand.

10. In the event that a proctor believes that a student(s) is unintentionally providing or receiving information regarding the exam, the proctor will instruct the student(s) to immediately correct the behavior.

**Examples:** A student is unintentionally holding his answer sheet in such a manner so that others are able to copy from it. The student is making nonverbal gestures as a means to assist his or her memory, but could be construed as signaling other students. The student is glancing in the direction of another student’s answers. If any student fails to comply with the proctor’s directives the proctor should immediately notify the chief proctor.

11. In all cases of suspected or alleged cheating, as soon as possible after the examination period has ended, the proctor and/or chief proctor is required to fully document in writing all behaviors witnessed and actions taken. This should be completed during or immediately after the examination. Documentation must include the names of all students involved and include a clear explanation as to why the proctor believes the behavior is considered cheating or noncompliance with a reasonable directive. This documentation is to be given to and maintained by the chief proctor. The chief proctor is to immediately provide a copy to the Office for Student and Administrative Services and will immediately refer this matter to the Office of the Dean.
12. As students begin to finish the examination, the chief proctor may ask the proctors to assist with exam collection. Exams and Scantron answer sheets must be collected together. All examinations are to be collected and kept secure. Proctors must also verify that the student turning in the exam and answer sheet is indeed that student. When collecting the answer sheets, the proctors must make certain the student has signed and completed the student information accurately before accepting it. If student information (e.g., ID number) is missing, the proctors will return the answer sheet back to the student for completion. The proctors will follow the chief proctor’s directions when assisting with this process.

13. Once a student has turned in the signed and completed student information portion, he/she may not request the sheet to be returned to him/her. Should a student believe the student information portion to be incorrect, it should be the chief proctor who will decide if the answer sheet will be given back to the student. No part of the answer sheet, other than the student information portion, may be changed or completed.

14. A 1-minute, 5-minute, and 10-minute warning (verbal and written on the board) is to be given, prior to the end of the exam.

15. Should an emergency arise with a student or within the examination room that would require the evacuation of the examination room, the chief proctor will instruct students to turn their exam material over and either assist or guide the student(s) from the examination room. Once student(s) return to the examination room, proctors shall instruct students to turn over their exam materials and continue with the examination.

16. Cell phones, pagers, and PDAs are not allowed in the examination room.

Instructions for Assistant Proctors

1. Proctors should be at the examination room a minimum of 30 minutes prior to the examination.

2. Follow the chief proctor’s directions and assist with the distribution of the exams and seating of students. The students should be instructed to fill out their name and ID number on the Scantron answer sheet ands exam prior to beginning the examination. Students are not permitted to begin the examination until instructed to do so.

3. A student will not be permitted to sit for the examination after start of the examination. A student who does not sit for the examination will receive a zero unless the exam is make up within 10 business days of the original exam. A student, who has completed the exam, will not be permitted to leave the examination room until 30 minutes after the examination has begun.

4. A student who is not in dress code will not be allowed to sit for the examination. White Coats must not be worn during an examination.
5. Once the examination has begun, move to a different area of the examination room. During the examination, proctors must occasionally roam the outside of the seating area to assure students are focusing on their own exam. **Proctors are not permitted to engage in reading articles or writing during the examination period.**

6. When students request to go to the restroom, only one student at a time should be permitted restroom privileges. Restroom privileges policy must be adhered to at all times. Any student given restroom privileges must leave all examination materials at his/her desk. The chief proctor will announce to the entire class the restroom policy prior to beginning the examination.

7. **Proctors will not** provide interpretation of exam questions, and they should inform the chief proctor if typographical errors in the exam have been identified by the student(s).

8. In the event that a proctor believes that a student(s) is unintentionally providing or receiving information regarding the exam, the proctor will notify the chief proctor who will instruct the student to immediately correct the behavior.

   **Examples:** A student is unintentionally holding his answer sheet in such a manner so that others are able to copy from it, the student is making nonverbal gestures as a means to assist his or her memory but could be construed as signaling other students or glancing in the direction of another students answers.

   If any student fails to comply with the proctor’s directives, immediately notify the chief proctor.

9. If a proctor suspects or is convinced that a student is cheating, the proctor should inform the chief proctor immediately what was witnessed. The chief proctor will take appropriate action.

10. At the end of the examination, all students must stop and submit their exam and answer sheets. Students will not be allowed to continue answering questions or completing their answer sheet. All writing instruments are to be put down when the examination time period is announced.

11. As students begin to finish with the exam, the chief proctor may ask the proctor to assist with the exam and Scantron collection. When collecting the exam materials, be sure the student has signed and completed the student information portion accurately on the answer sheet. If student information (e.g., ID number) is missing, return the answer sheet back to the student for completion. Follow the chief proctor’s direction when assisting with this process.

12. Once a student has turned in the signed and completed student information portion of the answer sheet, he/she may not request the sheet to be returned back to him/her. Should a student believe the information portion is incorrect, the chief proctor will decide if a correction may be made to the answer sheet. No part of the answer sheet other then the student information portion may be changed or completed.
13. Should an emergency arise with a student or within the examination room that would require the evacuation of the examination room, the chief proctor will ask that all exam materials are turned over and either assist or guide the student(s) from the examination room. Once the student(s) return to the examination room, proctors shall distribute exam materials back to the students upon checking the student identification.

14. Cell phones, pagers, and PDAs are not allowed in the examination room.

**Restroom Privileges**

The following policy has been established to ensure that those who must use the bathroom facilities during an examination are not suspected of any wrongdoing.

Only one student at a time will be permitted restroom privileges. Any student given restroom privileges must leave all exam materials at his/her desk. A proctor must accompany the student to the restroom and will remain at the bathroom during the time the student is there. Chief proctors must remain in the examination room at all times.

For the Morris Auditorium, the only bathrooms that will be utilized during examinations will be the two on the second floor behind the auditorium.

**Personal Belongings**

No books, papers, or other materials (including electronic devices such as headphone radios, pagers, cell phones, PDA) are to be permitted at the examination site. All such material brought into the examination site must be left at the front of the room. Any student not complying with this policy will have his/her examination voided.

**GRADING** (11/02)

For years one and two, see the *College of Osteopathic Medicine Student Handbook*, academic and curriculum policies and procedures section, academic promotions subsection.

For years three and four, see the *College of Osteopathic Medicine Clinical Training Manual*, student grading policy section, grading system subsection, for specific information.

**Posting Grades Procedures** (4/06)

To ensure a thorough knowledge of student’s progress in the curriculum, the following procedures must be followed:

- All didactic final course grade rosters are to be sent to the Office for Preclinical Education for review and signature. Clinical rotation final grades are to be sent to the Office of Clinical Education for review and signature.
- The Office for Preclinical Education shall forward the didactic final course grade rosters to the Office of the Dean for review and signature. The Office of Clinical Education shall forward clinical rotation grades to the department chairs for review and signature.
The Office of the Dean shall forward the final didactic course rosters to the Office for Preclinical Education. The preclinical education office will then forward the final grades to the course coordinator. The department chairs will forward final clinical rotation grades to the Office for Clinical Education.

The course coordinator shall post the course grades in WebStar.

Posting of didactic grades can only occur after the final course grade rosters have been reviewed and signed by the Office for Preclinical Education and the Office of the Dean for didactic course.

Posting of clinical rotation grades can only occur after the final grades have been reviewed and signed by the Office of Clinical Education and the department chairs.

**General Policies**

**CATERING (11/02)**

All catering orders must be submitted to the Office of the Dean for approval before a signed contract can be forwarded to NSU’s vendor. Failure to adhere to this policy will result in catering submission being denied. In order to expedite the process, orders may be walked or faxed to the Office of the Dean for approval.

**COM CALENDAR OF EVENTS (8/09)**

All faculty and staff must utilize the COM Sharklink Calendar when scheduling meetings/events. The COM Sharklink Calendar is located via Sharklink. The following are the procedures for submitting/adding events to the NSU-COM calendar:

Faculty are responsible for reviewing calendar before finalizing a date for a meeting/event to avoid multiple events/meetings on the same day or time. Events should be submitted in a timely manner to avoid scheduling conflicts.

**CONTINUING CONTRACTS (11/02)**

See *College of Osteopathic Medicine Continuing Contract Manual*.

**CONTRACT/AGREEMENT REVIEW & APPROVAL FOR HEALTH CARE SERVICES (11/02)**

All contracts/agreements pertaining to the provision of health care services on behalf of Nova Southeastern University, and/or a particular college or clinic, must be approved by counsel and reviewed by the compliance officer prior to submission to the Office of the Dean for execution of the contract.
COM COMMITTEE MEETINGS MINUTES (11/02)

All COM committee-meeting minutes must be copied to the Office of the Dean in a timely fashion.

NSU-COM POLICY ON CONFLICTS OF INTEREST AND HEALTHCARE INDUSTRY (07/09)

Nova Southeastern University College of Osteopathic Medicine (NSU-COM) has established this policy to supplement the NSU Conflict of Interest Policy and provide a set of guiding principles that affect the behavior and practices of members of NSU-COM and Healthcare Industry. It is the policy of NSU-COM that clinical decision-making, education, and research activities be free from influence created by improper financial relationships with, or gifts provided by Industry. In addition, clinicians and their staff should not be the target of commercial inducements. While this policy addresses many aspects of Industry interaction, it supplements the existing Conflict of Interest Policies of Nova Southeastern University:

Specific Activities

1. Gifts and Meals
   
   See NSU Conflict of Interest – Declaration & Disclosure Policy, Section II: Improper Payments, Competition and Fair Dealing.

2. Consulting Relationships

   See NSU Conflict of Interest – Declaration & Disclosure Policy, Section I: Actual Or Potential Conflicts Of Interest

   See NSU Financial Conflict of Interest with Respect to Sponsored Projects, Section C: Significant Financial Disclosures

3. Pharmaceutical Samples

   All members of NSU-COM must adhere to Florida Statute, Chapter 499.028, regulations of drug samples or complimentary drugs.

   Vendors may donate their product to a unit of the University if the administrative head of the unit approves the donation and the donation is:

   • limited to the amount necessary for evaluation or education.

   • limited to the amount necessary for trial fitting of a device when the trial device is disposable and trial fitting is the standard of care, or

   • restricted to use in University-sanctioned clinics.
4. **Industry Sales Representatives**

NSU-COM always reserves the right to refuse access to their facilities or to limit activities by Industry representatives consistent with the University’s non-profit mission. Industry representatives may make in-person sales calls only at the invitation of appropriate University personnel, i.e. Medical Director. Such sales calls may take place only in locations that prohibit patient access.

5. **Industry-funded Speaking**

Industry support of continuing medical education can provide benefit to patients by ensuring that the most current medical information is provided to the physicians. To ensure that bias is minimized, all CME events hosted or sponsored by NSU-COM must be approved by the Continuing Medical Education Committee and comply with the ACCME Standards for Commercial Support of Educational Programs.

6. **Disclosure**

See NSU Conflict of Interest – Declaration & Disclosure Policy

7. **Purchasing & Formularies**

NSU-COM adheres to the Conflict Of Interest Policy which contains language that is understood that clinic visitations by sales representatives are permitted for educational purposes only. The Office of Business Services, Purchasing Office has the authority and responsibility for purchasing clinical supplies and equipment at competitive prices. Clinic Operations Staff do not set drug formularies however; the University is obligated to follow directions of negotiated drug benefit programs which include prescription drug formularies, e.g. ICUBA which is utilized as the NSU Health Plan.

8. **On-Campus Access**

As a non-profit institution, NSU does not allow use of their facilities or other resources for marketing activities by Industry. Industry may gain access to the facilities only if they have been specifically invited and the invitation has been approved by the respective college dean.

Industry representatives without an appointment as outlined above are not allowed to conduct business in any NSU facility.

9. **Attendance at Industry-Sponsored Lectures & Meetings Off-Campus**

Members of the NSU-COM may attend Industry-Sponsored lectures and meetings off-campus where industry support is provided, so long as 1) the lecture/meeting intent is to promote evidence-based clinical care and/or scientific research; 2) the Industry financial support is prominently disclosed; 3) the Industry does not pay attendees’ travel and expenses; 4) attendees do not receive gifts or other compensation; 5) meals provided are comparable to the Standard Meal Allowance as specified by the United States Internal Revenue Service.

If a member of the NSU-COM is participating as a speaker, all lecture content must reflect a balanced assessment of the current science and treatment options and the speaker states that the views expressed are the views of the speaker and not NSU-COM.
Compensation must be reasonable and limited to reimbursement of reasonable travel expenses, including a modest honorarium.

10. Industry Support for Scholarships & Funds for Residents

Opportunities for industry support for scholarships at NSU do not exist. Any funding for residents go directly to hospital affiliates and must adhere to the respective hospital affiliates polices.

11. Medical School Curriculum

All medical school courses are given by full-time, part-time or adjunct faculty members. All lecturers must adhere to the Conflict Of Interest Policy. As part of the required medical school curriculum, students will gain a thorough knowledge of the ethical and legal issues associated with conflict of interest and interactions between Industry representatives and the medical professional.

**DEPOSITS TO COM ACCOUNTS (11/02)**

All COM accounts, including all grant accounts, are to be made either through the Office of the Dean or a copy of the deposit transmittal is to be provided to the Office of the Dean.

**DRESS CODE (11/02)**

The following guidelines have been established for personal appearance and safety at NSU College of Osteopathic Medicine. These guidelines are in effect from 7:00 a.m. through 6:00 p.m., Monday through Friday.

Faculty

Faculty must dress in appropriate professional attire (i.e., men: shirt and tie; women: slacks and blouses). When in the clinic area, faculty should wear white lab coats.

Staff

Staff must dress in appropriate business casual attire (i.e., men: slacks and collared shirts; women: slacks and blouses or dresses).

**FACULTY/STAFF HIRING PROCEDURES (revised 07/03)**

When hiring faculty, refer to the policies and procedures in the NSU Faculty Policy Manual [http://www.nova.edu/cwis/vpaa/forms/faculty_manual.pdf]. In addition to the general policy on Search Committee Process, it is mandatory that the established Search Committee meets with each candidate during the campus interview process and submits a letter of recommendation to the dean.

For hiring of staff, please refer to policies and procedures on the NSU Office for Human Resources Web page located at [http://www.nova.edu/cwis/hrd/index.html?page=emp].
The director of administrative operations shall act as the liaison for all COM new hires and must be consulted regarding moving, start dates, completion of forms, and all other details.

**New Faculty Hire Orientation (11/02)**

All faculty members must attend a COM Orientation Program. The Orientation Program is designed to provide new faculty and ongoing faculty development in the art and science of osteopathic medicine and will be a series of three presentations each year. Only the initial program, covering the history and philosophy, will be repeated in the similar format each year. The other segments, after the initial series, will be adjusted based on faculty desires and needs. All new hires are required to attend the series during their first year of employment, and all faculty members will be encouraged to attend regularly. In addition, faculty and staff must attend NSU New Hire Orientation.

**Faculty Appointment, Promotion and Evaluation (Full-time and Part-time) (11/02)**

See *College of Osteopathic Medicine Faculty Appointment, Promotion, and Evaluation Policy and Procedures Manuals.*

**GRANT ACTIVITIES (11/02)**

**Grant Budget**

In preparing for grant submission, the director of financial and grant management must be involved in the process and copied on all grant submissions.

**Pre-proposal Assurances**

The principal investigator (PI)/project director (PD)/associate dean of education, planning, and research is responsible for the initiation and completion of the Pre-Proposal Assurance (PPA). The PPA includes basic instruction for form completion. It must be noted that NO proposals will be submitted to the Office of Grants and Contracts without review and approval as provided by the PPA. NO proposals will be processed unless the PI/PD/associate dean for education, planning and research, director of financial and grant management, and the dean’s signatures appear on the PPA.

**Research Conducted with Students as Subjects (1/05)**

See NSU policy IRB 04-24

**INTERNATIONAL TRAVEL POLICY (revised 9/03)**

The Nova Southeastern University College of Osteopathic Medicine faculty may use their CE dollars to attend international continuing education meetings, including research paper presentations. Before the trip is scheduled, the dean will determine any other expenses paid by the COM on an individual basis.

Expense reports must be submitted in U. S. dollars with an explanation and translation of the foreign receipts and their conversions. If a credit card is not used, record the U.S. dollar equivalency on each receipt. Currency exchange rates are available on the Internet. Currency exchange rates fluctuate, and travelers must use the currency rates in effect.
when the travel took place. Therefore, currency exchange rates should be saved and used for converting foreign currencies back to U.S. dollars on the expense reports.

Faculty will be allowed up to five days of administrative leave time for one approved trip each year. If additional time is approved, the faculty member must use vacation or personal time. For faculty to obtain authorization for travel on an international health mission, whether utilizing administrative leave, vacation, or personal time, approval must first be received from both their department chair and the medical director of the college clinics if the faculty member has clinical responsibilities. If approved by the department chair and medical director, the request must then be submitted to the dean or his designee for final approval.

Any request for other considerations relative to international health mission travel must be initially presented and approved by his/her department chair and then submitted to the dean or his designee for final review and approval.

LEAVE AND ABSENTEE REPORT (1/05)

All faculty and administrative staff must complete a Leave and Absentee Report two weeks prior to requested leave, including business as well as personal leave. This timeframe allows for scheduling of appropriate coverage for faculty/administrative staff while on leave.

PAYMENT TO VENDORS (11/02)

The IRS requires a W-9 form prior to disbursement of funds for all payments to vendors and individuals. Each department/center is responsible for securing form W-9 when payment requests are made for a NEW vendor or individual. To assist in researching hotel vendors, the accounts payable Web site lists active organizations, the vendor number and complete address. This list is available at the following location: [http://www.nova.edu/cwis/fop/acntpay/forms.htm].

PUBLIC RELATIONS/COMMUNICATIONS (11/02)

All public relations materials (e.g., brochures, newsletters, flyers, invitations, etc.) representing the COM must have the approval of the director of medical communications.

RECORD RETENTION POLICY (1/05)

Student record retention guidelines have been established by Nova Southeastern University. To review or request a copy of these guidelines, please contact the College of Osteopathic Medicine Office for Student and Administrative Services.

Electronic Information Security of Student Records

Introduction

Banner is the name of the integrated software licensed from the SunGrad SCT Corporation for Nova Southeastern University’s Student Information System.

Banner’s hierarchy is ordered by instance, system, module, and forms within modules to accommodate different functional area processes. The General system ties the functional
systems together. A student’s personal information is contained within the General system and shared by the others. NSU also maintains a Pre-Production instance of Banner for system-testing purposes.

Data Collection
Guidelines have been established by NSU to ensure database integrity, with the goal of facilitating, secure, quick, professional, cost-effective communication for the NSU community.

Banner collection contains data for each student relative to personal information, admissions data/documentation for applicants (whether accepted, denied acceptance, enrolled, or not enrolled), registration and academic progress/attendance records, financial/tuition charges, statistical data/documents, institutional reports, Family Education Rights and Privileges (FERPA) data/documents, and financial aid records. The Banner system stores this information permanently. A system is in place to backup all information entered into Banner daily, and a copy is stored offsite.

Hardcopy Documentation of Student Academic Progress

Student’s Permanent Record Hardcopy Documentation
Any hardcopy documentation while the student is enrolled in the College of Osteopathic Medicine (i.e., correspondences of academic performance and/or progress) is kept in the student’s permanent record and is maintained in the Office for Student and Administrative Services until the date of graduation. Upon graduation, the student’s permanent record is sent to Enrollment Processing Services (EPS). EPS will image the documents, notate Banner that the file has been imaged for future reference through NETSearch, and will send the files to storage until disposed according to the NSU Student Record Retention Guidelines. Documents, in addition to data collected through Banner, which will be considered part of the student’s permanent file, are disciplinary actions, suspension, expulsion, withdrawal, student appeals, letters of accommodations, awards, publications, and other achievements. All other documents contained in the student’s file will be destroyed upon graduation.

Course Directors Documentation of Course Information
Permanent documentation pertaining to individual classes such as grade rosters, course schedule, and grade changes, are maintained and stored within the Banner system. According to NSU-COM policy, a student seeking to resolve a grade problem must initiate such action in writing within 30 days from the date the grade is recorded at the registrar’s office/WebStar. After that time, the grade is considered final. Therefore, individual student records of academic performance such as Scantrons, examinations, or other type of evaluations of academic performance are to be stored and easily accessible for one semester after the completion of the course. After that time, individual student records must be destroyed by shredding.

Documentation of Clinical Evaluations
Documentation of student’s clinical evaluations is recorded in the Clinical Education Data Base. This electronic format is saved, copied, and stored in the Office for Institutional Data Analysis and Development. According to NSU-COM policy, a student seeking to resolve a grade problem must initiate such action in writing within 30 days from the date the grade is recorded at the Registrar’s Office/WebStar. After that time, the
grade is considered final. The Office of Clinical Education will save the hardcopy evaluations for one year after the student graduates and then destroy by shredding.

**Medical Student Performance Evaluations**
Medical Student Performance Evaluations (MSPE) are electronically saved, copied, and stored in the Office for Student and Administrative Services.

**Storage of Hardcopy Documentation of Student’s Academic Progress**

NSU has an agreement with Secure Storage to handle record storage. To store records, faculty/staff must complete the request for proper storage boxes through Enrollment Processing Services at epsstorage@nsu.nova.edu. The number of boxes requested will be sent to the requester along with storage labels that will identify the records placed in the box, and current date. A work order must be completed for the boxes to be put in storage. Student Financial Services and Registration (SFS&R), with the assistance of the storage company, will dispose of the boxes according to the appropriate method on the date printed on the storage label for disposal.

In the event that a student record needs to be retrieved from storage, SFS&R will have that file sent to the requesting individual for review. Once it is returned to SFS&R, it will be returned to storage and disposed of in accordance with the Student Record Retention Policy.

**SECURITY (11/02)**

**NSU Employee Identification**

All COM faculty and staff are required to wear NSU photo identification at all times.

**COM Offices**

All COM offices must be closed and the doors secured when unoccupied. Storage areas, files, etc., containing confidential materials and/or valuable items must be secure at all times.

**TRAVEL (11/02)**

Please refer to Travel Office Policies and Procedures located on NSU web page, Business Services, Travel Office.

**Internet Access While Traveling**

Faculty/staff on NSU business travel should use the 1-800 number for computer remote dialup access. Request for the access is made to the Office of Information Technology for each travel event for each traveler. Remote Dialup Access Forms can be requested by calling (954) 262-4910.