

Revised June 2009

2009–2010 Student Handbook

NOVA SOUTHEASTERN UNIVERSITY

COLLEGE OF OSTEOPATHIC MEDICINE

2009–2010 STUDENT HANDBOOK

Nova Southeastern University

Student Handbook

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

Policies and programs set forth in this handbook are effective through the academic year 2009–2010. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

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

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Message from the President



Nova Southeastern University is Florida's largest independent university based on enrollment and the sixth largest independent institution in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that has now entered its fifth decade.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 28,000 students enrolled in 16 academic centers, with programs offered in 22 states and many foreign countries. The university boasts more than 103,000 alumni.

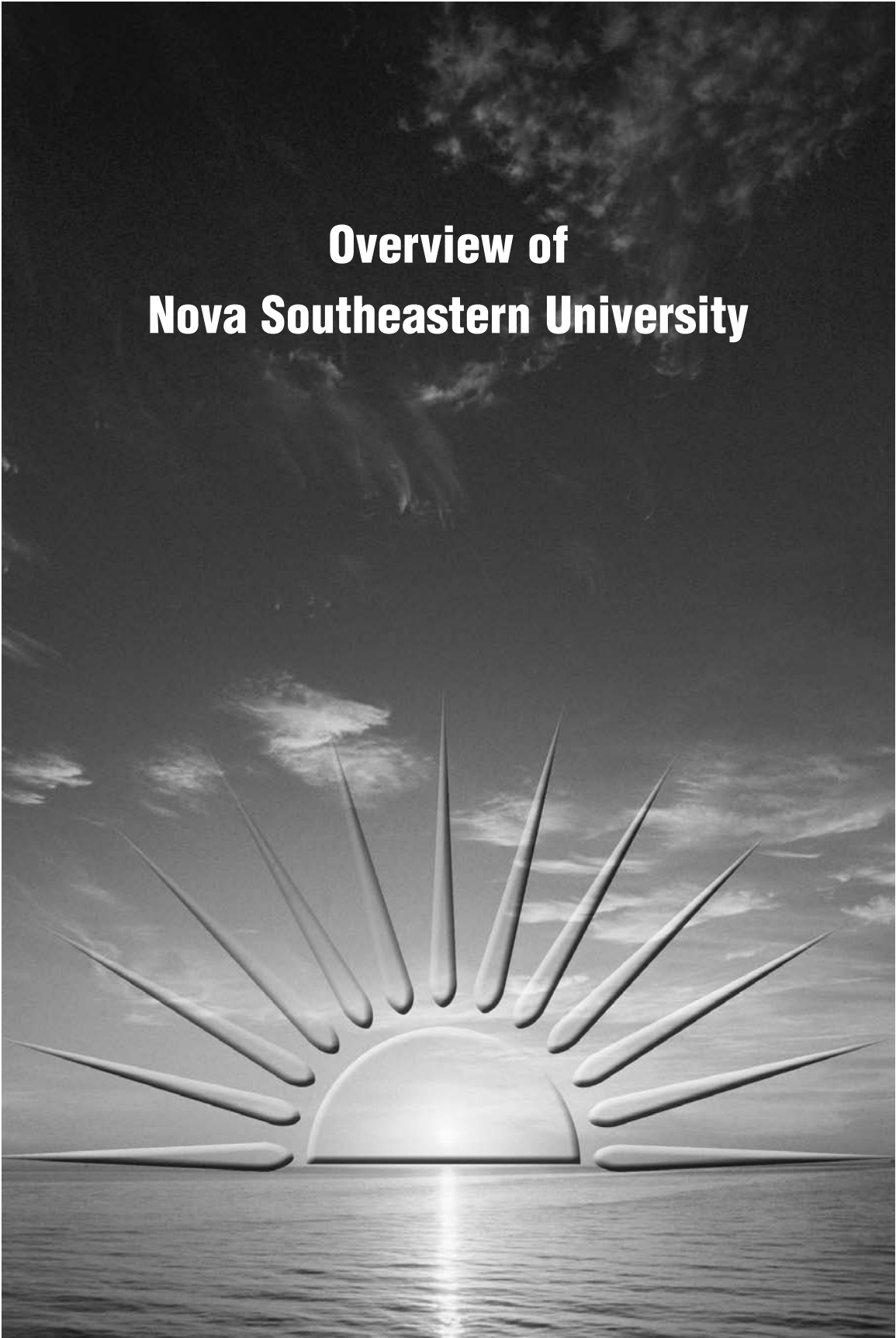
The university's sustained growth is due, in large part, to its exploration of alternative strategies in educating professionals and its commitment to excellence in academics, clinical training, community service, and well-rounded opportunities for all students. The essence of NSU is collaboration at all levels and with diverse partners.

As you pursue your studies at Nova Southeastern University, you are welcomed as a member of the university community. Along 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.

We look forward to a lifelong partnership with you, our student. The entire NSU community is dedicated to providing service and academic excellence to you as you continue on the road to graduation and your success in the new millennium.

Ray Ferrero, Jr.
President

Overview of Nova Southeastern University



Overview of Nova Southeastern University

Mission Statement

Nova Southeastern University, a private, not-for-profit institution, offers a diverse array of innovative academic programs at the undergraduate, graduate, and professional levels, complementing on-campus educational opportunities and resources with accessible distance learning programs, and fostering intellectual inquiry, leadership, and commitment to community through engagement of students and faculty in a dynamic, life-long learning environment.

University Administrators

Ray Ferrero, Jr., J.D.—President/CEO

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

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

Stephanie G. Brown, Ed.D.—Associate Vice President for Student Financial Services and Registration

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

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

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

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

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

Joanne Ferchland-Parella, M.B.A., M.L.A.—Vice President for Institutional Advancement

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

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

Mark Jones, J.D.—Associate Vice President of Human Resources

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

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

Virginia McLain, M.S.—Vice President for Information Technologies and Digital Media

Deo Nellis, Ed.D.—Executive Director of Student Educational Centers

Robert S. Oller, D.O.—CEO of NSU Health Clinics

John J. Santulli II, M.B.A.—Vice President for Facilities Management

Brad A. Williams, Ed.D.—Dean of Student Affairs

Council of Deans

Jerome Chermak, Ed.D.—University School

Richard E. Davis, Ed.D.—College of Allied Health and Nursing

Richard E. Dodge, Ph.D.—Oceanographic Center

Karen Grosby, M.Ed.—Center for Psychological Studies

Harold E. Laubach, Ph.D.—College of Medical Sciences

Roni Leiderman, Ph.D.—Mailman Segal Institute for Early Childhood Studies

Edward Lieblein, Ph.D.—Graduate School of Computer and Information Sciences

David S. Loshin, O.D., Ph.D.—College of Optometry

Andrés Malavé, Ph.D.—College of Pharmacy

Randolph A. Pohlman, Ph.D.—H. Wayne Huizenga School of Business and Entrepreneurship

Don Rosenblum, Ph.D.—Farquhar College of Arts and Sciences

Anthony J. Silvagni, D.O., Pharm.D.—College of Osteopathic Medicine

H. Wells Singleton, Ph.D.—Fischler School of Education and Human Services

Athornia Steele, J.D.—Shepard Broad Law Center

Robert A. Uchin, D.D.S.—College of Dental Medicine

Honggang Yang, Ph.D.—Graduate School of Humanities and Social Sciences

Centers, Colleges, and Schools

- Center for Psychological Studies, (954) 262-5750
- College of Allied Health and Nursing, (954) 262-1205
- College of Dental Medicine, (954) 262-7319
- College of Medical Sciences, (954) 262-1301
- 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
- Fischler School of Education and Human Services, (954) 262-8500
- Graduate School of Computer and Information Sciences, (954) 262-2000
- Graduate School of Humanities and Social Sciences, (954) 262-3000
- H. Wayne Huizenga School of Business and Entrepreneurship, (954) 262-5000
- Mailman Segal Institute for Early Childhood Studies, (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

Professional Accreditations

- Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award associate's, bachelor's, master's, specialist, and doctoral degrees.
- Nova Southeastern University's Shepard Broad Law Center is a member of the Association of American Law Schools and is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (321 North Clark Street, 21st Floor, Chicago, IL 60610-4714; Telephone number: (312) 988-6738).
- The College of Osteopathic Medicine is accredited by the Bureau of Professional Education of the American Osteopathic Association and is a member of the American Association of Colleges of Osteopathic Medicine.
- The Doctor of Pharmacy Program is accredited by the Accreditation Council for Pharmacy Education, 311 West Superior Street, Suite 512, Chicago, IL 60610 (telephone number: (312) 664-3575, 800-533-3606; fax: (312) 664-4652.) The College of Pharmacy is a member of the American Association of Colleges of Pharmacy.
- The College of Optometry is accredited by the Council on Optometric Education of the American Optometric Association (243 North Lindbergh Avenue, St. Louis, Missouri; telephone number: 800-365-2219) and is a member of the Association of Schools and Colleges of Optometry.
- The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education.
- College of Dental Medicine programs in dentistry, advanced general dentistry, oral and maxillofacial surgery, endodontics, orthodontics and dentofacial orthopedics, periodontics, pediatric dentistry, and prosthodontics are accredited by the Commission on Dental Accreditation. (211 East Chicago Avenue, Chicago, IL 60611; telephone number: (312) 440-4653).
- The Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.
- The Physician Assistant Program is accredited by the Accreditation Review Commission (ARC-PA).
- The Vascular Sonography course of study has applied for accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- The Anesthesiologist Assistant course of study has applied for accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
- The baccalaureate nursing program is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC) 61 Broadway, 33rd Floor, New York, NY 10006, 800-669-1656. The bachelor of science in nursing and master of science in nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036-1120, telephone number (202) 887-6791.
- The Center for Psychological Studies clinical psychology doctoral programs and predoctoral internship program are accredited by the American Psychological Association (APA). The APA and the Florida Department of Health have approved the awarding of continuing education credits by the center.

- The Master of Public Health Program is accredited by the Council on Education in Public Health (CEPH).
- The Mailman Segal Institute for Early Childhood Studies' preschool is accredited by the National Association for the Education of Young Children.
- The Graduate School of Humanities and Social Sciences' Master of Science and Ph.D. Degree Programs in Family Therapy are accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy (AAMFT).
- The Master's Degree Program in Speech-Language Pathology, offered through the Fischler School of Education and Human Services, is approved by the Florida Department of Education and accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA). The audiology doctorate (Au.D.) offered through the Health Professions Division is also accredited by the Council on Academic Accreditation of ASHA.
- Bachelor's, master's, and doctoral degree programs offered in a variety of fields of business and administration by the H. Wayne Huizenga School of Business and Entrepreneurship are accredited by the International Assembly for Collegiate Business Education. The Bachelor of Science in Professional Management, the Master of Business Administration, the Master of Science in Human Resource Management, and the Master of Science and Ed.D. in Instructional Technology and Distance Education are accredited by the University Council of Jamaica.
- University School of Nova Southeastern University is accredited by the Southern Association of Colleges and Schools, by the Florida Council of Independent Schools, by the Florida Kindergarten Council, and by the Association of Independent Schools of Florida. University School is a member of the National Association of Independent Schools.

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 103,000.

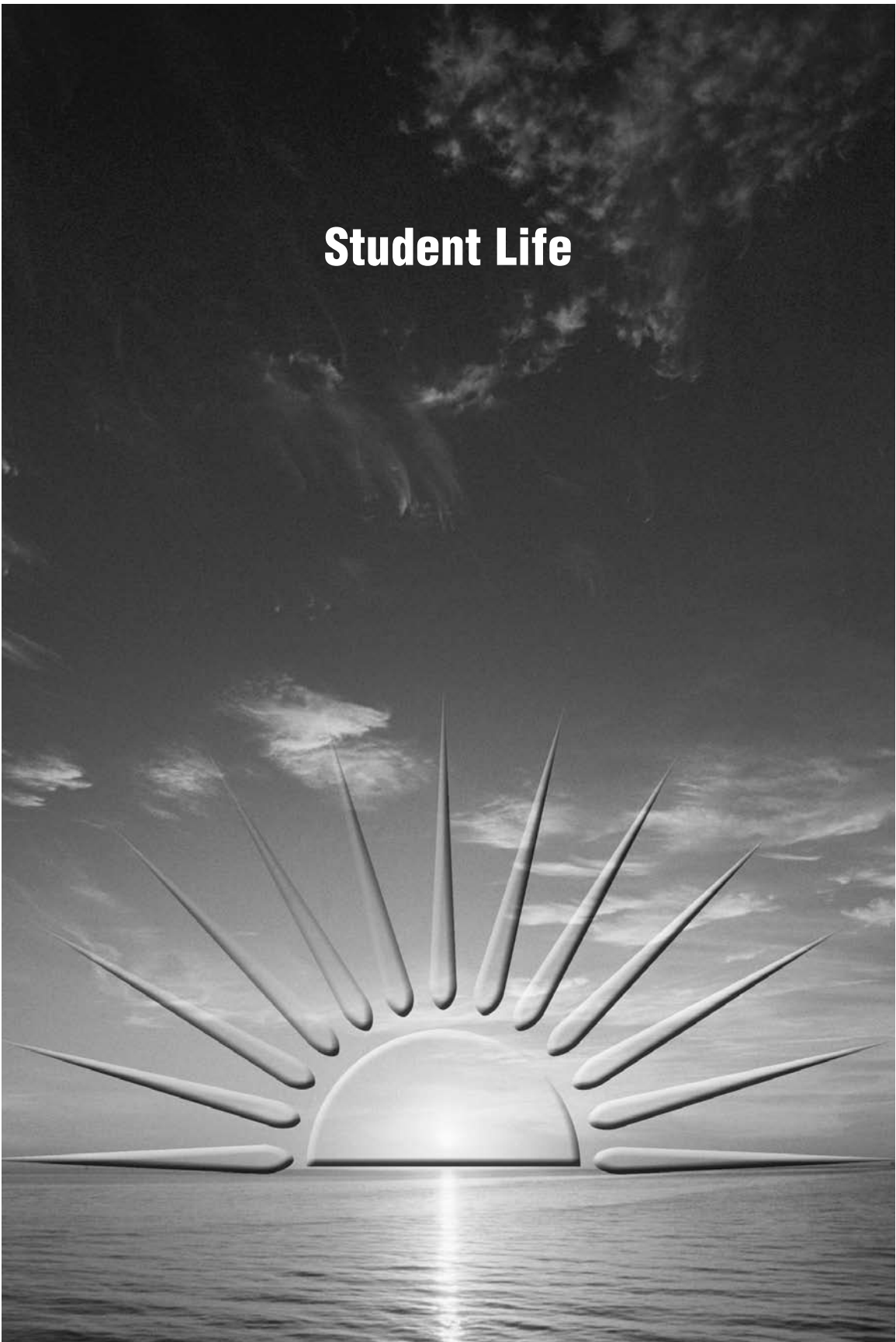
Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with more than 28,000 students, and is the sixth largest independent institution nationally. NSU is one of 169 colleges and universities statewide and one of 90 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 34 undergraduate majors through the Farquhar College of Arts and Sciences, the Fischler School of Education and Human Services, the H. Wayne Huizenga School of Business and Entrepreneurship, and the College of Allied Health and 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 Institute for Early Childhood Studies 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, 85 percent of the student body attends classes in Florida, and 76 percent of all students enrolled attend classes in the tricity area (i.e., Miami-Dade, Broward, and Palm Beach counties). With an annual budget of approximately \$363 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 more than \$731 million in the state of Florida.

Student Life



Student Life

Student Affairs

The mission of Student Affairs is to foster student success and a university community. Administrated by the Office of the Dean of Student Affairs—overseen by the dean, associate dean, and assistant dean—Student Affairs provides cocurricular learning opportunities and services that are conducive to student growth and development. Within the Office of the Dean is also Special Events and Projects, which coordinates, hosts, and sponsors university-wide events, including the Life 101... Personally Speaking series, the Student Life Achievement Awards, the Baccalaureate Reception, and the Shark Fountain Brick Campaign. Special Events and Projects also oversee the Presidential Ambassadors. The Division of Student Affairs is composed of the following offices.

Office of Career Development

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

Office of Student Leadership and Civic Engagement

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

Office of Residential Life and Housing

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

Office of Campus Recreation

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

The office operates the RecPlex located within the Don Taft University Center. The RecPlex is more than 100,000 square feet of indoor and outdoor recreation and fitness space with 15,000 square feet

of strength and cardiovascular training equipment, two indoor basketball courts, three racquetball courts, a rock-climbing wall, a heated outdoor swimming pool, three multipurpose rooms, and men's and women's locker rooms, showers, and saunas.

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

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

Office of Student Activities

The Office of Student Activities provides activities, events, student clubs, facilities, and services for the NSU community. The office encourages the formation of, and supports, student clubs and organizations and their events. The student-led activities board creates social, educational, and cultural events the entire campus enjoys. The office manages the Flight Deck, where students can hold events or just visit during the day and evening, relaxing and enjoying games and the large satellite TVs. The office also manages meeting spaces in the Don Taft University Center and in the Rosenthal Building.

Office of Student Disability Services

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

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

Office of Student Media and Information

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

Office of First-Year and Transitional Programs

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

Office of Student Affairs at the SECs

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

Office of Student Affairs Assessment and Student Engagement

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

Campus Traditions

Homecoming

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

Greek Life

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

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

Shark-a-Palooza

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

Life 101...Personally Speaking

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

CommunityFest

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

Student Life Achievement Awards

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

Office of Volunteerism/Civic Engagement

This office is the one-stop office within the university community that provides volunteer opportunities and community service within NSU and the surrounding community. Some volunteer opportunities include the annual "Senior Prom," a dinner and dance with local nursing home residents in the Fort Lauderdale area; Habitat for Humanity; soup kitchens; homeless shelters; toy and clothing drives; and an annual spring egg hunt to benefit those in our community that are less fortunate.

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.

College of Allied Health and Nursing
Anesthesiologist Assistant Program

- Class Councils
- Student Government Association

Audiology Program

- National Future Doctors of Audiology
- Student Government Association

Nursing Department

- Student Government Association

Occupational Therapy Program

- Student Occupational Therapy Association

Physician Assistant Program

- Class Councils
- Student Government Association

Physical Therapy Program

- Class Councils
- Student Government Association

Vascular Sonography Program

- Class Councils
- Student Government Association

Broad Programming or Governing Organizations

- Civic Engagement Board
- Health Professions Division Student Government Association
- Multicultural Board
- Pan Student Government Association
- Resident Student Association
- Student Union Board
- Undergraduate Student Government Association

Farquhar College of Arts and Sciences
Cultural/Heritage

- Caribbean Student Association (CSA)
- Dominican Student Association
- Haitian Student Association
- Indian Student Association (ISA)
- Indo Caribe Entity Organization (ICE)
- Latin American Student Organization (LASO)
- Nova International Student Association (NISA)
- Multicultural Association of Pre-Health Students (MAPS)
- Pakistani Student Association (PSA)
- Pan-African Student Association (PASA)

Service

- Alpha Phi Omega (coed service fraternity)

Pre-Professional

- Beta Beta Beta
- Delta Epsilon Iota
- Phi Alpha Delta
- Pre-Dental Society
- Pre-Medical Society
- Pre-Pharmacy Society
- Psychology Club

Greek

- Beta Theta Pi Fraternity
- Delta Phi Epsilon Sorority
- Inter-Fraternity Council
- Kappa Sigma Fraternity
- Lambda Theta Alpha Sorority
- Lambda Theta Phi Fraternity
- National Pan-Hellenic Council
- Order of Omega (Greek Leadership Honorary)
- Phi Beta Sigma Fraternity, Inc.
- Phi Sigma Sigma Sorority
- Sigma Delta Tau Sorority
- Zeta Phi Beta Sorority, Inc.

Religious

- Alpha Nu Omega
- Catholic LIFE
- Hillel (Jewish culture organization)
- International Muslim Association at Nova (IMAN)
- Inter-Varsity Christian Fellowship (IVCF)

Educational/Informative

- Athletic Training Student Organization (ATSO)
- Chicks on Point
- Commuter Student Organization
- Nova's Adventure Toward Understanding and Researching Earth (NATURE Club)
- NSU Conservatives
- NSU SCUBA Club
- Raw Explosion
- Residential Student Association (RSA)
- Sharkettes/NSU Dance Team
- Student Athletic Advisory Committee (SAAC)

Honor Societies

- Beta Beta Beta (Tri-Beta) (biological honor society)
- Delta Epsilon Iota

- Honors Student Association
- Leadership Roundtable Scholars
- NSU Florida Nursing Students Association
- Omicron Delta Kappa Leadership Honorary
- Phi Alpha Delta (pre-law fraternity)
- Psi Chi (psychological honor society)

College of Dental Medicine

- American Academy of Pediatric Dentistry
- ASDA (American Student Dental Association)
- Class Councils
- Hispanic Dental Student Association
- International Dental Graduates
- Omicron Kappa Upsilon
- Student Government Association
- Student National Dental Association
- Women's Dental Society Student Organization

Graduate School of Computer and Information Sciences

- Epsilon Pi Epsilon
- Association for Computing Machinery
- Institute of Electrical and Electronics Engineers

Graduate School of Humanities and Social Sciences

- Americans for an Informed Democracy
- DCAR Action Network
- PEARLS
- Student Association

H. Wayne Huizenga School of Business and Entrepreneurship

- Accounting Club
- Alpha Kappa Psi
- American Marketing Association
- Finance and Economics Association
- Graduate Business Student Association
- Sigma Beta Delta
- Strategic Forum Student Group
- Society of Human Resource Management
- Students in Free Enterprise

Shepard Broad Law Center

- American Bar Association
- American Constitution Society
- Asian Pacific American Law Student Association (APALSA)
- Association of Business Law Students
- Association of Trial Lawyers of America
- Black Law Student Association

- Caribbean Law Student Association
- Celtic American Law Society
- Criminal Law Society
- Christian Legal Society
- Delta Theta Phi
- Environmental Law Society
- Evening Division Student Association
- Federalist Society
- Florida Association of Women Lawyers
- Foreign Lawyers Association
- Hispanic Law Student Association
- International Citator
- International Law Student Association
- Italian American Law Student Association
- Jessup International Law Moot Court
- Jewish Law Student Association
- Lambda Law Society
- Moot Court Honor Society
- National Lawyer Guild
- National Security Law
- Native American Law Student Association
- Nova Law Families
- Nova Law Review
- Phi Alpha Delta
- Phi Delta Phi
- Public Health Law Society
- Public Interest Law Society
- Real Estate Law Society
- Sports and Entertainment Law Society
- Student Animal Legal Defense Fund
- Student Bar Association
- Student Bar Initiative

College of Medical Sciences

Student Government Association

Oceanographic Center

- Journal Club
- Student Government Association

College of Optometry

- American Academy of Optometry
- American Optometry Student Association
- Beta Sigma Kappa
- Class Council
- College of Optometry Vision Development
- Fellowship of Christian Optometrists
- Florida Optometric Student Association
- Gold Key
- National Optometric Student Association
- Nova Optometric Practice Management Association
- Student Volunteer Optometric Services to Humanity

- Optometry Student Association for Ocular Disease
- Student Government Association

College of Osteopathic Medicine

- Academical Societies
- Addiction Medicine Interest Group
- American College Osteopathic Emergency Physicians
- American College Osteopathic Family Physicians
- American Medical Student Association
- American Medical Women Association—NOWPA
- American Osteopathic Academy of Sports Medicine
- Association of Military Osteopathic Physicians and Surgeons
- Christian Dental and Medical Association
- Class Councils
- DOCARE
- Florida Osteopathic Medical Association
- Fully Loving Ourselves Women
- Gay Lesbian Medical Association
- Hispanic Osteopathic Medical Student Association
- International Professional Student Association
- Jewish Association of Medical Students
- Lambda Omicron Gamma
- Medical Students for Choice
- Muslim Association Services in Health Care
- Neurology Psychiatry Club
- Pediatrics Club
- Public Health Student Association
- Rural Medicine Club
- Sigma Sigma Phi
- Student Associate Auxiliary
- Student Association of Obstetrics and Gynecology
- Student Dermatological Association
- Student Government Association
- Student National Medical Association
- Student Osteopathic Association for Research
- Student Osteopathic Internal Medicine Association
- Student Osteopathic Orthopedic Association
- Student Osteopathic Surgical Association
- Undergraduate American Academy of Osteopathy
- Wilderness Medicine Club

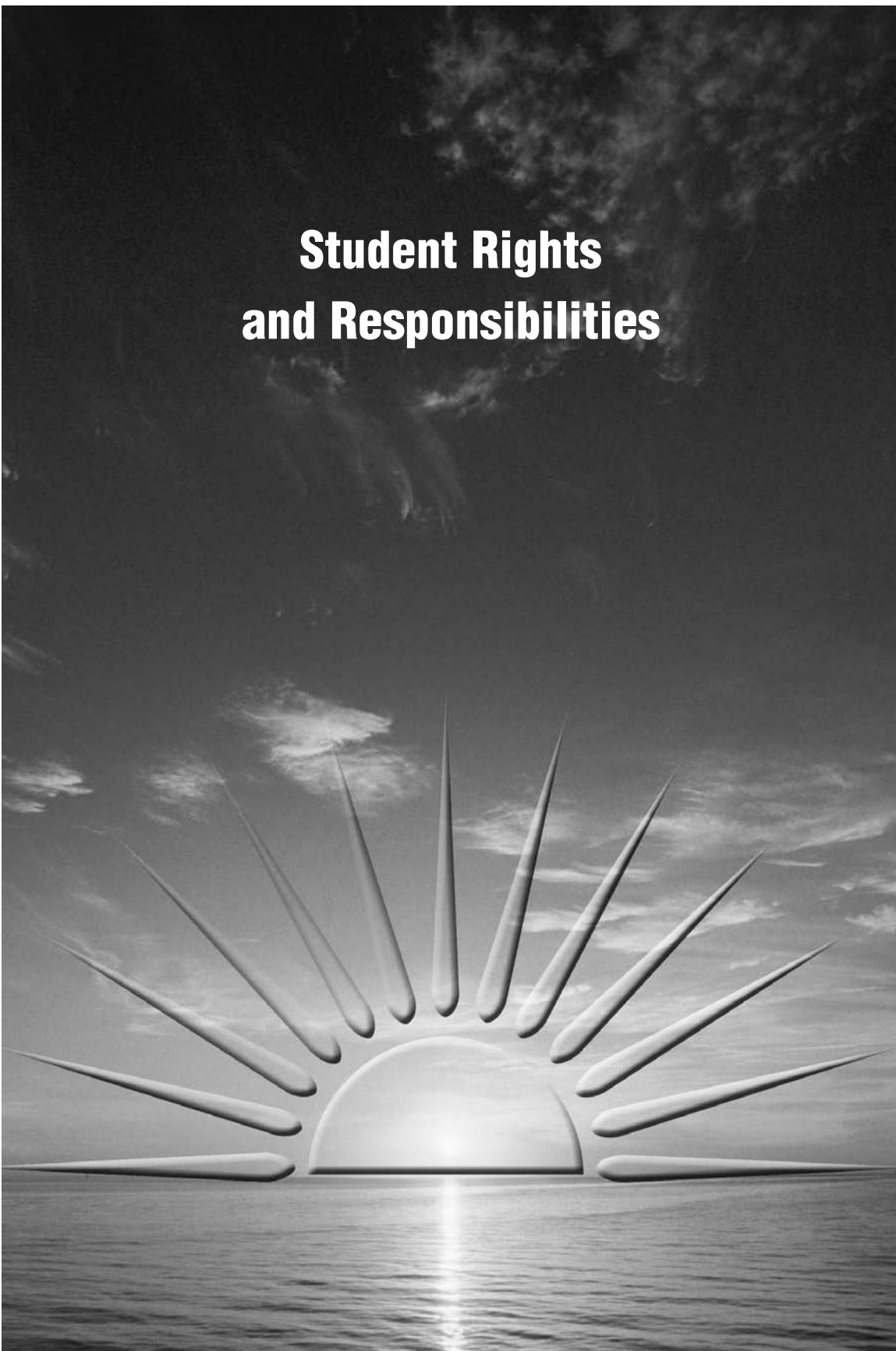
College of Pharmacy

- Academy of Managed Care Pharmacists
- Christian Pharmacists Fellowship International
- Alpha Zeta Omega
- American Association of Pharmacy Scientists
- American Pharmacists Association
- American Society of Consultant Pharmacists
- Class Councils
- Florida Society of Health Systems Pharmacists
- International Pharmacy Student Association
- Kappa Psi Pharmaceutical Fraternity
- National Community Pharmacists Association
- Phi Delta Chi
- Phi Lambda Sigma
- Puerto Rico AphA
- Rho Chi
- Student Government Association
- Student National Pharmacists Association

Center for Psychological Studies

- Ethnic Minority Association of Graduate Students
- Gay Straight Student Alliance
- Jewish Psychiatrists Student Association
- Student Government Association
- Student Organization for Advocacy of Psychology

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, unfavorable discharge from the military, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations.

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

Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership.

Code of Student Conduct Statement

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

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college, center, or school. Violations of conduct standards, supplementary standards, university policies, and/or procedures will be handled by the Office of the Dean 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, etc., must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy.

Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, re-examination, and/or remediation.

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

All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each program center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center.

At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards (see above) are considered plagiarism at Nova Southeastern University.

3. **Tendering of Information**

All academic work must be the original work of the student. Knowingly giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.

4. Acts Prohibited

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

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

Students in violation will be subjected to disciplinary action.

5. Additional Matters of Ethical Concern

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

B. Conduct Standards

1. Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws.

Violations of conduct standards include, but are not limited to

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

- l. unacceptable use of computing resources as defined by the university. Students are also subject to the Acceptable Use of Computing Resources policy at www.nova.edu/common-lib/policies/aucr.policy.html.
 - m. impeding or obstructing NSU investigatory, administrative, or judicial proceedings
 - n. threats of or actual damage to property or physical harm to others
 - o. "hazing"
Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but no limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is no limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor, drug, or other substance or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating university rules governing hazing is prohibited.
 - p. failure to pay tuition and fees in a timely manner
 - q. embezzlement or misuse of NSU and/or student organizational funds or monies
 - r. failure to comply with the directives of NSU officials
 - s. violation(s) of the terms or condition of a disciplinary sanction(s) imposed
 - t. violation of any policy, procedure, or regulation of the university or any state or federal law, rule, regulation, or county ordinance
 - u. fraud, misrepresentation, forgery, alteration or falsification of any records, information, data, or identity
 - v. plagiarism
 - w. possession of drug paraphernalia
 - x. use of another student's ID card
2. Students must have authorization from the university to have access to university documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

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

D. Violations

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

3. Temporary Suspension

Action taken by the dean 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 dean 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 dean 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, for other violations of NSU policy and procedure, and/or when NSU personnel determine a student's safety and/or welfare is at risk.

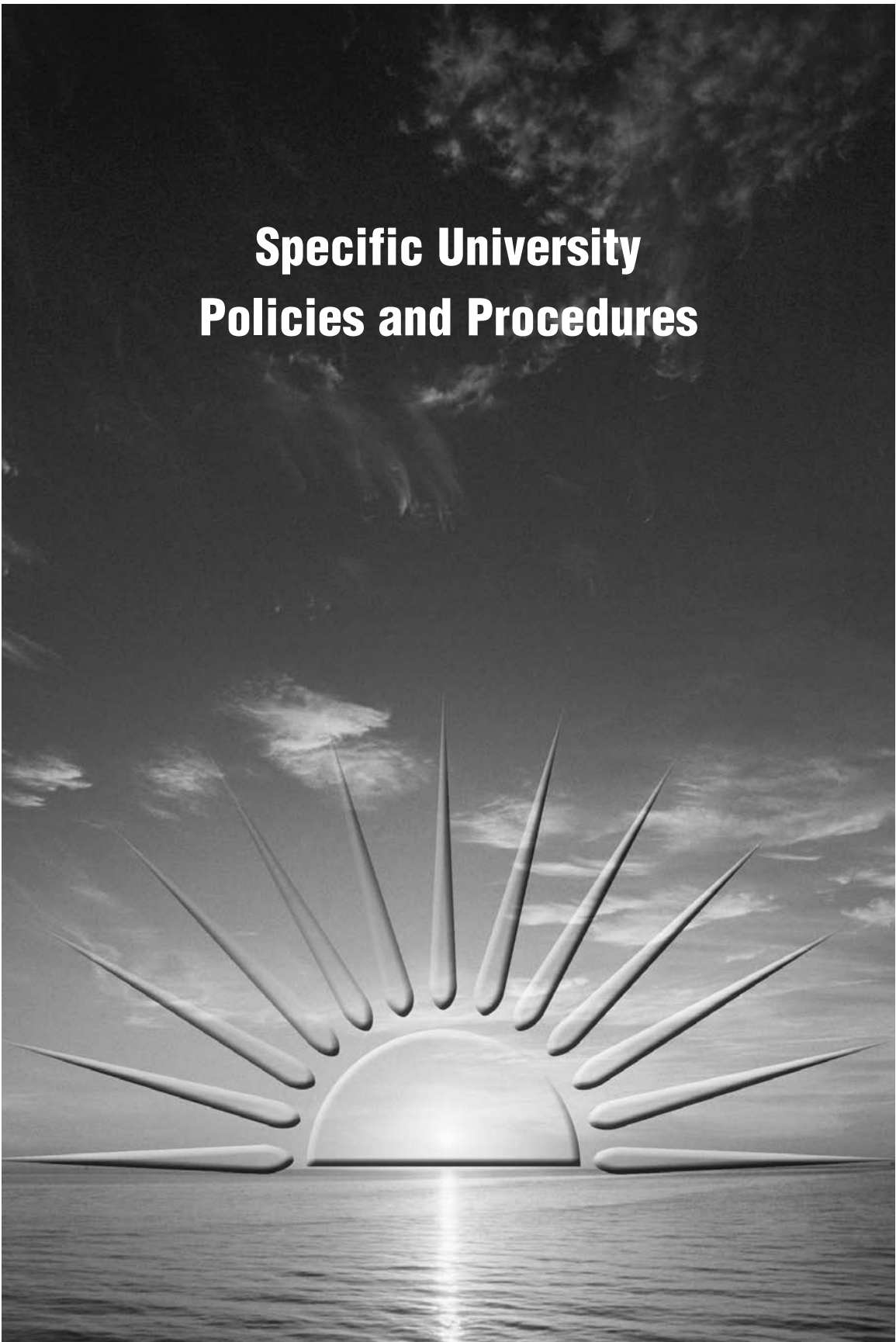
F. Appeal Process

An appeal of disciplinary action taken by the Office of the Dean of Student Affairs or its designee must be made in writing to the dean 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 dean of student affairs within a reasonable amount of time from receipt of the appeal request. The decision of the dean 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 within 90 calendar days from the start of the term. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admission office). Students who have an unpaid balance 30 days from the start of the term will be assessed a \$50 fee.

Alcohol Policy

Nova Southeastern University, as an institution of higher education, is dedicated to the well being of all members of the university community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of NSU to endeavor to prevent substance abuse through programs of education and prevention.

NSU recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is NSU's policy to work with members of the NSU community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. NSU also recognizes that the possession and/or use of certain substances are illegal. NSU is further obligated to comply with all local, state, and federal laws.

The policy governing the use of alcohol by students at Nova Southeastern University is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by individuals less than 21 years of age.

1. The university will not authorize the use of student activity fees or other student funds collected and administered by the university to provide alcoholic beverages for any student event.
2. The sale, delivery, possession, and/or consumption of alcoholic beverages on any property owned and controlled by NSU is strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.
3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the *Residential Living Guide*.

4. The president, or an appropriate designee, may approve other exceptions to this prohibition, to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.
5. The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages. Any violation of these laws may result in disciplinary action including, but not limited to, probation, suspension, or expulsion from the university.

Guidelines for the Use of Alcohol at University Student Events

1. Nova Southeastern University functions, which are student oriented, may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Dean 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 Dean of Student Affairs. No other alcohol is permitted.
7. The director of the student union 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 Dean 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 Dean 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 Dean 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 Dean 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, 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 professional 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 with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular phone features by NSU students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Student Affairs as a violation of the NSU Code of Student Conduct. Students are instructed to refer to their center's or college's individual program policies regarding cellular phone use and possession, because additional restrictions may apply.

Closing Hours

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

Complicity

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

Computers

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

Acceptable Use of Computing Resources

The following policy is also available at www.nova.edu/common-lib/policies/aucr.policy.html.

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 Dean, the Office of the Vice President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation to the university. In cases where a user violates any of the terms of this policy, the university may, in addition to other remedies, temporarily or permanently deny access to any and all NSU computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

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

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

Computing Account Security Agreement

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

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

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

Access to NSU Online Systems

The following policy is also available at www.nova.edu/common-lib/policies/isp.policy.html.

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 discuss his or her needs with the disability service representative in his or her academic center, college, or school before the commencement of classes. For the name and contact information of the disability support services representative at your academic center, college, or school, contact the university ADA coordinator, Arlene Giczowski, director of student disability services, at (954) 262-7189.

Academic Accommodation(s) Process

Requests for accommodation must be made in writing to the disability service representative in the student's academic center, college, or school and must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. If the student disagrees with the accommodation(s) proposed by the disability service representative in consultation with the appropriate program director and/or faculty member, he or she may appeal the decision through that center's, college's, or school's appellate process. If the issue cannot be satisfactorily resolved at the center, college, or school level, the student may appeal in writing no later than 10 days after the final decision to the university's Academic Accommodation Appellate Committee, which consists of the university's ADA coordinator and representatives from at least four different academic centers, colleges, and/or schools. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will also review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Academic Accommodation Appellate Committee is final and binding upon the student without further appeal.

Academic Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the ADA coordinator shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

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

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

Facility and Grounds Accommodation(s) Process

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

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

Facility and Grounds Accommodation Appellate Committee Guidelines

1. Upon receipt of a notice of appeal, the associate dean of student affairs shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

- any recording of the meetings except official minutes
- legal council
- uninvited guests

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

Discriminatory Conduct

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

Drug-Free Schools and Campuses

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

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

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

There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or coworker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

NSU Programs

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

Community Programs

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

Alcoholics Anonymous: (954) 462-0265

Narcotics Anonymous: (954) 476-9297

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

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

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

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

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

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

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

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

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

Drug Policy—Zero Tolerance

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

Emergency Situations

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

Failure to Comply

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

False Information

Providing false or misleading information to the university or a university official, or to a local, state, or national agency or official is a violation of the Code of Student Conduct and Academic Responsibility subjecting a student to disciplinary action up to and including expulsion or rescission.

Falsification of Records

Falsification of university records is prohibited. University records include, but are not limited to, admission, enrollment, registration, financial aid, student disciplinary, academic, health records, parking decals/hang tags and student employment records.

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Vice President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation with the university. In cases where a student violates any of the terms of this policy, the university will take appropriate disciplinary actions, up to and including expulsion.

Fire Safety

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

Fraud

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

Gambling

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

Grievance Procedures for Nonacademic Disputes

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

1. First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for his or her position based on factual information.
2. The student will receive a reply, in writing, which addresses the complaint.
3. If the reply is not acceptable, the student is encouraged to submit the complaint in writing to the associate dean of student affairs. The associate dean of student affairs will attempt to resolve the dispute.
4. If the associate dean is unable to resolve the dispute, he or she will notify the student and the dean of student affairs in writing.
5. The student may then appeal in writing to the dean of student affairs.
6. The dean will investigate and review the findings, and will notify the student in writing of his or her decision.
7. The dean'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, 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 Dean 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 Dean of Student Affairs will, after notification of the issues presented to the university president, contact the Centers for Disease Control and Prevention and/or Broward Health Department for recommendations of appropriate action consistent with state law.

Immunization Requirements

Health Professions Division (HPD) students: See center specific policies.

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

1. Meningococcal meningitis
2. Hepatitis B: You must show proof of one of the following:
 - immunization with three doses of hepatitis B vaccine
 - blood test showing the presence of hepatitis B surface antibody
3. Measles (rubeola): You must show proof of two of the following:
 - immunization with two doses of measles vaccine, the first given on or after the first birthday, the second given at least 30 days after the first, and BOTH in 1958 or later
 - blood test showing the presence of the measles antibody
4. Rubella: You must show proof of **one** of the following:
 - one dose of rubella vaccine on or after the first birthday, and in 1969 or later
 - blood test showing the presence of the rubella antibody

5. MMR (Measles, Mumps, Rubella)

- Two doses of the vaccine may be given instead of individual immunizations.
- One dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later

Exemptions or waivers may be obtained at the university's discretion if the individual is 18 years of age or older, or the individual's parent, if the individual is a minor, declines the vaccinations by signing a separate waiver provided by the institution for each of these vaccines, acknowledging receipt and review of the information provided. Exemptions will not necessarily be accepted by the student's program center. Other students may be subject to the immunization requirements in order to participate in clinical or practicum studies. Students are advised to consult with their program to determine whether the refusal will affect their ability to continue their studies.

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

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

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

- HRS (Department of Health and Rehabilitative Services)
- Childhood immunization records
- School immunization records
- Military service records
- Document indicating blood tests

Health Insurance

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

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

All other registered students enrolled at Nova Southeastern University taking credit hours are eligible to enroll in the student health insurance plan on a voluntary basis by contacting Collegiate Risk Management at 800-922-3420.

Should you have any questions regarding the student health insurance plan, please feel free to contact the student health manager at (954) 262-4055 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:

- identification purposes
- library privileges
- building access
- vending machine usage
- pay-for-print
- copier usage
- meal plans

This high-tech card has two embedded antenna 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.

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 Dean of Student Affairs, Department of Residential Life, or any other university office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in university investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy university investigations or destroy university records or evidence. Interference with university investigations, disciplinary proceedings, or records may result in disciplinary action.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication(s)) regarding any university investigatory, administrative, disciplinary, or judicial proceeding is prohibited, if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding.

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

Jurisdiction of University Policies and Procedures

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

Lake Swimming

Swimming in any lake, canal, and/or body of water on the Nova Southeastern University campus is strictly prohibited and any violators 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 Dean of Student Affairs or designee for a special event, is not allowed. Students are held responsible for the actions of their guests.

Off-Campus Violations

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

Parent/Legal Guardian Notification

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

Parking and Traffic Policies

- In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered with the university, and a parking permit must be properly displayed.
- All administrators, faculty members, staff members, students, and visitors must register vehicles to be driven or parked on campus.
- All administrators, faculty members, staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved.
- Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.
- The Public Safety Department is authorized to designate any spaces as temporary reserved parking.
- Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The executive director of public safety will determine whether a disabled vehicle is allowed to remain on campus.

- Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
- Trailers or mobile campers are allowed to be parked on campus only with written permission from the executive director of public safety.
- The maximum speed on any NSU driveway or roadway excluding those owned and managed by the town of Davie, Broward County, or the state of Florida is 15 miles per hour or less.
- All vehicle operators must obey public safety and police direction and instructions regarding operating and parking motor vehicles.
- **Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.**

For additional information, please visit the public safety Web site at www.nova.edu/cwis/pubsafety.

Pets

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

Privacy of Records (FERPA)

Several laws provide significant safeguards for the protection of the privacy rights of students with respect to educational records and/or personally identifiable information. The Family Educational Rights and Privacy Act of 1974 (FERPA) specifically protects the privacy of a student's educational record and limits the disclosure of personally identifiable information maintained by the university. Records or reports that include personally identifiable information about a student are to be maintained in a confidential manner that is consistent with university policy and procedure.

FERPA clarifies the limits of access to educational records, including the right to access, the right to inspect, the right to obtain copies, the right to seek correction through formal and informal internal procedures, and the right to place a statement in the educational records explaining information the student believes to be inaccurate or misleading.

NSU has adopted a policy consistent with the requirements of FERPA, with respect to student educational records. Please carefully review the NSU FERPA policy online at www.nova.edu/cwis/finaid/information/ferpa.html.

The law limits access by, and disclosure of, educational records to a third party. All educational records, except directory information, are confidential and cannot be disclosed unless written consent is given by the student or in such circumstances 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 NSU has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee (such as a disciplinary or grievance committee); or a student assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the 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. The following information may be released as directory information, but

can be withheld at the request of the student: student name, address, dates of attendance, degree, honors and awards received, telephone numbers, enrollment status, major field of study, year in school, participation in sports, anticipated graduation date, NSU email address, and place of birth. The university reserves the right to refuse to provide the above information, if the reason for the request is not considered valid or sufficient.

Students may complete and submit a Request to Prevent Disclosure of Directory Information to the Office of the University Registrar before September 1 of the current academic year. However, students do not have the right to access educational records until they have been admitted to, and have begun attending classes at, NSU. NSU will not release educational records to the parent(s) of a dependent student unless proof of the student's dependency is provided by the parent(s) via a copy of the U.S. Federal Income Tax Return and the student has provided a written request allowing NSU to disclose information to the parent(s).

The university will convene a hearing if a student and/or authorized parent(s) wish to challenge the contents of an educational record. Students and authorized parent(s) may add explanatory or rebuttal statements to the student's educational record, if the hearing yields unsatisfactory results.

If a student or authorized parent(s) is denied access to a hearing, or if the educational records are alleged to have been illegally disclosed to a third party, the student may file a complaint with the federal Family Policy Compliance Office (FPCO), charged with administering FERPA.

The U.S. Department of Education's Family Educational Rights and Privacy Act of 1974 (FERPA) is available online at www.ed.gov/policy/gen/guid/fpco/ferpa.

Procedure to Inspect Educational Records

Students may inspect and review their educational records upon request to the appropriate record custodian. Transcripts submitted to the university from prior schools become the property of NSU and can be reviewed, but copies cannot be released. Students should submit to the record custodian or an appropriate university staff member a written request that identifies as precisely as possible the record or records he or she wishes to inspect. The record custodian or an appropriate university staff member will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given 45 days or fewer from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the record that relates to him or herself.

Right of University to Refuse Access

The university or division reserves the right to refuse inspection of the following records:

- financial records of the student's parents, or any information contained therein
- letters and statements of recommendations concerning admission or employment for which the student has waived his or her right of access
- records connected with an application to attend university or component unit of the university if that application was denied
- those records that are excluded from FERPA definition of educational records

Refusal to Provide Copies

The university reserves the right to deny requests for transcripts or copies of records that are not required to be made available by the FERPA in either of the following situations:

- the student has an unpaid financial obligation to the university
- there is an unresolved disciplinary action against the student

Health Care Privacy (HIPAA) Statement

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

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

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

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

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

Public Laws

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

Sexual Misconduct and Harassment

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

Sexual Misconduct Policy

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

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

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

- a. the right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity

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

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

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

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

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

- **Third-Party Reports:** When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a student life and/or residential life administrator. If the person reporting that assault is a third party (not the victim), the administrator will do the following:
 - a. advise the reporter to counsel the victim to seek medical assistance
 - b. advise the reporter to encourage the victim to talk with a counselor from the Rape Center in Broward County, a staff counselor at the University 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 University Counseling Center and the Rape Crisis Center. If the victim authorizes the notification of PSO, the administrator and/or employee will inform the Office of the Dean of Student Affairs, which will assist as liaison with PSO.

Harassment Statement

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

Sexual Harassment Policy

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

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

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

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

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

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

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

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

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

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

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure, or may report the conduct to the dean of the center, any other faculty member or the director of human resources. All reports of sexual harassment will be thoroughly investigated by the Office of Human Resources.

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

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

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are prohibited. Even when no coercion is present, such relationships

create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct and prohibited for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

Smoking Policy

The university has adopted a “no smoking” policy in accordance with the Florida Clean Indoor Air Act, and evidence that indicates that passive smoking, i.e., involuntary inhalation of pollutants in the air produced by the smoking of others, is potentially harmful to nonsmokers in the closed environment of our buildings.

Accordingly, it is determined that there is no smoking in any Nova Southeastern University classroom/administrative facility.

Effective in July 2009, Nova Southeastern University has adopted a smoking restriction policy to promote healthy lifestyles and ensure clean air around campus buildings, while greatly reducing exposure to second-hand smoke. A “Healthy Sharks” initiative will prohibit smoking everywhere on campus except at designated smoking sites located at least 50 feet from buildings. Smoking will be prohibited in all other areas of NSU campuses and student educational centers throughout Florida.

To locate the smoking sites on Nova Southeastern University campuses, log into the NSU Web site at www.nova.edu.

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.

Travel

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

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

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

Weapons are prohibited on campus. A weapon includes

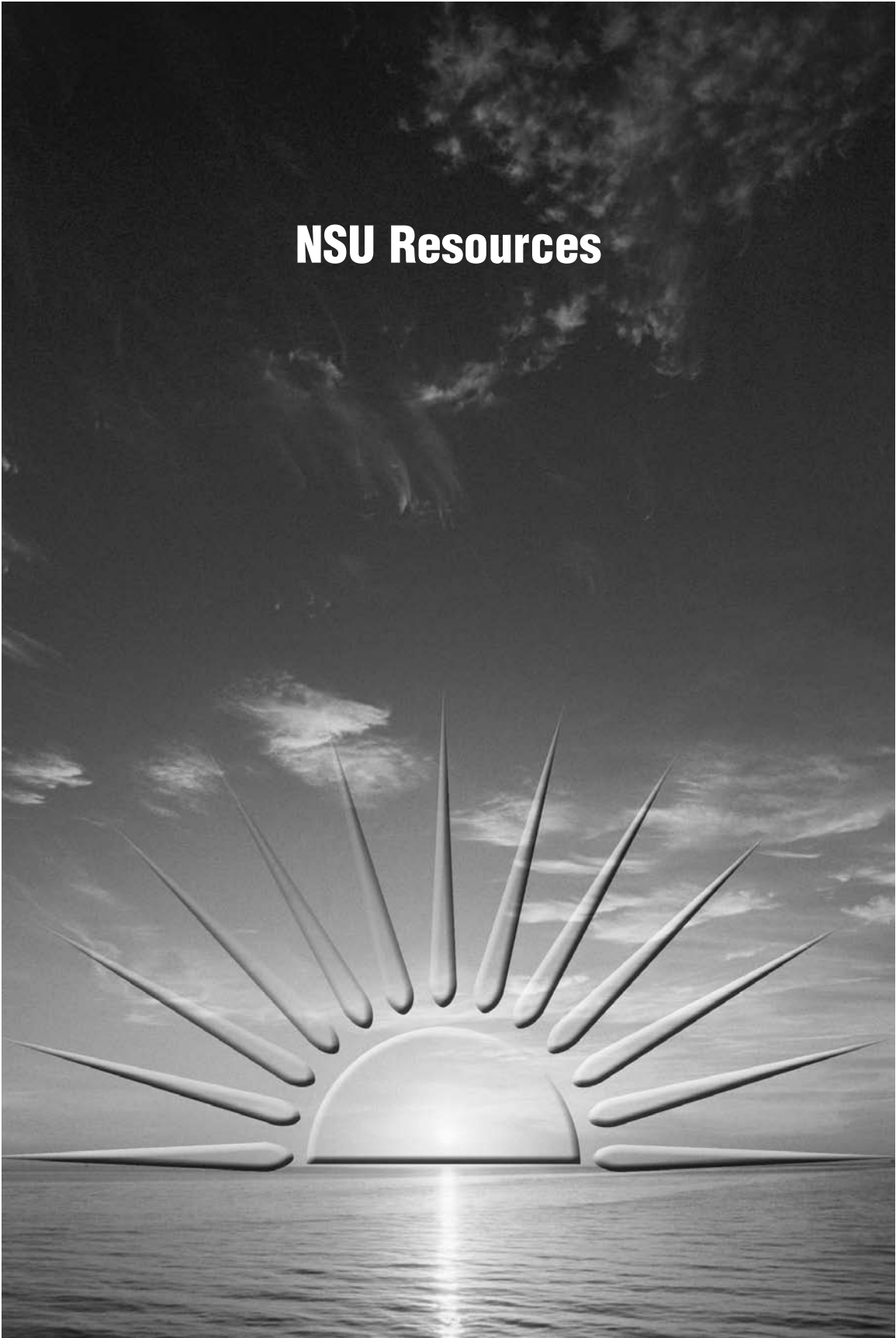
- any item designed to inflict a wound or cause injury to another person
- any item used to harass, threaten, intimidate, assault, or commit battery
- any item the university deems dangerous

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

Worthless Checks

1. Students who make and/or deliver checks to Nova Southeastern University or any of its affiliates that are not honored by a bank for proper cause shall be subject to a charge for administrative costs, restitution, and disciplinary action.
2. Students who make and/or deliver worthless checks in payment of tuition and fees shall be subject to cancellation of their registration and denial of admission to classes until full restitution is made.
3. In addition, students who make and/or deliver worthless checks to the university or any of its agents may be subject to criminal prosecution by legal authorities.

NSU Resources



NSU Resources

Alumni Association

More than 103,000 men and women, residing in all 50 states and in 63 foreign countries, are Nova Southeastern University graduates. Increasingly, these individuals are to be found in the top echelons of business, industry, medicine, government, and education. The NSU Alumni Association gives alumni opportunities to build relationships, receive special benefits, and extend a hand to recent NSU graduates. For more information on alumni programs, call (954) 262-2118 or 800-541-6682, ext. 22118.

Academic Services

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

Tutoring

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

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

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

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

Testing

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

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

ATMs

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

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

Bookstore

The NSU Bookstore is located in University Park Plaza (behind the Bank of America) and is open Monday through Friday, 8:30 a.m. to 6:15 p.m.; and Saturday, 10:00 a.m. to 1:30 p.m. Call for information regarding extended hours at the beginning of the semester. The bookstore carries the required and recommended textbooks for classes. The bookstore also carries school supplies and a wide variety of school spirit merchandise. Customers may special-order any book in print at no additional cost. Students at off-campus locations may order textbooks online at <http://nsubooks.bncollege.com>. The course number and section must be indicated when books are ordered. Books are shipped via UPS, usually within 24 hours.

The NSU Bookstore contact information is below:

NSU Bookstore
University Park Plaza
3562 South University Drive
Davie, FL 33328
Phone: (954) 262-4750 or 800-509-BOOK
Fax: (954) 262-4753
Email: bkstore@nova.edu
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.

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 don't buy them. Off-campus students can request buyback quotes online at <http://nsubooks.bncollege.com>.

Bursar

See Enrollment and Student Services section.

Campus Shuttle

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

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

Career Development

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

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

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

Computing Facilities/Campus and Student Educational Centers

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

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

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

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

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

Counseling

See NSU Student Counseling section.

Dining Services

See Shark Dining Services section.

Don Taft University Center

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

The Arena at the Don Taft University Center is home to intercollegiate athletics and the NSU Sharks. The arena can seat over 5,000 people and also serves as an entertainment venue with concerts, performances, speakers, family shows, and more. The arena has three basketball courts, as well as team locker rooms, concession areas, and a “hall of fame” room.

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

Enrollment and Student Services

Enrollment and Student Services (ESS) is composed of the Office of Student Financial Assistance, the University Registrar’s Office, the University Bursar’s Office, the One-Stop Shop, the University Call Center, Enrollment Processing Services, and Transfer Evaluation Services. Collectively, the ultimate goal of ESS is to efficiently meet the information and service needs of all NSU students. The following is important information regarding financial aid, NSU billing and payment policies, and general financial tips.

The Office of Student Financial Assistance

The Office of Student Financial Assistance is dedicated to helping student’s 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, as they do not need to be repaid. Loans are considered “self-help” aid, as they need to be repaid. Student employment requires the student to work in exchange for a pay check. Please remember that students interested in federal grants **must** complete the Free Application for Federal Student Aid (FAFSA) and meet general eligibility criteria.

Means of Communication with Students

The official means of communicating financial aid information to students is via WebSTAR and NSU email. Students will receive requests for information and award notices through their NSU email accounts. They will then be directed to the WebSTAR secure site to use their NSU PIN for access to pertinent financial aid information. Students are encouraged to use NSU’s WebSTAR system at www.webstar.nova.edu to register for classes, display their class schedule, view any holds, display their grades and transcripts, make payments, and review financial aid requirements and awards.

The University Bursar’s Office

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

Bursar’s Office policies

- Registration will be processed unless there is a hold on the student’s account.
- Electronic bills are sent during the middle of each month via email to the student’s NSU email address. No paper bills are sent. Students can authorize additional users to receive an NSU eBill notification by signing the person on as an authorized user.

- If a student owes a balance 30 days after the start of the term, a hold and a \$50 late fee will be placed on the account. This hold prevents future registrations, the viewing of grades, and access to the RecPlex at the Don Taft University Center.
- If a balance exists after 90 days, the account will be placed in collections.

Methods of Payment

NSU accepts VISA, MasterCard, and American Express. Check payments include traveler's checks, cashier's checks, and personal checks, as well as money orders. International checks must be in U.S. funds only and drawn on a U.S. bank. Wire transfers are accepted. More information regarding wire transfers is available at www.nova.edu/cwis/bursar/registration.html.

Students may make credit card payments online at www.webstar.nova.edu. Students must have User ID and PIN to log in to WebSTAR. 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/cwis/bursar/forms/ccauthform.pdf and faxed to (954) 262-2473.

Payment Plans

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

• Installment Plans

NSU offers a three-month (one term) and a ten-month (fall and winter term) payment plan.

- There is a \$50, nonrefundable application fee.
- With the three-month payment plan, one-third of tuition is due at the time of registration, one third in 30 days, and the last third in 60 days.
- The 10-month payment plan begins in June and ends in March.
- A nominal monthly maintenance fee is also charged.
- Details are on the Bursar's Web page: www.nova.edu/cwis/bursar/payment.html. **International students are not eligible.**

• Employer Tuition Assistance Plans

Undergraduates eligible for employment tuition assistance programs must submit a letter of eligibility or purchase order from their employer.

- First payment due at set-up includes a \$50 deferment fee plus all student fees.
- Payment of postdated checks or credit card authorizations for tuition only may be deferred for five weeks after course completion.

• Florida Prepay Plan

Students will be invoiced based on their term credit hours and the current Florida **state tuition rate**. If a student is on the unrestricted plan, the student must designate a dollar amount for up to the cost of tuition and fees. Transfer students must contact Florida Prepay to transfer the account to NSU. A copy of the front and back of the ID card is required **each term**.

Student Employment

There are three main student employment programs: Federal Work-Study (FWS), Nova Student Employment, and Job Location and Development (JLD).

Federal Work Study Program

The FWS Program is a need-based program that provides students with part-time employment to help meet their financial need. FWS is awarded to U.S. citizens and resident aliens. Students must be awarded FWS in order to apply and obtain a position. Interested students must file a FAFSA, and indicate on the FAFSA that they are interested in a work-study program. Students may work up to 25 hours per week, depending on eligibility. The rate varies according to the position. When calculating the balance owed to NSU, do not deduct FWS, as you would other aid. The Bursar's Office does not calculate the award as expected payment towards tuition. Students will receive a paycheck every other week.

Under the umbrella of FWS are the **America Reads** and **America Counts** programs. Students serve as reading or math tutors to elementary school children throughout Broward County. Students must have their own dependable transportation. The minimum number of hours students can work is 10 hours per week. The pay rate is \$13 an hour. Tutors must complete a training session and pass a background check. Students can't participate in both programs.

Students who have been awarded FWS for the fall term will be sent a student employment packet in the mail at the end of July. The packet will include the student employment application as well as information regarding the orientation process.

Nova Student Employment

Nova Student Employment provides part-time, on-campus jobs for in-school students, regardless of financial need. Students do not need to apply for financial aid to be considered for these positions. International students may qualify for on-campus student employment under this program. Students can work a maximum of 20 hours per week.

Job Location and Development

The JLD Program develops and locates off-campus jobs for students. Positions are open to all currently enrolled students of NSU, regardless of financial need. International students must receive special permission from their program office and the Office of International Students and Scholars to work off-campus. Positions may be part-time or full-time.

Veterans Benefits

Department of Veterans Affairs educational benefits are designed to provide eligible individuals with an opportunity for educational and career growth. Eligible veterans and their dependents should contact a veterans benefit specialist 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., or visit the veterans benefits Web page at www.nova.edu/financialaid/veterans/index.html. 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 for Veterans

- A student receiving veterans benefits must maintain satisfactory progress. Students will be considered to be making satisfactory progress as long as they meet the academic standards set by their school for retention in their degree programs.

- A student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be certified, in a probationary status, for only one additional evaluation period. Should this student not attain, and maintain, satisfactory progress by the end of the probationary period (one evaluation period), the student's Veterans Affairs (VA) educational benefits will be terminated for unsatisfactory progress.
- A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one evaluation period has elapsed. To initiate the petition process, students should contact the Office of Student Financial Assistance VA benefits representative at 800-541-6682, ext. 27236. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.
- 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 dean for that program.

Grade/Progress Reports for Students Receiving Veterans Benefits

- Each VA student will be provided a grade/progress report at the end of every evaluation period (e.g., term, semester). A copy of each report will be placed in the student's permanent file maintained by the school. The university periodically furnishes each student with a working transcript that shows current status of grades and earned semester hours for all courses completed and/or attempted, plus grades for courses in which the student is currently enrolled.

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 One-Stop Shop

The One-Stop Shop is the central point of information and service for walk-in prospective, new, and continuing students. Staff members are cross-trained in financial aid, registration, bursar, and student accounts functions, as well as providing other types of status information and services that students may require. The One-Stop Shop is located in the Horvitz Building on the main campus.

Hours of Operation

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

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

Saturday, 9:00 a.m. to noon

The One-Stop Shop is closed on holidays observed by NSU.

The University Registrar's Office

The University Registrar's Office offers a variety of diverse services to the university community. These 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, service for international students, transfer of credit services, and general university information. Additional information is available at www.nova.edu/cwis/registrar.

Transcript Requests

Students may view a complete academic history, print out an unofficial transcript, and request an official transcript through WebSTAR at www.webstar.nova.edu. The WebSTAR portal enables students to request and pay for transcripts online. In addition, a Transcript Request Form can be completed and submitted in person at the One-Stop Shop, where the official transcript may be printed immediately. There is a \$5 fee per official transcript.

Grades

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

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. Some examples of such documents include a marriage certificate, divorce decree, or court order.

Address Changes

Students may change their address via WebSTAR or submit a written request to the University Registrar's Office.

Loan Deferment/Enrollment and Degree Verification

Students may obtain a free, official Loan Deferment/Enrollment Verification Form and Verification of Degree Conferral, via WebSTAR. 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 NSU commencement exercises with the Center for Psychological Studies, the Criminal Justice Institute, the Farquhar College of Arts and Sciences, the Fischler School of Education and Human Services, the Graduate School of Computer and Information Sciences, the Graduate School of Humanities and Social Sciences, the H. Wayne Huizenga School of Business and Entrepreneurship, the Oceanographic Center, and the Shepard Broad Law Center. The office also processes degree applications.

Transfer Evaluation Services

Transfer Evaluation Services assists undergraduate students with the transfer of undergraduate credit from institutions previously attended. The office also manages articulation agreements and transfer agreements and assists adult students in obtaining college credit for prior work experience.

Office of International Students and Scholars

The Office of International Students and Scholars is a part of the University Registrar's Office. It provides assistance to international students, visiting professors, and exchange students. Additional information is available on the OISS Web site at www.nova.edu/internationalstudents/.

Health Care Centers

See Student Medical Centers section.

Libraries

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

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

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

For further information on the campus libraries, visit the Web site at www.nova.edu/library.

Miami Dolphins Training Facility

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

Nova Singers of Nova Southeastern University

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

NSU Athletics

Nova Southeastern University recognizes, values, and supports intercollegiate athletics as an integral part of the educational mission of the university. Central to the program's mandate and in accord with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes.

The Department of Athletics at NSU is widely regarded as one of the most successful intercollegiate athletics programs in the southeast United States. The NSU Department of Athletics offers 15 intercollegiate athletic programs (nine women's sports and six men's sports).

Men: Baseball, basketball, cross country, golf, soccer, and outdoor track

Women: Basketball, cross country, golf, rowing, soccer, softball, tennis, outdoor track, and volleyball

The NSU Sharks are in their fifth year as a member of the National Collegiate Athletic Association (NCAA) Division II and the Sunshine State Conference. The NCAA includes more than 1,200 other institutions, conferences, organizations, and individuals. The Sunshine State Conference is one of the most respected conferences in the country. Dubbed the "Conference of National Champions," SSC teams have won a total of 64 national championships since the conference's inception in 1975.

Athletics Web Site

The NSU Sports Information Department maintains, creates, and manages all editorial, statistical, and biographical content for the official NSU Athletics Web site. The NSU Athletics Web site can be accessed at <http://nsuathletics.nova.edu>. The NSU Athletics Web site also provides cutting edge multimedia features such as live audio broadcasts of select NSU athletic events and functions, as well as live statistical information during select home games. A complete audio broadcast schedule as well as archived broadcasts of past events can be viewed on the NSU Athletics Web site through the following link: <http://nsuathletics.nova.edu/statistics/liveaudio.cfm>.

NSU Student Counseling

Student Counseling offers individual, couples, and group counseling, as well as psychiatric services, in our offices in the Parker Building (suite 150). If you are an NSU student, you may see a counselor as many as 10 times per year at no charge; if you see our psychiatrist, we will either bill your insurance or we will charge you a reasonable fee. If you need some help getting a handle on something that is troubling you—

- an emotion that is getting you down
- thoughts that won't leave you alone
- a substance or habit that is getting the better of you
- an exam or assignment that is shutting you down
- relationship or sexual difficulties
- sleep disturbance and/or concentration problems

—then call (954) 262-7050 to schedule an appointment, or drop by during our walk-in hours, Tuesdays from 12:30–2:30 p.m. and Wednesdays from 4:00–6:00 p.m. Our staff members are sensitive to and respectful of everyone's ethnic and cultural background, religious beliefs, and sexual orientation. Our office hours are Monday, Thursday, and Friday, 9:00 a.m.–5:00 p.m., and Tuesday and Wednesday, 9:00 a.m.–8:00 p.m. Our main number also serves as a 24-hour crisis line, where an operator will connect you to an on-call crisis counselor. You can find more information on our Web site: www.nova.edu/studentcounseling.

Office of International Students and Scholars (OISS)

The Office of International Students and Scholars is enthusiastically committed to providing essential services to assist international students and visiting scholars at NSU achieve their academic goals. OISS serves as a resource to the university community and provides services and counseling expertise aimed at guiding individual students and scholars through the complexities of U.S. government visa regulations. The OISS acts as a liaison with federal agencies such as the USCIS, USIA, U.S. Department of State, and foreign governmental agencies.

More than 700 international students and scholars from more than 90 countries have selected NSU as their academic destination. Our office provides a wide 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
- practical training
- extension of stay
- Social Security
- taxes
- health insurance
- cross-cultural activities
- international student orientation

The OISS is committed to welcoming international students, scholars, and their families while facilitating their transition to life at Nova Southeastern University. For further information, contact OISS at (954) 262-7240 or visit our Web site at www.nova.edu/cwis/registrar/iss.

Pay-for-Print

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 500 print-copies per academic 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 pay-for-print credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Cash stations are available for the public and for NSU students to add value to their NSU Cards.

Public Safety

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

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

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

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

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

For more information, please visit their Web site at www.nova.edu/cwis/pubsafety.

Public Safety University Locksmith

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

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

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

Recreation

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

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

Registrar

See Enrollment and Student Services section.

Residential Life and Housing

Nova Southeastern University requires all Farquhar College of Arts and Sciences Professional and Liberal Studies (day) 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 your immediate family (mother, father, or legal guardian) within the tricounty area (Broward, Miami-Dade, and Palm Beach).

If you are over the age of 25 or married, you have the option to move into the graduate 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 was opened in the 1992–1993 academic year. This residence hall facility will house 325 students during the academic year. Leo Goodwin Sr. Residence Hall is the primary undergraduate facility for students with 0–30 credits.

Each room is built for single-, double-, or triple-occupancy and features a private bathroom, large closet space, and high ceilings. Each room is furnished with beds, desks, desk chairs, dressers, and a built-in storage/counter facility. The building houses a classroom, computer lab, study lounges on each floor, laundry facilities, a kitchen, and a large TV lounge.

All students living in Leo Goodwin Sr. 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 \$1,200 per semester. Residents who choose to apply additional funds to their cards, are able to do so at any time by going to the NSU Campus Card Office in the University Center. 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

The Commons, the newest residence hall, opened in August 2007 and houses undergraduate and graduate students. This state-of-the-art living and learning community includes 525 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 will have comfortable furnishings that will 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 will be reserved for returning and incoming residents. The other communities (listed below) will be based upon themes and/or academic initiatives.

1. Business and Entrepreneurship Community (Executive Suites)
2. Leadership Development (LEAD Community)

3. Quiet Community (Quiet Corridor)

4. 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 \$1,200 per semester. Residents who choose to apply additional funds to their cards, are able to do so at any time by going to the NSU Campus Card Office in the University Center. 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 Halls

These residence hall facilities will house approximately 50 upper-division undergraduate residents each during the academic year. The oldest of NSU's residence halls, each building has recently undergone major renovations that included new doors, tile, paint, kitchens, and appliances. Each apartment is furnished and features single, double, and triple options; a kitchen with a full refrigerator and stove; a private bathroom; and a living room.

Cultural Living Center

The Cultural Living Center (CLC) was built in 1984 and houses approximately 135 graduate students during the academic year. Its unique balcony structure makes it a popular choice for returning graduate students. Each apartment is furnished and features one or two bedrooms, a kitchen with a full refrigerator and stove, a private bathroom, and a living room.

Rolling Hills Graduate Residence Hall

The Rolling Hills Graduate Residence Hall, opened on August 1, 2008, is approximately one mile west of the NSU main campus and houses approximately 373 graduate and doctoral students. The Rolling Hills Graduate Hall complex 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.

The Rolling Hills Graduate Hall complex is made up of 10 separate communities, 3 of which are based upon themes.

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

For more information, please contact the office of Residential Life and Housing at (954) 262-7052 or visit the Web site at www.nova.edu/reslife/index.html.

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

Campus dining is a large part of the college experience. Our goal is to make this experience the best it can be by providing quality, nutritious food; a lot of variety; and an enjoyable atmosphere. Students at

NSU never need to worry about finding a great place to eat on campus. Shark Dining Services has several locations on campus and includes many of your favorite national brands (e.g., Starbucks, Einstein's Bagels, Chicken Grill, and Subway). There are a variety of menu and dining options. We offer quality service and products. We also recognize that superior service is essential to your dining experience and always encourage your comments and suggestions to help us continually improve our service to you.

It is our sincere hope that you will find your experience with Shark Dining Services an enjoyable one. We look forward to serving you.

Dining Locations

University Center Food Court

Located in the University Center on the main campus, this residential dining hall and retail location features Starbucks, Subway, Mama Leone's, Coyote Jack's, Culinary Table (home-style cuisine), and Chicken Grill. Pepsi fountain beverages and a wide array of great desserts are always available.

Service hours during the fall and spring semesters are Monday through Friday, 7:00 a.m. to 9:00 p.m., and Saturday and Sunday, 11:30 a.m. to 7:00 p.m. Summer and holiday hours vary.

Outtakes at the University Center

Outtakes offers students the convenience of purchasing items for their residential housing on campus. We offer "grab and go" meal solutions, snacks, canned goods, health and beauty products, cleaning supplies, and traditional household products. We also have an extensive greeting card selection for your convenience.

Service hours during the fall and spring semesters are Monday through Friday, 7:30 a.m. to 6:00 p.m., and Saturday and Sunday, 11:30 a.m. to 7:00 p.m. Summer and holiday hours vary.

Connections Café

Located in the Alvin Sherman Library, Research, and Information Technology Center on the main campus, this lively cafe offers the NSU community a place to relax and enjoy a cup of great Pura Vida coffee, a light snack, or a tasty Boar's Head deli sandwich. Blended and espresso drinks, gourmet pastries, and other tempting desserts are also available. Come show off your talents at the Connections "Open Mike" night. You'll be the star of the show!

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

Supreme Court Café

Located in the atrium lobby of the Shepard Broad Law Center, this kiosk offers great Einstein's bagels, sandwiches, soups, salads, sushi, Starbucks 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, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 1:00 p.m. Closed Saturday and Sunday. Summer and holiday hours vary.

HPD Café

Located on the first floor in the Morton Terry Building, the HPD Cafe offers a place for students to relax and grab a quick bite to eat. It features comfortable indoor and outdoor seating. Menu selections include The Chef's Table (featuring home-style cuisine), Ole Sushi, Au Bon Pan Soups, Wildgreens, The Shark Grille, Boar's Head Deli, and Trattoria (great homemade pizza). There are also awesome specialty desserts, Outtakes "grab and go" sandwiches and salads, and much more.

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

HPD Koffee Kiosk

This Starbucks Coffee Kiosk located in front of the HPD Library and Hull Auditorium features all of your Starbucks favorites, plus a wide variety of Outtakes sandwiches, salads, sushi, gourmet pastries, and desserts. It is a great place to meet with friends or to catch up on a great book.

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

Monty's Cafe (Einstein's Bagels)

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

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

Parker Outtakes

Located in the Parker Building on the main campus, this Outtakes convenience kiosk offers great "grab and go" salads, sandwiches, sushi, and a wide variety of snacks and beverages. Starbucks Coffee is proudly featured as well. A great out-of-the-way place to grab a bite to eat on the run.

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

Meal Plans

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

Declining balance (DB dollars) may be used at any Shark Dining location on campus without restriction to time of day or frequency of use. Students will be 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 account at the NSU Card Office located in the Don Taft University Center.

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

Student Medical 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 are as follows:

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 Institute for Early Childhood Studies, (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

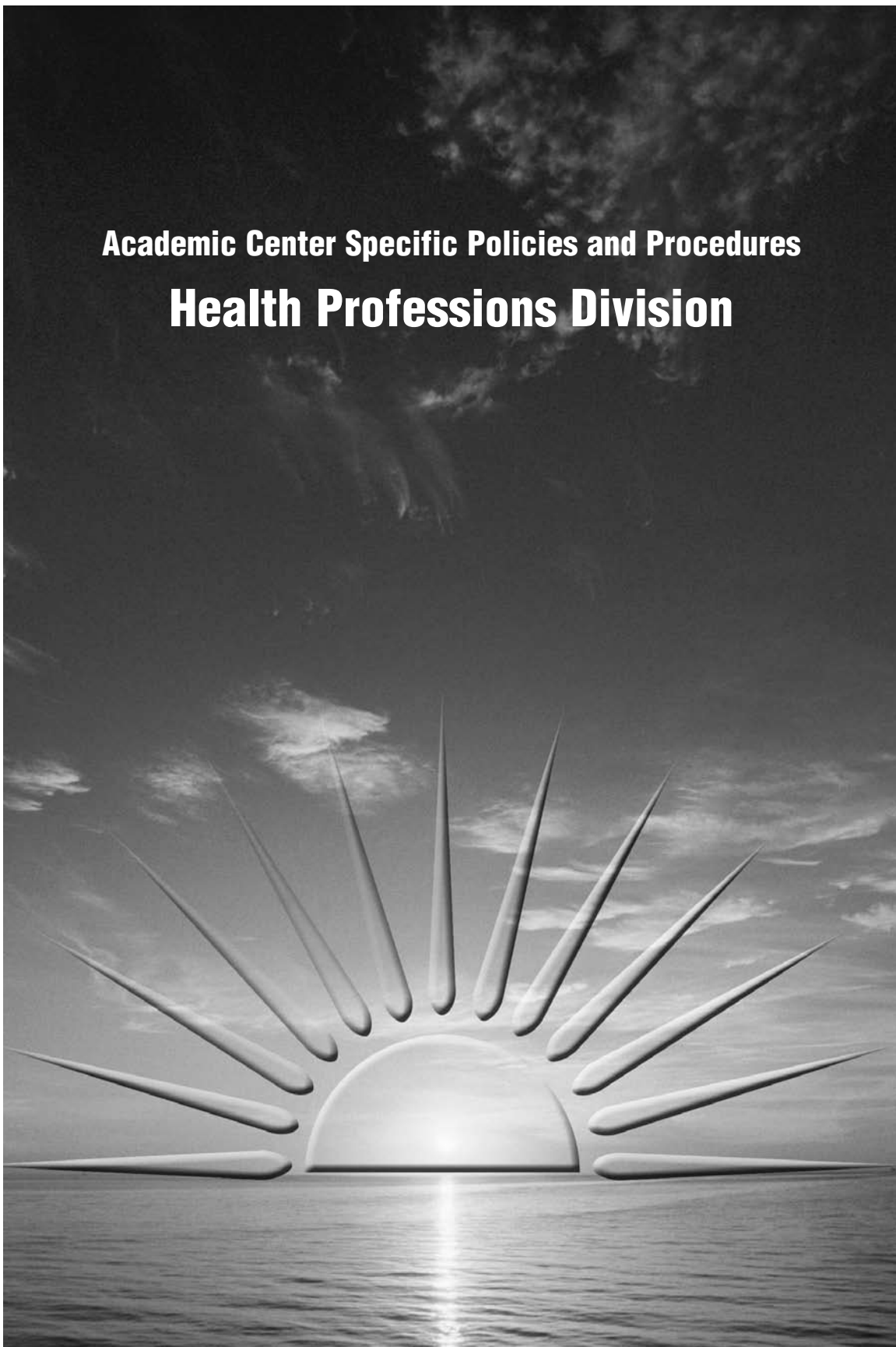
Wireless Networking—NSU WINGS

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.

Women's Resource Institute (WRI)

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

Academic Center Specific Policies and Procedures
Health Professions Division



Health Professions Division

Building Hours

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

FINANCIAL AFFAIRS

Yearly Fees and Expenses

NSU Student Services Fee.....	\$750
HPD General Access Fee	\$145
Lab Fee (only for Osteopathic Medicine, Dental Medicine, and Medical Sciences first-year students)	\$100
Lippencott Books Fee (only for Osteopathic Medicine second-year students)	\$345
Review Course Fee (only for Optometry third-year students).....	\$315
Nursing Program Lab Fee (effective January 2006).....	\$150
Equipment/Lab Fee (only for Optometry students).....	\$25*
Student Fee (only for Osteopathic Medicine second-year students)	\$250
Diploma Fee (Seniors only)	\$75
Commencement Fee (Seniors only).....	\$150
Program Completion Certificate Fee (Postgraduate Dental students)	\$100
Diploma Fee (B.S./Vision Science)	\$75
Late Payment Fee.....	\$50
I.D. Replacement	\$25
Diploma Replacement	\$30
Official Transcripts.....	\$5

* Per student, per term for fall and winter

Charges and Payments

Tuition charges are automatically calculated when students register for classes. Students are expected to pay in full at the time of registration, or have completed the necessary paperwork for financial aid and have been awarded. Students may pay for tuition using credit cards: MasterCard, VISA, or American Express. Credit card payments may be made online.

Late Payment Fee

Students with any balance unpaid by the 30th day of the semester will be assessed a \$50 late payment fee and a hold will be placed on their account. In addition, no further registrations will be accepted until the balance is paid in full.

Late Registration

Students who have completed one full year at the university and who cannot meet their financial obligations by the 30th day of class are considered late registrants. Students who register after the late registration date established by their college will be charged a late fee or penalty established by the university or the division.

The following will apply:

- recipients of Armed Forces scholarships shall be allowed up to three months' grace period without penalty
- when confirmation of guaranteed loans has been received, but checks are delayed, credit will be extended for three months

Consequences for Nonpayment

The student's failure to meet financial obligations in accordance with university policy at the end of 70 days will result in an automatic letter of notification being sent to the student informing him/her that failure to resolve his/her financial obligation within 10 days will result in administrative withdrawal from class. The university bursar shall

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

Those students who fail to meet financial obligations shall not receive any academic credit for the coursework taken.

Tuition Refund Policy—Voluntary Withdrawals

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

First three class days..... 70 percent
Fourth or fifth class day 60 percent
Sixth or seventh class day 40 percent
Eighth, ninth or tenth class day 20 percent
After the tenth class day 0 percent
No refunds will be made thereafter. (Students with questions should consult the program office.)

Students may not be given refunds for portions of tuition paid by financial aid funds. As appropriate, the respective financial aid programs will be credited in accordance with federal regulations. Students should notify the Office of Student Financial Assistance prior to withdrawing to determine the effect this will have on financial aid. For complete withdrawals, please refer to the "Return of Title IV Funds" section of the student handbook.

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

A refund due the student will be mailed to the student's permanent home address or deposited directly into his or her checking account as soon as the dean of the respective college has approved the withdrawal. The tuition refund policy is subject to change at the discretion of the university's board of trustees.

Student Financial Aid

The Office of Student Financial Assistance assists qualified students to obtain the funds necessary to pursue their educational objectives. In order to be eligible for student financial aid, students must complete the U.S. Department of Education's Free Application for Federal Student Aid (FAFSA), and meet federal general eligibility criteria. A need analysis is performed, utilizing information from the FAFSA to determine the student's Expected Family Contribution (EFC), or the amount the student and the student's family can contribute toward the student's educational expenses. Financial need is defined as the difference between the institution's Cost of Attendance (COA) and the EFC. The university's cost of attendance includes tuition and fees, books and supplies, room and board, transportation, and personal expenses.

The fastest way to apply for the FAFSA is online through FAFSA on the Web at www.fafsa.ed.gov. By applying electronically, financial aid information is forwarded to the Office of Student Financial Assistance within 72 hours, expediting the awarding process, and reducing errors due to built-in edits. Students will receive a Department of Education Personal Identification Number (PIN). By using the PIN, students will be able to e-sign their FAFSA, which eliminates the need to send a signature page.

Undergraduate students may be eligible for grants, student employment, loans, and scholarships. Graduate/professional students may be eligible for loans in the form of both the Federal Subsidized and Unsubsidized Stafford Loans, Federal Graduate Plus Loans, and private/alternative loans, as well as student employment (FWS) and scholarships. In order to successfully complete the financial aid process, students should apply early, provide all necessary documents and requests to the Office of Student Financial Assistance in a timely manner, register for the minimum number of credits required per term (half time in a degree-seeking program), and meet required deadlines.

For more information regarding the financial aid process, contacts, and other pertinent information, students may visit the NSU Financial Aid Web site at www.nova.edu/cwis/finaid. Students will be notified of missing information, their financial status, award notifications, and other financial aid related information via their NSU email addresses.

Office of Student Financial Assistance hours of operation:

Horvitz Administration Building
Monday–Thursday, 8:30 a.m.–7:00 p.m.
Friday, 8:30 a.m.–6:00 p.m.
Saturday, 9:00 a.m.–noon
(No Sunday hours)

Terry Administration Building
Monday–Thursday, 8:30 a.m.–6:00 p.m.
Friday, 8:30 a.m.–5:00 p.m.
(No Saturday or Sunday hours)

Student Educational Center
Jacksonville
Monday–Friday, 9:30 a.m.–6:00 p.m.
(No Saturday or Sunday hours)

Student Educational Center
Orlando
Monday–Friday, 9:00 a.m.–5:30 p.m.
(No Saturday or Sunday hours)

Student Educational Center
West Palm Beach
Monday–Friday, 9:00 a.m.–6:30 p.m.
(No Saturday or Sunday hours)

For further assistance, please call (954) 262-3380 or 800-806-3680.

Short-Term Preloans

The Office of Student Financial Assistance at HPD administers preloans for students who encounter emergency situations prior to receipt of financial aid refunds. Students must be enrolled for the term, have a completed financial aid file, and must be receiving financial aid with sufficient funds to cover total charges due the university, the loan amount, and the processing fee charged. When approved, disbursement is made electronically through direct deposit within two weeks of disbursement date.

Return of Title IV Funds

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

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

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

Additional information regarding this policy is available on the NSU Financial Aid Web site at www.nova.edu/cwis/finaid.

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

Health Professions Division Library

The HPD Library is located on the first floor at the north end of the Terry Building Complex in the Library/Lab Building. The print collection consists of more than 60,000 volumes, with 600 active print journal subscriptions and more than 4,000 CD-ROMs, videocassettes, DVDs, and audiotapes. In addition, the Electronic Library is accessible 24/7 from any computer with an Internet connection. It provides access to 50 medical/health databases, including Medline, CINAHL, UpToDate, MD Consult, Micromedex, and Clinical Pharmacology, as well as interactive databases such as Procedures Consult, Mosby’s Nursing Skills, Anatomy.TV, and Doc.com. More than 300 medical textbooks are available full-text online along with more than 43,000 full-text electronic journals. Interlibrary loan and document delivery services provide access to journal articles and books not

available locally. Professional reference assistance is available during most operating hours. Students have access and borrowing privileges to print collections at any NSU library and may access more than 200 electronic databases via the HPD library home page (www.nova.edu/hpdlibrary).

In addition, there are 48 individual/small group study rooms in the library and Assembly II Building. Rooms can be checked out for up to three hours. All rooms are equipped with white boards and the library study rooms have video players. A small teaching lab is available for group instruction and two 50-station computer labs are open when the library is open. Both buildings have full wireless connectivity. Laptop computers and DVD players are available for checkout.

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

Monday–Thursday, 7:30 a.m. to midnight

Friday, 7:30 a.m. to 9:00 p.m.

Saturday, 10:00 a.m. to midnight

Sunday, 10:00 a.m. to midnight

During exam periods, the library is open until 1:00 a.m. each night.

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

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

Lost and Found

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

Microcomputer Laboratories

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

Computer Lab hours:

HPD Assembly Building—HPD Lab B

Monday–Thursday, 7:30 a.m.–midnight

Friday, 7:30 a.m.–9:00 p.m.

Saturday, 10:00 a.m.–10:00 p.m.

Sunday, 10:00 a.m.–midnight

(954) 262-4868

HPD Library computer laboratory—HPD Lab A

Monday–Thursday, 7:30 a.m.–midnight

Friday, 7:30 a.m.–9:00 p.m.

Saturday, 10:00 a.m.–10:00 p.m.

Sunday, 10:00 a.m.–midnight

(954) 262-4945

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

Student Lounge/Student Area

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

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

HPD POLICIES AND PROCEDURES

Acceptance of Professional Fees

The activities of students are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, anesthesiologist assistance, vascular sonography, nursing, dentistry, or public health. It is a violation of the law and contrary to the policy of this university for any unlicensed person to attempt to engage in the professional practice of health care.

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

AIDS Policy

The university has adopted the following AIDS policy: Nova Southeastern University Health Professions Division recognizes its responsibilities for the health and welfare its students and faculty and staff members, as well as its responsibilities to patients suffering from AIDS or harboring the human immunodeficiency virus (HIV). While the division does not subscribe to compulsory HIV testing either as a screening device or in individual cases, some rotation sites require this test and students must comply. As an institution of medical learning, the division provides each student/faculty/staff person knowledge to understand the AIDS problem, including AIDS testing, treatment, and counseling by community services. The division provides an annual seminar to all students, faculty members, and staff members. The division recommends universal precautions in all laboratory and clinical settings. The division reserves the right to alter this policy as new information on AIDS becomes available.

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

Attendance Policy

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

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

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

1. Excused absences

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

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

2. Unexcused absences

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

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

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

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

3. Clinical rotations

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

4. Promptness

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

Classes begin at various times within each college. Any student not seated in his or her assigned seat by the time class begins may be marked absent. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice.

5. Religious holidays

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

Background Checks

Students are required to authorize the NSU Health Professions Division to obtain background check(s) as per adopted policy of April 22, 2005. Students may also be required by the Health Professions Division to obtain a background check or authorize, where appropriate, clinical training facilities to conduct the check and to permit the results provided by the consumer reporting agency to the NSU Health Professions Division and/or to the clinical training facilities. If the background check(s) reveal information of concern, which the NSU Health Professions Division may deem unfavorable, the NSU Health Professions Division will provide the accepted applicant or enrolled student a copy of the report and the document entitled "A Summary of Your Rights Under the Fair Credit Reporting

Act,” and request the individual to provide a detailed written explanation of the information contained in this report along with appropriate documentation (e.g., police reports). This information must be responded to in the same format it is requested (electronic or written) within 10 business days of the date the communication is sent or another date specified by the NSU Health Professions Division in its communication with the student.

Offers of admission will not be considered final until the completion of the background check(s), with results deemed favorable by the NSU Health Professions Division, and, where appropriate, by the clinical training facilities, or if information received indicates that the student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, then the admission may be denied or rescinded, the student may be disciplined or dismissed, or his or her enrollment terminated.

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

Certificate of Physical Examination

Students must have a certificate of physical examination completed by their physician. Forms will be distributed by the Division Office of Admissions and Student Services to each matriculant as part of the admissions package or can be downloaded from www.nova.edu/smc/.

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

These certificates (whether done privately or by the university), will be placed in the student’s files in the college office.

Core Performance Standards for Admission and Progress

The Nova Southeastern University Health Professions Division is pledged to the admission and matriculation of qualified students and wishes to acknowledge awareness of laws that prohibit discrimination against anyone on the basis of race, color, national origin, religion, sex, or disability. Regarding those students with verifiable disabilities, the university will not discriminate against such individuals who are otherwise qualified, but will expect applicants and students to meet certain minimal technical standards (core performance standards) as set forth herein, with or without reasonable accommodation. In adopting these standards, the university believes it must keep in mind the ultimate safety of the patients whom its graduates will eventually serve. The standards reflect what the university believes are reasonable expectations required of health professions students and personnel in performing common functions.

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

Candidates for degrees offered by the Health Professions Division must have, with or without reasonable accommodation, multiple abilities and skills including intellectual, conceptual, integrative, and quantitative abilities; interpersonal communication; mobility and strength; motor skills; and hearing, visual, tactile, behavioral, and social attributes. Candidates for admission and progression must be able to perform these abilities and skills in a reasonably independent manner.

Intellectual, Conceptual, Integrative, and Qualitative Abilities

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving—a critical skill—requires all of these intellectual abilities. Candidates and students must have critical thinking ability sufficient for good clinical judgment. This is necessary to identify cause-effect relationships in clinical situations and to develop plans of care. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. An individual is expected to be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging learning environment. All individuals are expected to meet their program requirements on a satisfactory level as determined by HPD administration or the applicable college/program administration. Osteopathic medical students must be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging environment. They must be able to think quickly and accurately in an organized manner, despite environmental distractions.

Interpersonal Communication

Candidates and students should be able to interact with and observe patients in order to elicit information; perform examinations; describe changes in mood, activity, and posture; and perceive nonverbal communications. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but also reading and writing. Candidates and students must also be able to communicate effectively and efficiently in all written forms with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Motor Skills

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

Strength and Mobility

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

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

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

Hearing

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

Visual

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

Tactile

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

Sensory

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

Behavioral and Social Attributes

Candidates and students must possess the emotional health required for full use of their intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities attendant to the diagnosis and care of patients; and the development of mature, sensitive, and effective relationships with the patients. Candidates and students must be able to physically tolerate taxing workloads, to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and education process.

Dress Code

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

1. Students must wear their white consultation jackets with their names and appropriate college designation embroidered over or on the left breast pocket. A white jacket is to be worn daily over the prescribed attire.
2. Shirt, tie, slacks, socks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes.
3. Matching scrub sets, socks, and shoes.
4. In addition to the above attire, students must wear their white clinical jackets.
5. Identification badges will be issued at the Health Professions Division Badge Room, in the Horvitz

Administration Building, or from the Office of Student Affairs for distance program students, and must be worn at all times when the student is on campus or clinical rotation. Please note that on campus, ID badges are necessary for proper use of auditoriums, library and recreational facilities, offices, laboratories, and certain restricted parking areas.

Students may not wear the following:

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

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

Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance, an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the dean, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of scrub suits in anatomy laboratory), it will be the only exception to the dress code allowed during that time.

The dress code is to be observed at all times including midterms and examination periods. Students are expected to consult their specific program handbook for compliance with any program-specific supplemental dress code policies.

Food in the Lecture Halls

Food, beverages, and tobacco are not permitted in the lecture halls, laboratories, or university clinics. Smoking is not permitted inside any division building.

Identification Badges

Students must wear identification badges at all times while on campus. ID badges are not transferable. ID badges are issued at the Health Professions Division Badge Room, in the Don Taft University Center, or from the Office of Student Affairs for distance program students. These badges are given to the students at no charge except for replacement.

Identification Requirements and Fieldwork Prerequisites

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

Immunization Requirements

Students must have completed the mandatory immunization form, which can be found at www.nova.edu/smc/.

The following immunization procedures are required of students at the Health Professions Division:

Basic Immunizations: Every student is required to have had an immunization for the following diseases before matriculating at Nova Southeastern University: diphtheria-pertussis-tetanus, varicella (chicken pox), and measles-mumps-rubella. A written memorandum of the immunization given and the date, signed by a physician, must be filed with the Office of Admissions on the day of registration at the latest. These basic immunizations are the financial responsibility of the student.

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

Tuberculosis: Because of the resurgence of tuberculosis and the possible exposure of students to TB, the Health Professions Division will require and provide a yearly tuberculosis test for every student. The student activities fee, too, will support this.

Arrangements: The University Health Service will schedule appointments for students for tuberculosis testing and for hepatitis B vaccination. Because both of these require preparation, any student who does not keep a scheduled vaccination appointment will be required to pay for the immunization personally.

The university is not required to provide alternate sites for clinical practicum or rotations should immunization be a requirement for placement. Therefore, the student may be delayed in meeting the graduation requirements of their program.

Email

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

Notices, Messages, and Posters

After approval from Student Affairs, students may post notices on the bulletin boards located in the student lounge and other locations. Other boards are provided for university or division business only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No notices, announcements, posters, or any other papers may be posted anywhere, including doors, windows, and elevators, except on bulletin boards provided for that purpose.

Parking Lot

You are encouraged to use the parking areas designated for our students. You must obtain a parking decal from the security office. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for administrators, visitors, and patients only. Parking in spaces other than those appropriated may result in a ticket violation. Remember to lock your car everyday and park within the specified areas. Do not leave valuables in your vehicle.

Courtesy and common sense in parking will avoid accidents, personal injuries, damage to your vehicle and to the vehicles of other students and employees. If you should damage another car while

parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the NSU Public Safety Department.

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

Photographs and Recordings

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

Return of University Property

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

Security Checks

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

Social Events and Extracurricular Activities

All extracurricular activities by division-recognized organizations, on campus and off campus, must be approved in advance by the Division Office of Student Affairs. A student or group of students may not officially represent the division or the university, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the Division Office of Student Affairs and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus should be made on forms provided by the Division Office of Student Affairs at least two weeks in advance. The Division Office of Student Affairs must approve activities before the coordinator of educational support can assign a room, and no meeting announcements may be made until approval is made. A specific room will be assigned for the function. No announcements can be posted unless the Division Office of Student Affairs gives authorization. Forms and additional information are obtainable from the Division Office of Student Affairs.

Student Assistance Program

All students, as a condition of enrollment in the Health Professions Division (HPD) of Nova Southeastern University (NSU), agree to abide by university standards, concerning: 1) Drug-Free Schools and Campuses and 2) Zero Tolerance Drug Policy.

The objective of the Student Assistance Program (SAP) is to assist students in need of substance abuse services in obtaining such services in order to: 1) protect the public welfare and 2) encourage those in need of substance abuse services to enter into recovery in order to maintain physical, psychological, and academic success within the Health Professions Division (HPD) and for the remainder of their lives. Any student enrolled in the HPD in need of substance abuse services is encouraged to voluntarily seek such assistance.

The SAP is a nondisciplinary student resource. However, in cases of suspected substance abuse, the Student Progress Committee of each college has the sole discretion and may refer a student to the SAP to initiate an investigation, which may include drug screens, assessment, evaluation, and/or treatment for substance abuse-related issues. The dean shall be notified upon the initiation of such referral by the Student Progress Committee. All drug screens, assessments, evaluations, and/or treatment for substance abuse-related issues will be provided by an external licensed health care provider(s). All students, as a condition of enrollment, agree to abide by SAP recommendations as imposed by each college.

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

Any student referred to the SAP may have his or her clinical rotations or other clinical assignments suspended or scheduled at sites that will allow the student to be more appropriately monitored during the course of participation in the SAP. Agreement with potential scheduling modifications and monitoring are a condition for participation in the SAP.

Any act of inappropriate behavior or violation of student handbook policy by a student participating in the SAP shall be considered grounds for discipline and may result in dismissal from the respective college at the sole discretion of the dean.

Should a faculty member observe a student with symptoms suggestive of impairment and/or substance abuse, the faculty member shall report the matter to the Student Progress Committee of the respective college and notify the dean. The Student Progress Committee has the sole discretion to refer a student to the SAP for further investigation and/or recommendation. Any investigations and/or subsequent recommendations by the SAP are independent from the disciplinary process for each respective college.

Student Employment

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

Student Insurance Requirement

It is required that each Health Professions Division Student (except those in online educational programs and R.N. to B.S.N. and R.N. to M.S.N. nursing programs) carry adequate personal medical and hospitalization insurance. It is strongly suggested that students and their families avail themselves of the insurance plan obtainable through the university. Information about the policy can be obtained through the Health Professions Division Admissions and Student Services Office, or by accessing the Web site at www.nova.edu/smc. Click on the link for Health Insurance. Please note that students will see a charge for health insurance appear on their student account as part of the academic registration process.

For those students who already have health insurance coverage and do not need the NSU-endorsed insurance plan, this charge will be removed from their account once proof of coverage has been submitted by completing the online waiver. To complete the waiver form, go to www.nova.edu/insurancewaiver. The online waiver is the only process by which insurance charges will be removed and coverage will be cancelled. Students who fail to complete the waiver form and provide proof of health insurance by the stated deadline will not be eligible to have charges removed and will continue to be enrolled in the insurance plan endorsed by NSU.

Telephone Calls

A student will not be called from class for a telephone call except in cases of extreme emergency. Other urgent messages may be left with the telephone operator. Outgoing calls made by students should be made from pay phones located outside the library or at various other locations throughout the campus. Use of the division office phones is not permitted under any circumstances.

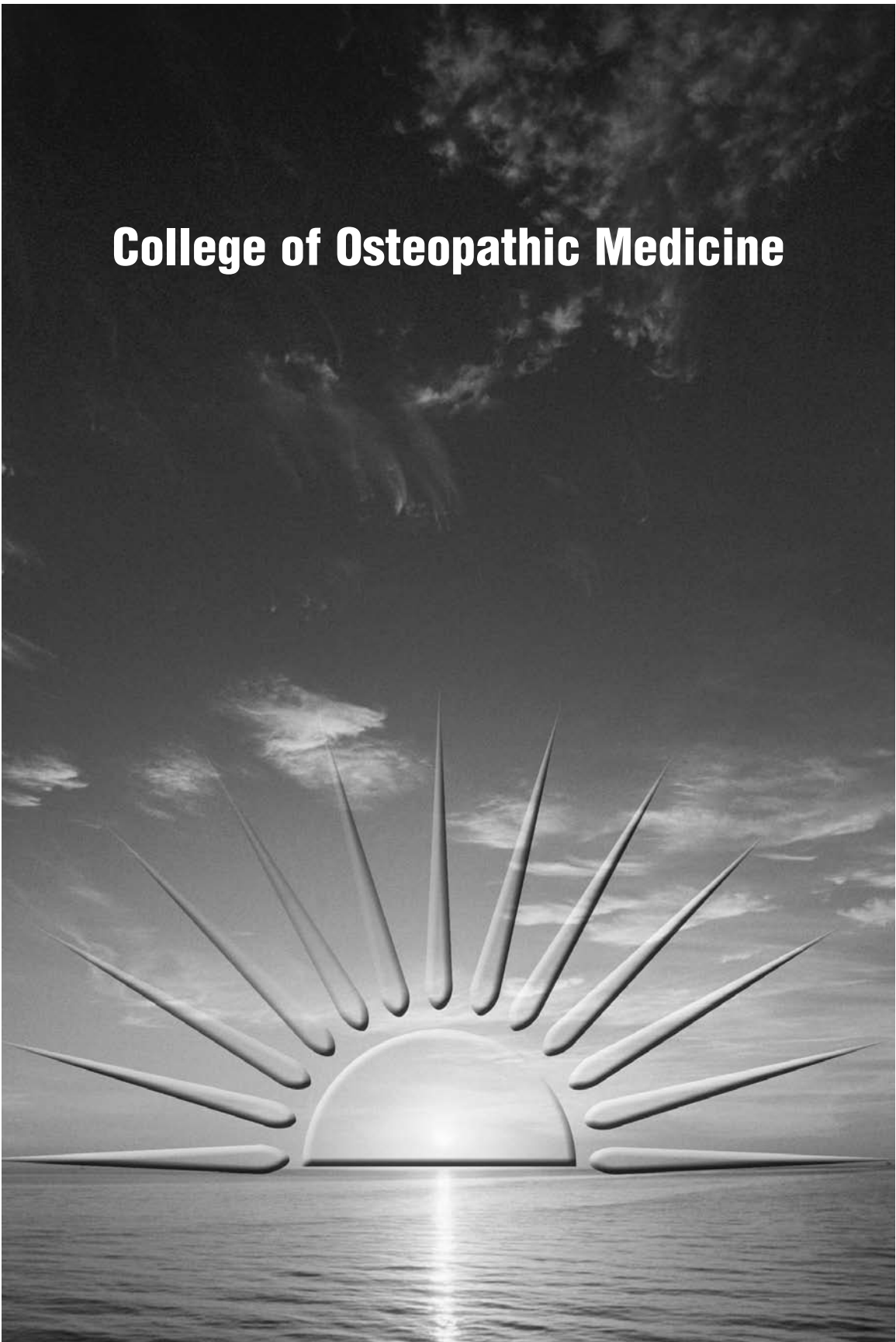
Visitors

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

Visits to Other Institutions

Students in the Health Professions Division may not visit, in an official or presumably official capacity as a professional school student, any health-related institution (hospital, pharmacy, practitioner's office, clinic, etc.) or any health school without express permission of the dean. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all hospital rules are observed.

College of Osteopathic Medicine



Osteopathic Medicine Program

Administrative Personnel

Anthony J. Silvagni, D.O., Pharm.D., M.Sc., FACOFP

Dean

Room 1407/Ext. 21407

The dean is the chief academic officer of the College of Osteopathic Medicine.

Lawrence E. Jacobson, D.O.

Vice Dean

Room 1405/Ext. 21405

The vice dean is responsible for the direction, administration, and/or coordination of the activities of the college and represents the dean in his or her absence.

Leonard Levy, D.P.M., M.P.H.

Associate Dean for Education, Planning, and Research

Room 1469/Ext. 21469

The associate dean is responsible for coordinating educational planning and facilitating the research activities of the college.

Howard Neer, D.O., FACOFP

Associate Dean for Alumni Affairs

Room 1485/Ext. 21489

The associate dean is responsible for all communications with alumni and for organizing alumni events.

Thomas Parrino, M.D.

Associate Dean for Veterans Affairs

WPB VAMC/(561) 882-6703

The associate dean is responsible for the supervision and coordination of all academic, research, and clinical training activities at West Palm Beach Veterans Affairs Medical Center.

Elaine Wallace, D.O.

Associate Dean for Academic Administration

Room 1409/Ext. 21457

The associate dean is responsible for the supervision and coordination of COM academic programs.

Steven Zucker, D.M.D., M.Ed.

Associate Dean for Community Affairs

Room 1483/Ext. 21419

The associate dean maintains liaison with community health centers and other universities and colleges. He also serves as director of the Area Health Education Center (AHEC) program.

Pablo Calzada, D.O., M.P.H.

Assistant Dean for Clinical Operations and Graduate Education

Room 1477/Ext. 21918

The assistant dean is responsible for the supervision and coordination of COM clinical operations and oversight of COM graduate education programs.

Joseph DeGaetano, D.O., FAAFP

Assistant Dean for Clinical Curriculum and Graduate Medical Education (GME)

Room 1447/Ext. 21433

The assistant dean is responsible for the supervision of the clinical training years and the coordination of the Graduate Medical Education.

Martha Echols, Ph.D.

Assistant Dean for Medical Education

Room 1455/Ext. 21496

The assistant dean is responsible for planning, development, and assessment of the medical curriculum and ensures the implementation of the mission, goals, and objectives of the program

Albert W. Whitehead, D.M.D., M.Ed., M.B.A.

Assistant Dean for Student and Administrative Services

Room 1495/Ext. 21495

The assistant dean is responsible for all nonacademic student affairs, including working with student activity groups.

Margaret Wilkinson, Ph.D.

Assistant Dean of Preclinical Education

Room 1498/Ext. 21562

The director is responsible for assisting the supervision and coordination of the academic program with primary emphasis on the preclinical years.

Cyril Blavo, D.O., M.S., M.P.H., T.M., FACOP

Director, Public Health Program

Room 1576/Ext. 21612

The director oversees program planning and development; directs the implementation of program policies and procedures; and assures the implementation of the mission, goals, and objectives of the program.

Jennie Q. Lou, M.D., M.S.

Director, Biomedical Informatics

Room 1578/Ext. 21619

The director oversees program planning and development; directs the implementation of program policies and procedures; and assures the implementation of the mission, goals, and objectives of the program.

Mission Statement

The mission of the Nova Southeastern University College of Osteopathic Medicine is to provide education, both nationally and internationally, for osteopathic medical students, physicians, and other health professionals 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, providing quality patient care, and advocating for the health and welfare of diverse populations, including the medically underserved.

Reservation of Power

The student handbook is not intended to be a contract or part of a contractual agreement between NSU and the student. The *College of Osteopathic Medicine Student Handbook* is available online at http://medicine.nova.edu/comsas/forms/NSU_COM_Student_Handbook.pdf. Changes in the content of the student handbook may be made at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.

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

Discrimination

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

Harassment

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

Health Care Privacy (HIPAA) Statement

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

Disability

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

ACADEMIC SERVICES

Academic and Career Advising

The Nova Southeastern University College of Osteopathic Medicine (COM) advising system is designed to assist students in the development of educational and career goals. The college provides a full range of advising services/resources to medical students throughout their academic careers. Special features of the advising system include peer mentorship, the Physician and Alumni Mentor Program, and the Curriculum in Medicine Program. The Office for Student and Administrative Services also offers a variety of programs to enhance a student's experience at the College of Osteopathic Medicine. In addition to the formal programs, the college's student organizations offer numerous guest speakers in primary care and specialty fields to all students throughout the academic year. Direct resources for academic and career advising can be found on the College of Osteopathic Medicine Web site and in the Office for Student and Administrative Services, i.e., opportunities available in research, fellowships, careers, and collaborative degree programs.

The College of Osteopathic Medicine employs a multitiered advisory system. Departmental course and clinical rotation directors serve as initial advisers for students who 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.

All COM students are assigned to one of 10 academical societies. Each society composes approximately 24 students per class and at least 3 faculty members as academic and career advisers. The composition of the academic advisers is based on the area of concentration to better serve and cover the students. More information detailing the academic and career advising system can be found on the Web site at http://medicine.nova.edu/current_students.html.

Administration/Faculty Office Hours

The college administration endorses an open-door policy and encourages students to meet with the appropriate administrator either by walk-in, if available, or by appointment. Faculty members will be available by office hours as stated in the syllabus, email, and/or appointment.

Student Counseling Services

See Nova Southeastern University, NSU Resources section for NSU Student Counseling.

ACADEMIC AND CURRICULUM POLICIES AND PROCEDURES

A. General

1. Academic Records

Student academic 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.

Banner is the name of the integrated software licensed from the SunGrad SCT Corporation for NSU's Student Information System. Banner collection contains data for each student, including 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.

Any hard-copy 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 progress file and is maintained in the Office of Student and Administrative Services until the date of graduation. Upon graduation, any hard-copy documentation in the student's file is sent to Enrollment Processing Services (EPS) to become part of the student's permanent file. 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 Academic Record Retention Guidelines. In addition to data collected through Banner, documents that 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.

2. Addresses

It is the responsibility of the student to keep their mailing address, phone number, and emergency contact information up to date on WebSTAR. All students are required to update their personal information on WebSTAR immediately as changes occur. Noncompliance may result in disciplinary action.

3. Course and Instructor Evaluations

Each student has a responsibility to his or her professional development to provide constructive evaluation for each course and the instructors in the curriculum. This responsibility will be met by participation in course evaluations that are routinely administered by the college. The college expects each student to sincerely accept this responsibility and obligation in a constructive manner so that optimal feedback can be provided. This input will facilitate student welfare by promoting changes that will improve the educational effectiveness of the curriculum, as well as assist faculty members by providing them with constructive input to help them improve their teaching strategies.

Any student found not completing an assigned course and/or the instructor evaluation for a course in which he or she is enrolled within five business days of the completion of the course will receive an academic hold on their academic record.

4. Medical Student Performance Evaluation (Dean's Letter)

The Medical Student Performance Evaluation (MSPE) is a formal letter of evaluation issued by the dean and serves as an evaluation tool in the application process for postdoctoral training programs. Upon a student's request, the MSPE is mailed to postdoctoral training program(s). This evaluation summarizes the levels of accomplishment a student has achieved during medical school. Specifically, the MSPE provides a succinct chronology of a student's entry and process through medical school, which includes the preclinical and clinical rotation records, involvement in special activities, compliance with behavioral policies such as dress code and attendance, and the student's personal qualities. Students are responsible for providing residency applications, letters of recommendation, and transcripts to internship/residency program directors.

The MSPE is generally available for students by August of the third year. A student will be permitted to review his or her MSPE, but will not be given a copy. The College of Osteopathic Medicine provides the first 15 copies requested free of charge. Thereafter it will cost \$5 for each request.

5. Disabilities and Academic Accommodations

See section on Specific University Policies and Procedures.

6. Electronic Residency Application Service (ERAS)

The Association of American Medical Colleges developed ERAS to transmit residency applications, letters of recommendation including the MSPE, transcripts, and other supporting credentials from applicants and medical schools to residency program directors using the Internet via an application Webstation.

The Office of Student and Administrative Services will provide students with the manuals and instructions for accessing the application Webstation.

7. Health Insurance

See HPD Policies and Procedures section for Student Insurance Requirement. A student may be prevented from continuing his or her studies from lack of health insurance.

8. Library Skills Policy

Every matriculating student must be able to conduct scientific research using the latest electronic resources through the university's libraries.

- Students must be acquainted with the major printed resources and electronic databases available to the health professions.
- Students must be able to identify and locate materials in the library, as needed or required by instructors.
- Students must be familiar with the leading medical journals and be able to research specific medical topics using standard bibliographies and indexes.
- Students must be able to demonstrate competency in using the Electronic Library to find information.
- Students must be able to demonstrate competency in navigating online electronic searches in MEDLINE, Cinahl, HealthStar, and other databases as appropriate.

The HPD Library staff is available to students on an ongoing basis to direct and support their library needs.

9. Matriculation

Students will be categorized as M1, M2, M3, or M4 based on their enrolled coursework. Students may be considered for advanced standing if specific requirements are met. See the college catalog for policy statement.

10. COMLEX Examinations

- a. A student will be eligible to take COMLEX-USA Level I after his or her completion of the requirements established by the College of Osteopathic Medicine for the first two years of academic study and is permitted to continue in the M3 curriculum. At that time, he or she may schedule the examination any time.
 - All students enrolled in third-year clinical rotations are eligible to register to take COMLEX-USA Level I, regardless of the number of unremediated course failures.
 - A student may not leave scheduled rotations for independent or other board study during the third academic year, except for the NSU-COM COMLEX-USA Level I board review.
 - A student may not begin his or her fourth academic year until he or she has passed COMLEX-USA Level I.
 - A student who has not passed COMLEX-USA Level I by the end of his or her M3 year will be placed on administrative leave until he or she passes. A student may be required to take remedial classes or board review programs by the College of Osteopathic Medicine. (See Administrative Leave.)
- b. A student will be certified as eligible to take the COMLEX-USA Level II examination by the College of Osteopathic Medicine when he or she has passed Level I, and is in good standing without probation or restrictions. After that time, he or she may schedule the examination.
 - A student may not graduate until after he or she has taken and passed Level I, Level II CE, and PE of the COMLEX-USA examination as requirements for graduation.
- c. A student may take the month of July at the beginning of his or her fourth academic year rotations as an elective period for review and preparation for COMLEX-USA Level II CE.
 - A student may not take any other month as an elective for board study for COMLEX-USA Level II CE or PE during his or her fourth academic year.
 - A student may not alter the established clinical rotation training schedule for board study.
- d. A student will be allowed the day before, the day of, and the day after any COMLEX-USA examination as excused absences from clinical rotation site.
 - Students must notify the office of clinical education of their testing date for any level of the COMLEX-USA examination one month in advance of the date of the examination. They must also notify the office of clinical education of the dates they will be absent from their clinical rotation site and which rotation is affected. In addition, students are required to notify the director of medical education (DME) or other designated administrative personnel at the training site of the dates of their exam and the dates of their absence from the training site.
- e. A student should coordinate with the director for medical education, other students, and educators at clinical sites to ensure that patient care and education are disturbed as little as possible.
- f. A student wishing to take a leave of absence for additional time for board preparation should make a written request to the director of clinical education for the third- and fourth-year rotations.

11. Nondiscrimination Policy

See the Nova Southeastern University, Student Rights and Responsibilities section for the university nondiscrimination statement.

12. Rotation Selection Process Policy During the Second-Year Curriculum

September 1 to mid-January	Hospital information months
Mid-January	Hospital ranking list distributed to students Ranking list returned to clinical education
End of January	Site assignments processed Site assignments distributed
Two weeks following assignments	“Swap weeks”
Beginning of February	All “swaps” are final All swap forms are in to SGA
Mid-February	Final distribution of assignments

- September 1 to mid-January—Hospital information months

During these months, the class Student Government Association, in association with the Office of Clinical Education and the college’s student organizations, shall offer informational presentations concerning the core rotation sites. These presentations may include, but not be limited to, hospital directors of medical education (DMEs), physicians, clinical professors, and students who are currently, or have recently, rotated through these sites. Hospital Track Day will occur at the end of October. Track Day will include presentations by a majority of the DMEs at clinical training campuses to inform the class about each of the core training sites. Students will be encouraged to mingle with the DMEs at an informal gathering immediately after the conclusion of the presentations to ask more impromptu and personal questions.

Information provided during the hospital information months will empower the second-year student to decide at which core rotation sites he or she would prefer to rotate during the third and fourth years of medical education. This allows the student to decide which learning environment is more conducive to his or her style of learning.

During these months, students are encouraged to visit core rotation sites. This will assist in their development of a core site ranking order.

- Mid-January

All M2 students will receive a hospital ranking list reflective of all core rotation sites and the number of students that the site will accept for the coming academic year. Students will rank all sites in numeric order based on personal preference. The hospital ranking list will be returned to the Office of Clinical Education by established deadline.

- End of January—Preference list processed

Two class officers will oversee this computerized process, a faculty member from the Clinical Education Department and a member of the class selected at random. This facilitates a fair and just process.

Each student's name will be assigned a random number via computer. After this, each student will be assigned rotation sites, based on their preference list, in numerical order. At this time, second choices, third choices, etc., shall be assigned until all available spots at all available hospitals have been taken. As the number of rotation slots available at each site may vary from year to year to accommodate class size, the Department of Clinical Education should endeavor to provide a number of available slots equal to the number of students requiring placement. This will avoid having non-filled slots at the end of rotation selection. Site assignments will be distributed to all students by the close of three business days after ranking list deadline.

- Two swap weeks

For two weeks following the rotation selection process, the students will be allowed to effectively swap rotations with another willing classmate. This will allow students who are not satisfied with their core rotation site to trade with another classmate who is willing to change spots.

Swap forms will be provided by, and must be submitted to, the class Student Government Association by the established deadline. Swaps will be overseen and granted by the college's faculty of the Office of Clinical Education. This will be the final step in the rotation selections process.

- Final distribution of assignments

The final list of core rotation site assignments will be submitted to the students one week following the end of swap week. All assignments are considered final after this date.

13. Student Identification Numbers

In order to fully comply with the Family Educational Rights and Privacy Act of 1974, all exams, assignments, and course grades posted for osteopathic medical students will be designated by a personal identification number (PIN) known only to the student and the director of preclinical education (DPCE).

Use of these PINs will be limited to the posting of grades and online course and instructor evaluations. They will not be used to communicate with individual students, e.g., to call a student out of a room. Students must write and bubble in their NSU ID number on scanned examination answer forms and not their PIN. In fact, use of the PIN makes it crucial that they enter their NSU ID number accurately on every examination. If a student forgets his or her PIN, he or she must come to the DPCE in person and show photo ID to obtain it. If a student feels that the confidentiality of the PIN has been breached, the student must present, in writing, a valid reason for this concern to the DPCE before being assigned a new PIN.

14. Student Responsibility to Obtain Information

Each student enrolled in the college is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies, as contained in the college handbook, *Health Professions Division Catalog*, and other official documents or announcements of the college.

Students are responsible, for example, for being aware of their grades, the procedures for remediation, and the times and locations of all examinations, regardless of whether or not they have received written or formal communication.

Official college communications may be sent via email. All students are required to maintain and access their NSU email account regularly for any communications that have been forwarded (see section on Specific University Policies and Procedures).

15. Tuition Payment

Late tuition payments or failure to make arrangements to pay tuition will result in the student being removed from class and/or clinical rotations.

16. Withdrawal from College

Withdrawal is a voluntary resignation by the student under which he or she surrenders all rights and privileges as a student in the college. A student who does not register and/or attend classes for 30 consecutive calendar days without written notification to the dean as to the reason for the absence, as well as his or her intention to continue studies in the college, shall be considered withdrawn from the college.

A student resigning from the college must notify the Office of Student and Administrative Services and complete a resignation form. Students may receive a partial tuition payment refund according to HPD policy (see Tuition Refund Policy—Voluntary Withdrawals section).

To return to school after withdrawal, the student must apply for readmission through the HPD Office of Admissions.

Withdrawal in good standing is a designation that is placed on the transcript to indicate to anyone receiving those transcripts that the individual had passed all previous courses and was currently passing the courses that he or she was enrolled in at the time of the withdrawal.

Withdrawal not in good standing indicates that either the student had unremediated failures in previous courses or currently is failing a course he or she is taking at the time of withdrawal.

These withdrawal designations are intended for two purposes: If the person applies for admission back into the college, and to serve as notification to another school or any other source indicating the status of the student at the time of his or her withdrawal.

17. Withdrawal from a Course

Withdrawal from a course or courses must be distinguished from a withdrawal from the college (see Withdrawal from College section).

A student who has no graded coursework or who has passing coursework in a course in progress may withdraw from a course at any time before the final examination. In such cases, a request must be made in writing to the associate dean for academic affairs and approved before the withdrawal will be effective. Students will receive a notation of *W* on their transcript, if no graded coursework has been completed, or *WP*, if graded work has been taken and completed at a passing level.

A student who has failing coursework in a course in progress can only withdraw if less than 50 percent of the course has been completed and if he or she has received approval from the associate dean for academic affairs. A course will be considered 50 percent completed when half of all of the lectures have been delivered. In cases where 50 percent or less has been completed, the student will receive a notation of *WF* on his or her transcript to indicate that withdrawal occurred while the student was failing completed coursework.

During an academic year, a student will be allowed to withdraw from no more than one course while failing. Once the course is more than 50 percent completed, no withdrawals will be allowed if the student is failing the course and the student will receive his or her earned grade at the end of the course. These guidelines may not apply to students placed on a leave of absence. In such instances, all cases will be individually reviewed (see Leave of Absence section).

In all cases of withdrawal, regardless of the reasons, the student must repeat the course in its entirety during the following academic year and will receive his or her earned grade. Until the course is repeated, the student may not progress to the next academic year.

B. Academic Standing

Each student's academic achievement is reviewed each semester, and the Office of the Registrar compiles a transcript. Class standing will be determined upon completion of the academic year and the students will be notified. A copy of this transcript is available to the student, the dean's office, the Student Progress Committee, the Office of Student Financial Assistance, and to other individuals or facilities when authorized by the student or the dean.

The transcript includes

- grades earned (including remediated failure)
- deficiencies (incompletes, failures, etc.)
- semester GPA and cumulative GPA
- honors (Chancellor's List and Dean's List)
- withdrawal and/or leaves of absence

A student is considered in good academic standing when he or she has completed all required coursework to date. This implies that all failures in previous courses have been successfully remediated, all incomplete coursework has been satisfactorily completed, and that the student is not currently on academic or behavioral probation, suspension, or dismissal. A student who is not in good academic standing will be prohibited from participating in extracurricular or other student activities, holding office in any NSU organization, or being elected to any honorary or other school organizations. The student is obligated to withdraw from all student activities, extracurricular activities, etc.

C. Academic Promotion

Promotion is defined as progression from one academic year to the next. A student must satisfactorily complete all courses required in the preceding academic year in order to progress to the next academic year and be considered making satisfactory academic progress.

First-year courses are considered prerequisites for second-year courses. This means that no second-year courses may be taken until all first-year courses are satisfactorily completed. A student may proceed to third-year rotations with no more than one (1) failure in a second-year course.

The Student Progress Committee (SPC) shall annually recommend to the dean all students who are eligible for promotion into the next academic year as well as those qualified for graduation.

1. Examinations

A student is expected to report to an examination at the scheduled examination time. Students reporting after the scheduled examination time will be required to take a make-up examination, if eligible, or receive a zero for that exam. A student may not leave until 30 minutes after the examination starting time. Nothing in this policy will prohibit a student from taking a scheduled examination at a remote site.

- Make-up Examination—an examination that is offered to a student when an originally scheduled examination has been missed due to absence or tardiness

- **Reexamination**—an examination that is offered to a student to make up an academic deficiency when a student has failed an examination, part of an examination, a specific evaluation, or parts of a course
- **Remediation Examination**—an examination that is offered to a student who has earned a grade lower than 70, following a remediation program

Make-up Examinations

Make-up examinations will be scheduled at the discretion of the course coordinator and given within 10 business days after the scheduled examination. In the interim, the student will have a grade of (I) in the course. If the student misses the make-up examination, he or she will receive a zero for that examination. The policies for examinations will pertain to all make-up examinations. Make-up examinations may include short-answer, essay, or multiple-choice questions.

Reexamination

A student may be allowed to take a reexamination if specified in the course syllabus. Reexaminations may include short-answer, essay, or multiple-choice questions. A student who fails a reexamination and, as a result, fails a course, still may have the opportunity to take a remediation examination, if eligible.

Remediation Examination

Students who earn a grade lower than 70 will be provided with an opportunity for a remediation examination, following a period of remediation (see section on Academic Deficiencies for specific guidelines on remediation).

A remediation examination may include short-answer, essay, or multiple-choice questions. Failure of a remediation examination results in the student having to repeat the entire course, if eligible.

All remediation examinations for didactic courses will be scheduled through the Office for Preclinical Education. It is the student's responsibility to be available on the date and time the remediation examination is scheduled.

Transcript Notations

Failing grades will be included in calculating the grade point average for that semester and the cumulative grade point average to that point. If a course is failed and subsequently passed by remediation examination, a grade of 70 (the highest possible grade on remediation) will be recorded with the notation E on the transcript, indicating that the course was passed by remediation examination. The remediation grade of 70E will be used to calculate all grade point averages.

Remediation Grade Calculations

In the event a course and the remediation are failed or the remediation is not taken, the original course grade shall be recorded on the transcript. If the course is subsequently repeated and passed, it will be noted on the transcript, indicating that the course was repeated and the new grade earned (with a notation R) will be recorded.

Once passed, a course may not be repeated, unless the student is repeating the entire year. The original failed course and course grade will appear on the transcript, but will not be used to calculate grade point averages.

2. Academic Years One and Two

Student Grades

Grading for first- and second-year medical students is based on a scale of 0 to 100 (70 or above is passing; below 70 is failing). Some courses are graded pass/fail. Transcript designations may include, but are not limited to the following:

P	Pass (70–89)
PH	Pass with Honors (90 or above)
S	Satisfactory (70–100)—course where no honors grade is offered
F	Fail (below 70)
R	Repeated course—course taken to remediate prior failure
E	Passed by reexamination
I	Incomplete
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing

Incomplete Coursework

When a student fails to complete all the requirements of a course the student shall receive a grade of *I* (Incomplete). An *I* will be changed to a pass grade upon the student's satisfactory completion of the course or clinical rotation requirements.

All *I* grades must be remediated no later than 10 business days after the *I* grade is posted on the transcript. An *I* grade not remediated within this time frame will be converted to a failing (*F*) grade. No exceptions are permitted without specific approval from the dean.

3. Academic Years Three and Four: Clinical Rotations

All procedures, protocols, and requirements for clinical rotations are found in the college's *Clinical Training Manual for M3 and M4 Students*, which students will receive toward the end of the second year, before starting clinical rotations.

D. Academic Deficiencies (Course and Clinical Rotation)

In the case of M1, M2, or M3 course deficiencies, students who earn a grade lower than 70 or an *F* will be provided with one opportunity, if eligible, for a remediation examination, following a period of remediation. The student must contact the course coordinator, or the Office for Preclinical Education to receive the specific procedures that will be used for remediation of the particular academic deficiency. The Remediation Program may include a review of course materials, assigned readings, tutoring sessions arranged by the student, or review sessions conducted by the course coordinator or a designee.

Eligibility of Remediation Opportunities

A student who fails 9 or fewer course credits in an academic year will be given one opportunity for a remediation examination in each failed course after a period of remediation (see Remediation Examination section for specific guidelines).

Repeat Courses

A student who fails from 10 to 13 course credits in an academic year will not be eligible for a remediation examination. The student must repeat the courses failed and must audit the lectures for all courses passed. A student who fails a repeated course is subject to dismissal from the College of Osteopathic Medicine, as described under Dismissal in the Academic and Behavioral Disciplinary Sanctions section.

Dismissal

A student who fails 14 or more course credits during an academic year will be subject to immediate dismissal from the College of Osteopathic Medicine, as described under Dismissal in the Academic and Behavioral Disciplinary Sanctions section.

Students who fail a single course of five weeks or less during the entire M2 year may be allowed to begin clinical rotations. The student will be removed from clinical rotations for the entire time that the repeated course is scheduled. The student must complete all M3 clinical rotations, including rotations from which he or she has been removed, before advancing to the M4 year.

In cases of clinical rotation deficiencies, refer to the *Clinical Training Manual for M3 and M4 Students*.

Students with remaining deficiencies following unsatisfactory remediation will not be promoted, and may be requested, in writing, to meet before the Student Progress Committee (see College Committees section).

E. Student Progress Committee (SPC)

The Student Progress Committee (SPC) reviews the progress of all students referred with academic deficiencies (see SPC Meeting Protocols and Process section).

The SPC will review with the student the reason(s) for the meeting, may attempt to gain from the student a more in-depth understanding of the basis for the student's academic difficulties, and may determine and recommend an appropriate disciplinary action to the dean (see the Academic and Behavioral Disciplinary Sanctions section).

The dean shall review the SPC's recommendation. The student shall then be notified of the dean's decision through written communication. The decision of the dean is final, except in cases of dismissal decisions or behavioral violations. In such cases, the student may appeal to the college's Appeals Board (see Appeal Boards section).

F. Graduation Requirements

A student will be held accountable to the graduation requirements specified in the *Student Handbook* based on the year of degree conferral. Graduation requirements may change from the date of matriculation. A student who has fulfilled all the academic requirements may be granted the degree doctor of osteopathic medicine (D.O.) provided the student

- has satisfactorily completed all of the requirements for graduation and has attended a minimum of two years at NSU's College of Osteopathic Medicine
- has completed all coursework requirements in no more than six years from the date of matriculation, excluding approved voluntary leaves of absence. If all requirements for graduation have been met with the exception of COMLEX-USA Level II PE or CE, the student may request an appeal to the dean for an extension of up to one year.
- has complied with all the curricular, legal, and financial requirements of the university

- has attended the compulsory portions of senior week, including graduation rehearsal and the graduation ceremony, at which time the degree is conferred and he or she takes the osteopathic oath
- has passed COMLEX Level 1 and Level 2 CE and PE examinations
- has reached at least 21 years of age
- has demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued study and practice of osteopathic medicine
- has demonstrated suitability for the practice of medicine as evidenced by conducting professional behavior, displaying responsibility for patient care, and exhibiting integrity in the conduct of clinical and academic activities
- has demonstrated compliance with the Code of Behavioral Conduct

Degrees are not awarded solely upon the completion of any prescribed number of courses, or upon passing a prescribed number of examinations, but, in addition, when the faculty believes the student has attained sufficient maturity of thought, professional progress, and proficiency. Matriculation and enrollment does not guarantee the issuance of a degree without satisfactorily meeting the aforementioned curriculum and degree requirements.

G. Leave of Absence

A leave of absence will not exceed one year either cumulatively or within a single leave during the student's matriculation. If the student exceeds that time frame, he or she will automatically be considered a voluntary withdrawal. The specific time frame of a leave of absence is always dependent on the ability of the student to return to classes in order to keep the coursework continuous. A student cannot return in the middle of a course, but only at a specific starting point such as a start of a semester, system, etc. While on a leave of absence, a student is not eligible to make up incomplete classwork, remediate any examinations, or take the COMLEX Level 1 or Level 2 examination or Step 1 or Step 2 of the United States Medical Licensing Examination (USMLE).

Any student, who is absent from classes for 10 consecutive school days and has not contacted the Office of Student and Administrative Services, will be placed on an immediate leave of absence. The student will also be withdrawn from any courses currently in progress. A designation of W, WP, or WF for withdrawal will be noted on the student's transcript for each course.

To be accepted back into the program after the required leave of absence the student must

- write a letter addressed to the dean and explain the circumstances of the prolonged absence
- submit a written request for reinstatement
- demonstrate to the dean's satisfaction that a reasonable likelihood exists that the reason for the prolonged absence will not reoccur

All decisions made by the dean concerning a student's administrative or voluntary leave of absence will be final.

1. Administrative Leave of Absence

An administrative leave of absence is a mandatory leave of absence imposed by the dean. During the leave, the opportunity will be provided to the student to rectify or seek rehabilitation or treatment for the problem that precipitated the necessity for the leave. To be accepted back into the program after the required leave of absence, the student must demonstrate to the dean's satisfaction that the preestablished requirements have been met and that he or she shows reasonable likelihood that previous problems will not recur.

2. Voluntary Leave of Absence

A voluntary leave of absence is a request by a student to temporarily withdraw from classes for personal, financial, or medical reasons. The request for voluntary leave of absence must be submitted, in writing, to the director of student and administrative services who will review the request and submit a recommendation to the dean. The dean will then determine whether or not the leave of absence is to be granted. A leave of absence will not be granted in excess of one year either cumulatively or within a single leave during the student's matriculation. If approved, and the student is in good academic standing, the student may reenter the program at the end of the leave without any need for reapplication. However, the student must still meet any requirements that may be imposed during the leave of absence.

If a student is granted a leave of absence while current coursework is still in progress, he or she will be withdrawn from those courses. In all such cases, an appropriate designation for each course in progress will be entered on the transcript as follows: a W, if no graded coursework has been completed; a WP, if graded coursework has been completed and is at a passing level; and a WF, if graded coursework is not at a passing level. In such cases of withdrawal from a course, students will be required to complete all such courses when they return from their leave of absence and before they will be permitted to progress into the next academic year.

If the dean approves a leave of absence and the student is currently not in good standing, is under review for a disciplinary action, or has a disciplinary action imposed on him or her, then the student may not be readmitted to the college without a review by the Student Progress Committee (SPC). Upon completion of its review, the SPC shall make a recommendation to the dean to readmit or not readmit the student. If the student is denied readmission, his or her status will be changed to either a withdrawal or a dismissal. If appropriate, students may be readmitted with a disciplinary action imposed on them at the beginning of their readmission for a stated period of time.

Students granted a leave of absence for a medical reason must have a licensed physician, approved by the dean, certify in writing that their physical and/or mental health is sufficient to permit them to continue in their medical education before they will be allowed to return to the college.

Students granted a leave of absence for financial reasons must, before their return to the university, prove to the financial departments of the university that they have the financial capability to advance in their education.

3. Leave of Absence Records

Leave of absence records and the date of each determination shall be placed in the student's permanent record.

CODE OF BEHAVIORAL CONDUCT

The College of Osteopathic Medicine Code of Behavioral Conduct does not replace or take precedence over the Nova Southeastern University Code of Student Conduct. Students are required to know and adhere to both the college's Code of Behavioral Conduct and the university's Code of Student Conduct.

The dean of the college has established the following code of conduct (the code), which shall apply to all students enrolled in the college.

Students enrolled in the college are expected to adhere to behavior consistent with the high standards of the medical profession. Compliance with institutional regulations as well as city, state, and federal laws is expected.

Osteopathic medical students shall act honorably and ethically. Dishonesty, unethical, or other designated inappropriate conduct shall not be tolerated. It is not possible to enumerate all forms of inappropriate behavior, some of which could raise serious questions concerning a student's ability to continue in the academic program or to practice after graduation. Below, however, are the general rules and policies that shall apply to all students.

A. Academic Dishonesty

The college holds its students to the highest standards of intellectual integrity. Therefore, the attempt of any student to pass any examination by improper means, present work that the student has not performed, or aid and abet any other student in any dishonest academic act, or having direct knowledge of such without reporting it, may subject the offending student to a meeting before the Student Progress Committee and subsequent dismissal from the college.

Students shall be afforded the opportunity for an internal and private (no nonuniversity participants) meeting with the Student Progress Committee in matters relevant to academic dishonesty.

B. Attendance

Attendance Percentage (M1 and M2 classes)	Action
80 percent or more	none
70–79 percent	The student will be notified that his/her attendance is below 80 percent at the end of the course.
60–69 percent	The student will have 2 points deducted from his/her final posted course grade. If the student fails the course, the grade will be posted as a 69. He or she may take the remediation examination, if eligible, to pass the course.
50–59 percent	The student will have 5 points deducted from his/her final posted course grade. If the student fails the course, the grade will be posted as a 69. He or she may take the remediation examination, if eligible, to pass the course.
49 percent or less	The student will receive a failing grade of 69 in the class regardless of the average achieved on examinations, quizzes, etc. The student may take the remediation examination, if eligible.

Note: Unannounced spot checks of attendance will be conducted during the semester. If a student is recorded as present but is not in attendance, the student will have 1 point deducted from his/her final posted course grade. Repeat offenders will be sent to the Student Progress Committee.

Attendance percentage will be calculated separately for each course. Students can scan their ID card from 10 minutes before the start of class until 10 minutes after the class begins (20 minutes after the hour) for each session. For lecture sessions that are more than one hour in length and are consecutively scheduled, a student will be required to follow the attendance-taking procedures by scanning in at the start of the first hour unless otherwise noted in the course syllabus or announced by the instructor during the class session.

Students with less than 80 percent attendance in more than 20 percent of the total number of courses during the M1 and M2 academic years will have this lack of compliance in attendance noted on their Medical Student Performance Evaluation (MSPE).

Unannounced spot checks of the attendance will be conducted. Students who need to leave during a lecture or block of lectures must scan out in order to verify if they are in violation of the Code of Conduct. Any student discovered scanning in for another student will be considered to be in violation of the Code of Conduct and will be reported to the Student Progress Committee. Both the student who is documenting attendance for another and the student who is the beneficiary of the act will be subject to charges of academic fraud and subject to disciplinary action, up to and including dismissal.

An excused absence will be counted as though the student were in attendance during the class. Excused absences will be granted only for activities that are deemed to contain an educational component and must be approved by the Office of Student and Administrative Services.

Calculated attendance percentages for courses will be rounded to the next higher integer if it is 0.5 or higher and to the next lower integer if it is less than 0.5.

Specific course attendance requirements may exceed these minimum attendance requirements for the lecture courses as stated in this policy and will be noted in the course syllabus, i.e. laboratory sessions, small group sessions. These programs will have specific attendance policies and remediation requirements for missed components within their individual syllabus.

C. Classroom Behavior

Talking during lecture to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone from class who is involved in disruptive behavior, and the student will be counted as absent from the class.

In extenuating circumstances, upon approval of the Office for Student and Administration Services, a parent of an infant may be able to bring the infant to didactic classes only. The student and infant must sit in the audio visual room and not disturb the class.

D. Dress Code

See Nova Southeastern University, Health Professions Division section for Dress Code.

Those failing to comply may be dismissed from the classroom and/or the campus resulting in an absence for the day. Noncompliance with the dress code requirements may be designated in a student's MSPE.

E. Student Assistance Program

See HPD Policies and Procedures section for Student Assistance Program.

F. Failure to Report a Violation

Every member of the college community (e.g., students, administrators, and faculty employees) has the duty to file a complaint with the Student Progress Committee whenever it is felt a substantial violation of the code has occurred. Failure to report a violation of the code is itself a violation. All members of the college community have an affirmative duty to participate in the inquiry or investigative complaint process.

G. Food and Beverage

See Nova Southeastern University, HPD Specific University Policies and Procedures section for Food in Lecture Halls.

- First incident—Student will receive a verbal reprimand.
- Second incident—Student will receive a written reprimand with a copy of the letter to the student's file.
- Third incident—Student will be referred to the Student Progress Committee.

H. Illegal, Inappropriate, and Unprofessional Behavior

No student shall display disorderly conduct; public intoxication; or lewd, indecent, or obscene behavior on the campus or at any college-sponsored or -supervised function or event.

No student shall intentionally or recklessly endanger or threaten the mental or physical health or well-being of any other member of the college community or any visitor to the campus.

I. Practicing of Medicine

Students are prohibited from engaging in any activities (from the time of admission to the university until graduation or other termination of student status) that might be construed as the practice of medicine, or any phase thereof. It doesn't matter if such activities are engaged in for compensation, done as a volunteer, or otherwise. Nor does it matter that the student is a licensed practitioner of such activity (i.e., medical doctor, dentist, podiatrist, chiropractor, or other health care professional). Students may only engage in such activities when the student has received permission in writing from the dean and is under the direct supervision of a licensed physician or a clinical faculty member of the university, or has received an exception in writing from the dean.

Any student who is a licensed practitioner and wishes to be employed in the health-related field must contact the director for student and administrative services and forward a request to the dean. All decisions of approval or disapproval will come from the dean in the form of a letter.

Students who are alleged to have engaged in the practice of medicine, or any phase thereof, and are not in compliance with the requirements above, will be requested in writing to meet before the Student Progress Committee (see College Committees section).

POLICIES AND PROCEDURES FOR ALLEGED CODE OF BEHAVIORAL CONDUCT VIOLATIONS

Any member of the college community may file a written complaint with the chair of the Student Progress Committee (SPC) setting forth specific violations.

During the period of time of any disciplinary action, except dismissal, the student may be directed to comply with the specific requirements intended to rehabilitate or monitor the student. These requirements may include counseling, auditing one or more courses, medical treatment, preparing scheduled reports, or any other requirement intended to rehabilitate the student and/or to ensure that the student is able to continue with his or her education without further monitoring.

Records of dismissal, suspension, or leave of absence and the date of each determination shall be placed in the student's permanent records.

The SPC shall have nonexclusive authority to evaluate all alleged student violations of misconduct, whether academic, moral, professional, or ethical. Exceptions to this authority include, but are not limited to, the following:

- Nothing shall limit the right of the college to immediately remove a student from the college who has been accused of a violent act or threat or any act that constitutes a violation of state, local, or federal criminal law subject to further proceedings consistent with these rules. A student who has been removed from the college shall not return until given permission to do so by the dean.
- Nothing shall prevent the dean from taking action deemed necessary, including removing a matter from the committee's consideration, whenever, in the dean's judgment, such action may prevent harm to the health, safety, and welfare of any individual; to school property; or to the integrity of the educational process.
- Nothing shall limit the right of the college or any of its representatives or students to file a report with any law enforcement or civil agency.

Student Progress Committee Meeting Protocols and Process

Proceedings to determine whether a student has violated a regulation, policy, behavior, or academic code of the college shall conform to the following protocols and process:

- When informed of alleged violation, the chair of the Student Progress Committee (SPC) will conduct a preliminary investigation.
- The chair will then call a meeting of the committee and shall notify the charged student(s). The student(s) shall receive written notice of the time, place, and subject of the meeting. Legal representation or any other form of representation is prohibited during the hearing.
- If necessary, the student will provide the chair with a list of any witnesses he or she may have, in writing, no later than two business days before the meeting date. The student will be responsible for ensuring the presence of his or her witnesses.
- Any witnesses will be called in individually to be questioned and to provide any statements. Any witnesses may be asked to remain outside the meeting room for later recall. The student will not be present during the questioning of any witnesses.
- The student will be given the opportunity to present his or her statements to the committee. The student will only be present during his or her statements and to respond to any questions from the committee.

- The chair will dismiss the student and any witnesses and close the meeting for discussion.
- At the conclusion of the discussion, the committee shall make a recommendation to the dean. The various disciplinary actions that may be recommended by the SPC are reprimand, probation, suspension, dismissal, and administrative leave of absence.
- The dean shall review the committee's recommendation and the student shall then be notified of the dean's decision by certified mail (return receipt requested) or personal delivery.
- The recommendations of the SPC and all reports, letters, and investigative records shall be maintained in the files of the dean for not less than five years. This information is not part of the student's permanent records or the student's transcript.

Academic and Behavioral Disciplinary Sanctions

A. Warning

A warning is an oral or written notification to the student that any continuation of repetitive wrongful conduct will result in additional disciplinary action. Whether the warning is oral or written, the student will sign a document in which the warning is explained and a copy of the document be given to the student and placed in the student's file.

B. Probation

Probation is defined as a trial period during which a student has the opportunity to demonstrate that he or she can academically redeem failing grades or can effectively cease behavioral misconduct.

Probation can be for the remainder of a current term or may be for the remainder of the time the student is enrolled at in the college.

While on probation, the student is prohibited from (1) participating in extramural activities, e.g., mission trips, health fairs; (2) holding an office or being elected to an office in the class or any NSU organization clubs, fraternities, and sororities; (3) registering for classes outside of the required College of Osteopathic Medicine curriculum; and (4) being elected to any honorary or other school organizations. Participation in any of the aforementioned activities by a student on probation is a violation of the probationary period. A student may choose to petition the dean's office through the Office for Student and Administrative Services in order to request an exemption to this policy.

A student shall be placed on probation if a final failing grade has been posted on the transcripts. The Office for Preclinical Education or Clinical Education shall notify the student, in writing, that they have been placed on academic probation.

During probation for disciplinary reasons, the student must especially show appropriate behavioral, professional, and personal good conduct as defined in the conditions of his or her probation.

Additionally, the student is required to refrain from any further violation of the code and may be required to perform community service or comply with any other requirements intended to rehabilitate the student.

If, while on probation, the student violates the terms of his or her probation, actions may be taken up to, and including, dismissal from the college.

The Student Progress Committee (SPC) will make a recommendation for continued academic probation to the dean when

- a student has any unremediated failures or is otherwise not making satisfactory progress toward meeting degree requirements
- it is believed that a student has failed to achieve sufficient maturity of thought or professionalism

A student is responsible for an infraction of the laws, rules, or ethical codes that govern the osteopathic medical profession and its members of NSU. Once the student has corrected all academic deficiencies, the SPC may recommend to the dean to remove the student from probation for academic reasons.

C. Suspension

Suspension bars a student from attending school for a defined period of time if, in the opinion of the dean, the student has not attained the academic level and/or has deviated from the academic standards and/or standards of behavior or ethics established by the college. A suspended student will be removed from the academic enrollment with revocation of all other privileges or activities, including the privilege of entering the campus for a specified period of time. A student who chooses to appeal a suspension must do so within 10 business days of the date of suspension. While appealing a suspension, a student may continue to attend classes and take all examinations in the usual manner.

Suspension is included in the calculation of the six-year limit for completing all graduation requirements. Students on suspension may not apply for a leave of absence.

In the preclinical years, suspension cannot be less than the remainder of the academic year if the interruption to classes and laboratories will result in the failure of current courses. In the clinical years, suspension can be imposed for the remainder of the current rotation and/or future additional rotations.

D. Dismissal

Dismissal is the permanent termination of a student's academic enrollment. As with all disciplinary actions, the dean is responsible for imposing this recommendation. A student who chooses to appeal a dismissal must do so within 10 business days of the date of dismissal. While appealing a dismissal, a student may continue to attend classes and take all examinations in the usual manner.

The reasons for which a student may be dismissed from the College of Osteopathic Medicine include, but are not limited to

1. failure of

- M1: 14 or more course credits
- M2: 14 or more course credits

In such cases no opportunity for remediation will be permitted.

2. failure of a repeated course after remediation examination or repeated clinical rotation or failure of a total of two clinical rotations

3. a student found to have held himself or herself out as a doctor of osteopathic medicine (D.O.) or to have practiced medicine, or any phase thereof, not under the direct supervision of a licensed physician or a clinical faculty member of the university

4. the exceeding of the six-year limit for completing all graduation requirements, including passing COMPLEX I and II examinations, exclusive of any approved leave of absence in good standing

5. circumstances of a legal, moral, behavioral, ethical, or academic nature that warrant such action
6. determination by the dean that there are factors that would interfere with or prevent the student from practicing the highest quality of osteopathic medicine

Readmission Policy

If a student is dismissed or withdraws from the college, he or she may not apply for admission for a class starting less than 12 calendar months after the date of dismissal or withdrawal. He or she may only apply as a first-year student. In order to be considered for admission, the candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal or withdrawal have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if admitted.

Any applicant applying for admission must do so through the Office of Admissions of the Health Professions Division and must follow the same procedure as any other entering student. Admission will be solely at the discretion of the dean as are all admissions. The student's prior academic record will remain part of his or her overall academic record and will be recorded on the permanent transcript. If admitted, none of the student's prior grades will be used in calculating his or her new grade point average.

GRIEVANCES AND APPEALS

A. Non-Grading Related Grievance(s)

Any student has the right to seek redress of a grievance with immunity from disciplinary action or retaliation consistent with local, state, and federal rules, regulations, and laws. For a student to address a grievance, he or she must use the following procedures:

1. The student will present the grievance to the student's assigned faculty adviser. If the faculty adviser cannot affect a resolution to the problem, the student may then consult with the director of student and administrative services.
2. The director of student and administrative services will hear the grievance.
3. If a satisfactory solution cannot be achieved, the student will be advised to prepare a written, signed request, setting forth the grievance and requesting a hearing with the Student Progress Committee (SPC).
4. Copies of appropriate and relevant documentation must be appended to this request, which will include a statement to redress the student requests.
5. The student will submit the request to the director of student and administrative services, who will present it to the chairperson of the Student Progress Committee.
6. The chairperson of the SPC shall convene the committee after receipt of a written request.
7. The student will be notified in advance of the date, time, and place of the meeting.

8. The meeting shall be internal, private, and closed to nonuniversity persons. Nonuniversity personnel are not available for consultation during these meetings. Legal representation or any other form of representation is prohibited during the hearing. At the meeting of the SPC, the student will be afforded a full and fair opportunity to present the grievance and to respond to relevant questions posed by members of the committee.
9. The committee will, after deliberation, make a recommendation to the dean.
10. Following receipt of the committee's recommendation, the dean or his designee will advise the student, in writing, of the action taken to resolve the grievance.
11. If the student is still not satisfied, he or she may request an additional review by the Appeals Board. This request must be made in writing and delivered to the dean within 10 days of the date of the letter advising the student of the grievance resolution. The request must specify additional relevant facts, which were not presented to the SPC and must state the specific redress desired.

The college's Appeals Board will conduct a review (see Appeals Board section). The decision of the Appeals Board shall be final with no official recourse or available appeal.

B. Appeals Policy for Grading Disputes

Matters regarding grading disputes shall include all concerns related to specific grades received. In all appeals regarding a grading dispute, the decision of the dean is final.

A student who has difficulty in negotiating the grading dispute appeals process may seek guidance from the college's director for student and administrative services.

1. Classroom Grade

A student seeking to appeal a decision regarding a didactic grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

- a. course instructor
- b. course director
- c. department chair, if applicable
- d. assistant dean for preclinical education
- e. vice dean
- f. dean (final level of appeal)

A student seeking to resolve a grade problem through the administrative channels above must initiate such action in writing within 30 days from the date the grade is recorded at the registrar's office. Review of a student problem and complaint at each administrative level will be carried out as expediently as possible. If the student is not satisfied with the decision, he or she may appeal to the next administrative level. If the student chooses to continue the appeal, this must be done in writing within 10 business days of the date the decision was rendered, excluding wee kends and official school holidays. No administrative grade changes will be accepted 60 days after the grade is recorded.

2. Rotation Grade

See the college's *Clinical Training Manual for M3 and M4 Students*.

C. Appeals Board

1. Appeals Board Hearing Guidelines

The student appeals hearing is an informal proceeding. No rules of evidence will be used. The hearing shall be internal, private, and closed to nonuniversity persons. Nonuniversity personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the appeal hearing is prohibited. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the college.

2. Appeals Board Responsibilities

The Appeals Board will hear all student appeals of decisions made by the dean of the college relating to either dismissal or disciplinary actions as defined in the student handbook. If a student appeals the decision of the dean, the appeal must be in writing and submitted to the chair of the Appeals Board within 10 business days (excluding holidays and weekends) after the date of receiving notification of the dean's decision. Any appeals not submitted to the chair of the Appeals Board within this time frame shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought.

3. Appeals Board Membership

The Appeals Board shall consist of the chancellor of the Health Profession Division or designee, five faculty members, and a chair from the college faculty appointed by the dean of the college. The assistant dean of student and administrative services and the chair of the Student Progress Committee will attend the hearing, but will not participate during the vote of the board's decision.

4. Hearings Protocol

- a. The Appeals Board hearing will proceed under the direction of the chair.
- b. Summary notes of the hearing may be taken.
- c. The student will be notified of the date, place, and time of the hearing via certified mail to the student's last known address or hand delivered with receipt. Any student who fails to appear at the designated date and time will automatically waive his or her right to appeal.
- d. A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.
- e. The student will provide the board chair with a list of any witnesses he or she may have, in writing, no later than two business days before the hearing date. Only witnesses with direct information that is new and relevant and has not been presented previously to the dean or the Student Progress Committee (SPC) will be considered.
- f. The student will be present only during his or her testimony.
- g. Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student.
- h. The Appeals Board may question any witnesses present during the hearing.
- i. The Appeals Board will have the option of calling more witnesses. The student shall not be present during the questioning of any witnesses.
- j. The director of student and administrative services and the chair of the SPC shall be nonvoting, shall serve only in an advisory capacity, and may be present throughout the entire hearing.

5. Appeals Board Hearing Process

- a. The chair will convene the hearing with only board members present.
- b. The chair will advise the board members of the charge(s) and the dean's decision, review the evidence, respond to any questions, and provide opportunity for any additional input from ex officio members.
- c. Witnesses will be called individually by the board and questioned without the student being present.
- d. Witnesses may be asked to remain outside the hearing room for later recall or dismissed at the board's discretion.
- e. When all evidence has been heard and witnesses questioned, the chair will call the student into the hearing room.
- f. The chair will introduce the student to the board members.
- g. The student will have an opportunity to present his or her appeal, provide statements and evidence in defense of the alleged violation(s), appeal the degree of disciplinary action, summarize his or her position, and respond to any questions from the board members.
- h. The chair will then dismiss the student from the hearing.
- i. The board members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The board may delay the vote if it determines that additional information or facts are needed before a vote.
- j. The chair will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

6. Notification of the Appeals Board Decision

The decision of the board will be forwarded in writing by the chair to the dean who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.

COLLEGE COMMITTEES

Academic Curriculum Committee

The role of the Academic Curriculum Committee is to

1. develop and maintain an instructional program that best fulfills the mission and academic goals of the college
2. meet regularly to review all aspects of the curriculum and curricular-related matters. When major changes are proposed, the committee shall communicate the recommendations to the faculty and then to the dean of the college for approval.
3. evaluate program resources and make recommendations regarding the appropriateness of program support

4. evaluate individual program courses and instructors for quality as well as participate in and make recommendations for improvements
5. review and formulate policies and procedures governing student evaluation and grading practices throughout the college. Any recommendations for change will be reviewed with the faculty and then forwarded to the dean of the college
6. employ selected strategies in conducting committee business, to include, but not limited to the following:
 - meet with appropriate course coordinators and faculty members
 - review course syllabi on a regular basis
 - receive course evaluation forms
 - meet with student representatives to receive input relative to course presentations
 - review student performance on national boards and other appropriate examinations to assess curricular effectiveness
 - appoint ad hoc committees as necessary to assist in conducting committee business
 - use consultative services, faculty committee input, and any other strategies that may be effective in maximizing the quality of the college curriculum

There is student representation on the Academic Curriculum Committee.

Admissions Committee

The purpose of this committee is to recommend candidates for acceptance or rejection for admission to the College of Osteopathic Medicine and to recommend changes in policies and standards for admissions when necessary.

Appeals Board

The purpose of this board is to hear student appeals of any disciplinary or academic action up to and including dismissal from the college.

Continuing Education and Faculty Development Committee

The purpose of this committee is to assist the Continuing Education Department in recommending to the dean the development and implementation of programs for faculty development.

Council of Chairs

The purpose of this committee is to serve as an advisory body to the dean and to review and provide consultation of administrative policy; to improve interdepartmental communications; and to discuss ideas and actions to enhance the education of our students.

Dean's Council

The purpose of the council is for administration to review academic and procedural policies and advise the dean on all divisional activities.

Faculty Council

The purpose of the council is to assess the college's progress toward meeting its mission and provide a forum for the faculty to exchange ideas and information.

Faculty Promotion and Credentials Committee

The purpose of the committee is to review and authenticate the credentials of all full-time, part-time, and clinical faculty members and recommend to the dean appointments to the faculty, initial rank, and promotion in faculty rank.

Student Progress Committee (SPC)

The purpose of the committee is to

- review the eligibility of students for promotion to the succeeding academic year
- verify that students have fulfilled all academic requirements and have maintained the standard of ethical, moral, personal, and professional conduct required for the continued study of osteopathic medicine
- evaluate student personal academic records to determine eligibility for continuation in the program or appropriate remedial action
- review the progress of all students referred with academic deficiencies (see SPC Meeting Protocols and Process section)
- recommend an appropriate disciplinary action to the dean (see Academic and Behavioral Disciplinary Sanctions section)
- recommend candidates for the doctor of osteopathic medicine (D.O.) degree to the dean

The committee shall also have the nonexclusive responsibility and authority to deal with matters of an academic or a behavioral nature, including, but not limited to, the nonexclusive authority to evaluate all charges of misconduct, whether academic, moral, professional, or ethical for all students. All matters related to student sexual harassment will also be directed to the committee.

The committee membership shall include faculty and administrative members and a chair from the college faculty appointed by the dean of the College of Osteopathic Medicine. The committee will consist of voting, ex officio (voting), and ex officio (nonvoting) members.

Scholarships, Honors, and Awards Committee

The purpose of this committee is to make recommendations to the dean regarding the recipients of scholarships, honors, and awards for the college and to perform all work necessary to arrive at such recommendations.

Research Committee

The objectives of the Research Committee are to

1. encourage student and faculty participation in clinical research
2. establish a network of resources, both internal and community-wide, or student and faculty member participation in clinical research

Medical Outreach

The purpose of this committee is to supervise and direct all international developmental and mission work conducted by Nova Southeastern University or its representative organizations.

Infectious Disease Review Committee

The purpose of this committee is to develop, periodically review, and make recommendations on policies and procedures regarding the prevention and appropriate treatment of faculty and staff members and students who have contacted contagious/infectious diseases.

STUDENT HONORS AND AWARDS

Academic Honors

Chancellor's List

A student whose GPA places him or her in the top 5 percent of the class at the end of the academic year will be included on the Chancellor's List. A letter of commendation is sent from the chancellor to the student and the honor is recorded on the student's official transcript.

Dean's List

A student whose GPA places him or her between the top 5–10 percent of the class at the end of the academic year will be placed on the Dean's List. A letter of commendation is sent from the dean to the student and the honor is recorded on the student's official transcript.

Graduation with Honors

Students with a GPA in the upper 3 percent of their class will receive a diploma inscribed with "highest honors." Students in the next 7 percent of their class will receive a diploma inscribed with "honors."

Senior Awards

- **A. Alvin Greber, D.O., FACOI Cardiology Award**—presented to the graduate who demonstrated outstanding aptitude academically with recognized clinical application of knowledge in patients with cardiovascular disease
- **Albert L. Weiner, D.O., Memorial Psychiatry Award**—presented in memory of Albert L. Weiner, D.O., to the student achieving the greatest proficiency in psychiatry
- **Alumni Association Award**—presented to the student who, by their leadership, has done the most to maintain the cohesiveness, unity, and esprit de corps within their class for all four years of their osteopathic medical education
- **Chancellor's Award**—presented to the student who best exemplifies the characteristics of a fine osteopathic physician: a combination of scholarship, leadership, integrity, humanity, and loyalty to the profession
- **Clinical Service Award**—presented to the student judged to be outstanding in clinical service
- **Daniel R. Barkus Outstanding Achievement Award**—presented to the student who ranks in the top 25 percent of the class, is pursuing residency training in obstetrics and gynecology, and has obtained the highest academic grade in his or her class in the Women's Health course

- **Dean's Award**—presented for academic excellence to the student graduating with the highest scholastic average
- **Dean's Community Award**—awarded to that member of the graduating class who, by personal and professional conduct and by contributions to the student affairs and to the general program of the college, has been deemed worthy of special citation as a recipient of the Dean's Community Award
- **Dean's Organizational Award**—presented to the senior who demonstrated organizational skills, leadership, and recognition by his or her peers during their academic career
- **Donna Jones Moritsugu Award**—established to honor the spouses of graduating osteopathic medical students who best exemplify the role of a professional's partner by providing immeasurable support for his or her mate, family, and the osteopathic profession while being an individual in his or her own right
- **Excellence in Emergency Medicine Award**—presented to the graduate who has demonstrated outstanding proficiency in emergency medicine as selected by the faculty of NSU COM
- **Florida Chapter of the American Academy of Osteopathy Award in Osteopathic Manipulative Medicine**—presented to the student who, in the opinion of the Department of Osteopathic Principles and Practice, has achieved the highest proficiency in osteopathic therapeutics
- **Florida Obstetric and Gynecologic Society Award**—presented to the student who has shown outstanding leadership in service in the area of obstetrics and gynecology
- **Geriatrics Award**—presented to a medical student who has demonstrated outstanding clinical performance and intellectual ability in their geriatric rotation
- **Government and Public Policy Award**—presented to that member of the graduating class who, through participation in academic, community, or government-sponsored program, has shown a unique interest in developing and understanding of governmental and public health care policies and procedures that impact patients, the medical community, and osteopathic professions
- **Matthew A. Terry, D.O. Memorial Award**—presented to the student chosen by his or her peers as the exemplary osteopathic medical student
- **Morton and Geraldine Terry Internal Medicine Award**—presented to the student with the highest achievement in the study of internal medicine, both academic and clinical
- **Morton and Mary Smith Achievement Award**—presented to the student exhibiting the highest qualities of service and leadership, combined with scholarship, integrity, and personal worth
- **Outstanding Student in Pediatric Service**—presented to a student in the upper third of a class in rank who has actively organized and participated in at least three children's projects during his or her time at the college and is considered by students and faculty members to have motivated child-related projects at the college
- **Outstanding Student in Study of Pediatrics**—presented to an outstanding pediatric student who is in the upper quarter of a class in rank, has honor grades in pediatric ambulatory and hospital rotations, and has an honor grade in at least one pediatric elective
- **Research Award**—presented to a member of the graduating class who performed student research at a level worthy of recognition among peers and faculty members

- **Rose Community Service Award**—presented to the student who demonstrates sincere interest in community service or community projects
- **Samuel J. Salman, D.O., Award in Family Medicine**—presented by the Florida Society of American College Osteopathic Family Physicians to the student whose scholarship, patient empathy, dedication, concern, and goals epitomize the osteopathic family physician, as exemplified by the late Samuel J. Salman, D.O.

COM Awards

- **Bradley I. Silverman, D.O., Award**—presented to a student who has participated in cancer-related community service. Applications for the award will be announced through the Office for Student and Administrative Services during the fall semester with specific criteria.
- **David Spector Award**—presented to a first- or second-year osteopathic medical student who has participated in the research, prevention, or treatment of substance abuse. Applications for the award will be announced through the Office for Student and Administrative Services during the beginning of the winter semester with additional details.

STUDENT ORGANIZATIONS

Student Activity Groups

The director of student and administrative services and the vice chancellor for student services and professional coordination must approve all extracurricular activities of recognized on-campus and off-campus organizations in advance. Requests must initially be approved by the faculty adviser of the organization. All activities and events must be appropriately scheduled to avoid conflicts. Requests for permission for speakers, student meetings, and other activities on campus should be made on forms provided by the Office of Student Services at least two weeks in advance. The Office of Student Services must approve activities before the coordinator of educational support can assign a room, and no meeting announcements may be made until such approval is received.

A variety of clubs and organizations in which students may participate are included in the following list.

Health Professions Division Student Government

The Health Professions Division Student Government is recognized by the administration as the official student voice on all student issues. The student members of the organization are the president and vice president of each of the college's student councils.

College of Osteopathic Medicine Student Association of Obstetrics and Gynecology (SAOG)

The college's Student Association of Obstetrics and Gynecology fosters an enhanced interest among students in the OB/GYN field. This is accomplished by providing members with an array of enriching activities to participate in such as off-campus lectures, social events, and creative fund-raisers.

American College of Osteopathic Family Physicians (ACOFP)

The undergraduate chapter of the ACOFP has been organized for all students in the college. Its objective is to advance the study of family practice in the field of osteopathic medicine and surgery.

The organization works toward the preservation of family practice and the continued existence of the family practitioner's role in the context of osteopathic medical services in the community. The chapter recognizes the fact that the family practitioner is the backbone of modern medical practice.

American Medical Student Association (AMSA)

The American Medical Student Association (AMSA), established in 1950, is the largest and oldest independent medical student organization in the country, representing more than 30,000 physicians-in-training. AMSA, which is run by and for medical students, supplements medical education with local chapter as well as regional and national activities. An extensive network of alumni physicians gives medical students the opportunity for networking and career development.

Association of Military Osteopathic Physicians and Surgeons (AMOPS)

The student chapter of AMOPS is open to all College of Osteopathic Medicine students in the military or public health service. The chapter holds monthly luncheon meetings that frequently feature guest speakers and coordinates various social events throughout the year. AMOPS also provides guidance and assistance to students as future osteopathic physicians and military officers regarding the Health Professions Scholarship Program.

Association of Orthopedic Surgery and Sports Medicine (AOSM)

AOSM's primary objective is to form a bridge between all the disciplines of sports medicine. Throughout the academic year, a range of social and educational opportunities allows students to learn about sports medicine and help's them become future leaders in the growing field of sports medicine.

Christian Medical and Dental Association (CMDA)

The Christian Medical Society chapter of the CMDA is a national organization that began in 1931. NSU's chapter is composed of osteopathic medical students who are committed to living out their faith through their profession. Benefits of the club include seminars, journals, and newsletters. The CMDA also serves as a voice and ministry for Christian doctors and provides programs and services supporting its mission to "change hearts in health care."

Emergency Medicine Society (EMS)

The Emergency Medicine Society is devoted to developing students' interests in emergency medicine. Since emergencies present themselves to the physician at any and all times, this club seeks to instill those precepts necessary for handling an emergency properly and appropriately. EMS members also benefit from the club's close association with the college's Department of Emergency Medical Services Education and Training.

Florida Osteopathic Medical Association Student District Society (FOMA)

The undergraduate chapter of the Florida Osteopathic Medical Association is the student division of the state osteopathic association. It is open to all osteopathic students and deals with those medical and political issues unique to the state of Florida. Benefits include invitations to a variety of conferences and educational programs, as well as financial support and scholarships to attend these programs.

Gay and Lesbian Medical Association (GLMA)

The Gay and Lesbian Medical Association (GLMA) Student Chapter at NSU-COM is a local chapter of the Lesbian, Gay, Bisexual, and Transgendered People in Medicine (LGBTMP) interest group of the American Medical Student Association (AMSA), and also works closely with the national Gay and Lesbian Medical Association (GLMA), the largest national association representing lesbian, gay, bisexual, transgender, and intersex (LGBTI) health professionals. GLMA activities have included social events for LGBTI health professions students, health fairs directed at the LGBTI population in South Florida, dinner and discussion with local LGBTI physicians, and events raising awareness about both LGBTI health and rights. GLMA members also have the opportunity to attend the GLMA and AMSA-LGBTMP national conventions.

Hispanic Osteopathic Medical Student Association (HOMSA)

HOMSA was created to increase the awareness of osteopathic medicine in the Hispanic community, to promote improved understanding by osteopathic students of Hispanic populations, and to provide opportunities for growth for student osteopathic physicians. HOMSA membership is open to all students and physicians interested in presenting and expanding osteopathic medical concepts and views to the Hispanic community.

International Medical Outreach Committee (IMOC)

The International Medical Outreach Committee is devoted to organizing opportunities for students, faculty members, and health professionals to participate in international outreach programs. IMOC offers an exciting and unique opportunity for student doctors to participate in enriching medical missions.

International Professional Student Association (IPSA)

The International Professional Student Association is composed of students from all of the health profession disciplines. The organization sponsors a variety of guest speakers and events to expose students and faculty and staff members to the many different cultures represented at NSU. IPSA's tenets also dovetail nicely with the college's ethnocultural medicine course, which students are required to take during the second semester of their M1 year.

Jewish Association of Medical Students (JAMS)

The Jewish Association of Medical Students serves as a resource for opportunities in the Jewish community and educates the general student body about issues pertaining to Judaism and medicine. Membership is open to all students regardless of religious beliefs. Benefits include social events with other graduate programs, educational speakers, and enriching networking opportunities. JAMS receives support from Hillel of Broward/Palm Beach Counties and the Jewish Federation of Broward County.

Lambda Omicron Gamma (LOG)

LOG is a nationally recognized medical school fraternity intended for well-rounded students looking to master medical school while balancing their need to maintain a social outlet. The college's LOG chapter provides gross anatomy tutoring sessions to its first-year members, which are held in the anatomy lab every Wednesday before an anatomy exam. LOG chapter provides gross anatomy tutoring sessions to its first-year members, which are held in the anatomy lab every Wednesday before an anatomy exam. LOG also puts on an annual Halloween Blowout, a charity ball, and several other exciting fund-raisers.

Muslim Association of Services in Health Care (MASH)

MASH was created in 2004 with the purpose of providing a venue for health care professionals to serve their communities through various charitable acts. We realize that health care professionals possess unique skills and motivation that can greatly benefit society, and we hope to promote our philosophy of "Healing with Humanity." Membership in MASH is not restricted to Muslims. We encourage and invite all health care workers to join our organization and our goal of working for the benefit of humanity.

**National Osteopathic Women Physician Association/
American Medical Women Association (NOWPA/AMWA)**

NOWPA/AMWA is a professional organization composed of female students. The purpose and objective of the organization is to further the study of women's interests and concerns in relation to the field of medicine and to promote osteopathic medicine as a philosophy, a science, and an art.

Neurology/Psychiatry Club (NEURO/PSYCH)

The Neurology/Psychiatry Club is for students who possess an interest in neurology, neuroscience research, psychiatry, and neurosurgery. Expert guests who specialize in these areas are invited to present informative lectures and increase awareness in the mental health field during lunch meetings held on campus. In addition, the club organizes interactive dinners with local neurologists and psychiatrists who discuss topics of interest. The Neurology/Psychiatry Club also actively participates in research and community service opportunities, which provides members with an effective way to network.

Pediatrics Club (PEDS)

The Pediatrics Club fosters student interest in pediatric. The Pediatrics Club is not only for those desiring to specialize in pediatrics, but also for students interested in family medicine and other fields in which pediatric patients will be encountered. Lectures and meetings are held periodically, as well as social and fund-raising events. The club also participates in a range of university-wide events such as the A Day for Children event and outreaches to needy youngsters by coordinating an annual Holiday Toy Drive and visiting local hospitals to cheer up sick children.

Public Health Student Association (PHSA)

The Public Health Student Association serves as a forum for Master of Public Health (M.P.H.) students to express their concerns and implement activities related to the field of epidemiology and public health. The association also facilitates student-student and student-faculty communication and cohesiveness within the M.P.H. Program and the College of Osteopathic Medicine. The organization advocates for its members on issues pertaining to curriculum revision, research opportunities, student activities, and financial needs.

Rural Medicine Club (RURAL)

The Rural Medicine Club is committed to facilitating rural and underserved medical community exposure, promoting medically oriented experiences for its members, and providing support and guidance for those seeking placement in rural or underserved osteopathic residencies. The club also provides numerous opportunities for all club members to increase their knowledge of rural health-related information.

Student Associate Auxiliary (SAA)

The NSU chapter of the Student Associate Auxiliary was specifically organized for the spouses, family members, and significant others of student doctors and is chartered by the Auxiliary to the American Osteopathic Association (AAOA). The SAA's primary objective is to further the goals of the college and the osteopathic profession and to promote fellowship, goodwill, and unity within the school. To accomplish these goals, SAA members plan social, cultural, and charitable activities on a regular basis.

Student Dermatological Association (SDA)

The Student Dermatological Association fosters students' interest in dermatology by coordinating social events and sponsoring meetings and discussions with notable speakers in the field. The SDA is committed to providing to those interested in the field of dermatological medicine and cutaneous surgery the opportunity to strengthen their knowledge and skills in the field of dermatology.

Student Government Association (SGA)

The Student Government Association is the official voice for all osteopathic medical students. The meetings are open to all students in the college, and the SGA welcomes proposals and participation from the entire student body. Responsibilities of the SGA leadership include collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting osteopathic medicine, supporting club and class activities, and working to improve the quality of life for all College of Osteopathic Medicine students.

Sigma Sigma Phi (SIGMA)

Sigma Sigma Phi is a national honorary osteopathic service fraternity that was established in October 1921 in Kirksville, Missouri, by seven students of the American School of Osteopathic Medicine. Its objectives include furthering the science of osteopathic medicine and its standards of practice while fostering allegiance to the American Osteopathic Association and providing outstanding service to local schools and the community. Sigma Sigma Phi strives to improve the scholastic standing as well as promote a higher degree of fellowship among its students.

Student National Medical Association (SNMA)

The Student National Medical Association was created to produce sensitive, qualified physicians to serve minority and indigent communities. The SNMA focuses on providing its members with avenues that help foster an obligation to practice medicine within minority communities. It also institutes programs for the dissemination of health care information and the empowerment of minority communities and serves the fraternal needs of minority medical students.

Student Osteopathic Association of Research (SOAR)

SOAR's purpose is to foster and instill research interest and pursuit of both basic and clinical sciences. SOAR consists of students who are devoted to continued exposure to research activities and/or a willingness to learn more about academic research. Members benefit from information gleaned from guest lecturers and workshops on biostatistics, data analysis, design, and other key topics.

Student Osteopathic Internal Medicine Association (SOIMA)

SOIMA is the NSU chapter of the American College of Osteopathic Internists, which is the national certifying board for osteopathic internists. SOIMA's purpose is to educate osteopathic medical students about the exciting opportunities open to osteopathic physicians specializing in internal medicine. SOIMA regularly offers members opportunities to attend lectures by internal medicine specialists who discuss the training and demands of their specialties.

Student Osteopathic Medical Association (SOMA)

The Student Osteopathic Medical Association is one of the largest student groups on campus, representing more than 90 percent of the college's student body. SOMA's national affiliations with similar groups at other schools provide the largest network for information exchange and interaction available today. Locally, SOMA is involved in various outreach projects that positively impact various segments of the local community.

Student Osteopathic Orthopedic Association (SOOA)

SOOA is composed of osteopathic medical students interested in orthopedic surgery as a chosen specialty. The American Osteopathic Academy of Orthopedics had requested that this group be formed at all osteopathic colleges. The organization sponsors guest lectures and discussions relative to orthopedics among its members. Lectures and meetings are held periodically, as are assorted social and fund-raising events.

Student Osteopathic Surgical Association (SOSA)

SOSA stresses the understanding of osteopathic principles in relationship to disease in the practice of surgery and helps promote education in the field of surgery. Through guest lectures and other means, students are exposed to topics including sterile technique, gown and gloving, scrubbing, suturing and tying techniques, operating-room behavior, instrumentation, universal management of surgical patients, and surgical documentation.

Undergraduate American Academy of Osteopathy (UAAO)

The Undergraduate American Academy of Osteopathy is a professional organization dedicated to serving osteopathic medical students. It is NSU's extension of the American Academy of Osteopathy, a national association established in 1937. The academy maintains the goal of developing the science and art of total health care, with an emphasis on palpatory diagnosis and the use of osteopathic manipulative medicine.

Master of Public Health Program

Administrative Personnel

Anthony J. Silvagni, D.O., Pharm.D., M.S., FACOFP

Dean

Room 1407/Ext. 21407

The dean is the chief academic officer of the College of Osteopathic Medicine.

Pablo Calzada, D.O., M.P.H.

Assistant Dean for Clinical Operations and Graduate Education

Room 1477/Ext. 21918

The assistant dean is responsible for the supervision and coordination of COM clinical operations and oversight of COM graduate education programs.

Cyril Blavo, M.S., D.O., M.P.H. and T.M., FACOP

Director, Master of Public Health Program

Room 1576/Ext. 21612

Email: cblavo@nsu.nova.edu

The director oversees program planning and development; directs the implementation of program policies and procedures; supervises faculty and staff; and assures the implementation of the mission, goals, and objectives of the program.

Jon Dodds, M.P.H., Ph.D.

Assistant Director for Academic Affairs, Master of Public Health Program

Room 1577/Ext. 21609

The assistant director assists the director on academic matters including the implementation of the curriculum and assurance of a quality education.

Rosebud Foster, M.S.N., Ed.D.

Assistant Director for Program Affairs, Master of Public Health Program

Room 1580/Ext. 21580

The assistant director assists the director in program development.

Albert W. Whitehead, M.Ed., M.B.A., D.M.D.

Assistant Dean for Student and Administrative Services

Room 1495/Ext. 21495

The assistant dean is responsible for all nonacademic student affairs including working with student activity groups.

Reservation of Power

The *College of Osteopathic Medicine 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. 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. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.

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

Discrimination

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

Harassment

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

Health Care Privacy (HIPAA) Statement

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

Disability

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

Master of Public Health Program Mission Statement

The mission of the Master of Public Health Program is to improve the health of the population through education, research, and service, with an emphasis on multicultural and underserved populations.

Goals

Education—to provide quality education in public health

Objectives:

- maintain a progressive and innovative Master of Public Health curriculum that addresses the essential knowledge and skills for a qualified public health workforce
- contribute to the education of public health professionals, health care providers, and alumni
- provide prevention-based educational initiatives to address community-determined public health needs

Research—to contribute to the discovery and application of knowledge in public health

Objectives:

- conduct research activity as primary investigator or collaborator
- participate in collaborative research initiatives with other disciplines
- engage in scholarly activities, such as research publications and presentations

Service—to provide public health leadership and service in the community

Objectives:

- provide leadership in service initiatives that promote community health
- contribute to the improvement of health through community service, with attention to the underserved and culturally diverse populations
- provide consultations and technical assistance to the community on matters of public health interest

ACADEMIC SERVICES

Administration/Faculty Office Hours

The College of Osteopathic Medicine administration endorses an open door policy and encourages students to meet with the appropriate administrator either by walk-in, if available, or by appointment. Faculty members will be available by office hours as stated in the syllabus, by email, and/or by appointment.

M.P.H. Program Office

Any inquiries or concerns regarding the M.P.H. Program and its curriculum may be directed through the M.P.H. program office (Terry Building, fifth floor, ext. 1613) or via email to the student's assigned academic adviser or the program director (cblavo@nsu.nova.edu). Students must access the program Web site (www.nova.edu/ph) and the student's NSU email regularly for current information on the program, including the schedule and announcements.

Academic Advising

The goal of the academic adviser is to provide students with assistance to enable them to work toward obtaining the most from their educational experiences.

The role of the academic adviser is to

- provide students with guidance, direction, and encouragement
- monitor the overall progress of the student
- direct the student to appropriate college or university resources
- assist in planning a coursework schedule

The program director directs the assignment of academic advisers. Students wishing to switch academic advisers during the academic year may do so by contacting the program office.

The student-academic adviser relationship is essential in ensuring the professional development of the student. This relationship can contribute significantly to greater understanding of the public health profession and performance expectations as a student of the Master of Public Health Program. The academic adviser serves as a source of information and assistance on a wide range of issues including enhancing the students interests in pursuing academic and professional opportunities in public health; recommending research topics and public health projects; and encouraging the student to attend and participate in public health seminars, conferences, and community service activities. The academic adviser also assists in career advising and referring students for further advice or counseling. For these and other reasons, the student is strongly encouraged to adopt a pattern of regular, scheduled meetings with his or her adviser.

Psychological Counseling

See Nova Southeastern University, NSU Resources, for NSU Student Counseling section.

Career Advising

Career advising is available to students by appointment through M.P.H. faculty members, the program office, or the NSU Office of Student Affairs (www.nova.edu/career/students).

ACADEMIC AND CURRICULUM POLICIES AND PROCEDURES

A. General

1. Academic Records

All documentation placed in the student's permanent records will be maintained in the university registrar's office.

2. Addresses

It is the responsibility of the student to keep the M.P.H. program office up to date on his or her current mailing address, phone number, email address, and emergency contact information via WebSTAR.

3. Course and Instructor Evaluations

Each student has a responsibility to his or her professional development to provide constructive evaluation for each course, the instructor, and the program. This responsibility will be met by participation in course evaluations, student surveys, and student feedback sessions that are routinely administered by the program. The college expects each student to sincerely accept this responsibility and obligation in a constructive manner so that optimal feedback can be provided. This input will facilitate student welfare by promoting changes that will improve the educational effectiveness of the curriculum as well as assist faculty members by providing them with constructive input to help them improve their teaching strategies. The evaluations will be analyzed and forwarded to the Evaluations Committee for review and recommendations and will be applied toward program development.

4. Disabilities and Academic Accommodations

See section on Specific University Policies and Procedures.

5. Health Insurance

See HPD Policies and Procedures section for Student Insurance Requirement. A student may be prevented from continuing his or her studies from lack of health insurance.

6. Library Skills Policy

Every student must be able to conduct a review of scientific literature using the latest electronic resources through the university's libraries.

- Students must become acquainted with the major printed resources and electronic databases available to the health professions.
- Students must be able to identify and locate materials in the library as needed or required by instructors.
- Students must be familiar with the leading public health journals and be able to research specific medical topics using standard bibliographies and indexes (see pathfinder on M.P.H. Web site).
- Students must be able to demonstrate competency in using the Electronic Library to find information.
- Students must be able to demonstrate competency in navigating online electronic searches in MEDLINE, Pubmed, Cinahl, HealthStar, and other databases as appropriate.

The HPD Library staff is available to students on an ongoing basis to direct and support their library needs. Library tutorials are available.

7. Nondiscrimination Policy

See section on Student Rights and Responsibilities.

8. Sexual Harassment Policy

See section on Specific University Policies and Procedures.

9. Student Identification Numbers and Email Accounts

Students must use their NSU ID number and the NSU email system for communications with the M.P.H. Program. Instructions for getting an ID number, PIN, and email account and password are on the NSU Web site at www.nova.edu/cwis/oit/nsuidentity.html.

10. Student Responsibility to Obtain Information

Each student enrolled in the Master of Public Health Program (M.P.H.) of the College of Osteopathic Medicine (COM), is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies as contained in this college handbook, HPD catalog, and other official documents or announcements of the college.

Students are responsible, for example, for being aware of their grades, the procedures for remediation, and the times and locations of all examinations, regardless of whether or not they have received written or formal communication.

Official college communications may be sent via email. All students are required to maintain and access their NSU email account regularly for any communications that have been forwarded. See section on Specific University Policies and Procedures.

11. Tuition Payment

Late tuition payments or failure to make arrangements to pay tuition will result in the student being removed from courses.

12. Withdrawal from Program/College

Withdrawal from the program/college is a voluntary resignation by the student under which he or she surrenders all rights and privileges as a student enrolled in the Master of Public Health Program. The student must complete and sign a program withdrawal form, which is available in the M.P.H. program office. A student who does not register and/or attend classes during one full academic year (fall, winter, summer) without completing a leave of absence form, may be withdrawn from the program.

To return to school after withdrawal, the student must apply for readmission through the HPD Office of Admissions.

“Withdrawal” is a designation that is placed on the transcript to indicate to anyone receiving those transcripts that the individual is no longer enrolled in the program.

13. Withdrawal from a Course

A student may withdraw from a course receiving a grade of *W* on his or her transcript, at any time before 50 percent of the course has been delivered. To do so, the student must complete a Student Transaction form (available from the M.P.H. Program Office) and have it signed by the director of the course.

After the 50 percent point of the course, withdrawal is not permitted. In this case, the student will remain on the course roster and will receive the grade that has been earned by the end of the course. If a student ceases to participate in the course without having officially withdrawn, that student may receive a failing grade for the course.

These guidelines may not apply to a student placed on a leave of absence. In such instances the cases will be individually reviewed (see Leave of Absence section of this handbook).

B. Academic Standing

The Office of the Registrar compiles a transcript of each student's academic record. A copy of this transcript is available to the student, the program director's office, the dean's office, the Student Progress and Advising Committee, the Office of Student Financial Assistance, and other individuals or facilities when authorized by the student, program director, or the dean.

The transcript includes

- grades earned (including remediated failure)
- deficiencies (incompletes, failures, etc.)
- semester GPA and cumulative GPA
- honors
- withdrawal and/or leaves of absence

A student is considered in good academic standing when he or she is not on administrative leave of absence, probation, or dismissal and also has a grade point average (GPA) equal to or greater than 3.0. Students with a GPA of less than 3.0 will be placed on probation and not considered in good academic standing.

A student who is not in good academic standing is at risk of not graduating and is ineligible to participate in college-sponsored events, hold office in any NSU organization, or be elected to any honorary school organizations.

1. Student Grades

Most courses are graded based on letter grades A through F. Some courses may be graded pass/fail. The numerical equivalents and grade point equivalents are as shown:

94–100	A	4.0
90–93	A-	3.7
87–89	B+	3.3
84–86	B	3.0
80–83	B-	2.7
77–79	C+	2.3
73–76	C	2.0
70–72	C-	1.7
under 70	F	0.0

P Pass (70–89)

F Fail (below 70)

R Repeated course—course taken to remediate prior failure

I Incomplete

W Withdrawal

IP In Progress

2. In Progress (IP)

When the work for a particular course is intended to extend beyond the semester of registration (e.g., public health field experience), a grade of *IP* (in progress) may be given each semester until completion of the course. A maximum of three academic semesters may be given to complete the course, including the semester of registration. After that time, the grade of *IP* will be converted to the specific grade that has been earned.

3. Incomplete Coursework

When unanticipated and compelling circumstances prevent students from completing the requirements of a course within the specific confines of a particular semester, an extension of deadlines to meet the course requirements may be available to the student at the discretion of the course director. A mark of incomplete (*I*) may be assigned to a student when

- the student has been doing passing work up to the last day of class of the semester, and
- for reasons beyond the student's control, and which the course director finds acceptable, the student has been unable to complete the requirements of the course on time (Negligence and indifference are not acceptable reasons.)

Any incomplete that is not made up within the subsequent three consecutive semesters will be converted to an *F*.

4. Repeating Failed Courses

A student who earns a course grade of less than C- may be given the opportunity to repeat each failed course the next time the course is offered. A failed course may only be repeated once. If the student receives more than two *F* grades, he or she may be dismissed from the program (see Dismissal section). Tuition will be charged for repeated courses.

5. Make-up Examinations

Make-up examinations for exams missed due to acute student illness, family emergencies, or extenuating circumstances may be given at the discretion of the course director at any time during the academic year. The format of make-up examinations may be short answer, essay, or multiple-choice at the instructor's discretion and will be treated the same as any other examination in terms of grading. The student is responsible to read each course syllabus and to comply with the policies as stated. The examination policies will pertain to all make-up examinations. In the interim, the student will be assigned a grade of *I* in the course. If the student misses the make-up examination, he or she may receive a 0 for that examination.

6. Transcript Notations

Failing grades will be included in calculating the grade point average for that semester and the cumulative grade point average to that point. If a course is failed and subsequently passed, the new grade will be recorded on the transcript and will be used to calculate all grade point averages.

Once passed, a course may not be repeated. The original failed course and course grade will appear on the transcript but will not be used to calculate grade point averages.

C. Academic Progress

The academic progress of each student enrolled in the M.P.H. Program is based on continuous satisfactory academic performance. It is also contingent on the student's adherence to the policies and procedures of the Master of Public Health Program, College of Osteopathic Medicine, Health Professions Division, and Nova Southeastern University governing his or her professional conduct and other responsibilities of students as outlined in this handbook. A student who experiences

academic difficulty (such as earning a grade of C or F or having an incomplete) must contact his or her course director and academic adviser promptly. Such matters may be further addressed by the M.P.H. program's Student Progress and Advising Committee (SPAC) and may include a meeting with the student.

Support services are available in the college for students with academic difficulties. These services include, but are not limited to, mentoring, consultations to identify potential difficulties that may be contributing to the student's lack of success, and other services deemed to enhance the student's opportunity for success.

D. Student Progress and Advising Committee (SPAC)

The Student Progress and Advising Committee (SPAC) reviews the progress of all students, including those referred with behavior issues or academic deficiencies (see SPAC Meeting Protocols and Process section and Academic Behavioral Disciplinary Sanctions section), and makes recommendations for the program director.

The program director shall review the SPAC's recommendation and make a recommendation to the dean. The student shall then be notified of the dean's decision through written communication. The decision of the dean is final. In cases of decisions on dismissal or behavioral violations, the student may appeal to the college's Appeals Board. See Appeals Board section.

E. Graduation Requirements

To be eligible for the M.P.H. degree, the student must

- satisfactorily complete, with a cumulative grade point average of B (3.0) or higher and within five years of matriculation, the course of study required for the M.P.H. degree—a minimum of 42 semester hours (27 hours of required core courses, including Public Health Field Experience, and 15 hours of electives).
- successfully pass the capstone experience, including the M.P.H. comprehensive examination
- participate in the capstone experience
- complete an exit survey
- satisfactorily meet all financial and library obligations

Upon satisfactory completion of degree requirements, the student is expected to attend, in person, the rehearsal and commencement program, at which time, the degree is conferred. Students who do not plan to attend the commencement ceremonies must notify the program office before the established deadline for the commencement application.

F. Leave of Absence

1. Administrative Leave of Absence

An administrative leave of absence is a mandatory leave of absence imposed by the dean. During the leave, the student will be given the opportunity to rectify or seek rehabilitation or treatment for the problem that precipitated the necessity for the leave. To be accepted back into the program after the required leave of absence, the student must be able to demonstrate to the dean's satisfaction that the preestablished requirements have been met and that he or she shows reasonable likelihood that previous problems will not recur.

2. Voluntary Leave of Absence

A voluntary leave of absence is a request by a student to temporarily withdraw from all classes for personal, financial, or medical reasons. Any student requiring an absence from the M.P.H. Program for a period of one semester or longer must complete a leave of absence application form and submit it to the program director specifying the reason for the request and the estimated length of absence. The Student Progress and Advising Committee will review the request and make recommendations to the program director who will in turn make recommendations to the dean. The dean will make the decision as to whether to grant the leave of absence and the conditions under which the student may return to school. Any student granted leave from the program will be removed from active status during the period of absence. In making such a request, the student understands that he or she may not be eligible to return to school before the next academic term and that the length of the absence will not be counted toward the period of five years allowed for completion of all academic requirements. A leave of absence will not exceed one year either cumulatively or within a single leave during the student's matriculation. If the student does not return within that time frame, he or she will automatically be considered a voluntary withdrawal. The specific time frame of the leave of absence is always dependent on the ability of the student to return to classes in order to keep the coursework continuous. A student cannot return in the middle of a course but can return during a specific starting point such as a start of a semester. While on a leave of absence, a student is not eligible to take or remediate any courses or make up incomplete classwork.

If a student is granted a leave of absence while current coursework is still in progress, he or she will receive a grade of *I* in the respective courses. Students will be required to complete all such courses when they return from their leave of absence and before they will be permitted to progress into the next academic year.

If the dean approves a leave of absence and the student is currently not in good standing, is under review for a disciplinary action, or has a disciplinary action imposed on him or her, then the student may not be readmitted to the college without a review by the Student Progress and Advising Committee (SPAC). Upon completion of its review, the SPAC shall make a recommendation to the program director to readmit or not readmit the student. If the student is denied readmission, his or her status will be changed to either a program withdrawal or a dismissal. If appropriate, students may be readmitted with a disciplinary action imposed on them at the beginning of their readmission for a stated period of time.

Students granted a leave of absence for a medical reason must have a licensed physician, approved by the dean, certify in writing that their physical and/or mental health is sufficient to permit them to continue in their public health education before they will be allowed to return to the college.

Students granted a leave of absence for financial reasons must, before their return to the university, prove to the financial departments of the university that they have the financial capability to advance in their education.

3. Leave of Absence Records

Leave of absence records and the date of each determination shall be placed in the student's permanent record.

CODE OF CONDUCT

The College of Osteopathic Medicine Code of Conduct does not replace or take precedence over the Nova Southeastern University Code of Student Conduct. Students are required to know and adhere to both the college's Code of Conduct and the university's Code of Student Conduct.

The dean of the college has established the following code of conduct (the code), which shall apply to all students enrolled in the college.

Students enrolled in the college are expected to adhere to behavior consistent with the high standards of the medical profession. Compliance with institutional regulations as well as city, state, and federal laws is expected.

Master of Public Health Program students shall act honorably and ethically. Dishonesty, unethical, or other designated inappropriate conduct shall not be tolerated. It is not possible to enumerate all forms of inappropriate behavior, some of which could raise serious questions concerning a student's ability to continue in the academic program. Below are the general rules and policies that shall apply to all students.

A. Academic Dishonesty

The college holds its students to the highest standards of intellectual integrity. Therefore, the attempt of any student to pass any examination by improper means, present work that the student has not performed, aid and abet any other student in any dishonest academic act, or having direct knowledge of such without reporting it, may subject the offending student to a meeting before the Student Progress and Advising Committee and subsequent dismissal from the college.

Students shall be afforded the opportunity for an internal and private (no nonuniversity participants) meeting with the Student Progress and Advising Committee in matters relevant to academic dishonesty.

B. Attendance

Class attendance in the M.P.H. Program is mandatory. Each student holds the responsibility for attending classes and abiding by the specific enforcement policies regarding attendance within a course, whether the course is offered in the classroom or via a distance-learning format. This includes policies and penalties for unexcused absences and nonparticipation within the parameters of the Health Professions Division. If missed laboratories, assignments, or examinations are to be made up, they will be done at the discretion of the course director. Any student who is absent from a class for two class sessions without the approval of the course director may be withdrawn from the course. If a student is administratively withdrawn from all the courses he or she is taking in a particular semester, he or she will be put on a leave of absence or may be dismissed.

C. Classroom Behavior

Talking during lecture to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone from class who is involved in disruptive behavior.

D. Dress Code

See Nova Southeastern University, HPD section for Dress Code policy

E. Student Assistance Program

See HPD Policies and Procedures section for Student Assistance Program.

F. Failure to Report a Violation

Every member of the college community (e.g., students, administrators, and faculty employees) has the duty to file a complaint with the SPAC whenever it is felt a substantial violation of the code has occurred. Failure to report a violation of the code is itself a violation. All members of the college community have an affirmative duty to participate in the inquiry or investigative complaint process.

G. Food and Beverage

See Nova Southeastern University, HPD section for Food and Beverage policy.

- First incident—Student will receive a verbal reprimand.
- Second incident—Student will receive a written reprimand with a copy of the letter to the student's file.
- Third incident—Student will be referred to the SPAC.

H. Illegal, Inappropriate, and Unprofessional Behavior

No student shall display disorderly conduct; public intoxication; or lewd, indecent, or obscene behavior on the campus or at any college-sponsored or college-supervised function or event.

No student shall intentionally or recklessly endanger or threaten the mental or physical health or well-being of any other member of the college community or any visitor to the campus.

POLICIES AND PROCEDURES FOR ALLEGED CODE OF CONDUCT VIOLATIONS

Any member of the college community may file a written complaint with the chair of the Student Progress and Advising Committee (SPAC) setting forth specific violations.

During the period of time of any disciplinary action, except dismissal, the student may be directed to comply with the specific requirements intended to rehabilitate or monitor the student. These requirements may include counseling, auditing one or more courses, medical treatment, preparing scheduled reports, or any other requirement intended to rehabilitate the student and/or to ensure that the student is able to continue with his or her education without further monitoring.

Records of dismissal, suspension, or leave of absence and the date of each determination shall be placed in the student's permanent records.

The SPAC shall have nonexclusive authority to evaluate all alleged student violations of misconduct, whether academic, moral, professional, or ethical. Exceptions to this authority include, but are not limited to, the following:

- Nothing shall limit the right of the College of Osteopathic Medicine to immediately remove a student from the college who has been accused of a violent act or threat or any act that constitutes a violation of state, local, or federal criminal law subject to further proceedings consistent with these rules. A student who has been removed from the college shall not return until given permission to do so by the dean.
- Nothing shall prevent the dean from taking action deemed necessary, including removing a matter from the committee's consideration, whenever, in the dean's judgment, such action may prevent harm to the health, safety, and welfare of any individual; to school property; or to the integrity of the educational process.
- Nothing shall limit the right of the college or any of its representatives or students to file a report with any law enforcement or civil agency.

Student Progress and Advising Committee Academic/ Behavioral Standards Meeting Protocols and Process

Proceedings to determine whether a student has violated a regulation, policy, behavior, or academic code of the college shall conform to the following protocols and process:

- When informed of alleged violation, the chair of the Student Progress and Advising Committee (SPAC) will conduct a preliminary investigation.
- The chair will then call a meeting of the committee and shall notify the charged student(s). The student(s) shall receive written notice of the time, place, and subject of the meeting. Legal representation or any other form of representation is prohibited during the hearing.
- If necessary, the student will provide the chair with a list of any witnesses he or she may have, in writing, no later than two business days before the meeting date. The student will be responsible for ensuring the presence of his or her witnesses.
- Any witnesses will be called in individually to be questioned and to provide any statements. Any witnesses may be asked to remain outside the meeting room for later recall. The student will not be present during the questioning of any witnesses.
- The student will be given the opportunity to present his or her statements to the committee. The student will only be present during his or her statements and to respond to any questions from the committee.
- The chair will dismiss the student and any witnesses and close the meeting for discussion.
- At the conclusion of the discussion, the committee shall make a recommendation to the dean. The various disciplinary actions that may be recommended by the SPAC are reprimand, probation, suspension, dismissal, and administrative leave of absence.
- The dean shall review the committee's recommendation and the student shall then be notified of the dean's decision by certified mail (return receipt requested) or personal delivery.
- The recommendations of the SPAC and all reports, letters, and investigative records shall be maintained in the files of the dean for not less than five years. This information is not part of the student's permanent records or the student's transcript.

Academic and Behavioral Disciplinary Sanctions

A. Reprimand

A reprimand is an oral or written notification to the student that continuation of repetitive wrongful conduct may result in more severe disciplinary penalties. Whether the reprimand is oral or written, it is recommended that the student sign a document in which the reprimand is explained and a copy of the document be given to the student and placed in the student's file.

B. Probation

Probation is defined as a trial period during which a student has the opportunity to demonstrate that he or she can academically redeem failing grades or can effectively cease behavioral misconduct.

Probation can be for the remainder of a current term or may be for the remainder of the time the student is enrolled in the M.P.H. Program at the college.

While on probation, the student is prohibited from (1) participating in NSU-sponsored student activities, e.g. mission trips, health fairs; (2) holding office in any NSU organization clubs, fraternities, and sororities; and (3) being elected to any honorary or other school organizations. Participation in any of the aforementioned activities by a student on probation is a violation of the probationary period.

A student shall be placed on probation if a final failing grade has been posted on the transcripts. The program director shall notify the student, in writing, that they have been placed on academic probation.

During probation for disciplinary reasons, the student must especially show appropriate behavioral, professional, and personal good conduct as defined in the conditions of his or her probation.

Additionally, the student is required to refrain from any further violation of the code and may be required to perform community service or comply with any other requirements intended to rehabilitate the student.

If, while on probation, the student violates the terms of his or her probation, actions may be taken up to, and including, dismissal from the M.P.H. Program.

The Student Progress and Advising Committee (SPAC) will make a recommendation for continued academic probation to the program director when

- a student has any unremediated failures or is otherwise not making satisfactory progress toward meeting degree requirements
- a student has failed to comply with the Code of Conduct (see Code of Conduct section)

Once the student has corrected all academic deficiencies, the SPAC may recommend to the program director to remove the student from probation for academic reasons.

C. Suspension

Suspension bars a student from attending school for a defined period of time if, in the opinion of the dean, the student has not attained the academic level and/or has deviated from the academic standards and/or standards of behavior established by the college. A suspended student will be removed from the academic enrollment with revocation of all other privileges or activities, including the privilege of entering the campus for a specified period of time. A student who chooses to appeal a suspension must do so within 10 business days of the date of suspension. While appealing a suspension, a student may continue to attend classes and take all examinations in the usual manner.

Suspension is included in the calculation of the five-year limit for completing all graduation requirements. Suspension cannot be less than the remainder of the academic year if the interruption to classes, field experience courses, and laboratories will result in the failure of current courses.

D. Dismissal

Dismissal is the permanent termination of a student's academic enrollment. As with all disciplinary actions, the dean is responsible for imposing this recommendation. A student who chooses to appeal a dismissal must do so within 10 business days of the date of dismissal. While appealing a dismissal, a student may continue to attend classes and take all examinations in the usual manner.

The reasons for which a student may be dismissed from the M.P.H. Program of the College of Osteopathic Medicine include, but are not limited to

- failure of courses amounting to six or more semester hours of coursework. Any failing (F) grade received will be counted toward this total regardless of whether the course was repeated and passed. In such cases no form of remediation will be permitted. Repeating of a course failed during one academic year does not remove it from the total failures allowed. In cases of second course failure, retaking the course will not be permitted.
- exceeding the five-year limit for completing all graduation requirements, exclusive of any approved leave of absence in good standing
- circumstances of a legal, moral, behavioral, ethical, or academic nature that warrant such action

Readmission Policy

If a student is dismissed or withdraws from the Master of Public Health Program, he or she may not apply for readmission starting less than 12 calendar months after the date of dismissal or withdrawal. In order to be considered for readmission, the candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal or withdrawal have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if admitted.

All courses failed previously, without successful remediation, must be retaken. All incompletes in progress or courses passed with less than a B must be retaken. Only courses taken within five years of graduation will be accepted toward the degree. Any other courses required must be retaken. The SPAC will recommend to the program director whether or not the student should be readmitted. The program director will review the recommendations of the SPAC and make his recommendations to the dean.

GRIEVANCES AND APPEALS

A. Non-Grading Related Grievance(s)

Any student has the right to seek redress of a grievance with immunity from disciplinary action or retaliation consistent with local, state, and federal rules, regulations, and laws. For a student to address a grievance, he or she must use the following procedures:

1. The student will present the grievance to the student's assigned faculty adviser. If the faculty adviser cannot affect a resolution to the problem, the student may then consult with the director of student and administrative services.
2. The public health program director will hear the grievance.

3. If a satisfactory solution cannot be achieved, the student will be advised to prepare a written, signed request, setting forth the grievance and requesting a hearing with the Student Progress and Advising Committee (SPAC).
4. Copies of appropriate and relevant documentation must be appended to this request, which will include a statement to redress the student requests.
5. The student will submit the request to the director of student and administrative services, who will present it to the chairperson of the SPAC.
6. The chairperson of the SPAC shall convene the committee after receipt of a written request.
7. The student will be notified in advance of the date, time, and place of the meeting.
8. The meeting shall be internal, private, and closed to nonuniversity persons. Nonuniversity-personnel are not available for consultation during these meetings. Legal representation or any other form of representation is prohibited during the hearing. At the meeting of the SPAC, the student will be afforded a full and fair opportunity to present the grievance and to respond to relevant questions posed by members of the committee.
9. The committee will, after deliberation, make a recommendation to the dean.
10. Following receipt of the committee's recommendation, the dean or his designee will advise the student, in writing, of the action taken to resolve the grievance.
11. If the student is still not satisfied, he or she may request an additional review by the Appeals Board. This request must be made in writing and delivered to the dean within 10 days of the date of the letter advising the student of the grievance resolution. The request must specify additional relevant facts, which were not presented to the SPAC and must state the specific redress desired.

The college Appeals Board will conduct a review (see Appeals Board section). The decision of the Appeals Board shall be final with no official recourse or available appeal.

B. Appeals Policy for Grading Disputes

Matters regarding grading disputes shall include all concerns related to specific grades received or the processes by which grades are determined. In all appeals regarding a grading dispute, the decision of the dean is final.

A student who has difficulty in negotiating the grading dispute appeals process may seek guidance from his/her faculty adviser or the public health program director.

Classroom grade

A student seeking to appeal a decision regarding a classroom grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

- a. course instructor
- b. course director
- c. Student Progress and Advising Committee
- d. public health program director
- e. dean (final level of appeal)

A student seeking to resolve a grade problem through the administrative channels above must initiate such action in writing within 30 days from the date the grade is recorded at the registrar's office. Review of a student problem and complaint at each administrative level will be carried out as expediently as possible. If the student is not satisfied with the decision, he or she may appeal to the next administrative level. If the student chooses to continue the appeal, this must be done in writing within 10 business days of the date the decision was rendered, excluding weekends and official school holidays. No administrative grade changes will be accepted 60 days after the grade is recorded.

C. Appeals Board

1. Appeals Board Hearing Guidelines

The student appeals hearing is an informal proceeding. No rules of evidence will be used. The hearing shall be internal, private, and closed to nonuniversity persons. Nonuniversity personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the appeal hearing is prohibited. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Osteopathic Medicine.

2. Appeals Board Responsibilities

The Appeals Board will hear all student appeals of decisions made by the dean of the College of Osteopathic Medicine relating to either dismissal or disciplinary actions as defined in the student handbook. If a student appeals the decision of the dean, the appeal must be in writing and submitted to the chair of the Appeals Board within 10 business days (excluding holidays and weekends) after the date of receiving notification of the dean's decision. Any appeals not submitted to the chair of the Appeals Board within this time frame shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought.

3. Appeals Board Membership

The Appeals Board shall consist of the chancellor of the Health Profession Division or designee, two M.P.H. faculty members appointed by the M.P.H. program director, one faculty member appointed by the dean, and a chair from the M.P.H. program faculty appointed by the dean. The assistant dean of student and administrative services and the chair of the Student Progress and Advising Committee will attend the hearing, but will not participate during the vote of the board's decision.

4. Hearings Protocol

- a. The Appeals Board hearing will proceed under the direction of the chair.
- b. Summary notes of the hearing may be taken.
- c. The student will be notified of the date, place, and time of the hearing via certified mail to the student's last known address or hand delivered with receipt. Any student who fails to appear at the designated date and time will automatically waive his or her right to appeal.
- d. A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.
- e. The student will provide the board chair with a list of any witnesses he or she may have, in writing, no later than two business days before the hearing date. Only witnesses with direct information that is new and relevant and has not been presented previously to the dean or the SPAC will be considered.

- f. The student will be present only during his or her testimony.
- g. Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student.
- h. The Appeals Board may question any witnesses present during the hearing.
- i. The Appeals Board will have the option of calling more witnesses. The student shall not be present during the questioning of any witnesses.
- j. The director of student and administrative services and the chair of the SPAC shall be nonvoting, shall serve only in an advisory capacity, and may be present throughout the entire hearing.

5. Appeals Board Hearing Process

- a. The chair will convene the hearing with only board members present.
- b. The chair will advise the board members of the charge(s) and the dean's decision, review the evidence, respond to any questions, and provide opportunity for any additional input from ex officio members.
- c. Witnesses will be called individually by the board and questioned without the student being present.
- d. Witnesses may be asked to remain outside the hearing room for later recall or dismissed at the board's discretion.
- e. When all evidence has been heard and witnesses questioned, the chair will call the student into the hearing room.
- f. The chair will introduce the student to the board members.
- g. The student will have an opportunity to present his or her appeal, provide statements and evidence in defense of the alleged violation(s), appeal the degree of disciplinary action, summarize his or her position, and respond to any questions from the board members.
- h. The chair will then dismiss the student from the hearing.
- i. The board members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The board may delay the vote if it determines that additional information or facts are needed before a vote.
- j. The chair will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

6. Notification of the Appeals Board Decision

The decision of the board will be forwarded in writing by the chair to the dean who will forward it to the student by certified mail to his or her last official address or hand delivered with receipt. All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.

PROGRAM COMMITTEES

Student Progress and Advising Committee

This committee consists of faculty members and the assistant dean for student and administrative services. A faculty member chairs the committee. Students do not serve on this committee. This committee is responsible for monitoring student academic progress ensuring student adherence to professional and behavioral standards, reviewing the *Student Handbook*, and overseeing the student advising process.

Curriculum Committee

This committee consists of faculty members, an alumnus, a community representative, and students. A faculty member chairs the committee. The Curriculum Committee monitors the academic program; reviews course structure, content, and delivery; receives input from the evaluations committee; approves course syllabi; reviews the curriculum; and makes recommendations that contribute to the enhancement of the academic program and maintenance of high academic standards.

Admissions Committee

This committee develops standards for admission to the program, reviews all applicants for admission and certifies those applicants who meet the requirements for admission. The committee consists of faculty members, the M.P.H. admissions counselor, and the assistant dean for student and administrative services. A faculty member chairs the committee. The Admissions Committee reviews student applications to the M.P.H. Program, participates and assists in planning student recruitment, and monitors the implementation of policies and procedures relating to admissions and student recruitment. The Admissions Committee recommends the most qualified candidates for admission to the program director.

Research Committee

This college-wide committee consists of faculty members, students, and research scientists. A faculty member chairs the committee. The Research Committee is charged with the responsibility of promoting research and grant procurement as well as coordinating research among faculty members and students.

Evaluations Committee

This committee includes faculty members and students. A faculty member chairs the committee. The committee is responsible for developing and administering tools to monitor the outcomes of student learning and curriculum effectiveness. The results of this process and any subsequent recommendations are reported to the relevant committee for appropriate consideration and action. For example, results of all course evaluations are reported to the Curriculum Committee.

Faculty Credentials and Recruitment Committee

This committee reviews faculty credentials and makes recommendations for faculty appointments to the program director. The program director presents recommendations on appointments to the dean.

M.P.H. Advisory Councils

There are two M.P.H. advisory councils:

- **Program Advisory Council**—Members are appointed by the program director, with input from faculty members and students and is composed of community representatives, distinguished leaders in the field of public health, the presidents of the Public Health Student Association and Public Health Alumni Association, and the chair of the Faculty Council. The function of the Program Advisory Council is to advise the program relative to community needs, especially in the areas of education, research, and service and on program development. The council meets on a quarterly basis and at the request of the program director.
- **Dean's M.P.H. Advisory Council**—This council serves as an internal advisory group to the dean and whose membership includes representatives of the college and the HPD executive office. The council is composed of the college dean; associate dean for research, planning, and development; the department chair of preventive medicine; department chair of rural medicine; assistant vice chancellor for professionals affairs (HPD); the chair of program self study committee; and the program director. The council meets on a quarterly basis.

EDUCATIONAL PROGRAM

M.P.H. Scholarship Program for D.O. Students

D.O. students may pursue the M.P.H. degree concurrently. The M.P.H. on-campus course of study scholarship program is available to students who have completed the first semester of their first year or successfully completed the NSU M.B.S. degree program. Students may contact the public health program director for details about this program. Participation in this program is at the discretion of the dean of the College of Osteopathic Medicine.

STUDENT HONORS AND AWARDS

Academic Honors

Chancellor's List

A student whose GPA places him or her in the top five percent of the active students for each academic year will be placed on the Chancellor's List. A letter of commendation is sent from the chancellor to the student and the honor is recorded on the student's official transcript.

Dean's List

A student whose GPA places him or her between the top 5–12 percent of the active students for each academic year will be placed on the Dean's List. A letter of commendation is sent from the dean to the student and the honor is recorded on the student's official transcript.

Graduation with Honors

Students with a GPA in the upper 3 percent of their class will receive a diploma inscribed with “highest honors.” Students in the next 7 percent of their class will receive a diploma inscribed with “honors.”

Graduation Awards

Awards include the Chancellor’s Award, Dean’s Award, Public Health Research Award, and Public Health Service Award.

STUDENT ORGANIZATIONS

Student Activity Groups

The assistant dean for students and administrative services and the vice chancellor for student services and professional coordination must approve all extracurricular activities and recognized on-campus and off-campus organizations in advance. All activities and events must be appropriately scheduled to avoid conflicts. Requests for permission for speakers, student meetings, and other activities on campus should be made on forms provided by the Office of Student Services at least two weeks in advance. The Office of Student Services must approve activities before the coordinator of educational support can assign a room, and no meeting announcements may be made until such approval is received.

A variety of clubs and organizations in which students may participate are listed below.

Health Professions Division Student Government

The Health Professions Division Student Government is recognized by the administration as the official student voice on all student issues. The student members of the organization are the president and vice president of each of the college’s student councils.

Public Health Student Association (PHSA)

The PHSA is the official student organization of the M.P.H. Program. Students are encouraged to join the PHSA and participate in its educational and community service activities.

Master of Science in Biomedical Informatics Program

Administrative Personnel

Anthony J. Silvagni, D.O., Pharm.D., M.S., FACOFP

Dean

Room 1407/Ext. 21407

The dean is the chief academic officer of the College of Osteopathic Medicine.

Pablo Calzada, D.O., M.P.H.

Assistant Dean for Clinical Operations and Graduate Education

Room 1477/Ext. 21918

The assistant dean is responsible for the supervision and coordination of COM clinical operations and oversight of COM graduate education programs.

Jennie Q. Lou, M.D., M.Sc.

Director, Master of Science in Biomedical Informatics Program

Room 1578/Ext. 21619

The director oversees program planning and development, directs the implementation of program policies and procedures, assures the implementation of the program, and coordinates the tracking and advising of students enrolled in courses offered in the college.

Eric S. Ackerman, Ph.D.

Graduate School of Computer and Information Sciences (GSCIS)

Assistant Dean, Director of Graduate Programs

Room 2063/Ext. 22063

The director of GSCIS Graduate Programs is responsible for coordinating, tracking, and advising students enrolled in courses offered in GSCIS.

Albert W. Whitehead, D.M.D., M.Ed., M.B.A.

Assistant Dean, Student and Administrative Services

Room 1495/Ext. 21495

The assistant dean is responsible for all nonacademic student affairs, including working with student activity groups.

Reservation of Power

The student handbook is not intended to be a contract or part of a contractual agreement between NSU and the student. The *NSU 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. 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. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.

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

Discrimination

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

Harassment

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

Health Care Privacy (HIPAA) Statement

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

Disability

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

Master of Science in Biomedical Informatics Program Mission Statement

The mission of the Nova Southeastern University College of Osteopathic Medicine Master of Science in Biomedical Informatics Program is to educate leaders, health care and informational technology professionals, in the development, dissemination, and evaluation of information technology as it relates to the health care environment.

Program and Learning Objectives

The program provides a course of study leading to a master's degree that will lead to the

1. use of informatics to improve the performance of health providers and the health care system
2. use of information science to enhance clinical performance
3. use of information science to improve patient safety (e.g., reduce medical errors)
4. acquisition of a position in health information technology in a health care environment

At the end of the course of study leading to the degree of Master of Science in Biomedical Informatics, the graduate will be able to

- layout and design an information system
- understand the fundamentals of a telecommunication network design and the Internet
- have in-depth knowledge of data base systems and structures
- evaluate medical information technology so as to determine what should be integrated into clinical medicine
- employ the knowledge, skills, and concepts of medical informatics in evidence-based medicine
- understand documentation requirements for medical records including risk management and patient safety
- have knowledge in information security and policy formation
- be current about existing and emerging technology in medical informatics and related areas
- have a basic understanding of biostatistics and epidemiology and its application to medical informatics
- use and apply interface design principles to medical informatics systems

ACADEMIC SERVICES

Administration/Faculty Office Hours

The College of Osteopathic Medicine administration endorses an open-door policy and encourages students to meet with the appropriate administrator, either by walk-in, if available, or by appointment. Faculty members will be available during office hours, as stated in the syllabus, by email, and/or by appointment.

Academic Advising

The goal of the academic adviser is to provide students with assistance to enable them to work toward obtaining the most from their educational experiences.

The role of the academic adviser is to

- provide students with guidance, direction, and encouragement
- monitor the overall progress of the student
- direct the student to appropriate college or university resources
- assist in planning a schedule of coursework

The chair of the Student Progress and Advising Committee (SPAC) directs the assignment of academic advisers. Students wishing to switch academic advisers during the academic year may do so by contacting the program office.

The student-academic adviser relationship is essential in ensuring the professional development of the student. This relationship can contribute significantly to greater understanding of the biomedical informatics profession and performance expectations as a student of the Master of Science in Biomedical Informatics. The academic adviser serves as a source of information and assistance on a wide range of issues including enhancing the students' interests in pursuing academic and professional opportunities in biomedical informatics, recommending research topics and biomedical informatics projects, and encouraging the student to attend and participate in biomedical informatics conferences and community service activities. The academic adviser also assists in career advising and referring students for further advice or counseling. For these and other reasons, the student is strongly encouraged to adopt a pattern of regularly scheduled meetings with his or her adviser.

Psychological Counseling

See the NSU Resources section on NSU Student Counseling.

Career Advising

Career advising is available to students by appointment through M.S.B.I. faculty members, the program office, or the NSU Office of Student Affairs (www.nova.edu/career/students).

ACADEMIC AND CURRICULUM POLICIES AND PROCEDURES

A. General

1. Academic Record

All documentation placed in the student's permanent records will be maintained in the university registrar's office.

2. Addresses

It is the responsibility of the student to keep the M.S.B.I. program office up to date via WebSTAR regarding his or her current mailing address, phone number, email address, and emergency contact information.

3. Course and Instructor Evaluations

Each student has a responsibility to his or her professional development to provide constructive evaluation for each course, instructor, and the program. This responsibility will be met by participation in course evaluations, student surveys, and student feedback sessions that are routinely administered by the program. The college expects each student to sincerely accept this responsibility and obligation in a constructive manner, so that optimal feedback can be provided. This input will facilitate student welfare by promoting changes that will improve the educational effectiveness of the curriculum, as well as assist faculty members by providing them with constructive input to help them improve their teaching strategies. The evaluations will be analyzed and forwarded to the Evaluations Committee for review and recommendations, and will be applied toward program development.

4. Disabilities and Academic Accommodations

See section on Specific University Policies and Procedures in this handbook.

5. Library Skills Policy

- Every student must be able to conduct a review of scientific literature using the latest electronic resources through the university's libraries.
- Students must become acquainted with the major printed resources and electronic databases available to the health professions.
- Students must be able to identify and locate materials in the library as needed or required by instructors.
- Students must be familiar with the leading health care journals and be able to research specific medical topics using standard bibliographies and indexes.
- Students must be able to demonstrate competency in using the Electronic Library to find information.
- Students must be able to demonstrate competency in navigating online electronic searches in MEDLINE, Pubmed, Cinahl, HealthStar, and other databases, as appropriate.

HPD Library staff members are available on an ongoing basis to direct and support students' library needs. Library tutorials are also available.

6. Nondiscrimination Policy

See section on Student Rights and Responsibilities in this handbook.

7. Sexual Harassment Policy

See section on Specific University Policies and Procedures in this handbook.

8. Student Identification Numbers and Email Accounts

Students must use their NSU ID number and the NSU email system for communications with the M.S.B.I. Program. Instructions for getting an ID number, PIN, and email account and password are on the NSU Web site at www.nova.edu/cwis/oit/nsuidentity.html.

9. Student Responsibility to Obtain Information

Each student enrolled in the Master of Science in Biomedical Informatics program of the College of Osteopathic Medicine is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies as contained in the college handbook, HPD catalog, and other official documents or announcements of the college.

Students are responsible, for example, for being aware of their grades, the procedures for remediation, and the times and locations of all examinations, regardless of whether or not they have received written or formal communication.

Official college communications may be sent via email. All students are required to maintain and access their NSU email account regularly for any communications that have been forwarded. See section on Specific University Policies and Procedures in this handbook.

10. Tuition Payment

Late tuition payments or failure to make arrangements to pay tuition will result in the student being removed from his or her courses.

11. Withdrawal from Program/College

Withdrawal from the program/college is a voluntary resignation by the student under which he or she surrenders all rights and privileges as a student enrolled in the M.S.B.I. Program. The student must write a letter to the program director indicating his or her intent to withdraw from the program. Withdrawal from the program/college must be approved by the program director and dean. A student who does not register and/or attend classes during one full academic year (fall, winter, summer) without completing a leave of absence form may be withdrawn from the program.

To return to school after withdrawal, the student must apply for readmission through the HPD Office of Admissions.

“Withdrawal” is the designation placed on the transcript to indicate to anyone receiving those transcripts that the individual is no longer enrolled in the program.

12. Withdrawal from a Course

Withdrawal from a course or courses must be distinguished from a withdrawal from the program/college (see Withdrawal from Program/College section).

A student may only withdraw while less than 50 percent of the course has taken place. A course will be considered 50 percent completed when half of the course has been delivered. The student must notify the course director prior to withdrawing. A transaction form must be completed and signed by the course director before the withdrawal is effective. Transaction forms are available in the program office. A withdrawing student will receive a notation of W on his or her transcript. A student who withdraws from a course, but fails to submit an appropriately completed and signed withdrawal transaction form, may receive a failing grade in the course.

Students withdrawing between the 1st and 7th calendar days of the term will receive a 90 percent refund of tuition paid. Students withdrawing between the 8th and 28th calendar days of the term will receive a 25 percent refund of tuition paid. Students withdrawing after the 28th calendar day of the term will receive no refund.

Once the course is more than 50 percent completed, no withdrawals will be allowed and the student will receive an earned grade at the end of the course. These guidelines may not apply to students placed on a leave of absence. In such instances, all cases will be individually reviewed (see Leave of Absence section).

B. Academic Standing

The Office of the Registrar compiles a transcript of each student’s academic record. A copy of this transcript is available to the student, the program director’s office, the dean’s office, the Student Progress and Advising Committee, the Office of Student Financial Assistance, and other individuals or facilities when authorized by the student, program director, or dean.

The transcript includes

- grades earned (including remediated failure)
- deficiencies (incompletes, failures, etc.)
- semester GPA and cumulative GPA
- honors
- withdrawal and/or leaves of absence

A student is considered in good academic standing when he or she has completed all required coursework to date. This implies that all failures in previous courses have been successfully remediated, all incomplete coursework has been satisfactorily completed, and that the student is not currently on academic or behavioral probation, suspension, or dismissal. A student who is not in good academic standing will be prohibited from participating in college-sponsored events, holding office in any NSU organization, or being elected to any honorary or other school organizations.

1. Student Grades

Most courses are graded based on letter grades A through F. Some courses may be graded pass/fail. The numerical equivalents and grade point equivalents are as shown:

94–100	A	4.0
90–93	A-	3.7
87–89	B+	3.3
84–86	B	3.0
80–83	B-	2.7
77–79	C+	2.3
73–76	C	2.0
70–72	C-	1.7
under 70	F	0.0

P Pass (70–89)

F Fail (below 70)

R Repeated course—course taken to remediate prior failure

I Incomplete

W Withdrawal

IP In Progress

2. In Progress (IP)

When the work for a particular course extends beyond the semester of registration (e.g., a practicum), a grade of *IP* (in progress) may be given each semester until completion of the course. A maximum of three academic semesters may be given to complete the course, including the semester of registration. After that time, the grade of *IP* will be converted to a failing grade.

3. Incomplete Coursework

When unanticipated and compelling circumstances prevent students from completing the requirements of a course within the specific confines of a particular semester, an extension of deadlines to meet the course requirements may be available to the student at the discretion of the course director. A mark of incomplete (*I*) may be assigned to a student when the student has been doing passing work up to the last day of class of the semester, but for reasons beyond the student's control and which the course director finds acceptable, the student has been unable to complete the requirements of the course on time. Negligence and indifference are not acceptable reasons.

Any incomplete that is not made up within the subsequent three consecutive semesters will be converted to an *F*.

4. Repeating Failed Courses

A student who earns an *F* course grade may be given the opportunity to repeat the failed course (see Dismissal section in this handbook). Additional tuition will be charged for repeated courses.

5. Make-Up Examinations

Make-up examinations for exams missed due to acute student illness, family emergencies, or extenuating circumstances may be given at the discretion of the course director at any time during the academic year. The format of make-up examinations may be short answer, essay, or multiple choice at the instructor's discretion and will be treated the same as any other examination in terms of grading. The student is responsible to read each course syllabus and to comply with the policies as stated. The examination policies will pertain to all make-up examinations. In the interim, the student will be assigned a grade of *I* in the course. If the student misses the make-up examination, he or she may receive a 0 for that examination.

6. Transcript Notations

Failing grades will be included in calculating the grade point average for that semester and the cumulative grade point average to that point. If a course is failed and subsequently passed, the new grade will be recorded on the transcript and will be used to calculate all grade point averages.

Once passed, a course may not be repeated. The original failed course and course grade will appear on the transcript, but will not be used to calculate grade point averages.

C. Academic Progress

The academic progress of each student enrolled in the M.S.B.I. Program is based on continuous satisfactory academic performance. It is also contingent on the student's adherence to the policies and procedures of the Master of Science in Biomedical Informatics Program, College of Osteopathic Medicine, Health Professions Division, and Nova Southeastern University governing his or her professional conduct and other responsibilities of students as outlined in this handbook. A student who experiences academic difficulty (such as failing a course or having an incomplete) must contact his or her course director and academic adviser promptly. Such matters may be further addressed by the M.S.B.I. program's Student Progress and Advising Committee (SPAC) and may include a meeting with the student.

Support services are available in the college for students with academic difficulties. These services include, but are not limited to, mentoring, consultations to identify potential difficulties that may be contributing to the student's lack of success, and other services deemed to enhance the student's opportunity for success.

D. Student Progress and Advising Committee (SPAC)

The Student Progress and Advising Committee (SPAC) reviews the progress of all students, including those referred with behavior issues or academic deficiencies, and makes recommendations for the program director.

The program director shall review the SPAC's recommendation and make a recommendation to the dean. The student shall then be notified of the dean's decision through written communication. The decision of the dean is final. In cases of decisions on dismissal or behavioral violations, the student may appeal to the college's Appeals Board. (See the Appeals Board section in this handbook.)

E. Graduation Requirements

To be eligible for the M.S.B.I. degree, the student must

- satisfactorily complete, with a grade average of B (3.0) or higher and within five years of matriculation, the course of study required for the M.S.B.I. degree—a minimum of 43 semester hours—and any required prerequisite courses if applicable (Prerequisite course grades are not included in the calculation of the GPA for the degree.)
- satisfactorily meet all financial and library obligations

Upon satisfactory completion of degree requirements, the student is expected to attend, in person, the rehearsal and commencement program, at which time, the degree is conferred. Students who do not plan to attend the commencement ceremonies must notify the program office before the established deadline for the commencement application.

F. Leave of Absence

Students with extenuating circumstances preventing them from maintaining academic progress must request a leave of absence (LOA) in order to remain in active status. A student may submit a written request for a leave of absence, with an explanation for the leave and the planned date of return, to the program director.

If a leave of absence is approved by the program director, it may not exceed one year, either cumulatively or within a single leave, during the student's matriculation. If the student does not return within that timeframe, he or she will be withdrawn from the M.S.B.I. Program. The specific timeframe of the leave of absence is always dependent on the ability of the student to return to classes in order to keep the coursework continuous. A student may not return in the middle of a course, but may return during a specific starting point, such as the start of a semester. While on a leave of absence, a student is not eligible to make up incomplete coursework or remediate any examinations.

A student who remains inactive from the program and/or does not register for classes over three consecutive terms without a leave of absence or other official approval may be withdrawn from the program. To be accepted back into the program after a required leave of absence, the student must write a letter addressed to the program director and copied to the dean

- explaining the circumstances of the prolonged absence
- submitting a written request for reinstatement

All decisions made by the dean concerning a student's administrative or voluntary leave of absence will be final.

1. Administrative Leave of Absence

An administrative leave of absence is a mandatory leave of absence imposed by the dean. During the leave, the student will be given the opportunity to rectify or seek rehabilitation or treatment for the problem that precipitated the necessity for the leave. To be accepted back into the program after the required leave of absence, the student must be able to demonstrate to the dean's satisfaction that the pre-established requirements have been met and that he or she shows reasonable likelihood that previous problems will not recur.

2. Voluntary Leave of Absence

A voluntary leave of absence is a request by a student to temporarily withdraw from all classes for personal, financial, or medical reasons. Any student requiring an absence from the M.S.B.I. Program for a period of one semester or longer must complete a leave of absence application form specifying the reason for the request and the estimated length of absence and submit it to the program director. The SPAC will review the request and make recommendations to the program director, who will in turn make recommendations to the dean. The dean will make the decision as to whether to grant the leave of absence and the conditions under which the student may return to school. Any student granted leave from the program will be removed from active status during the period of absence. In making such a request, the student understands that he or she may not be eligible to return to school before the next academic term and that the length of the absence will not be counted toward the period of five years allowed for completion of all academic requirements. A leave of absence may not exceed one year, either cumulatively or within a single leave, during the student's matriculation. If the student does not return within that timeframe, he or she will be automatically withdrawn from the M.S.B.I. Program and it will be considered a voluntary withdrawal. The specific timeframe of the leave of absence is always dependent on the ability of the student to return to classes in order to keep the coursework continuous. A student may not return in the middle of a course, but may return during a specific starting point, such as the start of a semester. While on a leave of absence, a student is not eligible to take or remediate any courses or make up incomplete coursework.

If a student is granted a leave of absence while current coursework is still in progress, he or she will be withdrawn from those courses. In all such cases, the appropriate designation for each course in progress (W) will be entered on the transcript. In such cases of withdrawal from a course, students will be required to complete all such courses when they return from their leave of absence and before they will be permitted to progress into the next academic year.

If the dean approves a leave of absence and the student is currently not in good standing, is under review for a disciplinary action, or has a disciplinary action imposed on him or her, then the student may not be readmitted to the college without a review by the SPAC. Upon completion of its review, the SPAC shall make a recommendation to the program director to readmit or not readmit the student. If the student is denied readmission, his or her status will be changed to either a withdrawal or a dismissal. If appropriate, students may be readmitted with a disciplinary action imposed on them at the beginning of their readmission for a stated period of time.

Students granted a leave of absence for a medical reason must have a licensed physician, approved by the dean, certify in writing that their physical and/or mental health is sufficient to permit them to continue in their biomedical informatics education before they will be allowed to return to the college.

Students granted a leave of absence for financial reasons must, before their return to the university, prove to the financial department of the university that they have the financial capability to advance in their education.

3. Leave of Absence Records

Leave of absence records and the date of each determination shall be placed in the student's permanent record.

CODE OF CONDUCT

The College of Osteopathic Medicine Code of Conduct does not replace or take precedence over the Nova Southeastern University Code of Student Conduct. Students are required to know and adhere to both the college's Code of Conduct and the university's Code of Student Conduct.

The dean of the college has established the following code of conduct (the code), which shall apply to all students enrolled in the college.

Students enrolled in the college are expected to adhere to behavior consistent with the high standards of the medical profession. Compliance with institutional regulations, as well as city, state, and federal laws, is expected.

Master of Science in Biomedical Informatics students shall act honorably and ethically. Dishonesty, unethical behavior, or other designated inappropriate conduct shall not be tolerated. It is not possible to enumerate all forms of inappropriate behavior, some of which could raise serious questions concerning a student's ability to continue in the academic program. Below, however, are the general rules and policies that shall apply to all students.

A. Academic Dishonesty

The college holds its students to the highest standards of intellectual integrity. Therefore, any student attempting to pass any examination by improper means, presenting work that he or she has not performed, aiding and abetting any other student in any dishonest academic act, or having direct knowledge of such without reporting it may subject the offending student to a meeting before the Student Progress and Advising Committee and subsequent dismissal from the college.

Students shall be afforded the opportunity for an internal and private (no nonuniversity participants) meeting with the Student Progress and Advising Committee in matters relevant to academic dishonesty.

B. Attendance

Each student holds the responsibility for attending classes and abiding by the specific enforcement policies regarding attendance within a course, whether the course is offered in the classroom or via a distance-learning format. This includes policies and penalties for unexcused absences and nonparticipation within the parameters of the Health Professions Division. If missed laboratories, assignments, or examinations are to be made up, they will be done at the discretion of the course director. Any student who is absent from a class for two class sessions without the approval of the course director may be withdrawn from the course. If a student is administratively withdrawn from all the courses he or she is taking in a particular semester, he or she will be put on a leave of absence or may be dismissed.

C. Student Assistance Program

See HPD Policies and Procedures section for Student Assistance Program.

D. Failure to Report a Violation

Every member of the college community (e.g., students, administrators, faculty members, and employees) has the duty to file a complaint with the SPAC whenever it is felt a substantial violation of the code has occurred. Failure to report a violation of the code is itself a violation. All members of the college community have an affirmative duty to participate in the inquiry or investigative complaint process.

E. Illegal, Inappropriate, and Unprofessional Behavior

No student shall display disorderly conduct; public intoxication; or lewd, indecent, or obscene behavior on the campus or at any college-sponsored or college-supervised function or event.

No student shall intentionally or recklessly endanger or threaten the mental or physical health or well-being of any other member of the college community or any visitor to the campus.

POLICIES AND PROCEDURES FOR ALLEGED CODE OF CONDUCT VIOLATIONS

Any member of the college community may file a written complaint with the chair of the Student Progress and Advising Committee (SPAC) setting forth specific violations.

During the period of time of any disciplinary action, except dismissal, the student may be directed to comply with the specific requirements intended to rehabilitate or monitor the student. These requirements may include counseling, auditing one or more courses, having medical treatment, preparing scheduled reports, or any other requirement intended to rehabilitate the student and/or to ensure that the student is able to continue with his or her education without further monitoring.

Records of dismissal, suspension, or leave of absence and the date of each determination shall be placed in the student's permanent records. The SPAC shall have nonexclusive authority to evaluate all alleged student violations of misconduct, whether academic, moral, professional, or ethical. Exceptions to this authority include, but are not limited to, the following:

- Nothing shall limit the right of the College of Osteopathic Medicine to immediately remove a student from the college if the student has been accused of a violent act or threat or any act that constitutes a violation of state, local, or federal criminal law subject to further proceedings consistent with these rules. A student who has been removed from the college shall not return until given permission to do so by the dean.
- Nothing shall prevent the dean from taking action deemed necessary, including removing a matter from the committee's consideration, whenever, in the dean's judgment, such action may prevent harm to the health, safety, and welfare of any individual; to school property; or to the integrity of the educational process.
- Nothing shall limit the right of the college or any of its representatives or students to file a report with any law enforcement or civil agency.

Student Progress and Advising Committee Academic/Behavioral Standards Meeting Protocols and Process

Proceedings to determine whether a student has violated a regulation, policy, behavior, or academic code of the college shall conform to the following protocols and process:

- When informed of an alleged violation, the chair of the Student Progress and Advising Committee (SPAC) will conduct a preliminary investigation.
- The chair will then call a meeting of the committee and shall notify the charged student(s). The student(s) shall receive written notice of the time, place, and subject of the meeting. Legal representation or any other form of representation is prohibited during the hearing.
- If necessary, the student will provide the chair with a written list of any witnesses he or she may have no later than two business days before the meeting date. The student will be responsible for ensuring the presence of his or her witnesses.

- Any witnesses will be called in individually to be questioned and to provide any statements. Any witnesses may be asked to remain outside the meeting room for later recall. The student will not be present during the questioning of any witnesses.
- The student will be given the opportunity to present his or her statements to the committee. The student will only be present during his or her statements and to respond to any questions from the committee.
- The chair will dismiss the student and any witnesses and close the meeting for discussion.
- At the conclusion of the discussion, the committee shall make a recommendation to the dean. The various disciplinary actions that may be recommended by the SPAC are reprimand, probation, suspension, dismissal, and administrative leave of absence.
- The dean shall review the committee's recommendation and the student shall then be notified of the dean's decision by certified mail (return receipt requested) or personal delivery.
- The recommendations of the SPAC and all reports, letters, and investigative records shall be maintained in the files of the dean for not less than five years. This information is not part of the student's permanent records or the student's transcript.

Academic and Behavioral Disciplinary Sanctions

A. Reprimand

A reprimand is an oral or written notification to the student that continuation of repetitive wrongful conduct may result in more severe disciplinary penalties. Whether the reprimand is oral or written, it is recommended that the student sign a document in which the reprimand is explained and a copy of the document be given to the student and placed in the student's file.

B. Probation

Probation is defined as a trial period during which a student has the opportunity to demonstrate that he or she can academically redeem failing grades or can effectively cease behavioral misconduct.

Probation can be for the remainder of a current term or may be for the remainder of the time the student is enrolled in the M.S.B.I. Program at the college.

While on probation, the student is prohibited from (1) participating in NSU-sponsored student activities (e.g. mission trips or health fairs); (2) holding office in any NSU organization, club, fraternity, or sorority; and (3) being elected to any honorary or other school organizations. Participation in any of the aforementioned activities by a student on probation is a violation of the probationary period.

A student shall be placed on probation if a final failing grade has been posted on the transcripts. The program director shall notify the student, in writing, that they have been placed on academic probation.

During probation for disciplinary reasons, the student must especially show appropriate behavioral, professional, and personal good conduct as defined in the conditions of his or her probation.

Additionally, the student is required to refrain from any further violation of the code and may be required to perform community service or comply with any other requirements intended to rehabilitate the student.

If, while on probation, the student violates the terms of his or her probation, actions may be taken up to, and including, dismissal from the M.S.B.I. Program.

The Student Progress and Advising Committee (SPAC) will make a recommendation for continued academic probation to the program director when

- a student has any unremediated failures or is otherwise not making satisfactory progress toward meeting degree requirements
- a student has failed to comply with the Code of Conduct (see Code of Conduct section in this handbook)

Once the student has corrected all academic deficiencies, the SPAC may recommend to the program director to remove the student from probation for academic reasons.

C. Suspension

Suspension bars a student from attending school for a defined period of time if, in the opinion of the dean, the student has not attained the academic level and/or has deviated from the academic standards and/or standards of behavior established by the college. A suspended student will be removed from the academic enrollment with revocation of all other privileges or activities, including the privilege of entering the campus for a specified period of time. A student who chooses to appeal a suspension must do so within 10 business days of the date of suspension. While appealing a suspension, a student may continue to attend classes and take all examinations in the usual manner.

Suspension is included in the calculation of the five-year limit for completing all graduation requirements. Suspension cannot be less than the remainder of the academic year if the interruption to classes, field experience courses, and laboratories will result in the failure of current courses.

D. Dismissal

Dismissal is the permanent termination of a student's academic enrollment. As with all disciplinary actions, the dean is responsible for imposing this recommendation. A student who chooses to appeal a dismissal must do so within 10 business days of the date of dismissal. While appealing a dismissal, a student may continue to attend classes and take all examinations in the usual manner.

The reasons for which a student may be dismissed from the M.S.B.I. Program of the College of Osteopathic Medicine include, but are not limited to,

- failure of courses amounting to 6 or more credit hours

See Repeating Failed Courses section in this handbook.

- exceeding the five-year limit for completing all graduation requirements, exclusive of any approved leave of absence in good standing
- circumstances of a legal, moral, behavioral, ethical, or academic nature that warrant such action

Readmission Policy

If a student is dismissed or withdraws from the Master of Science in Biomedical Informatics Program, he or she may not apply for admission for a class starting less than 12 calendar months after the date of dismissal or withdrawal. In order to be considered for admission, the candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal or withdrawal have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if admitted.

All courses failed previously, without successful remediation, must be retaken. All incompletes in progress or courses passed with less than a B must be retaken. Only courses taken within five years of graduation will be accepted toward the degree. Any other courses required must be retaken. The SPAC will recommend to the program director whether or not the student should be readmitted. The program director will review the recommendations of the SPAC and make recommendations to the dean.

GRIEVANCES AND APPEALS

A. Nongrade-Related Grievance

Any student has the right to seek redress of a grievance with immunity from disciplinary action or retaliation consistent with local, state, and federal rules, regulations, and laws. For a student to address a grievance, he or she must use the following procedures:

1. The student will present the grievance to the student's assigned faculty adviser. If the faculty adviser cannot affect a resolution to the problem, the student may then consult with the director of student and administrative services.
2. The biomedical informatics program director will hear the grievance.
3. If a satisfactory solution cannot be achieved, the student will be advised to prepare a written, signed request, setting forth the grievance and requesting a hearing with the Student Progress and Advising Committee (SPAC).
4. Copies of appropriate and relevant documentation must be appended to this request, which will include a statement to redress the student requests.
5. The student will submit the request to the director of student and administrative services, who will present it to the chairperson of the SPAC.
6. The chairperson of the SPAC shall convene the committee after receipt of a written request.
7. The student will be notified in advance of the date, time, and place of the meeting.
8. The meeting shall be internal, private, and closed to nonuniversity personnel. Nonuniversity personnel are not available for consultation during these meetings. Legal representation or any other form of representation is prohibited during the hearing. At the meeting of the SPAC, the student will be afforded a full and fair opportunity to present the grievance and to respond to relevant questions posed by members of the committee.
9. The committee will, after deliberation, make a recommendation to the dean.
10. Following receipt of the committee's recommendation, the dean or his designee will advise the student, in writing, of the action taken to resolve the grievance.
11. If the student is still not satisfied, he or she may request an additional review by the Appeals Board. This request must be made in writing and delivered to the dean within 10 days of the date of the letter advising the student of the grievance resolution. The request must specify additional relevant facts, which were not presented to the SPAC and must state the specific redress desired.

The college Appeals Board will conduct a review (see Appeals Board section in this handbook). The decision of the Appeals Board shall be final with no official recourse or available appeal.

B. Appeals Policy for Grading Disputes

Matters regarding grading disputes shall include all concerns related to specific grades received or the processes by which grades are determined. In all appeals regarding a grading dispute, the decision of the dean is final.

A student who has difficulty in negotiating the grading dispute appeals process may seek guidance from his/her faculty adviser or the biomedical informatics program director.

1. Course Grade

A student seeking to appeal a decision regarding a classroom grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated.

- a. course instructor
- b. course director
- c. biomedical informatics program director
- d. Student Progress and Advising Committee
- e. dean (final level of appeal)

A student seeking to resolve a grade problem through the administrative channels above must initiate such action in writing within 30 days from the date the grade is recorded at the registrar's office. Review of a student problem and complaint at each administrative level will be carried out as expeditiously as possible. If the student is not satisfied with the decision, he or she may appeal to the next administrative level. If the student chooses to continue the appeal, this must be done in writing within 10 business days of the date the decision was rendered, excluding weekends and official school holidays. No administrative grade changes will be accepted 60 days after the grade is recorded.

C. Appeals Board

1. Appeals Board Hearing Guidelines

The student appeals hearing is an informal proceeding. No rules of evidence will be used. The hearing shall be internal, private, and closed to nonuniversity personnel. Nonuniversity personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the appeal hearing is prohibited. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Osteopathic Medicine.

2. Appeals Board Responsibilities

The Appeals Board will hear all student appeals of decisions made by the dean of the College of Osteopathic Medicine relating to either dismissal or disciplinary actions as defined in the student handbook. If a student appeals the decision of the dean, the appeal must be in writing and submitted to the chair of the Appeals Board within 10 business days (excluding holidays and weekends) after the date of receiving notification of the dean's decision. Any appeals not submitted to the chair of the Appeals Board within this timeframe shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought.

3. Appeals Board Membership

The Appeals Board shall consist of the chancellor of the Health Profession Division or designee, two M.S.B.I. faculty members appointed by the M.S.B.I. program director, one faculty member appointed by the dean, and a chair from the M.S.B.I. program faculty appointed by the dean. The assistant dean of student and administrative services and the chair of the Student Progress and Advising Committee will attend the hearing, but will not participate during the vote of the board's decision.

4. Hearing Protocol

- a. The Appeals Board hearing will proceed under the direction of the chair.
- b. Summary notes of the hearing may be taken.
- c. The student will be notified of the date, place, and time of the hearing via certified mail to the student's last known address or by hand delivery with receipt. Any student who fails to appear at the designated date and time will automatically waive his or her right to appeal.
- d. A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership, including the chair.
- e. The student will provide the board chair with a written list of any witnesses he or she may have no later than two business days before the hearing date. Only witnesses with direct information that is new and relevant and has not been presented previously to the dean or the SPAC will be considered.
- f. The student will be present only during his or her testimony.
- g. Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student.
- h. The Appeals Board may question any witnesses present during the hearing.
- i. The Appeals Board will have the option of calling more witnesses. The student shall not be present during the questioning of any witnesses.
- j. The director of student and administrative services and the chair of the SPAC shall be nonvoting, serving only in an advisory capacity, and may be present throughout the entire hearing.

5. Appeals Board Hearing Process

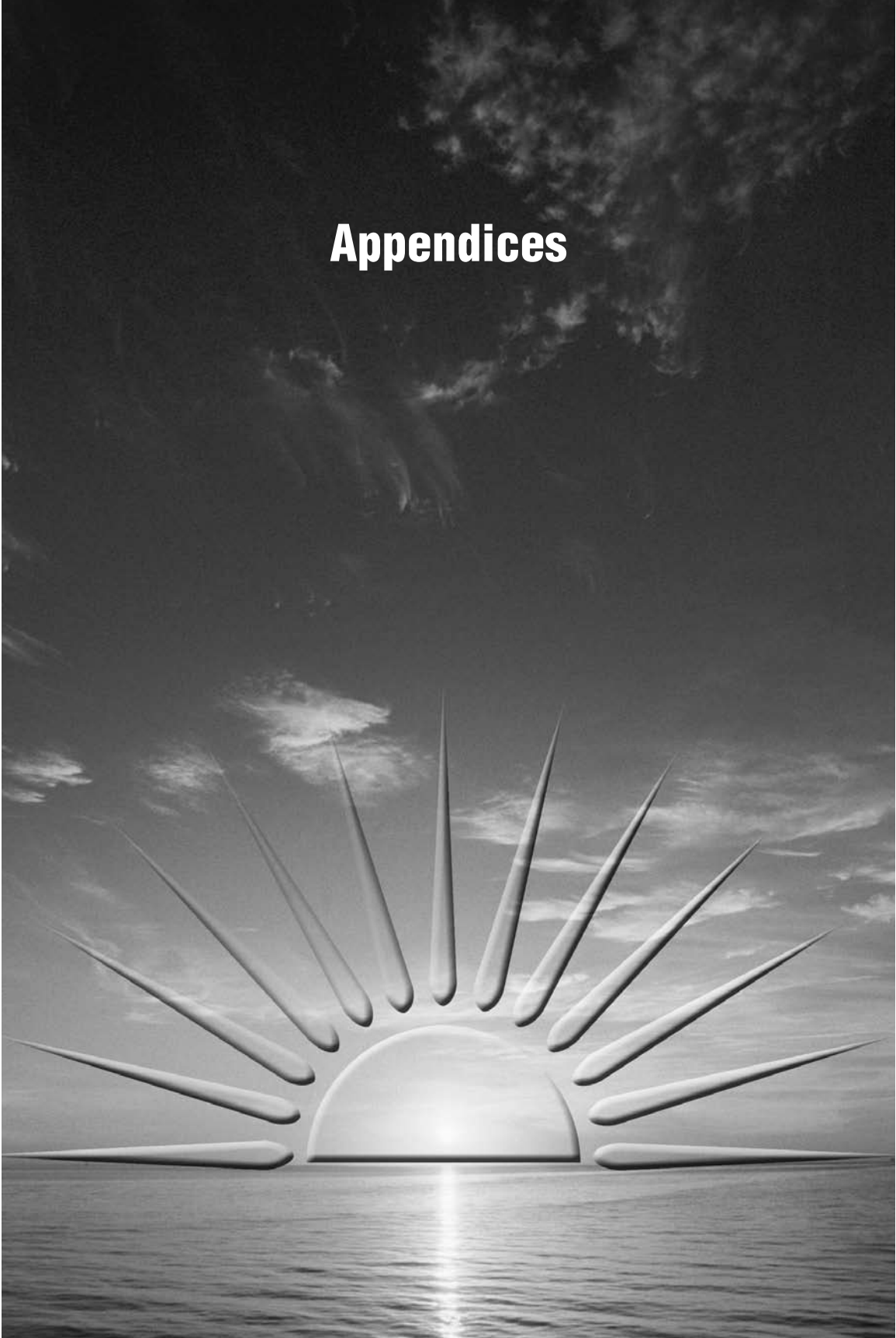
- a. The chair will convene the hearing with only board members present.
- b. The chair will advise the board members of the charge(s) and the dean's decision, review the evidence, respond to any questions, and provide opportunity for any additional input from ex officio members.
- c. Witnesses will be called individually by the board and questioned without the student being present.
- d. Witnesses may be asked to remain outside the hearing room for later recall or dismissed at the board's discretion.

- e. When all evidence has been heard and witnesses questioned, the chair will call the student into the hearing room.
- f. The chair will introduce the student to the board members.
- g. The student will have an opportunity to present his or her appeal, provide statements and evidence in defense of the alleged violation(s), appeal the degree of disciplinary action, summarize his or her position, and respond to any questions from the board members.
- h. The chair will then dismiss the student from the hearing.
- i. The board members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The board may delay the vote if it determines that additional information or facts are needed before a vote.
- j. The chair will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

6. Notification of the Appeals Board Decision

The decision of the board will be forwarded, in writing, by the chair to the dean who will forward it to the student by certified mail to his or her last official address or by hand delivery with receipt. All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.

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, Tranxex, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4–8	Oral	see above	see above	see above
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4–8	Oral	see above	see above	see above
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4–8	Oral	see above	see above	see above
Other Depressants	III	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4–8	Oral	see above	see above	see above

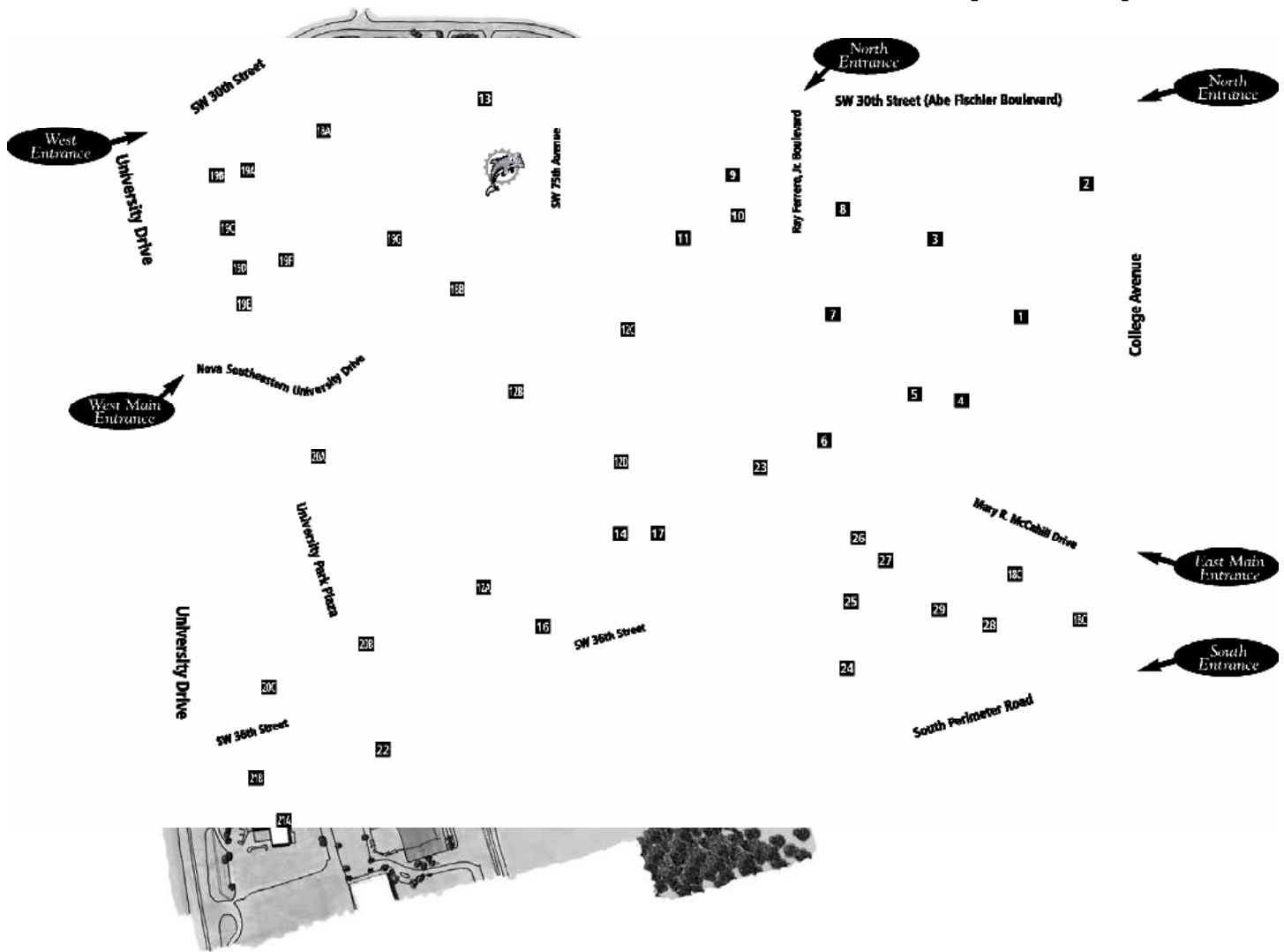
<i>Cannabis</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
Marijuana	I	Pot, Grass, Acapulco Gold, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2–4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	I, II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish	I	Hash	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above

<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, Melfiat, Plegine, Sanorex, Tenuate, Pepanil, Prelu-2	Weight control	Possible	Moderate	Yes	2–4	Oral, injected	see above	see above	see above

**Designated a narcotic under the CSA.

<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



A.D. Griffin Sports Complex.....	18A	Family Center Village.....	22	Parker Building.....	11
Administration.....	1	Farquhar College of Arts and Sciences.....	4, 11	Parking Garages (public).....	9, 19G
Administrative Services Building.....	21A	Farquhar Performing and Visual Arts Wing (Blackbox Theater).....	23B	Physical Plant.....	17
Admissions (undergraduate).....	4	Farquhar Residence Hall.....	27	President's Office.....	1
Alumni Relations.....	1	Financial Aid.....	1	Psychology Services Center.....	2
Alvin Sherman Library, Research, and Information Technology Center.....	7	Financial Operations.....	1	Public Affairs.....	1
Athletics and Student Affairs Building.....	5	Founders Residence Hall.....	26	Publications.....	17
ATMs.....	7, 8, 19E, 23B	Graduate School of Computer and Information Sciences.....	8	Public Safety.....	11, 17
Baudhuin Preschool.....	22	Graduate School of Humanities and Social Sciences.....	2	Purchasing.....	17
Bookstore.....	20C	Grants and Contracts.....	20A	RecPlex.....	23C
Bursar's Office.....	1	Hearing and Balance Clinic.....	21B	Registrar's Office.....	1
Business Services.....	17	Horvitz Administration Building.....	1	Research, Planning, and Governmental Affairs.....	20A
Cafeteria/Dining.....	6, 7, 8, 19E	HPD Administration (Health Professions Division).....	19E	Residential Life and Housing.....	29
Campus Card Services.....	23A	HPD Admissions.....	19E	Rosenthal Student Center.....	6
Campus Pharmacy.....	19B	HPD Library.....	19C	Sanford L. Ziff Health Care Center.....	19B
Campus Recreation.....	23C	Human Resources.....	1	Shepard Broad Law Center.....	3
Career Services.....	7	H. Wayne Huizenga School of Business and Entrepreneurship.....	8	Student Affairs.....	5, 6, 23B
Carl DeSantis Building.....	8	Information Technologies and Digital Media.....	4	Student Government Association.....	5
Center for Psychological Studies.....	2	International Students.....	1	Telecommunications.....	20A
Central Services Building.....	17	Jim & Jan Moran Family Center Village.....	22	Terry Administration Building.....	19E
College of Allied Health and Nursing.....	19E	Legal Affairs.....	1	The Commons (Residence Hall).....	29
College of Dental Medicine.....	19A	Leo Goodwin Sr. Hall (Law Center).....	3	The Current Newspaper.....	5
College of Medical Sciences.....	19E	Licensure and State Relations.....	20A	The Flight Deck.....	23B
College of Optometry.....	19E	Lifelong Learning Institute.....	20A	University Archives.....	7
College of Osteopathic Medicine.....	19E	Mail Services.....	21A	University Relations.....	1
College of Pharmacy.....	19E	Mailman-Hollywood Building.....	4	University School Aquatics Center.....	14
Computer MicroLabs.....	7, 19C, 19F, 20A	Mailman Segal Institute for Early Childhood Studies.....	22	University School—Lower.....	12A
Copy Services.....	8, 19D, 21A	Maltz Psychology Building.....	2	University School—Middle (Dauer Building).....	12B
Cultural Living Center.....	24	Miami Dolphins Training Facility.....	13	University School—Upper (Sonken Building).....	12C
Development.....	1	One-Stop Shop.....		University School Sports Gym (Noel B. Brown Building).....	12D
Don Taft University Center.....	23	(includes Registrar, Bursar, and Financial Aid).....	1, 19E	Veterans Affairs.....	1
Executive Offices.....	1			Vettel Residence Hall.....	25
Eye Institute.....	19B			Visitor Parking.....	posted in parking areas
Facilities Management.....	1			Women's Resource Institute.....	16
				WNSU Radio Station Radio X.....	6

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
Athletics (954) 262-8250
Bursar's Office..... (954) 262-5200
Business Services..... (954) 262-8830
Call Center..... (954) 262-7300
Computer Support
HELP line (954) 262-4357
Dining Services (954) 262-5300
Facilities Management..... (954) 262-8881
Financial Aid..... (954) 262-4031
Flight Deck and
Student Union (954) 262-7288
Information Technologies/
Media Services (954) 262-4920
Mail Services—Goodwin ... (954) 262-8875
Main Library..... (954) 262-4601
Microcomputer
Lab—Parker (954) 262-4949
NSU Bookstore (954) 262-4750
NSU Student Counseling... (954) 262-7050
Office of Career Services ... (954) 262-7201
Office of the Dean
of Student Affairs (954) 262-7280
Physical Plant..... (954) 262-8800

Radio Station—WNSU (954) 262-8457
Recreation
and Wellness (954) 262-7301
Registrar..... (954) 262-7255
Residential Life
and Housing (954) 262-7052
Student Activities and
Leadership Development.... (954) 262-7290
Student Engagement..... (954) 262-7283
Student Union
and Flight Deck..... (954) 262-7288
The Current Newspaper..... (954) 262-8455
Title IX Coordinator..... (954) 262-7280
Travel Office..... (954) 262-8888
Volunteerism/
Community Service..... (954) 262-7297
Women's
Resource Institute (954) 262-8451

Centers, Colleges, and Schools

Center for
Psychological Studies..... (954) 262-5700
Farquhar College of
Arts and Sciences (954) 262-8000
Fischler School of Education
and Human Services..... (954) 262-8500
Graduate School
of Computer and
Information Sciences..... (954) 262-2030
Graduate School
of Humanities and
Social Sciences..... (954) 262-3000
H. Wayne Huizenga
School of Business
and Entrepreneurship (954) 262-5000
Health Professions
Division (954) 262-1000
Oceanographic Center (954) 262-3600
Shepard Broad
Law Center..... (954) 262-6100

