



NSU Florida

2021-2022
Student Handbook

DR. KIRAN C. PATEL COLLEGE OF OSTEOPATHIC MEDICINE

Nova Southeastern University Student Handbook

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

Policies and programs set forth in this handbook are effective through the academic year 2021-2022. 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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0376-2021-NOM
0447-2021-NOM

CORONAVIRUS (COVID-19)

Due to the evolving nature of COVID-19, updates to academic and safety protocols will be reflected on the following web page: nova.edu/coronavirus.

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Message from the President



Welcome to Nova Southeastern University! As the President of NSU, it is my honor to welcome you into our Shark family.

Our goal is to provide you with a quality education that will prepare you for a rewarding future in your career, your community, and your life. Within all our programs, you will learn from the expertise of our diverse faculty. Your hands-on, immersive program will challenge you in new ways that you have not experienced before. Over time, you will grow academically and personally as you work with professors and your peers. You will push past any limits you have set for yourself as you learn the skills that will allow you to dominate your chosen profession.

There is much more to life at NSU than going to class, so I encourage you to explore your interests with our on-campus clubs, organizations, and internship opportunities. Your course at NSU is yours to chart, and I am confident that you will make the best choices and have enriching experiences.

This moment represents the start of a new journey, and I would like to remind you that the journey is as important as the destination. Soon enough you will be completing your degree, and I assure you by the time you finish, with the knowledge and experience you gleaned at NSU, you will have unleashed your potential to be a leader.

Go Sharks, and FINS UP!

Sincerely,

A handwritten signature in blue ink that reads "George L. Hanbury II". The signature is written in a cursive style with a double underline at the end.

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

Foreword/Reservation of Power

Foreword

For the purpose of promoting its educational mission, Nova Southeastern University (NSU) has the inherent right to preserve order and maintain stability through the setting of standards of conduct and the prescribing of procedures for the enforcement of such standards. In addition to maintaining order and stability, whenever possible, the university aims to utilize its disciplinary procedure as a developmental process. In accordance with this philosophy, educational assignments may be added to any disciplinary penalties. The foundation underlying such student standards relies on the tenet that the exercise of individual rights must be accompanied by an equal amount of responsibility. This assures that the same rights are not denied to others. By becoming a member of the university community, a student acquires rights in, as well as responsibilities to, the whole university community. These rights and responsibilities are included in this handbook.

Students are required to comply with all NSU regulations as well as all local, city, county, state, and federal laws at all times. All students are subject to the policies and procedures as contained herein. The term “students” includes any individual enrolled in a course or academic program offered by Nova Southeastern University, whether in a degree-seeking program or not. In addition, any student residing in university residence facilities is subject to these policies and procedures for violations occurring within those facilities. Any act that constitutes a violation or an attempt to violate any of the policies or procedures contained herein may establish cause for disciplinary and/or legal action by the university. In circumstances where this handbook defines a violation more stringently or differently than local/state law, the handbook’s definition shall supersede. The university is not limited to or bound by the definitions contained in the local/state statutes or case law in addressing student conduct violations.

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

Students who engage in conduct that endangers their health or safety, or the health or safety of others, may be required to participate and make satisfactory progress in a program of medical evaluation and/or treatment if they are to remain at the university. The determination as to the student’s participation and progress is to be made by the NSU Student Behavioral Concerns Committee. The university reserves the right to require the withdrawal of a student from either enrollment and/or university housing, whose continuation in school, in the university’s judgment, is detrimental to the health or safety of the student or others. The Student Behavioral Concerns Committee, in its judgment, can also place conditions upon a student for either remaining in school or returning from a leave of absence. Such conditions include, but are not limited to, mandating that a student attend counseling. Students who withdraw for reasons of health or safety must contact the Office of Student Conduct before seeking readmission to NSU. Decisions made under this policy are final.

In lieu of, or in addition to, disciplinary action, NSU also reserves the right to impose fines, take legal action, rescind housing privileges, revoke study abroad privileges, withhold student records, revoke other privileges, and impose other penalties as may be deemed appropriate. Students should also be aware that disciplinary action may impact eligibility for scholarships or other institutional financial aid. Furthermore, admission of a student to Nova Southeastern University for any semester does not imply or guarantee that such student will be reenrolled in any succeeding academic semester. Students may also be subject to disciplinary proceedings for acts committed before their admission and/or enrollment at Nova Southeastern University.

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. From time to time, it may be advisable for the university to alter or amend its procedures or policies. Reasonable notice may be furnished to the university community of any substantive changes, but is not required.

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

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

University Vision Statement, Mission Statement, and Core Values

Vision 2025 Statement

By 2025, NSU will be recognized as a preeminent, professional-dominant, doctoral-research university that provides competitive career advantages to its students and produces alumni who serve and lead with integrity.

Mission Statement

The mission of NSU—a selective, doctoral-research university—is to deliver innovative academic programs in a dynamic, lifelong learning and research environment fostering integrity, academic excellence, leadership, and community service through engaged students, faculty, and staff.

NSU Core Values

INTEGRITY Integrity involves honesty and fairness, consistency in instruction, ethics of scholarship, freedom of inquiry, and open and truthful engagement with the community through effective communication, policies and practices.

ACADEMIC EXCELLENCE Academic excellence is the provision of the highest quality educational and learning experiences made possible by academically and professionally qualified and skilled instructional faculty and staff, opportunities for contextual learning, state-of-the-art facilities, beautiful surroundings, and effective resources necessary to support learning at the highest level. Additionally, academic excellence reflects the successful relationship between engaged learners and outstanding instructional faculty and staff.

COMMUNITY NSU is a community of faculty and staff members, students, and alumni who share a common identity and purpose. Our community extends into professional, intellectual, and geographical domains that both support and are the focus of our educational mission.

DIVERSITY Diversity includes, but is not limited to, race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, or political beliefs or affiliations. Differences in views, interpretations, and reactions derived from diversity are important. Diversity enriches a learning environment focused on preparing individuals to live and work in a global society.

INNOVATION Innovation is the creative and deliberate application of teaching, research, scholarship, and service for effective education, and the development of useful products or processes providing a value added to the community.

OPPORTUNITY Opportunity fosters the possibility for anyone associated with NSU to acquire an education or an educational experience through creative, yet sound, pedagogical programs.

SCHOLARSHIP/RESEARCH Research and scholarship products are disseminated and evaluated through intellectual discourse, application, assessment, and other mechanisms of the relevant peer community.

STUDENT CENTERED Students are the focus of institutional priorities, resource decisions, and planning. We are stewards of student needs and advocates for student academic success and professional development.

(The Vision 2025 Statement, Mission Statement, and Core Values were adopted by the NSU Board of Trustees on March 29, 2021.)

An underwater scene with a deep blue background. Several sharks are swimming in the lower half of the frame, and many smaller fish are scattered throughout. Sunlight rays are visible at the top, creating a bright, hazy effect.

Policies and Procedures

Nova Southeastern University

Statement on Student Rights and Responsibilities

As a community, Nova Southeastern University is committed to furthering scholarship, academic pursuits, and service to our society. All students have an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Nova Southeastern University students enjoy the right to learn in an environment that is free from discrimination based on the University Equal Opportunity/Nondiscrimination Policy included below.

It is important that rights of NSU students be embraced by the university community and observed in the spirit of the university's mission. Certain rights and obligations flow from membership in any academic community committed to such goals, including

- respect for the equal rights and dignity of others
- to be treated equally in academic and social settings
- to live and/or attend classes in a physically safe campus environment
- the expectation of a positive living/learning environment
- the ability to initiate a complaint relating to the Code of Student Conduct and Academic Responsibility
- personal and intellectual freedom, which are fundamental to the idea of a university
- dedication to the scholarly and educational purposes of the university
- participation in promoting and ensuring the academic quality and credibility of the institution
- to provide service to our community and beyond
- to engage in service opportunities that enhance learning outcomes, both on and off campus
- to associate with student organizations of one's own choosing

Students are responsible for obtaining, learning, and observing the established university and academic center policies as listed in all official publications. All members of the NSU community should inform the appropriate university official of any violation of the Code of Student Conduct and/or Academic Responsibility.

University Equal Opportunity/Nondiscrimination Policy

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

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

The following person has been designated to handle inquiries and complaints regarding perceived discrimination and NSU nondiscrimination policies:

For inquiries or complaints regarding perceived discrimination based on gender or sex, please contact

Laura Bennett

Title IX Coordinator

(954) 262-7858 • laura.bennett@nova.edu or titleix@nova.edu

Website and online reporting form: nova.edu/title-ix

Office location:

Office of Human Resources

3100 SW 9th Ave., #248

Fort Lauderdale, FL 33315

Inquiries about the application of Title IX may be directed to the Title IX coordinator, the assistant secretary of education of the United States, or both.

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

Benjamin Johnson, Ed.D.

Assistant Dean for Student Development

(954) 262-7281 • bj379@nova.edu

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. A student should submit to the Office of the University Registrar a written request that identifies the record(s) the student wishes to inspect. The Office of the University Registrar will arrange for access and notify the student of the time and place where the records may be inspected.

- The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. A student who believes that his or her education records contain information that is inaccurate or misleading, or is otherwise in violation of the student's privacy or other rights, may discuss his or her concerns informally with the Office of the University Registrar. If the decision is in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period that the records will not be amended and will be informed by the Office of the University Registrar of his or her right to a formal hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the school official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university may disclose educational records, without consent, to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment and transfer.
- The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605, concerning alleged failures by Nova Southeastern University to comply with the requirements of FERPA.
- The right to be notified of students' rights under FERPA annually. The Office of the University Registrar sends a FERPA notification via email to all students each fall.

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

- student name
- local and home address
- telephone numbers
- email addresses
- photo I.D.
- major field of study
- participation in sports
- place of birth
- dates of attendance
- degrees, honors, and awards received
- enrollment status

- year in school
- anticipated graduation date
- photographs and video recordings taken in public places

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

Release of Student Information

A student can give consent to permit Nova Southeastern University to discuss and/or release personal identifiable information to a third party such as a spouse, a parent, a guardian, etc. This consent must be provided in writing with the student's signature. To provide a written consent, complete the [Authorization for Release of Information form](#) available on the Office of the University Registrar's website. A student may also withhold directory information (as defined above) by completing the [Request to Prevent Disclosure of Directory Information form](#). A student is warned, however, that some of the consequences of preventing disclosure of directory information may be undesirable: a student's name will not be published on the Dean's List or commencement program, and requests from prospective employers are denied, and the student cannot be communicated with over the telephone. The only legal means of communicating with a student who submitted a Request to Prevent Disclosure of Directory Information form is in person or through NSU email.

Completed forms may be mailed to Nova Southeastern University, Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, FL, 33314-7796, or dropped off at the One-Stop Shop locations in the Horvitz or Terry Administration buildings, or scanned and emailed to nsuregistrar@nova.edu.

Conduct Notifications

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

Deceased Student Records

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

Health Care Privacy (HIPAA) Statement

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires "covered entities" to abide by the regulations governing the privacy, confidentiality, and security of protected health information, defined as individually identifiable health information created, received, maintained, or transmitted at or by a covered entity, whether such information is electronic, written, or spoken.

NSU is considered a “hybrid entity” for purposes of compliance with the HIPAA Privacy and Security Regulations, as NSU’s business activities include both covered and noncovered functions. As such, NSU’s covered health care centers are subject to the requirements of the HIPAA Privacy and Security Regulations, as well as policies implemented by NSU.

Pursuant to the HIPAA Privacy and Security Regulations, each covered NSU health care center is responsible for enacting privacy and security policies and procedures. Thus, the various NSU health care centers that provide patient care in a HIPAA-covered setting have enacted such policies and procedures. All NSU health care center workforce members including—but not limited to—faculty members, employees, and trainees, are responsible for following the policies and procedures implemented by the applicable NSU health care center. In addition, the HIPAA Regulations require that NSU provides training to its health care center faculty members, employees, and trainees with respect to its HIPAA Privacy, Security, and Research policies and procedures. NSU has developed a comprehensive online education program designed to comply with the HIPAA Regulations and to educate its workforce members and others who use, disclose and/or access protected health information. Applicable NSU health/mental health profession students and trainees will be required to complete the education program coordinated through his or her respective college/academic program. Violations of the NSU policies and procedures regarding privacy and security of protected health information will be reported to the appropriate supervising authority for potential disciplinary action up to, and including, dismissal in accordance with the applicable college/academic program policies.

Further, NSU faculty members and students may be subject to the HIPAA privacy and security policies and procedures enacted by various non-NSU health care facilities in which they train. It is the responsibility of the faculty member and student to familiarize himself or herself with such policies and procedures upon entering each facility. Any questions concerning the HIPAA privacy policies can be directed to the HIPAA liaison of your NSU health care center, the NSU HIPAA privacy officer, or the NSU HIPAA security officer. Please see the NSU Health Care Centers HIPAA Privacy Policies and Procedures on the NSU Office of HIPAA Privacy website at nova.edu/hipaa-privacy.

Code of Student Conduct and Academic Responsibility

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

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

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

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

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

Academic Standards

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

The following acts violate the academic honesty standards:

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

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

Students are expected to comply with the following academic standards:

- Original work—Assignments such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, re-examination, and/or remediation.
- 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) is considered plagiarism at Nova Southeastern University.
- 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.
- Prohibited acts—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:
 - plagiarism
 - any form of cheating
 - conspiracy to commit academic dishonesty
 - misrepresentation
 - bribery in an attempt to gain an academic advantage
 - forging or altering documents or credentials
 - knowingly furnishing false information to the institution
- Additional matters of ethical concern—Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

Conduct Standards

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

NSU University-Wide Religious Holidays Policy

1. NSU, although a secular institution, values the diversity of its student body, including diversity in religious expression. NSU recognizes that the religious diversity of its students may result in potential conflicts between work-restricted religious high holidays and educational activities such as classes or scheduled examinations. NSU seeks to accommodate students with personal religious beliefs who wish to observe work-restricted religious holidays. The following provisions apply to all faiths and religious groups equally.
2. This policy applies to all NSU students.
3. Students will not be penalized for approved class absences due to work-restricted religious holidays. This policy does not apply to required attendance in the clinical care setting.
4. The university has developed an interfaith calendar that can be found online at nova.edu/studentconduct/religious-holiday-policy.html, and which includes the recognized work-restricted religious holidays that have been approved by NSU. The calendar is published annually at least one month prior to the start of the fall semester. Approved absence requests for additional work-restricted religious holidays that are not included on the NSU interfaith calendar should be directed to the NSU assistant dean for Student Development at (954) 262-7281, who will evaluate the request, determine whether such religious accommodation will be approved, and notify the student and college/program of the outcome.
5. A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU assistant dean for Student Development at bj379@nova.edu or (954) 262-7281 within three calendar days after the start of the semester. NSU may request documentation or information from the student's religious institution in order to establish a legitimate need for accommodation. Absences for travel associated with religious observances are not deemed approved absences for purposes of this policy. A student's absence request for a work-restricted religious holiday will not be approved if the student fails to provide requisite notice for the absence request and/or provide requisite documentation. The failure to obtain approval for an absence may result in a penalty from the college or program.
6. With appropriate advance notice and approval, accommodations will be provided. The type of accommodation provided is within the discretion of the program, and may vary by course or program depending on the nature and type of educational activity in conflict. An absence for the observance of a work-restricted religious holiday does not relieve students from responsibility for

any part of the coursework required during the period of the absence, and missed work remains the student's responsibility to complete. It may not be possible to make up certain academic experiences, including, but not limited to, experiential group activities, as well as laboratory and clinical activities. Approved absences may extend program length or require repetition of a course.

7. It may not be possible to miss extensive periods of a scheduled academic class or experience (e.g., labs, residential institutes) due to the format of the program (e.g., weekend). Students should check the academic calendar prior to enrollment to determine whether they can meet the obligations of the program.
8. If a student's request is approved and he or she believes his or her respective college or program is not complying with this policy, and/or if a student has any questions about this policy, please contact the NSU assistant dean for Student Development at (954) 262-7281.

NSU Interfaith Work-Restricted Religious Holiday Calendar

NSU recognizes that there are additional religious holidays and observances beyond those identified in this calendar. However, the NSU Religious Holidays Policy and Calendar is limited to those religious holidays that have been recognized as work-restricted religious holidays.

<p>2021: Sundown on Sat., March 27 through Sundown on Mon., March 29</p> <p>2022: Sundown on Fri., April 15 through Sundown on Sun., April 17</p> <p>2023: Sundown on Wed., April 5 through Sundown on Fri., April 7</p>	<p><i>First two (2) days of Passover</i></p>	<p>Judaism</p>
<p>2021: Sundown on Fri., April 2 through Sundown on Sun., April 4</p> <p>2022: Sundown on Thurs., April 21 through Sundown on Sat., April 23</p> <p>2023: Sundown on Tues., April 11 through Sundown on Thurs., April 13</p>	<p><i>Last two (2) days of Passover</i></p>	<p>Judaism</p>
<p>2021: Sundown on Sat., July 17 through Sundown on Sun., July 18</p> <p>2022: Sundown on Fri., Aug. 5 through Sundown on Sat., Aug. 6</p> <p>2023: Sundown on Wed., July 26 through Sundown on Thurs., July 27</p>	<p><i>Tisha B'Av</i></p>	<p>Judaism</p>
<p>2021: Sundown on Mon., July 19 through Sundown on Tues., July 20</p> <p>2022: Sundown on Sat., July 9 through Sundown on Sun., July 10</p> <p>2023: Sundown on Wed., June 28 through Sundown on Thurs., June 29</p>	<p><i>Eid al-Adha</i></p>	<p>Islam</p>

<p>2021: Sundown on Mon., Sept. 6 through Sundown on Wed., Sept. 8</p> <p>2022: Sundown on Sun., Sept. 25 through Sundown on Tues., Sept. 27</p> <p>2023: Sundown on Fri., Sept. 15 through Sundown on Sun., Sept. 17</p>	<i>Rosh Hashanah</i>	Judaism
<p>2021: Sundown on Wed., Sept. 15 through Sundown on Thurs., Sept. 16</p> <p>2022: Sundown on Tues., Oct. 4 through Sundown on Wed., Oct. 5</p> <p>2023: Sundown on Sun., Sept. 24 through Sundown on Mon., Sept. 25</p>	<i>Yom Kippur</i>	Judaism
<p>2021: Sundown on Mon., Sept. 20 through Sundown on Wed., Sept. 22</p> <p>2022: Sundown on Sun., Oct. 9 through Sundown on Tues., Oct 11</p> <p>2023: Sundown on Fri., Sept. 29 through Sundown on Sun., Oct. 1</p>	<i>First two (2) days of Sukkot</i>	Judaism
<p>2021: Sundown on Mon., Sept. 27 through Sundown on Wed., Sept. 29</p> <p>2022: Sundown on Sun., Oct. 16 through Sundown on Tues., Oct. 18</p> <p>2023: Sundown on Fri., Oct. 6 through Sundown on Sun., Oct 8</p>	<i>Shemini Atzeret /Simchat Torah</i>	Judaism
<p>2021: Sundown on Sat., Nov. 6 through Sundown on Sun., Nov. 7</p> <p>2022: Sundown on Wed., Oct. 26 through Sundown on Thurs., Oct. 27</p> <p>2023: Sundown on Mon., Oct. 16 through Sundown on Tues., Oct. 17</p>	<i>Birth of the Báb /Birth of Bahá'u'lláh</i>	Bahá'í
<p>2021: Sundown on Sun., May 16 through Sundown on Tuesday, May 18</p> <p>2022: Sundown on Sat., June 4 through Sundown on Mon., June 6</p> <p>2023: Sundown on Thurs., May 25 through Sundown on Sat., May 27</p>	<i>Shavout</i>	Judaism

A. General Administrative Policies and Guidelines

A.1 Alcohol Policy

Nova Southeastern University, as an institution of higher education, is dedicated to the well-being of all members of the university community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), NSU endeavors to prevent substance abuse through programs of education and prevention. NSU recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is NSU's policy to work with members of the NSU community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. NSU also recognizes that the possession and/or use of certain substances 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 younger than 21 years of age.

1. The university will not authorize the use of student activity fees or other student funds collected and administered by the university to provide alcoholic beverages for any student event.
2. The sale, delivery, possession, and/or consumption of alcoholic beverages on any property owned and controlled by NSU is strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.
3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the Residential Living Guide.
4. The president, or an appropriate designee, may approve other exceptions to this prohibition, to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.
5. The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages.

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

Guidelines for the Use of Alcohol at University Student Events

- Nova Southeastern University functions, which are student oriented, may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Vice President of Student Affairs.
- Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.
- One-quarter hour before the approved ending time of the event, ticket sales will stop.
- Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
- An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined when the request for the event is submitted for review/approval.
- No organization or individual may purchase beer or wine for an event. No other alcohol is permitted.
- A full-time university employee will be present during an event at which beer and wine are served. If the faculty adviser of the organization is not available, the organization must identify which other university employee will be attending the event. The organizational contact of the event must be present during the entire event as a point of contact for the university.
- The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies; rather, these guidelines should be used in conjunction with any and all other university policies.
- Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Vice President 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 had enough alcohol before or during the event.
- Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.
- It shall be at the discretion of the Office of the Vice President 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.

- Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Vice President of Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

A.2 Appropriate Conduct and Consensual Relationships Policy

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

A.3 Drug-Free Schools and Campuses

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

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

* The term “illicit drugs” refers to all illegal drugs and to legal drugs obtained or used without a physician’s order. It does not prohibit the use of prescribed medication under the direction of a physician. However, in accordance with federal law, NSU does not permit the possession or use of marijuana on NSU property or during NSU-sponsored activities for any purpose. As such, the possession or use of medical marijuana, even if authorized under state law, is prohibited on NSU property and during NSU-sponsored activities.

Any 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) or other university sanctioning up to, and including, expulsion.

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

NSU Programs	Community Programs
<p>Center for Student Counseling and Well-Being For an appointment, call (954) 424-6911 or (954) 262-7050 Student Affairs Building, 3rd floor 3301 College Avenue Fort Lauderdale, FL 33314-7796 nova.edu/studentcounseling</p>	<p>Florida Department of Education, Office of Safe Schools 325 West Gaines Street, Room 1444 Tallahassee, FL 32399 (850) 245-0416 • SDFS@fldoe.org fldoe.org/safe-schools</p>
<p>Healthy Lifestyles Guided Self-Change Program For an appointment, call (954) 262-5968 or email gsc@nova.edu 3301 College Avenue Fort Lauderdale, FL 33314-7796 nova.edu/gsc</p>	<p>Florida Department of Children and Families Substance Abuse Program Office 1317 Winewood Boulevard Bldg. 6, Room 299 Tallahassee, FL 32399 (850) 487-2920 myflfamilies.com/service-programs/substance-abuse</p>
	<p>Broward Behavioral Health Coalition 1715 SE 4th Avenue Fort Lauderdale, FL 33316 (954) 622-8121 bbhcflorida.org</p> <p>Alcoholics Anonymous: (954) 462-0265 Narcotics Anonymous: (954) 476-9297</p>

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

A.4 Health Policies

NSU Student Health Insurance Requirement

NSU requires all students to carry adequate health insurance coverage. Therefore, all NSU students will automatically be enrolled in the NSU Student Health Insurance Plan, and their student accounts will be charged when they register for classes. Students who reside and take classes outside of the United States are exempt from this requirement. Students who already have health insurance must opt out of the NSU Student Health Insurance Plan each academic year by the given waiver deadline

for their program. For detailed information, including waiver deadlines, access to the online waiver, NSU Student Health Insurance Plan features, costs, and more, students should visit the [Office of the University Bursar](#) website.

Immunization Requirements

Health Professions Division (HPD) students: See college or program specific policies.

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

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

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

- Medical exemptions—Must produce a signed letter from a doctor, on his or 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

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, academic center, and the associate dean of Student Affairs.
- Within reason, the university will make arrangements for the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after appropriate arrangements to assist the student have been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, with or without such arrangements, or poses a reasonable threat to the health and safety of others.

In the event that a student has a concern about the potential for the spread of a communicable disease within the university community, those concerns should be brought to the Office of the Vice President of Student Affairs for review consistent with the current available information on the spread of the

particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the university community by an infected person, the Office of the Vice President of Student Affairs will, after notification of the issues presented to the university president, contact the Centers for Disease Control and Prevention and/or Broward Health Department for recommendations of appropriate action consistent with state law.

A.5 Holds on Student Records

A Bursar Hold is placed on a student's account on the 30th day of the semester if a balance is still due. The Bursar Hold prevents students from obtaining grades, registering for classes, and accessing the university's RecPlex until the balance is paid in full. Other university entities, such as the Office of the University Registrar and the Office of Student Conduct, may place a hold on a student's account for different reasons. Students must contact the office that initiated the hold(s) to discuss what requirements must be met to have the hold(s) removed. To view their hold(s), students must log in to SharkLink, select "My Account" from the navigation, and click "View Holds."

A.6 Image Use Statement

As part of the Student Enrollment Agreement (SEA), which students are required to read and accept with their first registration each academic year, students consent to the following Image Use Statement:

I permit and authorize Nova Southeastern University (NSU) and its employees, agents, representatives, contractors, and personnel who are acting on behalf of NSU to take and/or obtain my photograph, name, alias, video and/or audio recording, or other likeness of myself, or any combination thereof, at any public NSU-related events or at any public areas on NSU's property (hereinafter "my likeness"). I further grant NSU permission to utilize my likeness for commercial purposes including publicity, marketing, and promotion for NSU and its programs, without compensation to me, to the extent permissible under the Family Educational Rights and Privacy Act (FERPA). I understand and consent to NSU copying, reproducing, and distributing my likeness in any media format. I further understand that my likeness may be subject to reasonable modification and/or editing and waive any right to inspect or approve the finished product or material in which NSU may eventually use my likeness. I acknowledge that NSU owns all rights to my likeness and understand that, although NSU will endeavor to use my likeness in accordance with standards of good judgment, NSU cannot warrant or guarantee that any further dissemination of my likeness will be subject to NSU's supervision or control. Accordingly, I release NSU from any and all liability related to the use, dissemination, reproduction, distribution, and/or display of my likeness in any media format, and any alteration, distortion, or illusionary effect of my likeness, whether intentional or otherwise, in connection with said use. I also understand that I may not withdraw my permission for use of my likeness which was granted.

A.7 Indebtedness to the University

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

These student fees are blended together to create 1NSU with high-tech systems, student activities, and many other essential student services that make a complete, integrated university. This mission transcends the development and ultimate determination of the amount of student fees for all students, irrespective of their choice of learning modality.

By registering for courses at Nova Southeastern University, the student accepts financial responsibility for payment of all institutional costs including, but not limited to, tuition, fees, housing, health insurance, and meal plan (if applicable), and any additional costs when those charges become due. Payment is due in full at the time of registration. NSU ebills are sent the middle of each month to the student’s NSU email address. However, to avoid late charges, students should not wait for their billing statement to pay their tuition and fees. A student will not be able to register for future semesters until all outstanding balances from previous semesters have been paid in full. If a student has a balance 30 days after the start of the semester, a hold and a \$100 late fee will be placed on his or her account. This hold stops all student services, including, but not limited to, access to the NSU RecPlex, academic credentials, grades, and future registrations. It will remain on the student’s account until the balance has been paid in full. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. Students with delinquent accounts will be liable for any costs associated with the collection of unpaid charges, including attorney fees and court costs. All registration agreements shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Broward County, Florida, regardless of the student’s domicile.

Force Majeure

NSU’s duties and obligations to the student shall be suspended immediately, without notice, during all periods that the university is closed or ceases or curtails operations because of force majeure events including, but not limited to, any fire or any casualty, flood, earthquake, lightning, explosion, strikes, lockouts, prolonged shortage of energy supplies, riots or civil commotion, act(s) of God, hurricane, war, governmental action, act(s) of terrorism, epidemic, pandemic, or any other event beyond the university’s control. If such an event occurs, NSU’s duties and obligations to the student will be postponed until such time as the school, in its sole discretion, may safely reopen or resume operations. Under no circumstances, except as otherwise required by Federal or State statute, will NSU be obligated to refund any portion of tuition, housing, meal plans, fees, or any other cost or charge attributable to any location or service affected by any such force majeure event.

University Fees

NSU fees are annually approved by the Board of Trustees—in the spring—for the upcoming academic year. Rates are subject to change without notice. The below fees are assessed for all NSU students. Additional fees, such as acceptance, access, late registration, and lab fees, may be assessed by the student’s college and/or program.

Registration Fee (per semester).....\$30.00

Student Health Insurance Fee (coverage period)

- coverage May 1, 2021–April 30, 2022.....\$2,068.00
- coverage June 1, 2021–May 31, 2022.....\$2,068.00

- coverage July 1, 2021–June 30, 2022.....\$2,068.00
- coverage August 1, 2021–July 31, 2022\$2,068.00
- coverage May 1, 2021–July 31, 2022
(final-year HPD students 15 months of coverage) \$2,585.00

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

Student Services Fee (per semester)

- 1–3 credits\$250.00
- 4 or more credits \$500.00

Late Payment Fee.....\$100.00

(Assessed for any account with an outstanding balance at 30 days into the semester.)

Application for Degree Fee (final semester only).....\$100.00

Official Transcript Fee \$17.00

A.8 International Travel Registration Requirement and Program

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

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

A.9 Jurisdiction of University Policies and Procedures

All students attending Nova Southeastern University shall be subject to this code. The term “students” includes any individual enrolled in a course or academic program offered by Nova Southeastern University, whether in a degree-seeking program or not. Students may be held accountable through this code when a violation is reported, regardless of whether such act occurred on or off campus, or in connection with an NSU-sponsored or affiliated event.

A.10 Off-Campus Residency

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

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

A.11 Student Organization Rights and Responsibilities

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

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

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

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

Sororities and fraternities may also be governed by a governing council—the Panhellenic Council (PC), the Interfraternity Council (IFC), or Unified Greek Council (UG). The policies, governing constitutions, bylaws, rules, and regulations of these councils shall not conflict with the rules and policies of Nova Southeastern University. Nova Southeastern University rules and regulations supersede any conflicting rules or regulations.

The Office of Student Conduct shall conduct a thorough investigation to determine whether a case involving any student organization, including fraternities or sororities, will result in charges of violation(s) of the Code of Student Conduct and whether those charges will be seen through either a judicial conference or a judicial hearing. See Section D—Disciplinary Procedures—for details on how these cases will be adjudicated.

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

Student organizations may appeal any disciplinary sanction imposed upon them. Procedures for an appeal can be found in the Disciplinary Procedures (D) section of this handbook.

A.12 University Computer and Telecommunications Use Policy

The following five sections detail NSU policy related to the use of computers, email, and the Internet. The information is available at nova.edu/portal/oiit/policies.

Acceptable Use of Computing Resources and All Other Policies

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 personal information)
- creating a false email address
- propagating electronic mail chain, pyramid schemes, or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a website without permission
- posting a university site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- releasing or threatening to release a virus, worm, or other program that damages or otherwise harms a system, network, or data
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems, networks, or data outside the university
- improper peer-to-peer file sharing
- viewing, distributing, downloading, posting, or transporting child or any pornography via the web, including sexually explicit material for personal use that is not required for educational purposes
- using university resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
- violating federal copyright, intellectual property, and/or trademark laws or the NSU copyright, intellectual property, and/or policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Vice President for 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.

Enterprise Username and Password Policy

Policy Rationale

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

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

Policy Statement

Usernames must be assigned to each individual user to access any NSU network. Generic usernames may only be used in circumstances where they are deemed appropriate by the chief information security officer. Passwords must meet the minimum standards set by the chief information security officer and, if possible, applications and devices providing access to technical resources must technically enforce them. Faculty, staff, vendors, and students must adhere to the standards for all systems and applications that come into contact with university technical resources.

Remedies

The university reserves the right to

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

Electronic Mail Communications

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

Web Pages—Use of Material

You should assume that materials you find on the web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your web page(s) without the expressed permission of the copyright owner (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 that apply to plagiarism in any other media. Images in the NSU graphics repository may be used on web pages without permission. Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a web page without the expressed permission of the people in the picture or video. Every person has the right to privacy, which includes the right to restrict the use of his or 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 NSU College of Engineering and Computing. All Rights Reserved.

A.13 University Copyright and Patent Policy

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

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

A.14 University Title IX/Sexual Misconduct Policy

NSU's Title IX/Sexual Misconduct Policy may be found online at nova.edu/title-ix, which is the most up-to-date version of the policy and related procedures. In addition to the responses to forms of sexual misconduct which violate Title IX, NSU will respond within the scope of its policy and procedures when:

1. A formal complaint has been filed by an affected individual/student (or parent on behalf of a student under 18) indicating they have experienced one or more forms of Title IX sexual harassment and requesting that NSU investigate the incident. The Title IX coordinator may also file a formal complaint if warranted.

2. At the time of filing the formal complaint, the complainant must have been participating in or attempting to participate in an NSU educational program or activity.
3. NSU must have had substantial control over the alleged perpetrator (i.e., respondent) and the context where the sexual harassment occurred.
4. The sexual harassment must have occurred toward a person in the United States.

Additional information regarding the specific violations related to Title IX/Sexual Misconduct can be found in Section C of this handbook. Please be advised that the policy and procedures on the Title IX website supersede any other version of this policy or related procedure.

B. Specific Conduct Violations

B.1 Alcoholic Beverages

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

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

B.2 Animals

No pets or animals, other than fish, are permitted on the NSU campus, including all residence halls, with the exception of assistance animals (trained service animals or approved emotional support animals). There are different policies/processes for trained service animals and emotional support animals. The Service and Support Animal Policy can be found on the [Student Disability Services website](#). Students seeking an approved emotional support animal must complete the housing/facility accommodation request form and provide documentation to support the accommodation request. The form and documentation guidelines are available on the [Student Disability Services website](#). Approved emotional support animals are only permitted in NSU residence halls and may not be taken elsewhere on the

NSU campus or into other university property or facilities. Students who need a service animal in campus housing must register with the Office of Student Disability Services and provide the necessary documentation that the service animal meets all requirements for the presence of animals in public places (vaccinations, licensure, I.D. tags, etc.) mandated by state or local ordinances and has an annual clean bill of health from a licensed veterinarian. Students who are not living on campus and are using a service animal solely to access the campus environment are encouraged to register with the Office of Student Disability Services but are not required to do so. Students are responsible for the actions of any authorized animal, both trained service animals and approved emotional support animals, that they bring onto the campus grounds or into one of the campus facilities.

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

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

B.3 Assault/Violence

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

B.4 Bribery

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

B.5 Cheating

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

B.6 Complicity

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

B.7 Contracting on Behalf of the University

Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the university. Students who attempt to, or enter into, a contract on behalf of the university without

proper authorization, are subject to disciplinary action 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.

B.8 Damage or Vandalism to Property

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

B.9 Dangerous Items

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

The complete NSU Firearms or other weapons policy is available on the [Public Safety website](#).

A weapon includes

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

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

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

B.10 Disorderly Conduct

Disorderly conduct that is prohibited includes

- loud, threatening, or aggressive behavior or any other behavior which disturbs the peace and/or impedes the rights of others; and/or disrupts the orderly functioning of the university
- lewd, indecent, or obscene conduct or expression made by any means
- disruptive behavior which substantially interferes with, obstructs, or in any way negatively impacts the safety, viewing, or enjoyment of others in the residence halls, classrooms, or at a university-sponsored event, on or off campus

B.11 Distributing or Posting Printed Media

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

B.12 Drugs, Drug Paraphernalia

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

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

B.13 Emergency Equipment and Procedures

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

B.14 Facilitating Academic Dishonesty

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

B.15 Failure to Disclose Criminal Offenses

NSU students are required to disclose information about their criminal history and/or new or pending criminal charges. The duty to disclose begins at the time of submission of an admissions application and continues throughout the entirety of the student's enrollment at NSU. Students have a continuing duty to disclose

- arrests for any criminal offense in any city, state, or country, other than minor traffic offenses
- convictions of any criminal offense in any city, state, or country, other than minor traffic offenses
- any pending criminal charges filed against them

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

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

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

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

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

Providing false 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.

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

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

B.17 Fire

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

B.18 Gambling and/or Games of Chance

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

B.19 Guests

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

B.20 Harassment or Harm to Others

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

B.21 Hate-Based Conduct Violations

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

B.22 Hazing

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor,

drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating university rules governing hazing is prohibited.

B.23 Health and Safety

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.

The determination of a student's participation and progress is to be made by the Student Behavioral Concerns Committee. NSU reserves the right to require the withdrawal of a student whose continuation in school, in the university's judgment, is detrimental to the health or safety of the student or others.

Additional information about the Student Behavioral Concerns Committee and its policies and procedures can be found at nova.edu/studentconduct/report-a-concern.html.

Generally, a student who is required to withdraw from the university for behavior detrimental to the health or safety of the student or others may not be allowed to return until documentation is provided by a treating medical provider of readiness to return. Additionally, a secondary evaluation/assessment must be conducted by the medical professionals of the Center for Student Counseling and Well-Being or an alternative health care provider of the university's choosing. Action taken under the University Health and Safety policy does not preclude disciplinary action by NSU. Students who withdraw for reasons of health or safety must petition the Office of Student Conduct for approval of readmission to the university.

B.24 Identification Cards

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

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

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

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

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

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

B.26 Lake Swimming

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

B.27 Littering/Projecting Objects

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

B.28 Misuse of Computers or Telecommunications (Technology)

Violation of University Computer and Telecommunications policy is prohibited (as detailed in Section A.11).

B.29 Noise

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

B.30 Online/Internet Social Networking Usage

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

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

B.31 Parking and Motor Vehicle Policy

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

In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered with the university and a parking permit must be properly displayed. All administrators, faculty and staff members, students, and visitors must register vehicles to be driven or parked on campus. All administrators, faculty and staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved. Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.

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

Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of 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. Please visit the [Public Safety](#) website for additional information.

B.32 Plagiarism

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

B.33 RecWell Center Policies and Procedures

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

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

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

B.35 Requests or Orders

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

B.36 Residential Life Policies and Procedures

All residents and/or guests in the residential buildings are required to comply with the Residential Life Policies and Procedures at all times. A complete list of policies are included in the [Residential Living Guide](#) available online.

B.37 Retaliation

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

B.38 Smoking/Tobacco-Free Policy

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

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

B.39 Solicitation

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

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

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

B.40 Stalking

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

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

B.41 Fraternity and Sorority Life Manual/Policies

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

B.42 Theft or Unauthorized Possession

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

B.43 Unauthorized Entry

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

B.44 Unauthorized Possession of University Property

Students in possession of property owned or controlled by 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.

B.45 Unauthorized Recording

Students are prohibited from making or attempting to make audio or video recordings of members of the university community in any location or situation wherein an individual has reasonable expectation of privacy unless all parties being recorded are aware of, and consent to, such recordings. Additionally, students are not permitted to take photographs or record audio or video in classrooms without prior permission of the instructor. Students wishing to record lectures must obtain permission from the instructor. The use, transmission, and/or distribution of any unauthorized recording is also prohibited. Any student who is found to have violated this policy may be subject to disciplinary action.

B.46 Video and/or Audio Copyright Violation

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

B.47 Violation of Disciplinary Status/Conditions

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

B.48 Worthless Checks

Students who make and/or deliver checks to 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.

C. University Title IX/Sexual Misconduct Policy

The complete Nova Southeastern University Title IX/Sexual Misconduct Policy is available online. While violations are listed below, definitions of each term are available at nova.edu/title-ix, along with the Title IX Resolution Procedures which are used to investigate and resolve formal complaints of sexual harassment under Title IX.

- 1. Quid pro quo Harassment by an Employee**
- 2. Denial of Access**
- 3. Title IX Sex Offense**
 - a. Non-consensual sexual penetration

- b. Non-consensual sexual contact
- c. Non-forcible sexual offenses
- d. Dating Violence
- e. Domestic Violence
- f. Stalking

4. Retaliation

Note: *The above violations are processed in accordance with Title IX Resolution Procedures, found on the Title IX website. If a report of sexual misconduct does not fall under the jurisdiction of Title IX, it is subject to the procedures in D. University Disciplinary Procedures. This includes the violations below, as defined in the Title IX/Sexual Misconduct Policy.*

5. Non-Title IX Sex Offense

6. Sexual Harassment

7. Gender-Based Harassment

8. Sexual Exploitation

9. Hostile Environment

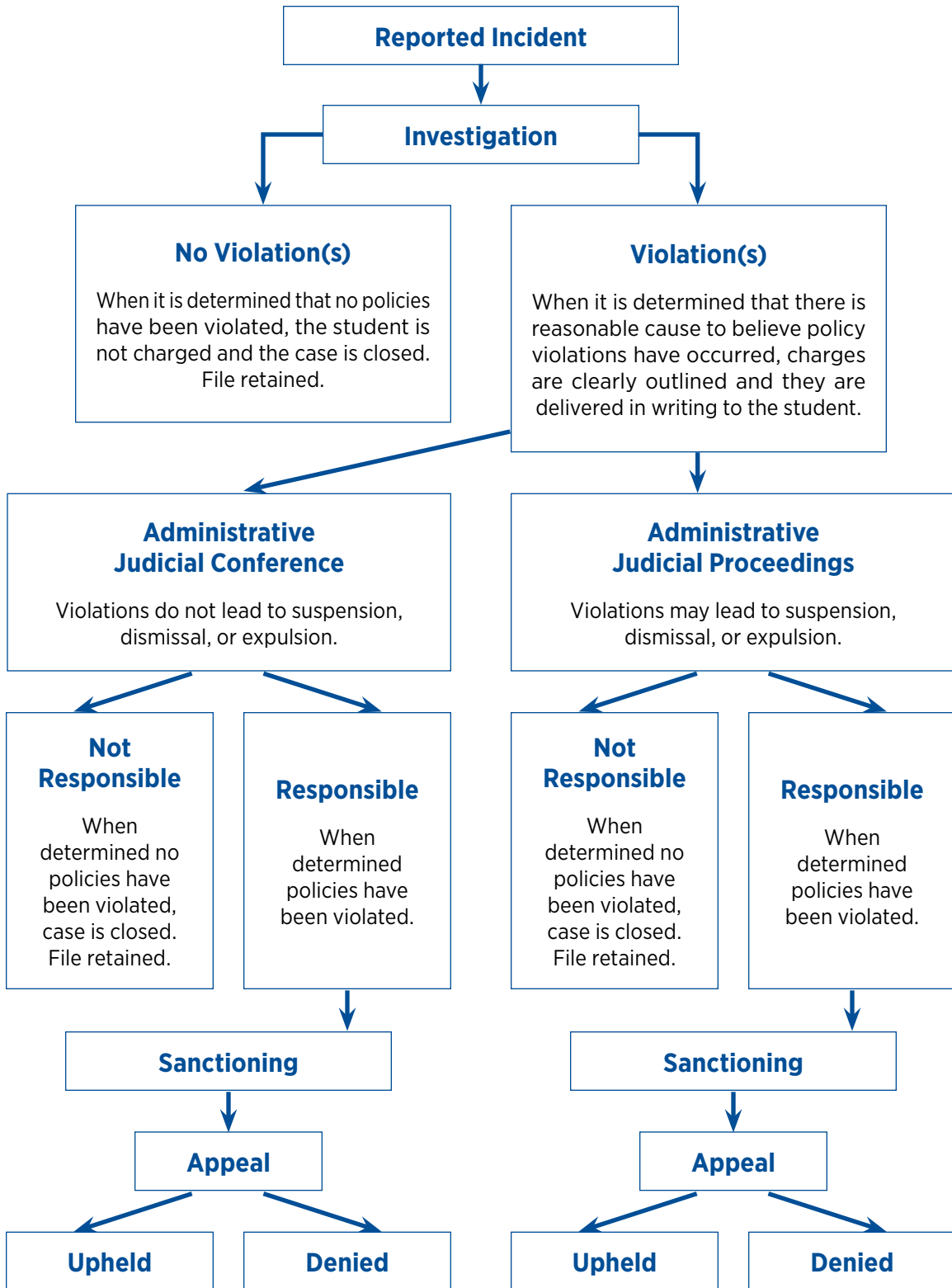
D. University Disciplinary Procedures

D.1 Introduction

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

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

The following figure illustrates the University Disciplinary Process for Individual Students (not used for University Sexual Misconduct Cases—please refer to Section D.4):



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

- a. Right to abstain from verbal participation—Students are not required to share their version of the incident in question, but must understand that their nonparticipation will not preclude a discipline officer from making a decision on charges or responsibility.
- b. Right to review and provide information and offer witnesses. Students are permitted to review the incident report that initiated the conduct process against them, and any other documentation they would otherwise be permitted to inspect or review pursuant to FERPA. Students may provide any information, documentation, or evidence to the investigator and/or discipline officer for consideration up to 48 hours after the conclusion of the conference/proceeding.
- c. Right to an adviser—For any alleged violation that will impact student enrollment status, students may choose to seek out an adviser. That individual may be present with the student during all meetings and/or hearings. An adviser must be either a full-time member of the university staff or faculty, unless 1) the alleged conduct arises under the NSU Sexual Misconduct Policy, in which case the Sexual Misconduct Policy procedures will apply, or 2) the student is alleged to have engaged in stalking, domestic violence, dating violence, or sexual assault outside of the Title IX context, in which case the student may select the adviser of their choice, in accordance with the policies described in the remainder of this paragraph. The adviser should be someone who understands the policies and procedures used in the student discipline process. An adviser may not “represent” a student or speak for him or her at any point. Rather, an adviser may be present to answer questions the involved student poses directly to the adviser. Regardless of whether a student chooses to utilize an adviser or not, every effort will be made by the discipline officer adjudicating the process to answer any questions a student may have before or after any meetings or hearings.
- d. Right to an impartial process—Students who believe that the judicial officer has a conflict of interest, which prevents them from conducting the student conduct process in an impartial manner, should notify the judicial officer of such allegation, along with any supporting information, in writing, prior to the occurrence of the student judicial conference/proceeding. In such circumstances, an independent administrator will be appointed by the vice president of Student Affairs to review such claims and make a determination if a conflict of interest exists. If the determination is made that a conflict exists, the vice president of Student Affairs will designate a replacement judicial officer to complete the student conduct process. If a determination is made that no conflict exists, the student conduct process will continue with the original judicial officer.

Adjudication Process

Notification

Communication of the alleged violations will be provided to a student via his or her NSU provided email. Notices to student organizations will be sent via NSU email to the president of the organization. Notices of alleged violations will include the following:

- the university conduct/academic responsibility standard(s) alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood
- a statement of the respondent student’s rights

- a request to schedule a conference/hearing within five business days
- an invitation to provide the judicial officer with any relevant information, evidence, or witnesses in relation to the alleged conduct

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

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

D.2 Judicial Conference

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

Conference Procedures

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

The conference is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct. The conference meeting will only be open to the accused student and the discipline officer. The accused student and/or organization is presumed not responsible unless the student and/or organization accepts responsibility, or determined responsible for the alleged violation(s) based on the preponderance of the evidence.

At the beginning of the conversation, the discipline officer will review with the accused student his or her rights in the process as aforementioned, as well as the alleged violations.

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

In Absentia—If the student and/or organization fails to schedule—or appear for—a scheduled conference, and the discipline officer has, in good faith, exhausted reasonable efforts to schedule the meeting, the discipline officer may make a determination based on the information available. If the student is found responsible, the officer may impose sanctions. This decision shall be communicated in writing to the student and/or organization via NSU email.

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

Sanctions

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

Final Disciplinary Probation is a disciplinary sanction serving notice to a student that his or 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 vice president 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 result in the minimum of suspension being imposed if the student is found in violation.

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

Disciplinary Warning is a disciplinary sanction serving notice to a student that his or her behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance.

Verbal Warning is a verbal admonition to the student by a university staff member that his or her behavior is inappropriate.

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

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

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

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

Counseling Intervention is when extreme behavior indicates that counseling may be beneficial. The student may be referred to the Student Counseling Center or other university health provider/program.

Other Appropriate Action is disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, approved through the assistant dean for Student Development, or designee.

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

Appeal Process

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

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

Appeals shall be heard by designated appeal officers. The appellate officer shall not be the same conduct/discipline officer that heard the original case.

D.3 Administrative Judicial Proceeding

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

Administrative Judicial Proceedings

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

The judicial proceeding is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct. The judicial proceeding will only be open to the accused student, his or her adviser (should the student choose to have one), the discipline officer, and a "recorder." All meetings will be digitally

recorded. An individual “recorder” will be present during the judicial proceeding to ensure this process. The individual has no other role in the judicial proceeding. The recording will be used only for the appellate process. The record will be the property of the university.

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

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

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

In Absentia—If the student and/or organization fails to schedule—or appear for—a scheduled judicial proceeding, and the discipline officer has, in good faith, exhausted reasonable efforts to schedule the meeting, the discipline officer may make a determination based on the information available. If the student is found responsible, the officer may impose sanctions. This decision shall be communicated in writing to the student and/or organization via NSU email.

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

Sanctions

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

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

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

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

Final Disciplinary Probation is a disciplinary sanction serving notice to a student that his or 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 vice president 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 result in the minimum of suspension being imposed if the student is found in violation.

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

Disciplinary Warning is a disciplinary sanction serving notice to a student that his or her behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance.

Verbal Warning is a verbal admonition to the student by a university staff member that his or her behavior is inappropriate.

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

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

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

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

Counseling Intervention is when extreme behavior indicates that counseling may be beneficial. The student may be referred to the Student Counseling Center or other university health provider/program.

Other Appropriate Action is disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, but approved through the assistant dean for Student Development, or designee.

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

Appeal Process

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

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

A written decision will be provided by the vice president of Student Affairs, or his or her designee, within a reasonable amount of time of the appeal request. The decision of the vice president of Student Affairs, or his or her designee, will be final.

D.4 University Title IX/Sexual Misconduct Disciplinary Procedures

All reports of sexual misconduct are subject to the Title IX/Sexual Misconduct Policy and accompanying procedures, which describes when a report may be referred to the University Disciplinary Procedures in this code. Any questions about the Title IX/Sexual Misconduct Policy and related procedures may be addressed to the Title IX coordinator.

E. Additional Grievance Procedures Available

E.1 Grievance Procedure for Discrimination Based on Disability

Disability discrimination can occur whenever a qualified individual with a disability is denied the same equal opportunities as other university students, faculty and staff members, and third parties, because of their disability status.

Under applicable disability laws, an individual with a disability is a person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. Temporary, nonchronic impairments that do not last for a long time and that have little or no long-term impact usually are not disabilities. The determination of whether an impairment is a disability is made on a case-by-case basis.

a. What is a “major life activity” under the law?

To be considered a person with a disability, the impairment must substantially limit one or more major life activities. Examples of major life activities include walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, and caring for oneself.

b. What does “qualified” mean?

To be protected, a person must not only be an individual with a disability, but must be qualified. For students, a qualified individual with a disability is a person who, with or without reasonable modifications to rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids or services, meets the essential requirements for the receipt of services or participation in programs or activities provided by the university.

For university employees, a qualified individual with a disability is a person who satisfies the requisite skill, experience, education, and other job-related requirements of the employment position and who, with or without a reasonable accommodation, can perform the essential functions of the position.

c. Disability Harassment

Harassment on the basis of an actual or perceived disability is also a form of prohibited discrimination. Disability harassment consists of unwelcome verbal, written, or physical conduct based on disability, when

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

d. Hostile Environment

The university will not tolerate the creation or existence of an environment that is hostile on the basis of disability as detailed in the NSU Nondiscrimination Statement. Such a hostile environment is defined as harassing conduct (e.g., physical, verbal, graphic, or written) related to an individual's disability that is sufficiently severe, pervasive or persistent so as (1) to interfere with or limit the ability of an individual to participate in or benefit from the university's programs and activities or (2) to unreasonably interfere with an individual's work or academic performance by creating an objectively intimidating, hostile, or offensive work or learning environment. Whether the harassing conduct is considered severe, persistent, or pervasive depends upon the context in which the behavior occurred.

Grievance Procedures for Complaints of Disability Discrimination

a. Filing a Complaint

A formal complaint is one way of initiating a full, formal investigation. Formal complaints may be made by students, faculty and staff members, other NSU employees, or third parties (i.e., an individual who is not a student, faculty member, or employee of NSU). A formal complaint must be written* and must provide detailed allegations of the alleged disability discrimination. The purpose of this policy is to provide for the prompt, adequate, and impartial investigation of all complaints of disability discrimination and/or disability-based harassment.

The following person has been designated to handle inquiries and complaints by students regarding perceived disability discrimination:

Benjamin Johnson, Ed.D.
Assistant Dean for Student Development
(954) 262-7281 • bj379@nova.edu

The assistant dean for Student Development will be responsible for coordinating the investigation and making a determination as to any potential behaviors/activities which may violate the university's disability discrimination/harassment policies.

Any complaint relating to disability harassment or discrimination made by a student against faculty or staff members may be referred to the NSU Office of Human Resources (OHR) where appropriate, at the discretion of the assistant dean for Student Development. Any complaints referred to the NSU Office of Human Resources will be investigated and processed to conclusion, in accordance with the policies contained in the *Faculty Policy Manual* or *Employee Policy Manual* and the grievance procedures contained therein.

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

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

b. Referral or Dismissal of Reports

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

c. Initial Processing of Student Complaints by the Assistant Dean for Student Development

Upon filing of a formal complaint with the assistant dean for Student Development, an investigator will be appointed from the appropriate university college, office, and/or department, who will meet with the complainant within five business days to document the allegations, based on the written complaint and any other information gathered. The allegations made by the complainant will be the basis for the investigation.

d. Informal/Early Resolution of Student Complaints

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

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

e. Investigation Process of Student Complaints Processed by the Assistant Dean for Student Development

Grievance investigations are objective, fact-finding inquiries. The purpose of the investigation is to gather facts relating to the allegations made by the complainant and to enable the assistant dean for Student Development to decide whether NSU policy has been violated.

- The investigation will include interviews with the complainant, respondent, and any other witnesses deemed to potentially have relevant information. Both complainant and respondent may identify witnesses who can provide information relevant to the allegations, but the investigator determines which witnesses will be interviewed. Complainant and respondent are always permitted to present written statements from witnesses for the investigator's consideration during the investigation process.
- The investigation may include written statements, interviews, document requests, and any other sources the investigator deems appropriate. The complainant and respondent are permitted to provide the investigator with evidence.
- The investigator will provide the respondent with written notice of the allegations, if appropriate, and allow the respondent five business days to respond, in writing.
- Investigations may be expanded to address additional allegations that surface during the investigation, at the investigator's discretion. If appropriate, the respondent will be provided with written notice of any such additional allegations. The respondent will be given the opportunity to respond to the additional allegations.
- The investigator typically will complete the investigation within 90 calendar days of the date the report was filed. Should additional time be required to complete the investigation, the investigator will provide written notification to the parties detailing the reason(s) additional time is necessary.
- Parties and witnesses are expected to speak for themselves during the investigation; attorneys are not permitted to be present during university interviews or meetings in the course of an investigation or resolution of a report.

f. Investigation Completion of Student Complaints Processed by the Assistant Dean for Student Development

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

The investigator will provide the investigation report, the written complaint, the response, and any other information deemed necessary to the assistant dean for Student Development. Within 10 business days of receipt of the investigation report, the assistant dean for Student Development will make a determination of whether a policy violation occurred. (See Section G for a description of the possible determinations.)

g. Determinations by the Assistant Dean for Student Development

The following is a description of the potential determinations made by the assistant dean for Student Development upon the conclusion of the investigation process:

1. Determination of No Violation of University Discrimination Policy by the Assistant Dean for Student Development.

If the assistant dean for Student Development determines that a violation of the university's discrimination policy has not been shown, all parties will be so informed and the matter closed. The assistant dean for Student Development will provide the complainant with an explanation of the key findings on which the determination is based.

If the investigation reveals evidence or allegations of violations of other university policies or other misconduct by the respondent or other parties, the investigator will present, typically in a separate report, such evidence or allegations to the assistant dean for Student Development to pursue as deemed appropriate.

2. Determination of Violation of the University's Discrimination Policy by the assistant dean for Student Development.

If the assistant dean for Student Development determines that there was a violation of NSU policy, he or she will inform the respondent of such determination along with the findings upon which the determination is based. The respondent will be given the opportunity to respond to the determination in writing. Any response must be received by the assistant dean for Student Development within five business days of the determination.

The assistant dean for Student Development will consider any such response, and may modify his or her determination if appropriate. If it is determined that a violation of NSU policy has occurred, appropriate disciplinary action will be taken in accordance with published policies.

h. Notification of Outcome by the Assistant Dean for Student Development

After a final determination is made, the assistant dean for Student Development will contemporaneously provide written notification to the complainant and respondent informing them that the investigation is complete and whether a violation of university policy was determined to have occurred.

1. Notification to Complainant

If a violation of university policy was determined to have occurred, the notification will include assurances that appropriate corrective action will be taken and advise the complainant to immediately report any conduct that he or she believes was/is retaliatory.

2. Notification to Respondent

If a violation of university policy was determined to have occurred, the notification will detail the disciplinary action to be taken and advise that retaliation will not be tolerated, and any such behavior could potentially subject anyone engaged in retaliation to additional disciplinary action. The notification will also detail the policies and procedures associated with appealing the decision.

i. Appeals

Under certain circumstances and depending on their status as a student, employee or faculty member, parties may have the right to an appeal within the university.

An appeal of disciplinary action taken against a student by the assistant dean for Student Development must be made in writing to the vice president of Student Affairs within five business days of the receipt of the written notification of outcome. In appealing a disciplinary decision, the appeal must fall into one of the following categories:

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

A written decision will be provided by the vice president of Student Affairs, or his or her designee, within a reasonable amount of time from receipt of the appeal request.

The decision of the vice president of Student Affairs, or his or her designee, will be final. If the complainant is suspended, dismissed, or expelled from the university, the assistant dean for Student Development sends written notification of the action to the dean of the student's academic program and appropriate university administrative offices.

An appeal of disciplinary action taken against an employee will be conducted in accordance with the *NSU Employee Policy Manual* or *Faculty Policy Manual*, if available.

j. Remediating Disability Discrimination

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

k. Retaliation

The law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment. NSU will immediately investigate and remedy (if appropriate) any reported retaliatory actions taken by the respondent or other individuals.

E.2 Nonacademic Grievance Procedure

Except for grievances and/or complaints involving sexual misconduct, discrimination, and disability accommodations, 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. This policy is not an avenue to challenge a disciplinary decision or to appeal an academic assessment.

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 assistant dean for Student Development. The assistant dean will attempt to resolve the dispute.
4. If the assistant dean for Student Development is unable to resolve the dispute, he or she will notify the student and the vice president of Student Affairs, or his or her designee, in writing.
5. The student may then appeal, in writing, to the vice president of Student Affairs, or his or her designee.
6. The vice president will investigate and review the findings, and will notify the student, in writing, of his or her decision.
7. The vice president's, or his or her designee's, decision is final and binding and cannot be appealed.

NSU Resources and Administrative Offices

Alumni Association

The *Nova Southeastern University Alumni Association* is your connection to more than 193,000 alumni living in all 50 states and more than 115 countries around the world. It is committed to engaging and enriching the lives of alumni while creating meaningful relationships to help alumni stay connected to their alma mater. With mentorship opportunities and networking events open to NSU students, current Sharks can connect with alumni in specific industries through nsuconnect.net. Upon graduation, all alumni receive a complimentary membership to the NSU Alumni Association with access to special members-only benefits and services.

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

ATMs

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

Bookstore

The *NSU Bookstore* carries all the required and recommended textbooks and supplies for each class. It has the largest selection of new, used, and digital textbooks available for purchase and rental. The bookstore also carries an array of NSU clothing, accessories, gifts, school supplies, reference titles, and graduation regalia. You can order online at nsubooks.bncollege.com for free in-store and regional campus pickup or for domestic and international delivery. (Delivery fees apply.) The NSU Bookstore is conveniently located in the center of campus, right in front of the Alvin Sherman Library. Please refer to the website for operating hours.

The NSU Shark Store is an extension of the NSU Bookstore and is located on the ground floor of the Don Taft University Center. The Shark Store carries a variety of school spirit clothing, accessories, and gifts. Check the website for the operating hours for the NSU Shark Store.

Campus Shuttle

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

Division of Student Affairs and the College of Undergraduate Studies

The *Division of Student Affairs* and the College of Undergraduate Studies provide students with numerous services and cocurricular learning opportunities that are conducive to student growth, development, and engagement that leads to retention and graduation. Administered by the Office of the Vice President of Student Affairs and the dean of the College of Undergraduate Studies, the following offices make up the division:

Office of Undergraduate Admissions

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

Office of International Affairs

The *Office of International Affairs* (OIA) serves as a base for the university's international initiatives, including international student services, academic international travel, international risk management, travel registration procedures, and undergraduate international recruitment and admissions. The office also houses NSU's premier global engagement program, the Razor's Edge Global program, a curricular/cocurricular scholarship program for exceptional undergraduate students charged with serving as change agents and engaging others in global citizenship. OIA includes the Office of International Students and Scholars (OISS), the Office of Education Abroad (OEA), and the Office of International Undergraduate Admissions (OIUGA). The OIA also provides ongoing assistance and support for all members of the university community engaged in campus internationalization, global partnerships and exchanges, and other globalization efforts.

- The Office of International Student Scholars (OISS) provides immigration, orientation, counseling, and overall assistance to all new and continuing international students, visiting scholars, and faculty members on and off campus.
- The Office of Education Abroad (OEA) provides comprehensive assistance to all students (domestic and international) who wish to travel abroad on any of the many international travel experiences offered at the institution including summer, semester, and academic year study abroad programs, faculty-led travel study programs, international internships and international service learning opportunities.
- The Office of International Undergraduate Student Admissions (OIUGA) provides comprehensive international student recruitment and admission support for prospective international students.

The OIA is committed to welcoming international students, scholars, and their families while facilitating their transition to life at Nova Southeastern University; and the team is also committed to providing all students with the services they need to fulfill their global and international interests through study abroad opportunities.

For further information, contact OIA at (954) 262-7240 or visit the website at nova.edu/internationalaffairs.

Office of Orientation

The *Office of Orientation* focuses on providing positive and smooth transitions into the university and college life for new NSU students. Orientation, a daylong program facilitated by student leaders, faculty and staff members prior to the beginning of the fall term, gives new students and their families information and resources that provide a foundation for a successful start to the student's academic pursuits. In addition, the office provides orientation programs for transfer and online students.

Center for Academic and Professional Success

The *Center for Academic and Professional Success* (CAPS) provides career consulting and job search assistance to undergraduate students, graduate students, and alumni. Through consulting and career-related resources, the center strives to educate students and alumni on how to develop an individualized career action plan, from choosing a major to conducting a competitive job search. CAPS 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 soft-skills development.

In addition, CAPS provides comprehensive undergraduate academic support services that assist students in achieving their academic goals. These services include academic planning, course sequencing and prerequisites, academic preparation for graduate and professional schools, and class registration.

Tutoring and Testing Center

Tutoring and Testing Center (TTC), housed within the College of Undergraduate Studies, offers supplemental instruction, individualized tutoring, academic success coaching, and a variety of testing services. Students are encouraged to take advantage of these resources to help meet their educational goals, achieve academic excellence, and enhance personal growth.

Office of Student Academic Service

The Office of Student Academic Services oversees various programs in support of undergraduate students and the undergraduate academic programs, such as all aspects of the Dual Admission Program, and works in collaboration with partners in NSU's graduate/professional programs in order to support the transition of these students into these and other premier programs, such as the Presidential Scholars and Razor's Edge Scholars programs, including the newly created Office of Student Success, which will match our premier students with incoming freshman students. The office facilitates and communicates academic progress standing to students on a trimester basis and oversees all related communications with students and academic programs, academic integrity, the reporting and communication processes related to academic misconduct cases, and the student administrative appeal process. The office also manages the Undergraduate Convocation Ceremony and several aspects of the Undergraduate Commencement Ceremony.

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

Office of Campus Life and Student Engagement

The *Office of Campus Life and Student Engagement* (CLSE) is home to the Student Events and Activities (SEA) Board, more than 130 registered undergraduate student organizations, the Inter-Organizational Council (IOC), the Diversity Student Council (DSC), Fraternity and Sorority Life, and the Undergraduate Student Government Association (USGA). This office hosts and sponsors university-wide events such as the Student Life Achievement Awards, Sharkapalooza, Homecoming, FinsFootball, and CommunityFest. CLSE is also responsible for our Sharks on the Scene (S.O.S.) Program, offering students exclusive discounted tickets to some of the largest events South Florida has to offer. Additionally, CLSE oversees the Diversity, Equity, Inclusion and Belonging Office. This office serves as a catalyst for the recognition and coordination of the celebration of our diverse student body and offers resources, support, and inclusive programming activities. CLSE plays a key role in assisting students to develop an affinity to NSU through engagement in organizations and activities related to their interests.

Office of Recreation and Wellness

The *Office of Recreation and Wellness* (NSU RecWell) strives to enhance the health and well-being of the NSU community through diverse and inclusive programs and services. The many vast opportunities include intramural and club sports, group fitness, wellness education, aquatic and scuba diving certifications, as well as instructional “how-to” recreation.

The face of NSU RecWell is its recreational complex, known as the “RecPlex”. This 100,000-square-foot facility is located in the Don Taft University Center and houses a 15,000-square-foot cardiovascular and strength training area, two indoor basketball courts, three indoor racquetball courts, an indoor climbing wall, a leisure swimming pool, three multipurpose rooms, and men’s and women’s locker rooms—equipped with showers and saunas. RecWell also oversees all campus swimming pools, including the largest continuous volume competition pool in the state of Florida.

Office of Student Leadership and Civic Engagement

The *Office of Student Leadership and Civic Engagement* provides NSU students with the opportunity to become involved in a variety of leadership programs, and volunteer activities in the community. Programs include service days, alternative breaks, the Annual Leadership Conference, the Emerging Leaders Experience, and the facilitation of Experiential Education and Learning Units in leadership development and community engagement. The office also houses NSU’s premier leadership program, *Razor’s Edge Leadership*, a dynamic leadership development program for high-performing student

leaders who participate in a four-year curriculum that includes curricular and cocurricular elements. Students in the program graduate with a minor in Experiential Leadership. President's 64, an elite body of student leaders whose purpose is to strengthen the relationship between Nova Southeastern University and its community, is also housed in this office.

Office of Student Conduct

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

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

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

Office of Student Disability Services

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

Office of Student Affairs Marketing

The *Office of Student Affairs Marketing* sets the communication standards and assists all offices within the Division of Student Affairs and the College of Undergraduate Studies with their promotional and marketing needs. The office works to inform the students and the university community of available activities, programs, and services being offered. The office also serves students and student organizations, and provides guidance to ensure adherence and compliance to the university brand. Services for students and the university community include, but are not limited to, Student Poster Printing Services—complimentary large format poster printing service for curricular-related use by students and faculty, and extracurricular use by student organizations—the Shark Fountain Brick Project, and SharkFINS—a weekly student e-newsletter.

Student Activity Fee Accounts Office

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

Office of Student Affairs at the Regional Campuses

Student Affairs at NSU's regional campuses serves as the liaison with the Fort Lauderdale/Davie Campus to provide an array of programs, services, resources, and opportunities for all regional campus students. This function oversees and advises local student government associations (SGAs) and the Regional PanSGA, advocating on behalf of regional campus students in addition to fostering campus and community engagement.

Center for Student Counseling and Well-Being

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

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

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

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

Enrollment and Student Services

Enrollment and Student Services (ESS) is comprised of the Office of Student Financial Assistance, the Office of the University Registrar, the Office of the University Bursar, the One-Stop Shops in Horvitz and Terry Administration Buildings, Enrollment Processing Services/Admissions Management Services, Transfer Evaluation Services, the Health Professions Division Office of Admissions, and SharkCard Services. Collectively, the ultimate goal of ESS is to effectively meet the information and service needs of all NSU students.

Office of Student Financial Assistance

The *Office of Student Financial Assistance* (OSFA) is dedicated to assisting students in making well-informed decisions regarding the funding of their education at NSU. The OSFA administers grants, scholarships, student employment, and loans, and prepares student financial aid award offers based on federal and state regulations and institutional guidelines. The OSFA provides information on the

application processes for financial aid, student employment, and veterans educational benefits, and counsels students on proactive debt management strategies and financial literacy. The office also monitors student Satisfactory Academic Progress (SAP) for financial aid eligibility and awards scholarships from internal and external sources. Students may receive financial aid guidance in person, by email, or telephone. For more details, visit nova.edu/financialaid or call (954) 262-3380 or 800-541-6682, ext. 23380.

Office of the University Bursar

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

Office of the University Registrar

The *Office of the University Registrar* offers a variety of services to the university community. These services include, but are not limited to, course registration, transcript processing, name and address change, loan deferment, enrollment and degree verification, grade processing, commencement, degree conferral, and diploma printing. The essential responsibility of the registrar's office is to create, maintain, and protect students' academic records, as well as interpreting and upholding university policy. For more information, visit nova.edu/registrar or call (954) 262-7200, 800-262-7200, or 800-541-6682, ext. 27200.

One-Stop Shop

The *One-Stop Shop* is the central point of contact for information and service for walk-in prospective, new, and continuing students. Staff members are cross-trained to answer inquiries about financial aid, registrar, and bursar functions. Students can submit required financial aid documents, obtain enrollment verification, request official transcripts, and register for classes. Students can also obtain their SharkCard and parking permit at the One-Stop Shop, which is located in the Horvitz Administration Building, as well as on the first floor of the Terry Administration Building at the Fort Lauderdale/Davie Campus. Hours of operation are Monday through Thursday, 8:30 a.m. to 7:00 p.m.; Friday, 8:30 a.m. to 6:00 p.m.; and Saturday (Horvitz Administration Building only) 9:00 a.m. to noon.

SharkCard Services

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

- building access
- campus and student event access

- copier usage
- use as a form of payment at participating off-campus retailer locations
- identification purposes
- library privileges
- meal plans
- pay-for-print
- vending machine usage

This high-tech card has two embedded antennas that will allow access to various areas around campus, from parking garages to computer labs. The card also links biometric data used to calculate time and attendance for both students and staff members. The magnetic stripe allows users to add funds in increments of \$1, \$5, \$10, or \$20 to an online account that can be used for copying, printing, vending machines, and more. Students are able to add these funds online or at dedicated value stations located at the Alvin Sherman Library or at the Health Professions Division Library/Lab Building. The SharkCard office is located in the Horvitz Administration Building, in the One-Stop Shop, and at the Terry Administration Building, in the One-Stop Shop.

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 accordance with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes. *NSU Athletics* is also dedicated to sponsoring competitive intercollegiate programs for both men and women. Valuing deeply the physical, social, and emotional welfare of those who participate, the department and the university express this commitment through their membership with NCAA Division II (DII) and the Sunshine State Conference. Both exemplify the principles of amateur athletics, which include diversity, sportsmanship, fair play, and equitable opportunity for all. In its short 39-year history, the NSU Department of Athletics began as a one-sport NAIA program, in 1982, and has grown into the 16-sport NCAA program that it is today. During this span, NSU Athletics has won 8 team national championships, 23 individual national championships, 361 All-American honors, 333 Scholar All-Americans, and countless conference championships. Men's sports include baseball, basketball, cross country, golf, soccer, swimming, and distance track. Women's sports include basketball, cross country, golf, soccer, softball, swimming, tennis, distance track, and volleyball. As an 18-year member of NCAA DII, NSU Athletics has experienced an unprecedented amount of success in the past decade. Valuing deeply the commitment to academic success, NSU student-athletes have also maintained a cumulative departmental GPA of 3.0, or better, every year since obtaining NCAA DII membership in 2002.

Office of Innovation and Information Technology

The *Office of Innovation and Information Technology's* unit maintains 50 computing facilities: 30 at the Fort Lauderdale/Davie Campus and 20 located among the other NSU campuses in Fort Myers, Jacksonville, Miami, Miramar, Orlando, Palm Beach, Tampa Bay, and Puerto Rico. In addition to courses, open labs are scheduled and maintained for student use on NSU campuses and at other university locations. NSU's labs house a variety of computer equipment for student use.

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

Office of Student Media

The *Office of Student Media* engages students by providing high-quality programs, including live radio, an entertaining lineup of original television shows, and investigative news stories. The office oversees the publication of *The Current*, NSU’s student run weekly newspaper; *Radio X*, the student-operated live radio station; and *Sharks United Television (SUTV)*, the student-operated campus TV station, and the new student-run photography department. In addition, Student Media annually hosts NSU’s Media Mash programming and the 72-Hour Film Competition. The office also supports the promotion of all campus events and programs to inform students about activities at the university.

Military Affairs Veterans Resource Center

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

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

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

SharkPrint

NSU provides students with laser printing at libraries, computer laboratories, and on regional campuses. The print release stations, either stand alone or embedded, are located in various locations around each campus and control the process. Each registered NSU student (both full-time and part-time) receives a credit of \$75.00 per fiscal year (July 1 through June 30) on his or her MyNSU Print account. The student also can use his or her funds for making copies at the photocopy machines. Unused credits cannot be carried over to the following year. The *MyNSU Print* credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Revalue stations are available for the public and for NSU students to add value to their SharkCards.

Student Medical Center

The mission of the *Student Medical Center* is to provide quality primary health care services to our collegiate populations. Services include physical exams, women's health care, immunizations, preventive care, general medical care, and minor surgical procedures.

Public Safety

The *NSU Public Safety Department* provides protective caregiving services on campus 24 hours a day. The NSU Public Safety Department uses community-focused crime prevention, including patrolling officers, to help prevent crimes and threats on the Fort Lauderdale/Davie Campus, East Campus, Oceanographic Campus, and at the NSU Art Museum Fort Lauderdale. The Public Safety Department also utilizes contract security officers to assist with traffic direction and special events on the Fort Lauderdale/Davie Campus and to provide on-site security services at NSU's regional campuses, as well as to augment security services at the Oceanographic Campus and the NSU Art Museum Fort Lauderdale. NSU Public Safety and contract security officers only patrol and have jurisdiction to report and enforce university policies and parking and traffic enforcement on university property. Public Safety officers and contract security personnel are not police, are not empowered as such, and do not have the authority to make arrests.

NSU Alert: Stay informed of all campus emergencies.

- Program the NSU Emergency Hotline number, 800-256-5065, into your cell phone to stay informed and updated during actual or potential crisis/emergency situations. Call 911 for any emergency while on campus, then call Public Safety at (954) 262-8999.
- Sign up for NSU's Emergency Notification System. This is done by updating your emergency contact information at nova.edu/emergency. Program the NSU Emergency Hotline number, 800-256-5065, and SMS@blackboard.com as contacts into your cell phone so you will recognize NSU ALERT messages sent to your phone from the NSU Emergency Notification System.

If you see something, send something.

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

If you have information about something that seems a little off, take a picture, write a text, or take a screenshot and send it to SaferWatch. The information goes directly to NSU's Public Safety officers, so they can review it, take appropriate action, and send updates via the SaferWatch app. NOTE: SaferWatch is not a replacement for 911. This is something to report tips. If you see an in-progress emergency, call 911. Visit the [NSU Alert website](#) to learn more.

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

Shark Dining Services

An integral feature to campus life undoubtedly lies within the dining services. The passion and pride of *Shark Dining* is undeniable as the team has the sole objective of delivering an unforgettable dining experience through the highest quality, menu ingenuity, and value. The team also strives to build community through its culinary expertise. The team embraces cooking from scratch, menuing seasonally, and resourcing responsibly. Shark Dining offers 15 distinctive dining venues, 3 convenience locations, and a hybrid space that converts 7 retail dining brands in the Razor's Reef into a one-price dining experience. Dining on campus hosts popular national brands such as Starbucks, Subway, Einstein Bros. Bagels, and illy Coffee. Shark Dining also provides a range of internal concepts to include extended options for vegetarians and vegans. Shark Dining has an acute focus on health and wellness, nutritional labeling, and accommodating special dietary requests, ensuring no student will go hungry. The flavor and variety will satisfy any craving at Nova Southeastern University's Fort Lauderdale/Davie Campus. Shark Dining has amazing partnerships with departments such as RecWell, which brings a monthly Teaching Kitchen experience, focused on getting students comfortable with cooking nutritional and manageable meals. Shark Dining also hosts a monthly dining forum to target feedback from the campus community and maintain an open line of communication with on-site senior management team. Menus, hours, dining venues, events, and more can be accessed any time at dineoncampus.com/nsu or through the smart phone app, Dine On Campus. Students are able to "GET" connected to their dining funds and SharkCard by downloading the GET mobile app. Within the app, Sharks can add funds at any time to their SharkCard, and it allows for food ordering for on-campus pickup or delivery. A comprehensive how-to guide can be found online at dineoncampus.com/nsu/get-mobile-howtoguide.

University Health Care Centers

The Division of Clinical Operations oversees the administration and oversight of the university's health care centers in Miami-Dade and Broward counties. The centers offer health care services to the community, some not available elsewhere, and community outreach programs in the form of free health care education and assessments for vision, medical, speech, behavioral health, physical and occupational therapy, and dental services. Specific information about the clinics and services available to enrolled students are included on the [Health Care Centers website](#).

University Libraries

The *university library* system is composed of the *Alvin Sherman Library, Research, and Information Technology Center*, the *Martin and Gail Press Health Professions Division Library*, the *Panza Maurer Law Library*, the *Oceanographic Campus Library*, and the *Tampa Bay Regional Campus Library*. The 325,000-square-foot Alvin Sherman Library is a joint-use facility with the Broward County Board of County Commissioners. It serves students and faculty and staff members of NSU, as well as residents of Broward County. The five-story structure encompasses electronic classrooms, group-study rooms, a café, Ann Porterfield digital media lab and creative makerspace, and service desks with staff trained and ready to serve library users. Collections of electronic resources support the research of students and faculty and staff members. A large spacious atrium houses educational art pieces. The second-

floor reference desk is clearly visible to students, and enhanced by The NSU Glass Garden created by glass artist Dale Chihuly for the Sherman Library. Also on the second floor is the Craig and Barbara Weiner Holocaust Resource and Reflection Center. Overall, the university's libraries house more than one million items. Interlibrary Loan agreements through organizations such as the Online Computer Library Center, the Southeast Florida Library Information Network, the Consortium of Southeastern Law Libraries, and the National Library of Medicine provide broad access to a wide range of materials.

Wireless Networking

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

Writing and Communication Center (WCC)

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

University Administrators

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

Harry K. Moon, M.D.—Executive Vice President and Chief Operating Officer

Ronald J. Chenail, Ph.D.—Provost and Executive Vice President for Academic Affairs

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

Daniel J. Alfonso, M.Fin.—Vice President for Facilities Management and Public Safety

Ricardo Belmar, Ed.D., M.I.B.A.—Vice President for Regional Campus Operations

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

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

Bonnie Clearwater, M.A.—Director and Chief Curator of NSU Art Museum Fort Lauderdale

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

Kyle Fisher, B.A.—Vice President for Public Relations, Marketing, and Creative Services

James Hutchens, M.L.S.—Vice President for Information Services and University Librarian

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

Ronald Midei, M.B.A., CPA—Executive Director of Internal Auditing

Michael Mominey, M.S.—Associate Vice President for University Advancement
and Director of Athletics

Terry J. Mularkey, M.A.S., CFRE—Vice President for University Advancement and Chief of Staff

Robert Pietrykowski, J.D., M.B.A., M.A.—Vice President for Human Resources

Leonard J. Pounds, M.S.—Vice President for Clinical Operations

Irving Rosenbaum, D.P.A., Ed.D., M.P.A.—Vice President for Operations, Health Professions Division

Don Rudawsky, Ph.D.—Vice President for Institutional Effectiveness

Alyson K. Silva, M.AC., CPA—Vice President for Finance and Chief Financial Officer

Robin Supler, J.D.—Vice President for Compliance and Chief Integrity Officer

H. Thomas Temple, M.D.—Special Assistant to the President

John Wensveen, Ph.D.—Executive Director and Chief Innovation Officer
NSU-Broward Center for Innovation

Thomas West, M.B.A.—Vice President for Information Technologies and Chief Information Officer

Brad Williams, Ed.D.—Vice President for Student Affairs and
Dean of the College of Undergraduate Studies

Jeff Williams, CCM, CCE—Manager, Grande Oaks Golf Club

Ray Ferrero, Jr., J.D.—University Chancellor

Colleges and Academic Units

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

College of Computing and Engineering, (954) 262-2031

College of Dental Medicine, (954) 262-7319

College of Optometry, (954) 262-1402

College of Pharmacy, (954) 262-1300

College of Psychology, (954) 262-5750

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

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

Dr. Pallavi Patel College of Health Care Sciences, (954) 262-1200

Farquhar Honors College, (954) 262-2031

Halmos College of Arts and Sciences

- Fort Lauderdale/Davie Campus, (954) 262-8301
- Oceanographic Campus, (954) 262-3600

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

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

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

NSU University School

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

Mailman Segal Center for Human Development has been integrated into the Abraham S. Fischler College of Education and School of Criminal Justice, College of Psychology, Dr. Pallavi Patel College of Health Care Sciences, and NSU University School as of June 26, 2020.

Deans

Michelle A. Clark, Ph.D.—College of Pharmacy

Holly Baumgartner, Ph.D.*—Halmos College of Arts and Sciences

Kimberly Durham, Psy.D.—Abraham S. Fischler College of Education and School of Criminal Justice

Karen Grosby, Ed.D.—College of Psychology

José Roberto (Beto) Juárez, Jr., J.D.—Shepard Broad College of Law

Steven I. Kaltman, D.M.D., M.D., FACS—College of Dental Medicine

Meline Kevorkian, Ed.D.—College of Computing and Engineering

William J. Kopas, Ed.D.—Head of School, NSU University School

Guy M. Nehrenz, Ed.D., M.A., RRT—Interim Dean, Dr. Pallavi Patel College of Health Care Sciences

Andrew J. Rosman, Ph.D.—H. Wayne Huizenga College of Business and Entrepreneurship

Marcella M. Rutherford, Ph.D., M.B.A., M.S.N.—Ron and Kathy Assaf College of Nursing

Linda S. Rouse, O.D., M.B.A., FAAO—College of Optometry

Andrea Shaw-Nevins, Ph.D.*—Farquhar Honors College

Johannes W. Vieweg, M.D., FACS—Dr. Kiran C. Patel College of Allopathic Medicine

Elaine M. Wallace, D.O., M.S., M.S., M.S., M.S.—Dr. Kiran C. Patel College of Osteopathic Medicine

**as of September 6, 2021*

Accreditation

Nova Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate's, baccalaureate, master's, educational specialist, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Nova Southeastern University.

An underwater scene with a deep blue background. Several sharks are swimming in the lower half of the frame, and many smaller fish are scattered throughout the water. Sunlight rays are visible at the top, creating a bright, hazy effect.

Division-Specific Policies and Procedures

Health Professions Division

Health Professions Division

Building Hours

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

Charges and Payments

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

Late Payment Fee

Please see “Indebtedness to the University” section found in the NSU portion of the student handbook.

Tuition Credit Policy—Voluntary Drops and Withdrawals

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

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

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

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

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

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

Students may not be given refunds for portions of tuition paid by financial aid funds. As appropriate, the respective financial aid programs will be credited in accordance with federal regulations. Students should notify the Office of 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 policies located at nova.edu/financialaid/apply-for-aid/title-iv-return.html.

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

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

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

Short-Term Preloans

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

Martin and Gail Press Health Professions Division Library

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

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

The Press HPD Library print collection consists of 11,100 monograph titles, 716 archived print journal titles, and 85 active print journal subscriptions. The Press HPD Library provides all HPD students with

remote access to online resources, including more than 17,000 health-related full-text ejournals , 2,000 biomedical ebooks, and more than 200 health and medicine-specific databases. These resources may be accessed 24/7 through the Press HPD Library web page (nova.edu/hpdlibrary).

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

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

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

Additional resources at the circulation desk (limited checkout times):

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

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

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

Tampa Bay Regional Campus Library

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

Hours of operation for the TBRC Library are:

Monday–Thursday: 8:30 a.m.–8:00 p.m.

Friday: 8:30 a.m.–8:00 p.m.*

Saturday: 10:00 a.m.–9:00 p.m.*

Sunday: 10:00 a.m.–2:00 p.m.*

*Hours may vary on select weekends.

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

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

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

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

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

Additional resources at the circulation desk (limited checkout times):

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

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

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

Lost and Found

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

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

Computer Laboratories

The Office of Information and Innovation Technologies maintains and monitors a separate computer laboratory at the Health Professions Division. The laboratory is located in Room 202 of the Assembly II building. This area is a traditional computer lab with 50 PCs loaded with the Microsoft Office Suite, as well as course-specific and test-taking software. The lab also contains two networked printers and office supplies for student use. This lab is accessible via tapping a valid SharkCard, and it is open 24/7 other than during scheduled classes or university holidays.

The area is monitored by attendants who can provide assistance.

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

Student Lounge/Student Area

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

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

HPD Policies and Procedures

Acceptance of Professional Fees

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

HIV/AIDS Policy

See Health Policies section in the NSU portion of the student handbook.

Background Checks

Certain programs at the NSU Health Professions Division require students to submit to background checks. Accepted applicants and students in such programs are required to authorize the NSU Health Professions Division to obtain background check(s) as per adopted policy of March 2011. If the background check(s) reveal information of concern, which the NSU Health Professions Division may deem unfavorable, HPD will request that the individual provide a detailed written explanation of the information contained in this report, along with appropriate documentation (e.g., police reports). Students may also be required to authorize clinical training facilities that they are assigned to by the Health Professions Division to obtain a background check, with the results reported to the clinical training facility. Students with questions concerning background checks should contact their respective college and/or academic program for more information.

For programs that require students to submit to background checks, offers of admission will not be considered final until the completion of the background check(s), with results deemed favorable by the NSU Health Professions Division, and where appropriate, by the clinical training facilities. If information received in connection with a background check 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 student's admission may be denied or rescinded, the student may be disciplined or dismissed, or his or her enrollment may be terminated.

Acceptance to an NSU Health Professions Division program does not guarantee that students with information of a concern will be accepted by clinical training facilities to which they may be assigned. Students enrolled in the NSU Health Professions Division have a continuing duty to disclose any arrest, conviction, guilty or no contest plea, or participation in a pretrial diversion program, or its equivalent, for any criminal offense. Students are required to notify their dean's office within 10 days of any arrest or subsequent conviction, guilty, or no contest plea, or participation in a pretrial diversion program, or its equivalent, for any criminal offense.

While enrolled at NSU, students have a continuing duty to disclose all of the above, along with any arrests or pending criminal charges within 10 days of any arrest or charges are filed. **Students, other than those enrolled in programs within the Health Professions Division, must notify the assistant dean for Student Affairs—or designee—of any arrests or pending criminal charges.** A failure to timely disclose any arrests or pending criminal charges may result in disciplinary action, up to and including dismissal from NSU.

Health Forms Requirements

Certificate of Physical Examination

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

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

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

Immunization Requirements

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

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

The following immunizations/vaccinations are required of students at the Health Professions Division, based on the current Centers for Disease Control and Prevention (CDC) recommendations for health care personnel:

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

Hepatitis B

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

Influenza Vaccination

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

Measles, Mumps, and Rubella (MMR)

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

PPD Skin Test (Two-Step)

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

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

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

Varicella (Chicken Pox)

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

Any Other Vaccinations Required by Clinical Sites

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

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

Students are financially responsible for all required immunizations.

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

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

Urine Drug Screen

HPD students may be required to submit to additional urine drug screen testing. Students who test positive for illegal or illicit drugs, or for a controlled substance that they do not have a prescription for, will be referred to their college's appropriate committee. Certain colleges may have additional policies. Students are expected to check their college section for those requirements.

Dress Code

Students in the Health Professions Division must maintain a neat and clean appearance befitting those 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 dress code is to be observed at all times—including midterms and examination periods. **Students are expected to consult their specific program handbooks for compliance with any program-specific and clinical rotation site-supplemental dress code policies.**

Food in the Lecture Halls, Laboratories, and Clinics

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

Identification Requirements and Fieldwork Prerequisites

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

Email

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

Notices, Messages, and Posters

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

Parking Lot/Garage

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

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

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

Post-Exposure Policies and Procedures

An occupational exposure is considered an urgent medical concern that requires immediate attention for proper medical management. An exposure that might place a student at risk for Hepatitis B Virus, Hepatitis C Virus, or HIV infection is defined as a percutaneous injury (e.g., a needle stick or cut with

a sharp object) or contact of mucous membrane or nonintact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluid that is potentially infectious.

If a student has experienced such an exposure, he or she must not delay in seeking medical care. If the exposure happens Monday-Friday during business hours, a student who is on the Fort Lauderdale/Davie Campus is to immediately contact Infection Control at (954) 770-1179 or (954) 817-0332 to report such an incident. After the student contacts Infection Control, the student is to contact the Student Medical Center (8:30 a.m. to 5:00 p.m.) at (954) 262-1270 or (954) 262-4100 to receive appropriate care. If the student is on rotation, at a regional campus, or the exposure occurred outside of the business hours of the Student Medical Center, the student must go to the nearest local emergency room or urgent care center for evaluation and treatment.

The student also is responsible for immediately notifying a supervisor.

NSU's Post-Exposure Policy and Procedure: nova.edu/smc/forms/compliance-exposure-policy.pdf

Hotline: National Clinician's Post-Exposure Prophylaxis Hotline, 888-448-4911.

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, certificates, and final transcripts will be withheld for any outstanding financial obligation.

Security Checks

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

Social Events and Extracurricular Activities

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

Student Assistance Program

As a condition of enrollment in the Health Professions Division of Nova Southeastern University, all students agree to abide by university standards concerning: 1) Drug-Free Schools and Campuses and 2) Drug Policy.

The objective of the Student Assistance Program is to assist students in need of substance abuse services to: 1) protect the public welfare and 2) encourage those students to pursue a life of recovery so that they may regain and maintain physical and psychological health, as well as academic success within the HPD. Any student enrolled in HPD in need of substance abuse services is encouraged to voluntarily seek such assistance, with his or her respective college's Office of Student Affairs or directly with the Student Assistance Program Office.

The Student Assistance Program is a nondisciplinary student resource. However, in cases of suspected substance abuse, intoxication, influence or impairment, a student may be referred by his or her college to the Student Assistance Program for testing and assessment. This investigation may include drug/alcohol screen(s), or, assessment, evaluation, and/or treatment for substance abuse-related issues. All drug screen(s), assessment(s), evaluation(s), and/or treatment for substance abuse-related issues will be provided by an independent licensed health care provider(s) authorized by the Student Assistance Program. All students agree to abide by Student Assistance Program instruction and recommendation(s) as a condition of enrollment at NSU.

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

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

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

1. Any student who has received a DUI or any type of citation due to substance abuse (alcohol, drugs, etc.) must notify the Student Assistance Program Office at sap@nova.edu immediately. Rotation site eligibility may be affected.
2. A student referred to the Student Assistance Program Office will be referred to Henderson Behavioral Health for an evaluation/assessment and testing.

3. Student will be responsible for fees.
4. Student will complete all forms and give authorization for processing.
5. Student will be responsible for keeping appointments.
6. The Student Assistance Program Office will be in communication with the student's college as needed and warranted.
7. A copy of the completed assessment will be reviewed by the Student Assistance Program Office. Recommendations resulting from the assessment will be shared with the student's college. The assessment report will be kept in the Student Assistance Program Office and not in the student's academic file.

Student Employment

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

Student Insurance Requirement

NSU requires all students to carry adequate health insurance coverage; therefore, students will automatically be enrolled in the NSU Student Health Insurance Plan, and their student accounts will be charged when they register for classes. Students who already have health insurance must opt out of the NSU Student Health Insurance Plan each academic year by the given waiver deadline for their program. For detailed information, including waiver deadlines, access to the online waiver, NSU Student Insurance Plan features, costs, and more, students should visit the bursar's web page at nova.edu/studentinsurance.

Affirmative Opt-Out Required

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

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

Cell Phones, Computers, Tablets, and Electronic Devices

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

Visitors

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

An underwater scene with a deep blue background. Several sharks are swimming in the lower half of the frame, and many small fish are scattered throughout the water. Sunlight rays are visible at the top, creating a bright, hazy effect.

College-Specific Policies and Procedures

Dr. Kiran C. Patel College of Osteopathic Medicine

Dr. Kiran C. Patel

College of Osteopathic Medicine

Administration

Elaine Wallace, D.O., M.S., M.S., M.S., M.S.

Dean

FL/DC Room 1407/Ext. 21457 • ewallace@nova.edu

The dean is the chief academic officer of the Nova Southeastern University (NSU) Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM).

Mark Sandhouse, D.O., M.S.

Executive Associate Dean—Fort Lauderdale/Davie Campus

FL/DC Room 1401/Ext. 24321 • marksand@nova.edu

The executive associate dean is responsible for the supervision and coordination of the osteopathic medical education program at the Fort Lauderdale/Davie Campus.

Kenneth Johnson, D.O.

Executive Associate Dean—Tampa Bay Regional Campus

TBRC Room 3517/Ext. 45207 • kjohnson@nova.edu

The executive associate dean is responsible for the supervision and coordination of the osteopathic medical education program at the Tampa Bay Regional Campus.

Hilda M. De Gaetano, D.O., M.S., FAAP, FACOP

Associate Dean of Preclinical Education—Fort Lauderdale/Davie Campus

FL/DC Room 1497/Ext. 21541 • hilda@nova.edu

The associate dean of Preclinical Education is responsible for assisting the associate dean of Preclinical Education in supervision and coordination of the osteopathic academic program with primary emphasis on the preclinical years and special projects as assigned.

Phyllis J. Filker, D.M.D., M.P.H.

Associate Dean of Undergraduate, Graduate, and Community Education

FL/DC Room 1403/Ext. 21628 • filker@nova.edu

The associate dean of Undergraduate, Graduate, and Community Education provides oversight and promotes the development of the undergraduate, graduate, and community programs for the KPCOM.

Margaret Wilkinson, Ph.D.

Associate Dean of Preclinical Education
FL/DC Room 1495A/Ext. 21562 • mwilkins@nova.edu

The associate dean of Preclinical Education is responsible for assisting in the supervision and coordination of the osteopathic academic program with primary emphasis on the preclinical years.

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

Associate Dean of Community Affairs and Area Health Education Center
FL/DC Room 1579/Ext. 21579 • szucker@nova.edu

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

Paula Anderson-Worts, D.O., M.P.H.

Assistant Dean of Faculty
FL/DC Room 1453/Ext. 21463 • paulal@nova.edu

The assistant dean of Faculty is responsible for the direct report of all department chairs in the Osteopathic Medicine program and for direction of the KPCOM faculty.

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

Assistant Dean of Preclinical Education—Tampa Bay Regional Campus
TBRC Room 3518A/Ext. 45211 • cblavo@nova.edu

The assistant dean of Preclinical Education is responsible for assisting the associate dean of Preclinical Education in the supervision and coordination of the first and second years of the osteopathic academic program at the Tampa Bay Regional Campus.

Eric Goldsmith, D.O.

Assistant Dean of Clinical Affairs
FL/DC Room 1455/Ext. 21499 • egoldsmi@nova.edu

The assistant dean of Clinical Affairs is the director of all medical centers and is responsible for all patient-related matters.

Janet Hamstra, Ed.D., M.S.

Assistant Dean of Graduate Medical Education
TBRC Room 3606/Ext. 45243 • hamstra@nova.edu

The assistant dean of Graduate Medical Education is responsible for all matters involving KPCOM-sponsored graduate residency training programs and affiliated graduate medical education partners.

Delia Harper-Celestine, Ed.D., M.P.H.

Assistant Dean of Student Affairs
FL/DC Room 1485/Ext. 21544 • delia@nova.edu

The assistant dean of Student Affairs is responsible for all nonacademic student services, including working with student activities and events.

James Howell, M.D., M.P.H.

Assistant Dean of Professional Relations
FL/DC Room 1465/Ext. 21427 • jhowell@nova.edu

The assistant dean of Professional Relations is responsible for maintaining relationships with outside organizations and governmental agencies.

Jennifer Jordan, Ed.D.

Assistant Dean of Medical Education
FL/DC Room 1483/Ext. 21496 • jajordan@nova.edu

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

Nancy Klimas, M.D.

Assistant Dean of Research
FL/DC Room CCR 423D/Ext. 22855 • nklimas@nova.edu

The assistant dean of Research is responsible for bringing together the personnel and resources needed to develop researchers, to assist current researchers in grant writing and academic publishing, and to identify new research initiatives.

Kristi Messer, M.P.H., M.S.W., LCSW

Assistant Dean of Bachelor Degree Programs
FL/DC Room 1443/Ext. 21072 • km1320@nova.edu

Pamela Moran-Walcutt, D.O.

Assistant Dean of Preclinical Education—Fort Lauderdale/Davie Campus
FL/DC Room 1238/Ext. 24172 • moranwal@nova.edu

Jill Wallace-Ross, D.O., M.S.

Assistant Dean of Osteopathic Clinical Education
FL/DC Room 1449/Ext. 22124 • jillross@nova.edu

The assistant dean of Osteopathic Clinical Education is responsible for the administration of third- and fourth-year clinical rotations and all relationships with our clinical assistant deans and training hospitals.

Mission Statement

The mission of the Dr. Kiran C. Patel College of Osteopathic Medicine is to provide learner-centered education, both nationally and internationally, for osteopathic medical students, postgraduate trainees, physicians, and other professionals. Through its interprofessional programs, the College prepares competent and compassionate lifelong learners; supports research, scholarly activity, and community service; and advocates for the health and welfare of diverse populations, including the medically underserved.

Reservation of Power

The *Dr. Kiran C. Patel College of Osteopathic Medicine Student Handbook* is not intended to be a contract or part of a contractual agreement between Nova Southeastern University and the student. The *Dr. Kiran C. Patel College of Osteopathic Medicine Student Handbook* is available at nova.edu/publications/com_student_handbook. The online version is always considered the most up-to-date version of the handbook. Changes in the content of the *Dr. Kiran C. Patel College of Osteopathic Medicine Student Handbook* may be made at any time, 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 *Dr. Kiran C. Patel College of Osteopathic Medicine 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 *Dr. Kiran C. Patel College of Osteopathic Medicine 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

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment.

This nondiscrimination policy applies to 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

See the *NSU Student Handbook*, Statement on Student Rights section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Additional Grievance Procedures Available section for the Nonacademic Grievance Procedure as well as the Grievance Procedure for Discrimination based on Disability.

Harassment

See the *NSU Student Handbook*, Statement on Student Rights Section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Specific Conduct Violations, Additional Grievance Procedures Available and University Sexual Misconduct Policy/Title IX sections for the Harassment policy, Nonacademic Grievance Procedure, and Sexual Harassment policies.

Health Care Privacy (HIPAA) Statement

See *NSU Student Handbook*, Statement on Student Rights section for Health Care Privacy (HIPAA) Statement.

Disability

Students seeking disability accommodations should contact the NSU Office of Student Disability Services. Contact information for the Office of Student Disability Services, as well as policies and procedures relating to disability accommodations, are available on the Office of Student Disability Services web page, located at nova.edu/disabilityservices. See the *NSU Student Handbook*, Statement on Student Rights section for Nondiscrimination Statement, as well as the Additional Grievance Procedures Available section for the Grievance Procedure for Discrimination based on Disability.

Core Performance Standards for Admission and Progress for the Doctor of Osteopathic Medicine Program

The Dr. Kiran C. Patel College of Osteopathic Medicine is pledged to the admission and matriculation of qualified students and wishes to acknowledge awareness of laws that prohibit discrimination against anyone on the basis of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, unfavorable discharge from the military, veteran status, or political beliefs or affiliations. Regarding those students with verifiable disabilities, the university and KPCOM 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 and KPCOM believe they must keep in mind the efficacy and safety in the learning environment as well as the ultimate safety of the patients whom some of their graduates will eventually serve. Specifically, the standards reflect what the university and KPCOM believe are reasonable expectations required of future osteopathic physicians in performing common functions. Any exceptions to such standards must be approved by the dean of KPCOM based upon appropriate circumstances.

Honor and integrity are essential and depend on the exemplary behavior of the individual in his or her relations with classmates, patients, faculty members, and colleagues. This includes accountability to oneself and to relationships with fellow students, future colleagues, faculty members, and patients who come under the student's care or contribute to his or her training and growth, as well as members of the general public. This applies to personal conduct that reflects on the student's honesty and integrity in both academic and nonacademic settings, whether or not involving an NSU-sponsored activity. All students must have the capacity to manage their lives and anticipate their own needs. Upon accepting admission to KPCOM, each student subscribes to, and pledges, complete observance to NSU's Student Code of Conduct Policies. A violation of these standards is an abuse of the trust placed in every student and could lead to suspension or dismissal.

Students in the Doctor of Osteopathic Medicine degree program 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. Students must be able to perform these abilities and skills in a reasonably independent manner. Osteopathic physicians must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. To carry out the activities described below, students in the Doctor of Osteopathic Medicine Program at KPCOM 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.

Intellectual, Conceptual, Integrative, and Qualitative Abilities

Students must have critical thinking abilities sufficient for problem-solving and good clinical judgment. This is necessary to identify cause/effect relationships and to develop plans of action or plans of care. In addition, students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Students are expected to be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging learning environment. They must be able to think quickly and accurately in an organized manner, despite environmental distractions. Examples include, and are not limited to, identification of cause/effect relationships in clinical situations, development of treatment plans, transferring knowledge from one situation to another, evaluating outcomes, problem-solving, prioritizing, and using short- and long-term memory.

Interpersonal Communication

Students must be able to interact and communicate effectively with respect to policies, protocols, and process, with faculty, students, staff, patients, patient surrogates, and administration during the student's educational program. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but also reading and writing. 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.

Students must have sufficient proficiency with English to retrieve information from texts and lectures and communicate concepts on written exams and patient charts; elicit patient backgrounds; describe patient changes in moods, activity, and posture; and coordinate patient care with all members of the health care team. Students must be able to communicate or provide communication in lay language

so that patients and their families can understand the patient's conditions, treatment options, and instructions. Students must be able to accurately enter information in the patient's electronic health record, according to his or her program's requirements.

Motor Skills

Osteopathic medicine students must 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.

Strength and Mobility

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 medicine 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.

Hearing

Students must have sufficient auditory ability to monitor and assess auditory communication, when necessary. Osteopathic medicine students must be able to hear information given by the patient in answer to inquires; to hear cries for help; to hear features in an examination, such as the auscultatory sounds; and to be able to monitor equipment.

Visual

Osteopathic medicine students must have visual ability sufficient for observation, assessment, and rendering of treatment 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 students must have sufficient visual ability to use ophthalmologic instruments. It is necessary to have adequate visual capabilities for proper evaluation and treatment integration. Students must be able to observe the patient and the patient's responses, including body language and features of the examination and treatment.

Tactile

Osteopathic medicine 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.

Osteopathic medicine students must be able to use tactile senses to diagnose directly by palpation and indirectly by sensations transmitted through instruments.

Sensory

Osteopathic medicine students 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.

Core Performance Standards for Admission and Progress— Graduate Degree Programs

The KPCOM graduate degree programs are pledged to the admission and matriculation of qualified students. Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in any discrimination or harassment against any individuals because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, or political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

Regarding those students with verifiable disabilities, the university and the KPCOM 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:

Performance Area	Technical Standard	Examples of Activities/Tasks
Critical Thinking	Critical thinking ability for effective reasoning and judgment	<ul style="list-style-type: none">• Read and interpret data from paper and/or electronic systems• Analyze data• Draw conclusions from data• Interpret regulatory and accreditation standards
Interpersonal Skills	Interpersonal abilities sufficient to interact with professionals, coworkers, and members of a team from a variety of social, emotional, cultural, educational, religious, and ethnic backgrounds	<ul style="list-style-type: none">• Establish rapport with colleagues and potential clients in domain of study and professional work practice• Work effectively in small groups as team members and as a team leader
Communication Skills	Communication abilities sufficient for interaction with others in verbal, nonverbal, and written form	<ul style="list-style-type: none">• Speak English in such a manner as to be understood by the general public• Communicate over the phone, through email, and other electronic means with internal and external entities• Deliver presentations using PowerPoint or other media• Ability to write letters using appropriate business format

Mobility	Physical abilities sufficient to move from one area to another, if needed	<ul style="list-style-type: none"> • Ability to move freely in closely aligned filing areas • Travel to various units and departments for record retrieval, charting, and analysis • Lift and carry files, folders, texts, and/or other equipment with ease • File records at varying height levels, if required
Motor Skills	Motor abilities sufficient to perform at entry-level duties	<ul style="list-style-type: none"> • Ability to perform keyboard functions • Ability to operate office/work equipment
Hearing	Auditory ability sufficient to perform entry-level duties	<ul style="list-style-type: none"> • Respond to telephone calls • Participate in online/onsite meetings
Visual	Visual acuity sufficient for comprehension	<ul style="list-style-type: none"> • Read printed or handwritten documentation to abstract, code, proofread, edit, enter and retrieve data, and interpret information in paper or electronic format • Provide eye contact when communicating • Observe nonverbal responses from administration, coworkers, and clients
Tactile	Tactile/sensory ability sufficient for physical assessment	<ul style="list-style-type: none"> • Handle equipment • Perform skills requiring the use of hands • Perform clinical evaluation skills as appropriate/needed
Accountability and Responsibility	Accountability and responsibility	<ul style="list-style-type: none"> • Able to distinguish right from wrong, legal from illegal, and act accordingly • Accept responsibility for own actions • Consider the needs of others in deference to one's own needs • Able to comprehend ethical standards and agree to abide by them • Obey federal regulations concerning HIPAA and corporate compliance issues

In adopting these standards, the administration of the university and of the KPCOM graduate degree programs believe they must keep in mind the efficacy and safety of the learning environment as well as the ultimate safety of those clients and patients being served. Specifically, the standards reflect what the university and the KPCOM graduate programs administration believes are reasonable expectations required of future professionals in performing common functions.

Honor and integrity are essential and depend on the exemplary behavior of the individual in his or her relations with classmates, faculty members, and colleagues. This includes accountability to oneself and to relationships with fellow students, future colleagues, and faculty members who come under the student's care or contribute to his or her training and growth, as well as members of the general public.

This applies to personal conduct that reflects on a student’s honesty and integrity in both academic and nonacademic settings, whether or not it involves an NSU-sponsored activity. All students must have the capacity to manage their lives and anticipate their own needs. Upon accepting admission to KPCOM and its graduate degree programs, each student subscribes to and pledges complete observance to NSU’s Student Code of Conduct Policies. A violation of these standards is an abuse of the trust placed in every student and could lead to suspension or dismissal.

Students are expected to maintain a minimum cumulative GPA of 3.00 for all graduate coursework. Failure to maintain a minimum cumulative GPA of 3.00 will result in academic probation for one semester. Students on academic probation must meet with their financial aid representative to determine how this status impacts their financial aid awards. Specific policies pertaining to those students—who are unable to raise their cumulative GPA to 3.00 at the end of the probation semester and to students whose cumulative GPA falls below for a second time—are published in the appropriate section of the *KPCOM Student Handbook* for each degree program.

Yearly Fees and Expenses

(Fees subject to change.)

NSU Student Services Fee (per semester).....	\$500
HPD General Access Fee	\$145
Registration Fee (per semester)	\$30
Core Clinical Rotation Fee (for osteopathic medicine students, per year)	\$1,000
Mandated Review Course (for first-year osteopathic medicine students)	\$648.24
Mandated Review Course (for second-year osteopathic medicine students).....	\$649
Mandated Review Course Fee (for third-year osteopathic medicine students)	\$607
Mandated Review Course Fee (for fourth-year osteopathic medicine students)	\$85
Diploma/Degree Application Fee (seniors only).....	\$100
Late Payment Fee.....	\$100
I.D. Replacement.....	\$25
Diploma Replacement.....	\$30
Official Transcripts (each)	\$17
Student Insurance Fee* (unless waiver form completed and approved by NSU administration).....	\$1,042 fall semester (July 1, 2021–December 31, 2021) \$1,026 winter semester (January 1, 2022–July 31, 2022)

*For additional coverage periods, please refer to nova.edu/bursar/health-insurance/mandatory-programs.html.

Doctor of Osteopathic Medicine Program

Administration

Elaine Wallace, D.O., M.S., M.S., M.S., M.S.

Dean

FL/DC Room 1407/Ext. 21457 • ewallace@nova.edu

Mark Sandhouse, D.O., M.S.

Executive Associate Dean—Fort Lauderdale/Davie Campus

FL/DC Room 1401/Ext. 24321 • marksand@nova.edu

Kenneth Johnson, D.O.

Executive Associate Dean—Tampa Bay Regional Campus

TBRC Room 3517/Ext. 45207 • kjohnson@nova.edu

Office of Preclinical Education

Hilda M. De Gaetano, D.O., M.S., FAAP, FACOP

Associate Dean of Preclinical Education—Fort Lauderdale/Davie Campus

FL/DC Room 1497/Ext. 21541 • hilda@nova.edu

Margaret Wilkinson, Ph.D., M.A.

Associate Dean of Preclinical Education—Fort Lauderdale/Davie Campus, Tampa Bay Regional Campus

FL/DC Room 1495A/Ext. 21562 • TBRC Room 3805/Ext. 45266 • mwilkins@nova.edu

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

Assistant Dean of Preclinical Education—Tampa Bay Regional Campus

TBRC Room 3518A/Ext. 45211 • cblavo@nova.edu

Pamela Moran-Walcutt, D.O.

Assistant Dean of Preclinical Education—Fort Lauderdale/Davie Campus

FL/DC Room 1238/ Ext. 24172 • moranwal@nova.edu

Ana Iglesias, M.B.A.

Director of Preclinical Education—Fort Lauderdale/Davie Campus

FL/DC Room 1497A/Ext. 24180 • gonzana@nova.edu

Manelle St. Hilaire, M.P.H.

Director of Preclinical Education—Tampa Bay Regional Campus

TBRC Room 3740/Ext. 45264 • ms3291@nova.edu

Office of Osteopathic Clinical Education

Jill Wallace-Ross, D.O., M.S.

Assistant Dean of Osteopathic Clinical Education—Fort Lauderdale/Davie Campus
FL/DC Room 1497/Ext. 22124 • jillross@nova.edu

Caitlin Arbos

Director of Medical Student Performance Evaluation—Fort Lauderdale/Davie Campus
FL/DC Room 1493/Ext.21461 • ballback@nova.edu

Annisah Ishmael, Ed.D., M.S.

Director of Osteopathic Clinical Education—Fort Lauderdale/Davie Campus
FL/DC Room 1445/Ext. 21575 • ai187@nova.edu

Raquel Parker, B.A.

Director of Osteopathic Clinical Education—Tampa Bay Regional Campus
TBRC Room 3713/Ext. 45324 • rr1068@nova.edu

Office of Graduate Medical Education

Janet Hamstra, Ed.D., M.S.

Assistant Dean of Graduate Medical Education—Tampa Bay Regional Campus
TBRC Room 3606/Ext. 45243 • hamstra@nova.edu

Robin Jacobs, Ph.D., M.S.W., M.S., M.P.H.

Director of Graduate Medical Education—Fort Lauderdale/Davie Campus
FL/DC UPP Suite 3400, Room 113B/Ext. 24374 • rjacobs@nova.edu

Tamera Vickerson, Ph.D., M.A.

Director of Graduate Medical Education—Tampa Bay Regional Campus
TBRC Room 3607/Ext. 45270 • tvickers@nova.edu

Mission Statement

The Doctor of Osteopathic Medicine Program in the Dr. Kiran C. Patel College of Osteopathic Medicine is dedicated to student-centered osteopathic medical education to produce exemplary osteopathic physicians known for competent and compassionate care.

Program Goals

Goal 1: To recruit high-quality students and graduate osteopathic physicians who are committed to providing competent and compassionate care; who are qualified and prepared to enter into a broad range of medical specialties; who are committed to preserving the history, philosophy, art, and science of osteopathic medicine; and who are able to work in an interprofessional environment.

Goal 2: To ensure that KPCOM is able to deliver a quality osteopathic medical education curriculum by recruiting and maintaining the necessary faculty and staff through career advancement opportunities; by providing support for scholarly activity, research, teaching, and patient care; and by providing a positive work environment that embodies respect for personal and professional well-being.

Goal 3: To develop and maintain clinical education opportunities in rural and urban underserved areas and to develop and maintain national and international medical outreach programs that both provide expanded access for health care for patients and quality clinical educational opportunities for students and residents.

Goal 4: To collaborate with our affiliated hospitals and clinical partners to develop graduate medical education programs for osteopathic medical students; provide educational opportunities for health care professionals involved in graduate medical education; and to provide health care among our affiliated hospitals and clinical partners engaged in graduate medical education.

Professional Accreditation

The Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM) is accredited by the Commission on Osteopathic College Accreditation of the American Osteopathic Association. KPCOM is a college within Nova Southeastern University, which is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate's, baccalaureate, master's, educational specialist, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Nova Southeastern University.

Accreditation Standards and Grievance Procedures

A student complaint related to accreditation standards and procedures should be brought to the KPCOM Student Government Association (SGA) president who will address the complaint with the Office of Student Affairs. If a resolution cannot be reached through this process, the KPCOM SGA president will appeal in writing to the dean.

If the student has followed the complete appeals process and is not satisfied with the resolution reached, the student may contact the American Osteopathic Association's Commission on Osteopathic College Accreditation at 142 East Ontario Street, Chicago, IL 60611, (312) 202-8000, predoc@osteopathic.org.

The KPCOM Accreditation Standards and Procedures, including the complaint procedure, can be found at osteopathic.org.

Academic Services and Student Support

KPCOM Office of Student Affairs

Delia Celestine, Ed.D., M.P.H.

Assistant Dean of Student Affairs—Fort Lauderdale/Davie Campus
FL/DC Room 1485/Ext. 21544 • deliac@nova.edu

Jordan Mathis, M.S.

Director of Student Affairs—Fort Lauderdale/Davie Campus
FL/DC Room 1485/Ext. 21491 • jm3005@nova.edu

Natacha Villedrouin, M.S.

Director of Student Affairs—Tampa Bay Regional Campus
TBRC Room 3722/Ext. 45262 • nvilledrou@nova.edu

Suzette Siviter, M.P.A.

Director of Student Advising—Fort Lauderdale/Davie Campus
FL/DC Room 1485/Ext. 21702 • siviter@nova.edu

KPCOM Office of Medical Education

Jennifer Jordan, Ed.D., M.S.

Assistant Dean of Medical Education—Fort Lauderdale/Davie Campus
FL/DC Room 1483/Ext. 21496 • jajordan@nova.edu

Gayl Canfield, Ph.D., M.S.

Chair, Department of Medical Education—Fort Lauderdale/Davie Campus
FL/DC Room 1481/Ext. 21291 • gcanfield@nova.edu

Sherrica Taylor, Ph.D., M.S.

Director of Faculty Development—Fort Lauderdale/Davie Campus
FL/DC Room 1431/Ext. 21140 • staylor2@nova.edu

Ana Maria Homs, Psy.D., M.B.A.

Director of Medical Education—Tampa Bay Regional Campus
TBRC Room 3714/Ext. 45256 • ahomsgon@nova.edu

Tameeka Grant, Ph.D., M.A., M.A.

Director of Assessment—Fort Lauderdale/Davie Campus
FL/DC Room 1421/Ext. 21449 • tgrantq@nova.edu

A. Advising

1. Academic Advising

Within KPCOM, there are multiple opportunities for students to receive academic advising. KPCOM provides dedicated individuals to support students throughout their medical school career such as society faculty, course directors, and the faculty within the Department of Medical Education. These faculty work together to support students and identify those needing additional assistance, both academically and mentally, through referrals to the Department of Medical Education or the Center for Student Counseling and Well-Being (nova.edu/studentcounseling).

- Students who are having difficulties in individual courses or clinical rotations are encouraged to reach out to the course director or clinical rotation preceptor for assistance. Syllabi for preclinical courses and core clinical rotations contain contact information for course directors, clerkship directors, and full-time KPCOM faculty who participate in the course.
- The Medical Education Department works proactively to support student learning by tracking academic progress from M1 to M4 and providing students with information regarding available resources and study tables. Study tables are available every semester at no cost to KPCOM students. Students leading these sessions are vetted by the Medical Education Department prior to assignment.
- Faculty within the Medical Education Department and the Simulation Department are available to meet individually with students who are experiencing difficulty with their board exams.
- All students are assigned to a society that includes faculty members. Students remain in the same society for the duration of their time at KPCOM. Students are encouraged to reach out to their society's faculty members for assistance in studying, access to tutoring, and preparation for exams. In addition to the faculty members, each society has student peer mentors assigned to assist students as needed.
- OMS1 and OMS2 students are also encouraged reach out to the Office of Preclinical Education for additional advising. OMS3 and OMS4 students can likewise reach out to the Office of Clinical Education. For all students, the Office of Student Affairs and the Department of Medical Education are available to assist in academic counseling and support.
- Students with specific questions regarding residencies are encouraged to reach out to their assigned career counselor. The Office of Graduate Medical Education (GME) works directly and indirectly, as needed, with the M4 students prior to, during, and after the match season.

All of these advising resources are available to students at both the Fort Lauderdale/Davie Campus and the Tampa Bay Regional Campus locations.

2. Career Counseling/Advising

Career Counseling/Advising is provided for all KPCOM students (M1-M4) to assist them in evaluating career options and applying to graduate medical education training programs. The Career Advisement, Networking, Development & Opportunities (CAN-DO) program for Doctor of Osteopathic Medicine is administered by the assigned Career Counseling Advisors.

The goal of the CAN-DO program is to prepare D.O. students to pursue their most well-suited (or fitting) match of medical discipline or career through securing the residency of their choice.

The components of the CAN-DO program are

- the completion of the AAMC Careers in Medicine program
- participation in clubs/specialty interest groups
- accessing advice and assistance on their application for residency programs
- curriculum vitae (CV) writing sessions and interviewing preparation
- personal statement preparation

Students are registered for a Careers in Medicine account, provided by the KPCOM at the start of their medical school career, to participate in self assessments and to explore discipline-specific information that aids them in the decision-making process.

3. Administration/Faculty Office Hours

The Doctor of Osteopathic Medicine Program endorses an open-door policy for both administrators and faculty members. Students are encouraged to meet with faculty members or administrators either by walk-in, if available, or by appointment. Syllabi for preclinical courses and core clinical rotations contain contact information for course directors and full-time KPCOM faculty members. All KPCOM administration and full-time faculty members' contact information is available on the KPCOM web page, osteopathic.nova.edu/aboutus/faculty-staff.

Students with grading or nongrading grievances should see the Grievances and Appeals section of this handbook for appropriate procedures.

B. Student Health

1. Health Insurance

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

2. Immunizations and Physical Examination Requirements

Students entering into the Doctor of Osteopathic Medicine Program are required to receive the mandatory immunizations and have a complete physical examination prior to the deadlines set by the Office of Admissions and the Office of Student Affairs. Failure to meet these requirements by the deadlines may result in forfeiture of the seat with KPCOM.

- a. Questions regarding the mandatory immunization and physical examination can be directed to the Office of Student Affairs. All forms can be found online under Office of Student Affairs.

- Incoming students must first go to the designated website to fill out their background check form prior to uploading their immunization and physical examination information (see *Background Investigation and Screening* in this Handbook). Students are required to enter their NSU email addresses.
 - Upon completion of the background check form, students will be directed to go to the secure website to upload the immunization and physical examination forms. Students will receive weekly reminders to their NSU email addresses if they have not completed any of the requirements.
 - Students should review the Immunization Guidelines and have their physician fill out the NSU HPD Certificate of Physical Examination Form and the Immunization Form.
 - NSU HPD’s Certificate of Physical Examination Form (available online) must be completed, signed, and stamped by a health care provider within the 12 months prior to matriculation.
 - Immunization Form (available online) must be completed, signed, and stamped by a health care provider within the 12 months prior to matriculation.
 - Students must upload all immunization and physical records to the designated website. These records should not be sent to KPCOM.
 - The KPCOM Office of Student Affairs will monitor the designated website and track when students have uploaded proof of completing the immunization and physical examination requirements.
- b. The following immunizations and tests are required of all Doctor of Osteopathic Medicine Program students:

Measles, Mumps, and Rubella (MMR)

- One of the following is required: two vaccinations or positive antibody titers for measles (rubeola), mumps, and rubella (lab reports required).
- If a titer is negative or equivocal, the student must provide a booster shot, unless the student has already received two vaccine doses, in which case no further action is necessary.

Varicella (Chicken Pox)

- One of the following is required: two vaccinations or positive antibody titer (lab report required).
- If a titer is negative or equivocal, the student must provide a booster shot, unless the student has already received two vaccine doses, in which case no further action is necessary.

Hepatitis B

- Both of the following are required: three vaccinations and positive surface antibody titer (lab report required).
- If the series is in process, at least one shot must be provided, and the renewal date will be set accordingly.
- If a titer is negative or equivocal, the student must repeat the series or provide repeat titer report, unless the student has already received two vaccine doses, in which case no further action is necessary.

Tetanus-Diphtheria (Td) & Pertussis (Tdap)

- Tdap is required, without regard to interval of previous dose of Td.

TB Skin Test (Two-Step)

- One of the following is required: negative two-step test—one to three weeks apart—or negative blood test (such as QuantiFERON Gold Blood Test or T-Spot Test) or if positive results, provide a chest X-ray and/or prophylactic treatment information done within the past six months.
- The renewal date will be set for one year from date of latest test or two years from latest chest X-ray.

Influenza (flu) vaccine

- An annual, seasonal influenza vaccine is strongly recommended for all students with patient contact, unless medically contraindicated.
- An annual, seasonal influenza vaccine is required by certain clinical sites and M3/M4 rotation sites.

3. Student Health and Safety Requirements for Clinical Training

All KPCOM students on clinical rotations must

- provide proof of a complete physical by a licensed physician within the previous 12-months
- provide proof of health insurance
- provide proof of all required immunizations and/or related testing

Documentation of this information must be on file with the Office of Student Affairs prior to leaving campus for clinical rotations.

During flu season, many hospitals require the influenza vaccination. It is the student's responsibility to have the influenza vaccination. If students do not have proof or are excused from the influenza immunization for any reason, they will be required to wear a face mask in all hospitals during the flu season. Students are responsible to upload their proof of the annual influenza vaccination.

To be eligible for any M3/M4 rotations or clinical experiences, the KPCOM student must also adhere to all of the following requirements and provide proof of completion:

- Maintain current training in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS). Please note that only American Heart Association approved courses are acceptable.
- Completed N95 mask fit process.
- Complete Occupational Safety and Health Administration (OSHA) training.
- Pass a urine drug screen.

Students should be prepared to present proof of any or all of the above requirements to their rotation site upon request.

Students must adhere to these and any additional health and safety requirements and deadlines required by clinical training sites. Failure to do so will subject the student to disciplinary action, including dismissal from a rotation, which constitutes a failed rotation. (See the Rotation Failures, Reevaluation, Remediation, and Dismissal Appeal Process section in this handbook.)

4. Student Health Services

NSU provides confidential student health services through the Student Medical Center on the Fort Lauderdale/Davie Campus. The center is staffed by board-certified or board-eligible physicians who provide primary care services including physical exams, women's health care, immunizations, preventive care, general medical care, post-exposure prophylaxis, and minor surgical procedures.

Appointments are available; however, walk-in patients are also welcome. To be seen, students must bring their NSU I.D. and insurance card. Additional information can be found at clinics.nova.edu/student-care/student-medical-center.html.

KPCOM students on the Tampa Bay Regional Campus can access confidential student health services at any one of the eleven Community Health Centers of Pinellas County through the **Green Arrow Process**, established specifically for KPCOM.

Students may call (727) 824-8189 and speak directly to a Community Health Center representative to schedule their appointment. Students will need to provide a photo I.D. and insurance card upon check in. Additional information, locations, and services at each location can be found at chcpinellas.org.

Students who are not geographically close to either KPCOM campus, may access confidential student health services via telehealth through the Student Medical Center. Otherwise, they may seek health services through their own insurance provider(s) or a local emergency room/urgent care center. Students at core clinical campuses may have access to care at their site. Information will be provided by the Office of Osteopathic Clinical Education.

5. Student Behavioral/Mental Health Counseling

Confidential counseling for KPCOM students is provided by the Center for Student Counseling and Well-Being. KPCOM students can find the information on how to access these services on the Center for Student Counseling and Well-Being web page, at nova.edu/studentcounseling.

Services provided include treatment for anxiety, panic and depression; anger management; financial stress; social struggles; chronic illnesses; abuse; suicidal thoughts; break-ups and divorce; assault; and many other areas affecting a student's quality of life. In addition to the office hours listed on the website, a crisis hotline is available 24 hours a day, seven days a week to give support and counseling by phone.

Students may use the HIPAA-compliant telehealth option. For more information, visit nova.edu/studentcounseling.

6. Incidents of Exposure to Contagious Diseases

Students exposed to contagious diseases during the course of their training should seek immediate medical care at either the nearest emergency room*, the KPCOM Student Medical Center, or one of the Community Health Centers of Pinellas County, whichever is most readily available.

In addition to seeking medical care, the student should notify the Office of Preclinical Education or the Office of Osteopathic Clinical Education, as appropriate based on their year of training, of the incident within 48 hours.

If a student has tested positive for COVID-19, the student must also complete and submit the COVID-19 Graduate/Professional Student Information Form, found on the NSU website, on the Reporting COVID-19 web page, at nova.edu/ehs/cv19-resources/reporting-covid-19.html.

Students are to follow the NSU Post-Exposure Policies and Procedures that are found at nova.edu/risk/policies/post_exposure.html. Also found on the web link are the hotline for the “National Clinician’s Post-Exposure Prophylaxis at 888-448-4911,” the “Helpful Links” to the Centers for Disease Control Hepatitis Site, and the *U.S. Public Health Service Guidelines for the Management of Occupational Exposures*.

*NSU is not responsible for any medical fees incurred for emergency room visits; student health insurance is required. If students have private health insurance, it should be reviewed for benefit coverage of exposure incidents prior to matriculation into clinical rotation years.

7. Anatomy Lab Personal Protective Equipment

Prior to entering the NSU anatomy cadaver lab, students must be properly attired with personal protective equipment (PPE), and must follow the Standard Operating Procedure (SOP), including successful completion of any required training modules.

C. Background Investigation and Screening

1. Prior to Matriculation

Students entering the Doctor of Osteopathic Medicine Program are required to submit to Level 1 and Level 2 background screenings prior to the deadlines set by the Office of Student Affairs. Failure to meet these requirements by the deadlines may result in forfeiture of the seat with KPCOM.

Incoming students must go to the designated website to fill out their background screening form. Students are required to enter their NSU email address.

2. For Clinical Training

To be eligible for any rotations or clinical experiences, the KPCOM students must pass a Level 1 background screening and, if required by a specific rotation site, pass another Level 2 background screening. KPCOM will provide a payment code or reimburse students for Level 2 background screening costs for OMS3 and OMS4 core rotations only. A receipt must accompany all eligible reimbursement requests.

Background screenings required for electives will not be reimbursed.

D. Health Insurance Portability and Accountability Act (HIPAA)

To be eligible to enter any patient care environment as a medical student, students must first complete Health Insurance Portability and Accountability Act (HIPAA) training.

M1 students must complete this training after acceptance into the D.O. program but prior to the first day of class.

Students must adhere to all training site requirements, including repeating HIPAA training when requested.

Academic and Curriculum Policies and Procedures

A. General

1. Student Contact Information

It is the students' responsibility to keep their mailing addresses, phone numbers, and emergency contact information up to date on Self-Service Banner. All students are required to update their personal information on Self-Service Banner immediately as changes occur. Noncompliance may result in disciplinary action.

KPCOM students must also notify the KPCOM Office of Student Affairs of any name change at the time it is updated in Self-Service Banner.

2. 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 *KPCOM Student Handbook*, the *Health Professions Division Catalog*, and other official documents or announcements of the college, regardless of the method of communication.

For example, students are responsible for being aware of their grades, the procedures for remediation, and the times and locations of all examinations, regardless of the method in which the information was communicated.

All students are required to maintain and access their NSU email account regularly for any official college or university communications that may be sent via email (see section on Specific University Policies and Procedures). Students traveling to areas without Internet access must purchase a personal hot spot or other method to access the Internet.

All electronic communication between students and faculty members or administrators must be made using only the official NSU email accounts.

3. Academic Records

Student academic record retention guidelines have been established by NSU's Office of the University Registrar. To review or request a copy of these guidelines, contact the university registrar.

Banner is the software used as NSU's student information system. Banner 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 Educational Rights and Privacy Act (FERPA) data/documents, and financial aid records. The Banner system stores this information permanently.

Documentation while the student is enrolled in the Doctor of Osteopathic Medicine Program, (i.e., correspondences of academic performance and/or progress) is kept in the appropriate office and is maintained until the date of graduation. Upon graduation, any hard-copy documentation 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, 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 include admissions documents, disciplinary actions, suspension, expulsion, withdrawal, student appeals, letters of commendation, awards, publications, and other achievements.

KPCOM uses DaVinci Leo as an additional student information system.

4. Course and Instructor Evaluations

The college expects each student to sincerely accept his or her responsibility and obligation to provide course and instructor feedback in a constructive manner so that optimal feedback can be provided.

a. Preclinical Instruction

At the end of each preclinical course/semester, students must provide feedback on all courses and faculty members through an online evaluation system. The Department of Medical Education oversees this process and provides the evaluations to the Office of Preclinical Education, which then delivers the course results to each course director.

All comments included are reported anonymously.

Course directors formulate action plans for the course based, in part, upon the student feedback. Course action plan summaries are reviewed by the Curriculum Committee. Course changes and syllabi are approved by the Curriculum Committee prior to the next course offerings.

b. Clinical Instruction

Within 30 days of the end of each required rotation, students are required to complete an online Student Evaluation of Clinical Rotation. This information is reviewed by the Office of Osteopathic Clinical Education on a regular basis.

Additionally, a global evaluation of the assigned core campus is completed annually by each student assigned to the site. These evaluations are shared with the clinical assistant deans and the associated department chairs who serve as the rotation directors for all rotations under their department. They are also reviewed by the Office of Osteopathic Clinical Education who reports to the Curriculum Committee annually on each core campus and any rotation issues.

5. American Heart Association Certification Requirements

All students must maintain current Basic Life Support (BLS) certification during the time they are in the D.O. program. BLS training is included in the M1 course of study at the beginning of the M1 academic year. This certification is valid for two years.

All OMS3 and OMS4 students must maintain current BLS, Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) certification during the time they are in their M3 and M4 clinical training years. BLS, ACLS, and PALS training is included in the M2 course of study and is offered at the end of the M2 year.

Students must contact the Office of Student Affairs if their BLS, ACLS, and/or PALS provider status is due to expire prior to their next scheduled offering or prior to graduation.

Students who extend their course of study by participating in either the Predoctoral OPP Fellowship or the Research Fellowship will have one additional training in BLS paid for by KPCOM. Students who extend their course of study for other reasons (i.e., leave of absence, course or rotation failures, National Board of Osteopathic Medical Examiners [NBOME] Comprehensive Osteopathic Medical Licensing Examination [COMLEX] board failures) will be personally and financially responsible for maintaining their certification through classes offered at NSU or at an American Heart Association training center, preapproved by the chair of the Emergency Medicine Department.

6. Library Skills

Press HPD Library staff members will provide orientation to the Press HPD Library during M1 Orientation Week and are available to students on an ongoing basis to direct and support their library needs.

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

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

7. Student Travel for KPCOM

KPCOM encourages student participation in leadership positions with national organizations and in making research presentations at professional conferences. There are several sources of funding for students to help with the cost of attending these meetings.

Student organizations wishing to have representatives attend a meeting should provide some financial assistance.

Pan Student Government Association (PanSGA) has grant money available each term. Applications are available and must be submitted within the first few weeks of the term for travel any time during that term. Your SGA president will notify you as soon as this is online.

The Office of Student Affairs has limited funds for travel which are available upon request. They support student research presentations, national officers, and student government representatives. They also allocate money for a small number of students for general attendance to the American Association of Colleges of Osteopathic Medicine (AACOM) annual meeting, the Osteopathic Medical Education (OMED) annual meeting, the Florida Osteopathic Medical Association (FOMA) annual meeting, and D.O. Day on the Hill in both Washington, D.C. and Tallahassee, Florida. Funding is awarded on a first-come basis.

- If funds are available, students will be approved for one meeting per year unless serving as a KPCOM representative.
- National officers for specialty organizations will be funded for annual sessions, only provided that the organization is also providing some funding to attend.
- National officers for AACOM, FOMA, and OMED may be funded for meetings where voting and attendance are expected.
- Students may be funded for one poster presentation per year. Only the lead author or the presenter (if different from the author) may receive funding.
- Students may apply for one meeting or poster presentation per academic year. If funds are available, consideration will be given for additional requests.
- When funding is limited to a maximum number of students, approval will be on a first-come basis.

Students must be in good academic standing to receive any travel funds.

Applications are not considered until all the necessary supporting documentation and information is provided.

Any student traveling for KPCOM purposes must abide by the *Instructions for Student Travel for KPCOM*, available from the Office of Student Affairs. For approved travel to be paid for by NSU, all required documentation must be submitted more than eight weeks prior to the departure date. Failure to do so and/or failure to follow the instructions will result in the student not being reimbursed for travel expenses, including airfare, hotel, meals, etc.

8. Tuition Payment

Late tuition payments or failure to make arrangements to pay tuition will result in a hold being placed on the student's records, which results in the student being unable to register for courses. It may result in the student being removed from class and/or clinical rotations.

For additional information regarding unpaid balances on student accounts, see the information on the NSU website regarding University Bursar and Bursar Holds at nova.edu/bursar/index.html.

B. Graduation

1. Requirements

A student will be held accountable to the graduation requirements specified in this student handbook based on the year of matriculation into KPCOM. Graduation requirements may change from the date of matriculation. It is the student's responsibility to keep abreast of the current policies and procedures of NSU and KPCOM.

KPCOM considers the American Osteopathic Association Seven Core Competencies as its core competencies. The course of instruction and all academic requirements for the degree of Doctor of Osteopathic Medicine are directly tied to these core competencies. Course and lecture objectives are the educational objectives of the program and are directly tied to these core competencies. Additionally, KPCOM recognizes that, at minimum, a D.O. graduate must be able to

- demonstrate basic knowledge of osteopathic philosophy and practice, and osteopathic manipulative treatment
- demonstrate medical knowledge through one or more of the following: passing of course tests, standardized tests of the National Board of Osteopathic Medical Examiners (NBOME), post-core rotation tests, research activities, presentations, and participation in directed reading programs and/or journal clubs, as well as other evidence-based medical activities
- demonstrate interpersonal and communication skills with patients and other health care professionals
- demonstrate knowledge of professional, ethical, legal, practice management, and public health issues applicable to medical practice
- demonstrate "basic support skills," as assessed by nationally standardized evaluations

A student who has satisfactorily completed all the academic requirements described above will be granted the degree Doctor of Osteopathic Medicine (D.O.) provided the student

- has attended a minimum of two years at NSU's KPCOM
- has completed all requirements for graduation within 150 percent of the time for the program's curriculum, starting from the date of matriculation into the KPCOM or, for transfer students, the date of matriculation into his or her original college of osteopathic medicine or college of allopathic medicine, including approved leaves of absence

- has complied with all the curricular, legal, and financial requirements of the university
- has attended the compulsory portions of senior week, including 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 Level 2-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 him/ herself in an ethical and professional manner, 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

Once a student has fulfilled all the requirements for being granted the degree of Doctor of Osteopathic Medicine (D.O.), he or she will not be permitted to enroll in any additional coursework within the Doctor of Osteopathic Medicine Program.

2. Commencement Ceremony Participation

All students who are projected to complete their academic curriculum before the end of the calendar year are eligible to participate in the mandatory commencement exercises in May of that calendar year.

3. Degree Conferral/Graduation

NSU's Office of the University Registrar confers degrees only after notification from the Office of Student Affairs that the student has fulfilled all of the requirements for the Doctor of Osteopathic Medicine Degree (D.O.). All documentation required for M4 clinical rotations must be received and approved by the Office of Osteopathic Clinical Education prior to the Office of Student Affairs notifying the university registrar.

Similarly, Verification of Medical Education forms for graduating students to become licensed for GME are completed only after all graduation requirements stated above are met.

C. Academic Standing

1. M1 and M2 Course Years of Study

a. Good Academic Standing

A student is considered in good academic standing when he or she has completed and passed all required coursework and NBOME board examinations to date.

b. Not in Good Academic Standing

As soon as a student receives a failing grade in one or more academic courses, in any clinical rotation, or on any NBOME board examination, he or she will no longer be considered in good academic standing. This change in status occurs on the issuance of a final course/rotation/board examination grade and prior to any remediation/retake opportunity.

The student will maintain this status until he or she has successfully remediated the course(s)/rotation(s)/board examination(s), if eligible, or has retaken and passed the course(s) in its/their entirety, or has passed the remediation of the repeated course(s)/rotation(s)/board examination(s), if eligible.

Students with less than or equal to 3 credit hours failed in a class year of study

- may maintain membership in up to two clubs—must withdraw from additional club participation
- may not participate in KPCOM Medical Outreach programs
- are on Academic Probation (see Academic Probation in this handbook)

Students who have failed more than 3 credit hours in a class year of study, in addition to the above,

- must resign all national, class, or club officerships
- must step down from representing KPCOM in any manner (e.g., peer mentor, student ambassador)
- must withdraw from all classes outside of the required KPCOM curriculum at NSU
- must resign from any employment at NSU
- must postpone any scheduled board exam(s) until after the student has regained good academic standing, except for COMLEX 2-PE, which may be taken after January 1 of the M3 year
- are on Academic Probation (see Academic Probation in this handbook)

Students failing to withdraw from these positions or activities will be subject to referral to the Student Progress Committee (SPC).

The student will maintain this status until he or she has retaken and passed the course(s) in their entirety or has passed the remediation of the repeated course(s), if eligible.

2. M3 and M4 Course Years of Study

a. Good Academic Standing

A student is considered in good academic standing when he or she has completed and passed all required rotations and board examinations to date.

Due to the complex scheduling involved in clinical rotations and COMLEX board examinations, students who have failed one clinical rotation in the OMS3 and OMS4 years will be allowed to continue with clinical rotations and will be allowed to take board examinations.

b. Not in Good Academic Standing/Poor Academic Standing

Students who fail one rotation or fail a COMLEX board examination will automatically lose their good academic standing.

Students who have failed one rotation

- may maintain membership in up to two clubs—must withdraw from additional club participation
- must resign all national, class, or club officerships
- must step down from representing KPCOM in any manner (e.g., peer mentor, student ambassador)
- must withdraw from all classes outside of the required KPCOM curriculum at NSU
- must resign from any employment at NSU
- are placed on Academic Probation (see Academic Probation in this handbook) until the failure has been remediated
- will have their rotation failures noted on their MSPE (see Grade Calculations in this handbook), which may impact negatively on the student's ability to attain a GME position

Students not in good academic standing, due to board examination failures,

- may maintain membership in up to two clubs—must withdraw from additional club participation
- must resign all national, class, or club officerships
- must step down from representing KPCOM in any manner (e.g., peer mentor, student ambassador)
- must withdraw from all classes outside of the required KPCOM curriculum at NSU
- must resign from any employment at NSU

Students failing to withdraw from these positions or activities will be subject to referral to the SPC.

The student will maintain this status until he or she has retaken and passed the failed board exam and/or the failed rotation(s) in their entirety, if eligible.

3. Matriculation and Continuous Enrollment

Students in the Doctor of Osteopathic Medicine Program will be categorized as OMS1, OMS2, OMS3, or OMS4 based on their enrolled coursework.

Once reaching OMS4, a student will remain an OMS4 student until all graduation requirements are met (see Educational Objectives and Graduation Requirements in this handbook) or until the student has reached the time limit for completing the D.O. program (see Graduation Requirements).

Students who have met all graduation requirements, except for passing COMLEX Level 2-CE and/or Level 2-PE, will be placed on an Administrative Leave of Absence (see Leave of Absence policy). In addition to every other month reports to the Office of Student Affairs, these students must maintain contact with the Office of Osteopathic Clinical Education at least once every six months regarding their progress in taking and passing the required board examination(s).

4. Satisfactory Academic Progress

To be eligible for financial aid and maintain Satisfactory Academic Progress (SAP), an enrolled student must take a minimum of 6 credits per semester.

Students must successfully complete a minimum of 66.7 percent (rounded up from 2/3) of all attempted credits each academic year. Note that repeat and incomplete courses are counted toward the quantitative measurement. All students must meet these requirements, regardless of whether they receive financial aid.

Refer to the website at nova.edu/financialaid/eligibility/satisfactory-academic-progress.html to obtain information regarding SAP.

D. Academic Promotion

1. Student Grades

Students matriculating in the fall of 2018 and thereafter will receive letter grades on their transcript. Students matriculating prior to the fall of 2018 will receive percentage grades on their transcript. Transcript designations may include, but are not limited to, the following:

Percentage Range	Letter Grade	Quality Points
95–100%	A	4.00
90–94%	A-	3.75
87–89%	B+	3.50
83–86%	B	3.00
80–82%	B-	2.75
75–79%	C+	2.50
70–74%	C	2.00
Under 70%	F	0.00

PH Pass with Honors

P Pass

F Fail

IP In Progress

W Withdrawal

RP Remedial Pass

Numerical Grades (0–100)

For students matriculating prior to fall of 2018, most M1 and M2 courses are graded on a scale of 0 to 100, where 70 or above is passing and below 70 is failing.

Alpha Grades (A–F)

Students matriculating in the fall of 2018 and after will receive letter grades on a scale from A to F, where C or above is passing and below C is failing.

Pass/Fail Grades (P, F) including Pass with Honors (PH)

Some preclinical courses are graded Pass/Fail or Pass/Fail/Pass with Honors. The requirements for achieving Pass or Pass with Honors for those courses will be included in the course syllabus.

Clinical rotations are graded Pass/Fail/Pass with Honors without numerical designation. The requirements for achieving Pass or Pass with Honors for clinical rotations is included in this handbook, under Clinical Rotation Grading.

In Progress Coursework (IP)

At the course director's discretion, students who have not completed the required coursework by the end of the semester or term may be assigned an in progress (*IP*) grade. For an in progress grade to be assigned, the student must have completed a substantial portion (to be determined by the course director/rotation preceptor in consultation with the Office of Preclinical Education or the Office of Osteopathic Clinical Education respectively) of the course or rotation. A change of grade form, completed by the course director, will be necessary to change an *IP* to the final grade earned. The time limit for changing the in progress grade to the final grade earned may not exceed one calendar year or graduation, whichever comes first.

Withdrawal (W)

(See Withdrawal from Course section.)

2. Grade Calculations

Failing course grades will be included in calculating the grade point average (GPA). If a course is failed and subsequently passed by remediation examination, the remediation grade of *70E* or *C(E)* will be used to calculate all grade point averages.

In the event a course and the remediation are failed, or the remediation is not taken, the original failing course grade shall be recorded on the transcript. If the course is subsequently repeated and passed, it will be noted on the transcript and the new grade earned will be recorded. The original failing course grade and the new passing course grade will appear on the transcript and both will be used to calculate grade point averages.

Once passed, a course may not be repeated.

3. Course Reexamination and Remediation

Course Reexamination

Reexamination may be offered to a student who has an academic deficiency caused by failing an examination, a part of an examination, a specific evaluation, or parts of a course. A student is permitted to take a reexamination only if specified in the course syllabus. The course grade will be calculated as specified in the specific course syllabus.

A student who fails a reexamination and, as a result, fails the course, may have the opportunity to take a remediation examination, if eligible.

Course Remediation

Students who fail a course by earning a course grade of F, or not meeting all course requirements stated in the course syllabus, will be provided with an opportunity to remediate the course, if eligible (see section on Academic Deficiencies for specific guidelines on remediation).

The activities the student must complete as part of the course remediation will be determined by the course director and the Office of Preclinical Education. These activities may differ from the original course.

If a course is to be remediated by examination, the format of the remediation examination may differ from the format of the original course examination(s). All remediation examinations for didactic courses will be scheduled through the Office of Preclinical Education. Remediation examinations for nondidactic courses will be scheduled by the course director in coordination with the Office of Preclinical Education.

M1 Fall Semester

Courses Taken for the First Time

Students who are eligible to remediate courses taken for the first time will be scheduled for remediation examinations during the week after the end of the semester, at a date and time specified by the Office of Preclinical Education.

Students who are not successful on one or more of the first remediation examinations will be offered a second attempt to remediate by examination at a date and time specified by the Office of Preclinical Education.

Students who are successful on the second attempt will continue in the curriculum and be responsible to make up missed course work or rotations in consultation with the appropriate course directors.

Students who are not successful on the second remediation attempt will be subject to dismissal from the KPCOM.

Repeated Courses

Students who fail one or more repeated courses will be scheduled for remediation examinations during the week after the end of the semester, at a date and time specified by the Office of Preclinical Education. Students who are not successful on the remediation attempt of a repeated course will be subject to dismissal from the KPCOM.

M1 Winter/Summer Semesters

Courses Taken for the First Time

Students who are eligible to remediate courses taken for the first time will be scheduled for remediation examinations during the week after the end of the semester, at a date and time specified by the Office of Preclinical Education.

Students who are not successful on one or more of the first remediation examinations will be offered a second attempt to remediate by examination, at a date and time specified by the Office of Preclinical Education, prior to the start of the M2 course year of study.

Students who are successful on the second attempt will continue in the curriculum. Students who are not successful on the second remediation attempt will be subject to dismissal from the KPCOM.

Repeated Courses

Students who fail one or more repeated courses will be scheduled for remediation examinations during the week after the end of the semester, at a date and time specified by the Office of Preclinical Education. Students who are not successful on the remediation attempt of a repeated course will be subject to dismissal from the KPCOM.

M2 Year

Courses Taken for the First Time

Students who are eligible to remediate courses taken for the first time will be scheduled for remediation examinations after the end of the M2 winter term, at a date and time specified by the Office of Preclinical Education.

Students who are not successful on one or more of the remediation examinations will be offered a second attempt to remediate by examination, at a date and time specified by the Office of Preclinical Education.

Students who successfully remediate all courses, during either their first or second remediation attempt, will continue with their curriculum.

Students who are not successful on one or more second remediation attempts will be subject to dismissal from the KPCOM.

Repeated Courses

Students who fail one or more repeated courses will be scheduled for remediation examinations at a date and time specified by the Office of Preclinical Education. Students who are not successful on the remediation attempt of a repeated course will be subject to dismissal from the KPCOM.

4. Clinical Rotation Grading

The following grades may be used for a clinical rotation:

- Pass with honors (*PH*)
- Pass (*P*)
- In Progress (*IP*)
- Fail (*F*)

Rotations are graded on a Pass/Fail/Pass with Honors basis. An *IP* grade is assigned prior to final determination of the course. When a failing grade *F* is recorded, the assistant dean of Osteopathic Clinical Education will notify both the student and the SPC.

To achieve a grade of Pass with Honors (*PH*) on a rotation, the student must achieve **all** of the following:

- earn an average score of 4.5, or higher, in each competency that was assessed on the Preceptor Evaluation of Student Form

- complete all assigned Canvas module(s) during the rotation
- earn a standard score of 111 or above on the first attempt on the NBOME Comprehensive Osteopathic Medical Achievement Test (COMAT) end-of-discipline examination, if required (a grade of *PH* cannot be achieved if a student misses an assigned exam)
- complete and submit to the Office of Osteopathic Clinical Education an electronic Student Evaluation of Clinical Rotation form
- complete and submit to the Office of Osteopathic Clinical Education a case log, with the exception of research rotations
- have a case evaluation form submitted by the preceptor, if required
- attend the rotation for the required number of days

To achieve a grade of Pass (*P*) on a rotation, the student must achieve **all** of the following:

- earn an average score of 2, or higher, in each competency that was assessed on the Preceptor Evaluation of Student Form
- earn a Standard Score of 80 or above on the first or second attempt on the COMAT end-of-discipline examination
- complete all assigned Canvas modules no later than 30 days after end of rotation
- complete and submit to the Office of Osteopathic Clinical Education an electronic Student Evaluation of Clinical Rotation form
- complete and submit to the Office of Osteopathic Clinical Education a case log, with the exception of research rotations
- have a case evaluation form submitted by the preceptor
- attend the rotation for the required number of days

To receive a grade of Failure (*F*) on a rotation, only **one** of the following must apply to the student:

- earn an average score lower than 2 on at least one competency
- earn a standard score of 79, or lower, on the second attempt on the COMAT end-of-discipline examination
- fail to complete all assigned Canvas modules within 30 days of the end of rotation
- fail to complete and submit an electronic Student Evaluation of Clinical Rotation form
- fail to complete and submit a case log, with the exception of research rotations
- demonstrate behavior inappropriate for his or her present level of training
- not have a case evaluation form submitted

- not be in attendance on the rotation for the required number of days
- be dismissed from the rotation by the preceptor or rotation site for any cause

All rotation evaluations are posted and students are responsible for reviewing their evaluations promptly. All appeals or requests for changes to the text of the evaluation comments must be initiated by the student within 30 days from the posting of the evaluation.

5. Course Completion and Promotion

A student must satisfactorily complete all courses required in the preceding class year of study in order to progress to the next class year and be considered making satisfactory academic progress. A class year of study is defined by the required courses for that level of study (i.e., a student will be considered in the M1 year until all M1 required courses are passed).

Fall M1 courses are considered prerequisites for Winter M1 courses. All M1 courses are considered prerequisites for M2 courses. This means that no M2 courses may be taken until all M1 courses are satisfactorily completed.

A student may not proceed to M3 rotations with a failure in any M2 course. Exceptions may be allowed for students in special programs, such as dual-degree programs.

The SPC will recommend all students who are eligible for promotion and graduation to the dean.

6. Matriculation into M4 Year

No KPCOM student will matriculate into the M4 academic year until he or she has passed all M3 core rotations and COMLEX Level 1. Any M4 core or elective rotation that were previously scheduled will be canceled if a COMLEX Level 1 passing score is not provided to the Office of Osteopathic Clinical Education by May 31 of the M3 year. Students who participate in any M4 rotations without a passing score on COMLEX Level 1 are subject to disciplinary action, including dismissal from the KPCOM.

7. Learning Outcomes Assessment Plan During M1 and M2 Years

Course Examination Grades

Students will be notified when grades are posted electronically. Students are encouraged to reach out to the course director(s), adviser(s), and the Office of Medical Education for guidance and learning support.

Course Failures

At the end of each semester in years 1 and 2 (six times—Fall, Winter, Summer) the associate dean of Preclinical Education will compile a report showing all students who have failed at least one class. This report will be shared with the dean and other faculty/administrators as deemed necessary.

Those students who have failed at least one course will be notified by the Office of Preclinical Education that they are no longer in good academic standing and have been placed on Academic Probation, per the student handbook policy on Academic Probation.

Students will be informed of the conditions of their probation and that they will remain on Academic Probation at least until the failed course(s) have been successfully remediated. Additionally, they will be told that their probation may be extended upon review of the SPC and decision of the dean.

Students are encouraged to reach out to the appropriate course director(s), adviser(s), and the Office of Medical Education for guidance and learning support.

Students who have failed more than 3 credits in any academic year will be notified by the assistant dean of Student Affairs that they must withdraw from positions of leadership, per the student handbook policy on Academic Standing.

Students will be notified of their remediation/course retake eligibility and schedule by the Office of Preclinical Education.

NBOME Computer Based Self-Assessment Examination (COMSAE) Failures

At the end of the M2 Summer Term, the assistant dean of Medical Education will compile a list of those students who have not fulfilled the COMSAE requirement of COM 6990. This report will be shared with the dean and other faculty/administrators as deemed necessary.

Students will be notified of their retake eligibility and schedule by the Department of Medical Education.

8. During M3 and M4 Years

Rotation and/or COMAT Failures

At the end of each four-week rotation, the assistant dean of Osteopathic Clinical Education will compile a report showing all students who have failed a rotation and/or a COMAT examination. This report will be shared with the dean and other faculty members/administrators as deemed necessary.

Students will be notified by the assistant dean of Osteopathic Clinical Education that they are no longer in good academic standing. They will be notified of the need to appear before the SPC.

Students who have failed a rotation will be notified by the assistant dean of Student Affairs that they must withdraw from positions of leadership, per the student handbook policy on Academic Standing.

Students will be informed of the conditions and length of their probation, if allowed, by the dean after consultation with the SPC. They will remain on academic probation at least until the failed rotation has been successfully remediated, if allowed to remediate.

Students are encouraged to reach out to the appropriate department chair(s), faculty adviser(s), and the Office of Medical Education for guidance and learning support.

NBOME Board Examinations Failures

At the end of each month, the director of Assessment will compile a list of all students who have taken and failed an NBOME COMPLEX examination. This report will be shared with the dean and other faculty members/administrators as deemed necessary.

Students who have failed will be notified by the assistant dean of Osteopathic Clinical Education that they are no longer in good academic standing and will be encouraged to reach out to the appropriate department chair(s), adviser(s), and the Department of Medical Education for guidance and learning support.

E. Clinical Education

1. Preclerkship Seminar

Participation in a preclerkship seminar, held in the M2 year of study, is mandatory to prepare the student for the clinical settings.

2. Clinical Rotations/Core Clinical Campus

Clinical rotations will begin on the Monday four weeks prior to the end of the Summer Term for the OMS3 students, and typically the first Monday of June for the OMS4 students.

OMS3 students are assigned to a core clinical campus where the majority of their required core clinical work will be performed. Students are also assigned their clinical rotation schedule.

Students are not permitted to change any core clinical rotation, including the two-block rural and urban underserved core assignment.

When there are extenuating circumstances, a student may request a change in a core rotation. This must be done in writing with specific reasons before any determination will be made. The student making such a request must contact, and direct his or her written request to, the director or assistant dean of Osteopathic Clinical Education, not the clinical site. At times, additional documentation may be necessary.

If the student fails to follow this policy or calls the clinical site in an attempt to change his or her core rotation assignment, a disciplinary action may be taken, up to, and including, dismissal from the college.

3. Core Campus Site/Clinical Training Site Selection Process

September to January of the M2 Year—Hospital Information Months

During these months, the class leadership, the Office of Osteopathic Clinical Education, and the college's student organizations offer informational presentations concerning the core rotation sites. These presentations may include clinical assistant deans, student coordinators, physicians, clinical professors, residents, and students who are currently, or have recently, rotated through these sites.

During these months, students are encouraged to visit core rotation sites. Official tours of the core campuses will be arranged by the class leadership to assist in development of a student's core site ranking order. Students are encouraged to use this time and information to decide which core site is most conducive to his or her style of learning and GME goals.

Hospital Track Day

On this day, a majority of the clinical assistant deans (CADs) at the KPCOM clinical training sites make presentations to inform students about each of the core training sites. It is mandatory that all OMS2 students attend the presentations. All are encouraged to interact with the CADs and/or site representatives informally, immediately after the conclusion of the presentations to ask more impromptu and personal questions.

January—After Hospital Track Day

OMS2 students will receive a hospital ranking list reflective of all core rotation sites and the number of students the site will accept for the coming academic year. Students are to rank all sites in numeric order based on personal preference and return their lists to the Office of Osteopathic Clinical Education by the established deadline.

Early February—Preference List Processed

Students are assigned rotation sites, based on their preference lists, in numerical order based on a computer-based random number generator. First, second, third choices, etc., are 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 Office of Osteopathic Clinical Education will endeavor to provide a number of available slots equal to the number of students requiring placement. This will avoid having unfilled slots at the end of rotation selection.

Site assignments will be distributed to all students by the close of three business days after the ranking list deadline.

Swap Week

For one week following the rotation selection process, the students will be allowed to swap core campus assignments with another willing classmate, allowing students who are not satisfied with their core rotation site to trade with another classmate who is willing to change spots. Students are not permitted to offer or receive any form of compensation to swap core rotation assignments with any other students. Swap forms will be provided by, and must be submitted to, the Office of Osteopathic Clinical Education by the established deadline.

Written-Petition Week

For one week after the swap week, students who are still dissatisfied with their core campus assignment can, in writing, petition the dean for a change of assignment. These are submitted to the assistant dean of Osteopathic Clinical Education who presents them to the dean. The dean has final authority over the granting of the written petition.

Final Distribution of Assignments

The final list of core campus site assignments will be distributed to the students one week following the written-petition week. All assignments are considered final after this date.

4. M3 and M4 Core Rotations

Core rotations are assigned by the Office of Osteopathic Clinical Education in four-week blocks. Core rotations may not be changed. See the HPD Catalog for rotation information.

5. M4 Selective and Elective Rotations

a. Elective Rotations

Students are responsible for setting up their own elective rotations. These rotations may be conducted in almost any site of the students' choosing; however, the designated preceptor must be board certified in the discipline indicated. Students must submit elective applications to the Office of Osteopathic Clinical Education at least 60 days in advance.

Many elective rotation sites require legal documentation between their institution and the KPCOM. Legal communications take time, and if not planned well, may lead to the inability to rotate at a desired site. It is the student's responsibility to ensure all paperwork for elective rotations are completed in a timely manner.

b. "Twelve-Week Same Discipline Rule" for Elective Rotations

Electives can be in any of the recognized disciplines of medicine as identified in the HPD Catalog listing of clinical rotations in the KPCOM Course of Study section. However, a student cannot set up more than twelve weeks of elective time in the same exact discipline of medicine or surgery (the subspecialties of a core specialty of medicine or surgery are considered different disciplines). Students may utilize elective time to pursue patient care, research, public health, academic medicine, or international opportunities.

c. Selective Rotations

Students must complete one selective block in the rural or urban medically underserved setting and one selective block in General Internal Medicine or an Internal Medicine Subspecialty or Neurology. The application must be submitted to the Office of Osteopathic Clinical Education at least 60 days in advance.

The selective rotations are not subject to the "twelve-week rule" and may be used in any specialty or subspecialty of the student's choosing, as long as the request adheres to the requirements for that selective. The request is to be submitted at least 60 days prior to the beginning of the rotation and the preceptor indicated must be board certified in the field indicated.

d. Two-Week Elective Rotations

Students may take up to four two-week elective rotations subject to the approval of the preceptor and the director or assistant dean of the Office of Osteopathic Clinical Education. See application approval process in Canvas/E-Medley. The two-week rotations must be for a minimum of two consecutive weeks or ten consecutive weekdays. No elective requests for less than a period of two weeks will be allowed.

6. M3 and M4—Rural and Urban Underserved Rotations

a. M3 Core Rotations

All OMS3 students will participate in two four-week blocks of medically underserved community rotation experiences. All students will be assigned to these rotation experiences to KPCOM-affiliated

locations. There will be no exceptions to these assignments. In most cases, housing will be provided by KPCOM for both of the core rotations.

All students will receive a financial stipend during each of the two assigned core rotations to defray expenses, no matter where their assignment is located. If the training site is proximal to the student's home KPCOM campus, housing is not provided.

b. M4 Selective Rotation

The third rural or urban underserved rotation experience will be taken as an M4 selective rotation and must be completed in a primary care discipline. No stipend or housing expense costs are provided to students for the selective experience.

Students may seek out rural or urban medically underserved experiences throughout the United States and abroad for the selective rotation. Strict criteria for selective rotation approval must be met for the rotation to be sanctioned by KPCOM.

When considering sites for approval, the following criteria are considered:

- The site is an active medical education training site affiliated with a D.O. or M.D. medical school.
- The physician supervising the KPCOM student has an active faculty appointment at a COCA-accredited osteopathic medical school or LCME-accredited medical school and is an experienced medical educator.
- Priority will be given to sites that are designated community health centers, health departments, or Area Health Education Center (AHEC) sites.

Selective rotations at core sites will not be approved.

F. Transitioning to Graduate Medical Education

1. Match Participation—National Residency Matching Program (NRMP)

All OMS4 students who are projected to complete their course of study before June 30 of their M4 year will be eligible to participate in the National Residency Matching Program (NRMP) match. Match eligibility verification is conducted by the KPCOM Office of Student Affairs, in conjunction with the Office of Osteopathic Clinical Education.

2. Medical Student Performance Evaluation (MSPE)

The Medical Student Performance Evaluation (MSPE) is a formal letter of evaluation issued by the dean and serves as an evaluation for the application process for graduate medical education training programs. Specifically, the MSPE provides a succinct chronology of a student's entry and progress through medical school, which includes the preclinical and clinical rotation records, preceptor comments, involvement in special activities, compliance with behavioral policies such as dress code and attendance, and the student's personal qualities.

The MSPE is generally available for students' input by September of the M4 year. A student will be permitted to review his or her MSPE electronically but is strictly prohibited from sending it on his or her own to any individual or residency program.

3. Electronic Residency Application Service (ERAS)

The Association of American Medical Colleges developed the Electronic Residency Application Service (ERAS) to transmit residency applications, letters of recommendation, the MSPE, transcripts, and other supporting credentials from applicants and medical schools to residency program directors using a web-based application.

Students are responsible for uploading their CVs, COMLEX/USMLE transcripts, and personal statements into ERAS. The Office of Student Affairs is responsible for uploading medical school transcript, photos, and the MSPE.

The Office of Student Affairs will provide students with the manuals and instructions for accessing the ERAS web-based application.

G. Academic Deficiencies

1. Course Examination Failures

OMS1 or OMS2 students are notified of examination failures through the electronic posting of grades.

Students are encouraged to reach out to the course director, adviser(s), and/or the Department of Medical Education for guidance and learning support.

2. Course Failures

OMS1 or OMS2 students, who earn a failing grade in any course by not meeting course requirements stated in the course syllabus, will be notified that they are no longer in good academic standing (see section on Academic Standing) and have been placed on Academic Probation (see section on Academic Probation).

Students are encouraged to reach out to the appropriate course director, adviser(s), and/or the Department of Medical Education for guidance and learning support.

3. Eligibility for Remediation

OMS1 and OMS2 students, who earn a failing grade in any course by not meeting course requirements stated in the course syllabus, will be provided with an opportunity, if eligible, to remediate the course. The student will be contacted by the Office of Preclinical Education with the specific details regarding the date and time of the remediation examinations. **Students who miss a remediation examination will not be offered a make-up examination and will receive a grade of zero for the examination.**

The student should contact the appropriate course director with any questions he or she may have regarding course materials.

M1 Course Year of Study

M1 Fall Semester

Failure of 6.5 Credit Hours or less (24 percent of Credit Hours or less)

A student who fails 6.5 or less credit hours in the M1 Fall Semester will be provided with an opportunity to remediate each failed course (see Course Remediation under Course Reexamination, Remediation, and Retakes section in this handbook).

Failure of 7 to 8 Credit Hours (More than 24 percent but less than 30 percent of Credit Hours)

A student who fails 7 credit hours, but no more than 8 credit hours, in the M1 Fall Semester will not be permitted to remediate any of the failed courses. The student must repeat the course(s) failed at the next course offering. The student will not be permitted to take courses in the M1 Winter or Summer Semesters until successfully completing all repeated courses.

Failure of a Repeated Course

A student who fails a repeated course will be eligible to remediate the failed course. A student who fails the remediation of a repeated course is subject to dismissal from the KPCOM, as described in the section addressing Academic and Behavioral Disciplinary Sanctions, under Dismissal.

Failure of More than 8 Credit Hours (30 percent or more Credit Hours)

A student who fails more than 8 credit hours in the M1 Fall Semester will be subject to dismissal from the KPCOM, as described in the section addressing Academic and Behavioral Disciplinary Sanctions, under Dismissal.

M1 Winter and Summer Semesters Combined

Failure of 10.5 Credit Hours or less (24 percent or less Credit Hours)

A student who fails 10.5 or less credit hours in the M1 Winter and Summer Semesters combined will be provided with an opportunity to remediate each failed course (see Course Remediation under Course Reexamination and Remediation section in this handbook).

Failure of 11 to 13 Credit Hours (More than 24 percent but less than 30 percent of Credit Hours)

A student who fails 11 credit hours, but no more than 13 credit hours, in the M1 Winter and Summers combined will not be permitted to remediate any of the failed courses. The student must repeat the course(s) failed at the next course offering. The student will not be permitted to take courses in the M1 Winter or Summer Semesters until successfully completing all repeated courses. The student will not be permitted to take courses in the M2 course year of study until successfully completing all repeated courses.

Failure of a Repeated Course

A student who fails a repeated course will be eligible to remediate the failed course. A student who fails the remediation of a repeated course is subject to dismissal from the KPCOM, as described in the section addressing Academic and Behavioral Disciplinary Sanctions, under Dismissal.

Failure of More than 13 Credit Hours (30 percent or more Credit Hours)

A student who fails more than 13 credits hours in the M1 Winter and Summer Semesters combined will be subject to dismissal from the KPCOM, as described in the section addressing Academic and Behavioral Disciplinary Sanctions, under Dismissal.

M2 Course Year of Study

Failure of 9.5 Credit Hours or Less

A student who fails 9.5 credit hours or less in the M2 class year of study will be provided with an opportunity to remediate each failed course (see Remediation Examination under Examinations section in this handbook).

Failure of 10 to 13.5 Credit Hours

A student who fails 10 to 13.5 credit hours in the M2 class year of study will not be permitted to remediate the courses. The student must repeat the failed courses at the next course offering. However, if one or more of the failures is in a repeated course, see Failure of a Repeated Course below.

Failure of a Repeated Course

A student who fails a repeated course will be eligible to remediate the failed course.

A student who fails the remediation of a repeated course is subject to dismissal from the KPCOM, as described in the section addressing Academic and Behavioral Disciplinary Sanctions, under Dismissal.

Failure of 14 or More Credit Hours

A student who fails 14 or more credit hours during the M2 class year of study will be subject to dismissal from the KPCOM, as described in the section addressing Academic and Behavioral Disciplinary Sanctions, under Dismissal.

4. NBOME COMLEX Examination Failures

Students who fail an NBOME COMLEX examination are encouraged to reach out to the Department of Medical Education, Office of Osteopathic Clinical Education, the director of the clinical skills and simulation center (Level 2 PE only), and/or a faculty adviser or department chair for guidance and learning support.

5. Rotation Failures

If a student fails a rotation, he or she will be referred to the SPC and must, at a minimum, remediate (repeat) the rotation. Additional requirements may be recommended to the dean by the SPC. The final remediation determination is at the discretion of the dean. Students will retain the right of appeal as outlined in the *KPCOM Student Handbook*. Students repeating a rotation are not eligible to earn a grade of Pass with Honors (*PH*) on the repeated rotation. The timing of the repeated rotation is at the discretion of the Office of Osteopathic Clinical Education. Repeated M3 core rotations will take place after the other core rotations are complete and prior to progressing to the M4 curriculum, when possible.

In the event that a student fails a COMAT twice, of a discipline that is a two-block core (i.e., Family Medicine, Internal Medicine, Surgery, or Pediatrics) leading to a rotation failure, the retake of the failed

rotation will be one four-week block in that discipline, including passing of the COMAT and submission of other required documentation. In this instance, a grade of In Progress (*IP*) will be given for the first block, and a grade of Fail (*F*) will be given for the second block. If the student successfully completes the retake and the COMAT examination, he or she will receive a Pass (*P*) grade for that repeated rotation, and the In Progress (*IP*) grade will be changed to a Pass (*P*) grade.

The dean reserves the right to review all grade assignments brought to his or her attention involving a violation by the student of the prescribed grading procedures after the grade has become final.

6. Rotation Failures, Reevaluation, Remediation, and Dismissal Appeal Process

In the event of failure in, or dismissal from, any rotation, the dean of the KPCOM, in consultation with the chair of the relevant department and the SPC, will review the situation and render a decision on the student's status.

Consistent with the *KPCOM Student Handbook*, a student who fails any of the following during the OMS3 and OMS4 years may be suspended and subject to dismissal:

- two four-week rotations
- two two-week rotations
- one single rotation, two times

Only one opportunity will be allowed to a student to remediate a failed rotation. The Office of Osteopathic Clinical Education will work with the student to schedule the rotation. This may result in extending an academic year to accommodate for the necessary remediation time, which may lead to a delay in graduation.

Failure of a repeated rotation will result in the student being referred to the SPC and will be subject to dismissal from the program.

7. In Progress Rotation Policy

Students who are delinquent in meeting all their rotation requirements may be given a grade of In Progress (*IP*) for that rotation.

H. Leave of Absence (LOA)

It is recognized that students may need to temporarily discontinue all coursework (which includes clinical rotations) either voluntarily or by administrative action.

A student is not eligible to take a leave of absence (LOA) during the summer semester preceding the start of the M3 class year of study or at any time during the M3 class year of study except for documented medical reasons or for special circumstances approved by the office of the dean.

All leave time is counted towards the graduation requirement of completing the program within 150 percent of the time for the program's curriculum, starting from the date of matriculation into the KPCOM or, for transfer students, the date of matriculation into their original college of osteopathic medicine or college of allopathic medicine.

1. Administrative LOA

An administrative LOA is a mandatory LOA imposed by the dean due to an identified reason.

During an administrative leave, the student must follow the prescribed instructions and requirements associated with the leave and, if applicable, complete rehabilitation or treatment for the reason that precipitated the necessity for the leave.

Additionally, a student must meet with a counselor in the Office of Student Financial Assistance to establish the parameters of his or her financial aid. The financial aid of a student on LOA will be adjusted accordingly, which may require a return of previously disbursed money. A student will not be able to obtain financial aid during a leave regardless of the reason for the leave.

To resume the program, the student may be required to meet with the SPC and show that the preestablished instructions and requirements have been met and that he or she shows reasonable likelihood that previous problem(s) will not recur. The SPC will make a recommendation to the dean as to whether the student may resume the program.

If the leave was imposed due to medical reasons, the dean may require that the student have a licensed physician, approved by the dean, certify in writing that the student is able to resume his or her studies. The letter must state that the student is able to meet all of the Core Performance Standards for Admissions and Progress with or without reasonable accommodation before he or she will be allowed to resume the program. Any limitations that the student may have must be clearly documented before the student may be able to resume the program.

2. Voluntary LOA

A voluntary LOA is a request by a student to discontinue coursework for personal, financial, or medical reasons or another significant reason.

A student requesting a voluntary LOA must complete the proper paperwork (LOA form) obtained from the Office of Student Affairs. In addition to the completion of the form, the student must meet with a counselor in the Office of Student Financial Assistance to establish the parameters of his or her financial aid. The financial aid of a student on LOA will be adjusted accordingly, which may require a return of previously disbursed money. A student will not be able to obtain financial aid during a leave regardless of the reason for the leave.

The request for a voluntary LOA must be submitted, in writing, to the director of the Office of Student Affairs 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.

Students granted a leave of absence for medical reasons may be required to have a licensed physician, approved by the dean, certify in writing that the student is able to resume his or her studies and meet all of the Core Performance Standards for Admissions and Progress with or without reasonable accommodation before he or she will be allowed to resume the program. Any limitations that the student may have must be clearly documented before the student may be able to resume the program.

3. Course Status During an LOA

If a student will be on LOA for 50 percent or more of any course (miss half or more of a course), the student will be withdrawn from the course(s) (see the Withdrawal from a Course section in this handbook). In all such cases, a grade of Withdrawal (*W*) will be noted on the student's transcript. In such cases of withdrawal from a course, the student must repeat the course in its entirety during the next course offering, after returning from leave, and will receive his or her earned grade. Until the course is repeated, the student may not progress to the next class year of study.

If a student will be on LOA for less than 50 percent of any course (miss less than half of a course), the course director(s) involved will be notified and consulted regarding possible dates of return and time allowed for making up missed coursework and examinations. While on an LOA, a student is not eligible to attend any class or laboratory session, make up incomplete class work, or take any class examinations.

A student who is on an LOA is not eligible to take any COMLEX examination unless the LOA is for failure to pass a COMLEX examination by the designated deadline or by special permission from the office of the dean. A student who has been scheduled for one or more remediation examinations, or one or more course retakes, is not eligible to take an LOA except for documented medical reasons or for special circumstances approved by the office of the dean.

Students requesting leave time beyond one year in length must meet with the SPC, who will make a recommendation to the dean regarding resumption of the program.

4. Communication with KPCOM During an LOA

A student who is on an LOA must communicate every two months with the Office of Student Affairs for the duration of the leave. This communication is to be initiated by the student and occur during the first week of every other month, starting with the month following the onset of the leave. Failure to report may result in the student being referred to the SPC for disciplinary action.

5. Return from LOA

An OMS1 or OMS2 student, who was withdrawn from coursework during the leave, will have to repeat all courses in their entirety during the next course offering and may not progress to the next class year of study until all such coursework is successfully completed.

An OMS1 or OMS2 student, who was not withdrawn from coursework during the leave, will be expected to take all missed examinations and complete any required coursework according to a schedule determined by the Office of Preclinical Education in consultation with the involved course directors.

An OMS3 or OMS4 student, who was withdrawn from clinical rotations during the leave, will have to repeat all rotations in their entirety, as scheduled by the Office of Clinical Education.

An OMS3 or OMS4 student, who was not withdrawn from clinical rotations during the leave, will be expected to take all missed examinations and complete any required rotation assignments, according to a schedule determined by the Office of Clinical Education.

Academic Standing and Return from LOA

If the dean imposes an administrative LOA or grants a voluntary LOA and the student is in good academic standing at that time. The student may resume the program at the end of the leave by contacting the Office of Student Affairs. The student must meet any requirements that may have been imposed during the LOA.

If the dean imposes an administrative LOA or grants a voluntary LOA and the student is not in good standing, is under review for a disciplinary action, or has a disciplinary action imposed on him or her at that time; the student may not resume the program without appearing before the SPC. Upon completion of its review, the SPC will make a recommendation to the dean as to whether the student may resume the program. If appropriate, a student may resume the program with a disciplinary action imposed on them at the beginning of their resumption for a stated period of time.

All decisions made by the dean concerning a student's administrative or voluntary LOA are final.

6. LOA Records

LOA records and the date of each determination shall be placed in the student's academic record and may be recorded on the student's MSPE.

I. Withdrawal

1. Withdrawal from the College

Withdrawal from the college is a resignation by the student under which he or she surrenders all rights and privileges as a student in the college.

A student withdrawing from the college must notify the Office of Student Affairs and complete a withdrawal form. Students who are receiving financial aid must notify the Office of Student Financial Assistance and be counseled regarding their financial status. Students may receive a partial tuition payment refund or be required to repay financial aid funds 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.

A student in the Doctor of Osteopathic Medicine Program who does not register for classes by the end of the Roster Reconciliation period and has not requested and/or been placed on an approved LOA may be considered as having withdrawn from the college.

2. Withdrawal from a Course

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

Students may not elect to withdraw from any required course. However, withdrawal from a course or courses may be required by the college (see Leave of Absence section).

A student withdrawn from a course will receive a *W* on his or her transcript.

Students are required to be actively involved in all courses they are registered in. During the first two weeks of each term, KPCOM faculty members will reconcile their course registration with those attending class. Students who are not attending classes, and therefore not included in the roster reconciliation, will be reported to the Office of the University Registrar and will be notified that they will be withdrawn from those courses.

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

Code of Behavioral Conduct

Students are required to know and adhere to both the Dr. Kiran C. Patel College of Osteopathic Medicine's Code of Behavioral Conduct and the NSU Code of Student Conduct and Academic Responsibility.

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

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. Professional Conduct

Osteopathic medical students shall act honorably and ethically at all times. Dishonesty, unethical conduct, or other inappropriate conduct will not be tolerated. 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.

Honor and integrity are essential traits of future physicians. Evidence of these traits depends on the exemplary behavior of the individual. This includes accountability to oneself and to relationships with fellow students, present and future colleagues, faculty members and patients who come under the student's care or contribute to his or her training and growth, as well as members of the general public. This applies to personal conduct that reflects on the student's honesty and integrity in both academic and nonacademic settings, whether during an NSU-sponsored activity or not.

All students must have the capacity to manage their lives and anticipate their own needs while observing KPCOM's Code of Behavioral Conduct and NSU's Code of Student Conduct and Academic Responsibility. A violation of these standards is an abuse of the trust placed in every student, and could lead to suspension or dismissal.

B. Academic Dishonesty

The college holds its students to the highest standards of intellectual integrity. Therefore, the attempt of any student to take 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 SPC and subsequent dismissal from the college (see Policies and Procedures for Alleged Code of Behavioral Conduct Violations section in this handbook).

C. Attendance

1. For M1 and M2 Courses of Study

Attendance is mandatory for all laboratories, small group learning activities, interactive learning activities, clinical activities, and other special announced events.

If a student is absent for a mandatory class session, it is the responsibility of the student to contact the Office of Student Affairs at kpcomstudentaffairs@nova.edu either prior to the session or within 24 hours of the missed session. The student must supply the Office of Student Affairs with written documentation for the reason the student was not in attendance at the session.

The college reserves the right to require attendance at other designated lectures and presentations, as well as the dean's hour. Students will be notified via NSU email of any announced mandatory class or meeting no less than one school day prior to any mandatory session, whenever possible.

If a student is absent for a required session that is not a part of an existing course, it is the responsibility of the student to contact the assistant dean of Student Affairs either prior to the event or within 24 hours of the missed event. The student must supply the assistant dean of Student Affairs with written documentation for the reason the student was not in attendance at the outside-of-class event.

The assistant dean of Student Affairs will notify the student as to whether the absence is excused or unexcused. The Office of Preclinical Education or the Office of Osteopathic Clinical Education along with the involved course directors will notify the student as to what make-up assignment, if any, is required. Failure to complete any assigned make-up work in the time frame given may result in the student being referred to the SPC.

The following are considered excused absences for required sessions:

- a. death and funeral in the immediate family (spouse, partner, parent, grandparent, in-law, sibling, child, aunt, uncle, niece, or nephew)
- b. personal illness, only when diagnosed and documented in writing by the physician who evaluated and treated the student at the time of the absence
- c. university-sanctioned travel or function, documented no less than two weeks in advance by the Office of Student Affairs (the Office of Student Affairs will be responsible for assuring that the course directors receive the appropriate documentation)

- d. other extenuating circumstances, which must be approved by the Office of Student Affairs, with the appropriate documentation for the reason

ALL absence documentation must be approved by the Office of Student Affairs.

The appointed administrators will keep track of unexcused absences for Outside of Class Mandatory Events. An unexcused absence from any mandatory event may result in disciplinary action.

The Office of Osteopathic Clinical Education conducts three mandatory M2 student events during the academic year. The events are as follows:

1. annual M2 Lottery Information Session
2. annual M2 Track Day
3. annual M2 Transitioning to Clinical Training Years Seminar

Attendance at the above three events is considered critical for the dissemination of important information and training of the OMS2 students. Attendance will be monitored by an official student sign-in sheet that is maintained by the Office of Osteopathic Clinical Education and included as part of the Interdisciplinary Education and Professionalism (IEP) courses. Unexcused absences will impact the IEP course grades. Absences may be excused for reasons such as illness, personal issues, etc., but only when the student communicates those reasons directly to personnel in the Office of Osteopathic Clinical Education within five business days of becoming aware of such reasons, unless otherwise permitted by the dean or his or her designee.

2. For M3 and M4 Rotations

While on clinical rotations, students are expected to be in attendance and ready to learn at **all** times, as scheduled by the hospital and preceptor, including all orientation sessions or other sessions scheduled by the hospital or core site.

A schedule of the site's educational programs may be obtained from the clinical assistant dean. Students are responsible for reaching out to the clinical assistant dean, or designee, prior to the beginning of a rotation for this schedule, and throughout the duration of the rotation, to ensure all scheduled obligations are met. Failure to meet all scheduled obligations without approval from the Office of Osteopathic Clinical Education may result in the student being referred to the SPC for disciplinary action, up to, and including, dismissal.

Students must attend clinical site conferences, meetings, lectures, and other educational programs as directed by their preceptor or clinical assistant dean, or KPCOM administration.

Absences from education, either from patient care or educational programming, must be approved by the clinical assistant dean for hospital rotations and the supervising preceptor. Students must also notify the Office of Osteopathic Clinical Education by email at clinicaleducation@nova.edu when absences are allowed and/or when students are exempted from any educational program at their site.

Students are not automatically allowed time off for any reason. The Office of Osteopathic Clinical Education, the site preceptor, and the clinical assistant dean will monitor all absences.

Time spent away from the rotation site during regular duty hours for lectures, conferences, and other programs conducted at outside hospitals or universities must be approved, in advance, by the supervising physician of the rotation site.

a. Absence from Rotation

1. Total Allowable Absences per Rotation

Students are expected to attend all assigned days of a clinical rotation.

A student may miss up to **two days** of one four-week block of a given rotation for extenuating circumstances. A student may miss one day of half rotations or two-week block rotations (pertains to OMS4 electives only) for extenuating circumstances.

A student must request approval of any absence from his or her preceptor and the KPCOM Office of Osteopathic Clinical Education. Students must be able to provide supporting documents for absences when necessary, for example, confirmation of scheduled board examination.

If a student misses three or more days per four-week block of any rotation for any reason, the student may receive a failing grade (*F*) and the entire rotation may have to be repeated. The same applies to an absence of two or more days from a two-week block rotation.

Time spent away from the rotation site during regular duty hours for lectures, conferences, and other programs conducted at outside hospitals or universities must be approved, in advance, by the supervising physician of the rotation site.

2. Emergencies

In the event of an emergency, students should take care of the emergency first and then contact the Office of Osteopathic Clinical Education as soon as possible.

3. Residency Interviews

No additional time beyond the permitted two days of absence per rotation will be approved for residency interviews.

4. NRMP Supplemental Offer and Acceptance Program (SOAP)

M4 students who are not successful in the NRMP Match will be released from clinical rotation obligations during the SOAP. Once a student has accepted a GME position during the SOAP, he or she is expected to return to clinical rotation obligations.

5. COMLEX Level 1 Study

There is **no** time allowed during the M3 year for study for COMLEX Level 1. The month of June following the M2 year is allotted for this purpose.

If a student finds he or she will require extra time to study for COMLEX Level 1, he or she should discuss any available options with the assistant dean of Medical Education or the assistant dean of Osteopathic Clinical Education.

6. COMLEX Level 2-CE Study

Blocks #12 and #13 are assigned to each student as either the mandatory COMLEX Level 2-CE Board Study rotation or an M3 core rotation. The rotations are assigned by the Office of Osteopathic Clinical Education and cannot be changed. Students not adhering to this policy may face disciplinary action. This policy does not refer to students who are on course to retake programs or on a medical leave of absence.

7. COMLEX Examination Travel

Students are allowed only the day before and the day of any COMLEX-USA examination as excused absences from their clinical rotation site. Absence for travel time and scheduled COMLEX examination must be submitted to the KPCOM Office of Clinical Education for approval in advance. Please note that the United States Medical Licensing Examination (USMLE) is not a graduation requirement for NSU; therefore, excused absences will not be approved for this examination.

8. Mandatory Events

The Office of Osteopathic Clinical Education conducts one mandatory student event. The event is the annual Residency Fair.

Attendance at the above event is mandatory. Attendance is monitored by an official student sign-in sheet that is maintained by the Office of Osteopathic Clinical Education. Absences may be excused for reasons such as illness, personal issues, etc., but only where the student communicates those reasons directly to personnel in the Office of Osteopathic Clinical Education within three business days of becoming aware of such reasons, unless otherwise permitted by the dean or his or her designee.

b. Late Arrival to Rotation Site for Start of Rotation

In the event a student expects to be unavoidably late to begin the rotation on the scheduled date at an assigned site, the student must seek written advance approval from the KPCOM Office of Osteopathic Clinical Education. Failure to do so may result in unexcused absences (see Absence from Rotation Policy below).

c. Early Departure from a Clinical Rotation

A student may not leave his or her designated rotation before the scheduled end of the rotation without the permission of the director of Osteopathic Clinical Education.

d. Failure in Reporting

Any absence not reported to the Office of Osteopathic Clinical Education within three business days may result in referral to the SPC.

e. Workday During Clinical Training

A usual workweek is 60 hours per week. A typical workday will begin at 7:00 a.m. and end at 7:00 p.m. Deviation from these hours is at the discretion of the preceptor. Students are expected to follow the schedule of their preceptor.

An acceptable minimum workweek is 40 hours. The workweek shall be limited to a maximum of 80 hours. Clinical and educational work hours must be limited to no more than 80 hours per week, averaged over a four-week period, inclusive of all in-house clinical and educational activities, and clinical work done from home.

Clinical and educational work periods for students must not exceed 24 hours of continuous scheduled clinical assignments. Students must have at least 14 hours free of clinical work and education after 24 hours of in-house call.

Students must be scheduled for a minimum of one day in seven free of clinical work and required education (when averaged over four weeks). At-home call cannot be assigned on these free days. This can be accomplished by having the students off every other weekend or other individual scheduling. Students must be given one day off after ten days of consecutive work of 12-hour shifts.

Whether students receive a holiday off is determined by the assigned institution (i.e., the site's clinical assistant dean or preceptor). The school does not exempt students from working on holidays or weekends.

A student's schedule shall be arranged such that his or her time off does not conflict with scheduled formal education programs developed for students. Students shall be assigned activities on, or related to, their current service rotation only.

3. For Medical Outreach Trips

a. During Preclinical Training

The Office of Preclinical Education supports KPCOM's efforts to expose medical students to the practice of medicine in underserved communities and nations, while at the same time recognizing the importance of a strong academic background in medicine and patient care. KPCOM Medical Outreach Trips are scheduled to have minimal impact on preclinical coursework.

b. During Clinical Training

The Office of Osteopathic Clinical Education supports KPCOM's efforts to expose medical students to the practice of medicine in underserved communities and nations. During their clinical training years, students may utilize elective, selective, and independent study time to participate in the many medical outreach trips that KPCOM supports.

However, scheduling of assigned core rotations will not be altered or rearranged to allow students to participate in medical outreach trips. This is due to the many complex components involved in the scheduling of core rotations, as well as the essential relationships that must be maintained with our clinical training partners.

In keeping with the minimum two weeks of rotation, the medical outreach trip must be two weeks in length to receive academic credit. Any medical outreach trip that is less than two weeks in length will not be counted as an elective.

4. Religious Holidays Policy

See the *NSU Student Handbook*, Religious Holidays Policy section. Visit nova.edu/studentconduct/religious-holiday-policy.html for more information.

A student with a personal religious belief requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU assistant dean for Student Development, at mmichell@nova.edu or (954) 262-7281, within three calendar days after the start of the semester.

D. Behavior

1. Classroom Behavior

An instructor may dismiss anyone from class who is involved in disruptive behavior. The offending student will be referred to the SPC.

In extenuating circumstances, and only upon approval of the Office of Student Affairs, a mother of a nursing infant may be allowed to bring the infant to didactic classes only. The student and infant must sit in the audiovisual room and not disturb the class.

2. Student Behavior on Clinical Rotations

KPCOM arranges for clinical training opportunities for the medical students in a variety of health care settings. Students are to consider themselves guests at all clinical training sites and should conduct themselves as courteous, responsible medical professionals at all times.

The student on a rotation service will be responsible to the personnel in charge of the unit involved. In addition, all students will be expected to comply with the general rules and medical ethics established by KPCOM, as well as the hospital, clinic, or facility at which they are being trained. Students must act professionally, ethically, and respectfully towards all health care personnel with whom they come in contact.

The preceptor has the authority to dismiss a student from the rotation for violations of the student code of conduct, policies, or procedures, causing threats to patient, public health, or safety, or as deemed appropriate for the continued operation of the clinical site. **Dismissal will constitute a failed or incomplete rotation, and at a minimum, the rotation must be repeated (determined by the SPC).**

Any problems affecting students that are not easily or adequately resolved by the student at the site should be reported to the assistant dean of Osteopathic Clinical Education.

3. Student Involvement on Clinical Rotations

A KPCOM medical student is not a licensed physician and, therefore, is not legally or ethically permitted to independently practice medicine. A student may assist in the care of a patient, but only under the direct supervision of a licensed physician. The attending physician is responsible for the medical care of the patient and for the content and countersigning of all orders, progress notes, and other notes written or entered into a computer by the student. A student may not administer therapy, except under the direct supervision of a licensed physician to whom the student has been formally assigned.

Students who exhibit a disregard for patient safety or engage in patient care outside of the direct supervision of their assigned licensed physician will be referred to the SPC and/or proper authorities for disciplinary action and may be subject to dismissal.

4. Title and Salutations

Students are referred to as “student doctor _____” in clinical settings. If a student holds a doctorate in any field, he or she may not use this title while in any clinical rotation setting.

Student doctors are to refer to their faculty and rotation preceptors appropriately. Faculty and preceptors with an earned doctorate degree (e.g., D.O., M.D., Ph.D., Ed.D.) should be referred to as “doctor (last name).” Faculty members who do not have an earned doctorate degree should be referred to as “professor (last name).”

5. Practicing of Medicine

Students are prohibited from engaging in any activities (from the time of matriculation into the college until graduation or other termination of student status) that might be construed as the practice of medicine, or any phase thereof. It does not matter if such activities are engaged in for compensation, done as a volunteer, or otherwise; nor does it matter if the student is a licensed practitioner of such activity (e.g., 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 assistant dean of Student Affairs and forward a written request to the dean. All decisions of approval or disapproval will come in writing from the dean.

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 referred to the SPC for disciplinary action and may be subject to dismissal.

6. Housing for Rural Rotations

Housing for core clinical rotations (with the exceptions for some rural sites) is not provided by KPCOM. Some rotation sites have made housing arrangements for students, either free of charge or at a reduced rate. Housing for core clinical rotations, electives, and selective rotations is not the responsibility of KPCOM.

KPCOM has available housing for students in certain geographical locations for the required eight-week block rural or medically underserved rotations. The student is not required to utilize this housing during those rotations. Students may not come early or stay late at the provided housing for the rural and urban underserved core rotations.

Information about the housing at the student’s assigned rural or medically underserved rotations site can be found on Canvas, in the Clinical Education section, in the folder labeled “Rural and Urban Underserved Core/Selective...”. All management and scheduling of student housing will be carried

out through the Department of Rural and Urban Underserved Medicine. All inquiries, concerns, or questions should be directed to that office. No other faculty or staff representative of KPCOM shall have the responsibility or the ability to make decisions concerning this area.

Please be aware that some housing sites require a student application form and/or a Level 2 background check to be completed. Students should respond to correspondence from the Department of Rural and Urban Underserved Medicine expeditiously as there may be forms to complete well in advance of the assigned rotation.

It should be noted that students might share a two-bedroom apartment. If, for any reason, a student does not wish to share an apartment with another student, it is the responsibility of the student not accepting the housing assignment to make his or her own housing arrangements at his or her own expense.

Property should be cared for as if it belonged to the student. The student will be responsible for any damages he or she incurs. KPCOM reserves the right to change housing assignments at any time and to charge students for damages, extra cleaning and/or Internet/cable expenses determined to be the student's responsibility. Students are expected to keep track of their own long-distance phone calls as well as Internet/cable charges in excess of the basic package provided. Students will be responsible for charges in excess of the basic packages.

a. Pets

Pets are **not** allowed in housing provided by KPCOM and students risk being evicted, as well as risk KPCOM from being evicted from the housing if they break this policy.

b. Nonstudent Use of KPCOM-Provided Housing

KPCOM-provided housing is for students only. If students choose to have members of their family accompany them on their rotations, they must arrange for, and assume, all responsibility and costs associated with family housing and travel at a location other than the KPCOM-provided housing. These arrangements for family housing must be made on the student's own time.

c. Students Who Elect to Not Use the KPCOM-Provided Housing

The student may elect to live elsewhere rather than in the KPCOM-provided housing. Under no circumstances must the location of the housing interfere with the student's ability to arrive at assigned duties on time at the rotation site.

Please note: Any student who chooses to break the KPCOM housing policy risks disciplinary action for unprofessional behavior up to, and including, being reported to the SPC and dismissal from the KPCOM.

7. Meals

KPCOM does not request provision of meals for any of its students. If a medical institution wishes to provide meals, it may do so, but this is at the discretion of the medical institution.

E. Dress Code

1. On-Campus Dress Code

Students in the HPD must maintain a neat and clean appearance befitting those 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:

- Standard DO Program Dress Code: Only ciel blue (light blue) scrubs or professional attire are appropriate in meeting the KPCOM dress code. Additional outerwear is acceptable. Students must wear closed-toe shoes.
- Written Exam Dress Code: Students are required to report to an examination in ciel blue (light blue) KPCOM scrubs with all pockets emptied. Students may bring sweatshirts, sweaters, or jackets that don't have pockets and/or hoods so long as they are not wearing them when they enter the examination room. Students may not wear long-sleeved shirts/tops under their scrub top. All wristwatches and other electronic devices must be removed.
- Other Dress Codes: Other specific dress code modifications, including laboratory dress codes and practical exam dress codes, will be addressed in the specific course syllabi.

Additionally, the following are also parts of the dress code and are to be worn at all times:

1. **Identification badges are** issued at the One-Stop Shop in the HPD's Terry Building and at the Tampa Bay Regional Campus and in the Don Taft University Center. Badges **must be worn and visible at all times when the student is on campus or at a clinical rotation**. Please note that I.D. badges are necessary for proper use of on-campus auditoriums, library and recreational facilities, offices, laboratories, and certain restricted parking areas. These badges are given to the students at no charge, except for replacement.
2. White Coats: **Students must wear their white consultation/clinical jackets with their names, college/program shoulder patch, and appropriate college/program designation embroidered over or on the left breast pocket**. The white coat is to be worn daily over the prescribed attire.
3. Professional Business Dress: shirt, tie, slacks, socks, and regular shoes for men; slacks, pants or skirt with blouse, or dress and appropriate shoes or matching scrub sets, socks, and shoes for women.

Students **may not** wear any of the following:

- shorts
- cutoffs
- miniskirts (higher than mid-thigh)
- jeans
- see-through clothing or halter-tops

- open-toed shoes—including beach shoes/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 clinical setting, whether on campus or off campus, for any curricular or extracurricular activity.

Students inappropriately dressed or groomed may be dismissed from the classroom and/or the clinical site and be referred to the SPC. Noncompliance with the dress code requirements may be designated in a student's Medical Student Performance Evaluation. 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 or shorts in clinical skills laboratories), 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.

2. Dress Code in the Clinical Setting and on Clinical Rotations

Students must present themselves in professional attire and have on their person university I.D. at all times, specifically:

- For men, this means a lab coat, shirt and tie, dress pants and dress shoes that completely protect the foot.
- For women, this means a lab coat, a dress or slacks/skirt with a blouse, and shoes that completely protect the foot.

On some rotations, students may be permitted to wear scrubs. This is typically for rotations that require the students to be in the operating room or doing procedures that may otherwise soil professional attire. This will be at the discretion of the preceptor and any violations will be reported to the Office of Osteopathic Clinical Education.

When PPE is required in the patient care setting, it will be provided to KPCOM students either by the training site or by KPCOM's Office of Osteopathic Clinical Education. Students will be informed by the Office of Osteopathic Clinical Education as to where they can obtain PPE (when required).

Regardless of the dress code at the clinical training site, KPCOM students are expected to comply with the Standard D.O. Program Dress Code and the Written Exam Dress Code when they are on KPCOM campus.

3. Zoom Meetings/Remote Testing Dress Code

Students in the HPD must maintain a neat and clean appearance befitting those attending professional school. Therefore, even when attending events or class sessions virtually, attire should convey a professional appearance.

The following constitute acceptable virtual attire:

- Standard D.O. Program Dress Code: Only ciel blue (light blue) scrubs or professional attire are appropriate in meeting the KPCOM dress code. Additional outerwear is acceptable. This includes wearing professionally appropriate clothing below the waist.
- Written Exam Dress Code: Students are required to wear their ciel blue (light blue) KPCOM scrubs with all pockets emptied.

F. Examinations

1. In-Person Test Day Procedures

Students are expected to arrive 15 minutes prior to the scheduled examination start time. Students reporting after the scheduled examination start time and/or not in dress code attire as noted above will not be allowed to sit for the exam and will be required to take a make-up examination (see Make-Up Examinations).

Once seated, a student may not leave his or her seat prior to the start of the examination, unless accompanied by a proctor.

During the examination, a student may not leave his or her seat without permission from a proctor. Any student needing to go to the restroom, during an examination, will be escorted by a proctor. This proctor will ask the student to demonstrate that all pockets are empty prior to entering the restroom. The proctor will accompany the student into the restroom area and will assign the student to a restroom stall. The proctor will wait for the student in the restroom and will accompany the student back to the classroom.

A student may leave the classroom upon completion of the examination.

During any examination, a student will not be permitted access to any outside information including, but not limited to, any text, notes, or other non-approved materials—electronic or otherwise—including cell phones and wristwatches, and may not communicate in any manner with anyone, inside or outside of the examination area, except the proctors or faculty members present. Non-approved materials are any materials for which the student has not received prior permission from the course director or chief proctor to use during an examination. Students may not bring pens or pencils into any examination. If needed, pens and pencils will be provided by the proctors.

All examinations have a time limit.

Students are not permitted to memorialize examination questions in any form for distribution to others. Any violation of this policy will be considered academic dishonesty and the student will be subject to referral to the SPC.

a. Electronically Administered Examinations

When an examination is administered electronically, students are required to arrive with their testing device appropriately configured to take the exam and fully charged. It is also recommended that students download the examination prior to the day of the exam. Students arriving without their testing device,

or with a testing device that is not correctly configured, will be assigned an unexcused absence and will not be allowed to sit for the examination at that time. (See Unexcused Absence Policy.)

b. Hard Copy (Paper) Examinations

Students are not permitted to write on the examination or in the examination booklet prior to the announced start of the examination, with the exception of providing the student's name and required demographic information on the answer sheet.

On paper exams, it is the student's responsibility to complete all demographic information, examination answer form identification, and examination form answers on the optical character recognition (OCR, e.g., Scantron®) form or any other testing instrument prior to the end of the allotted examination time. Any writing on any examination materials after time has been called by the chief proctor will be considered academic dishonesty and the student is subject to referral to the SPC.

Test forms submitted represent a student's final answer and will be scored as marked. Answers not marked on the OCR form during the allotted examination time will be scored as incorrect. Examinations will be scored based on the test form identified by the student on the OCR form.

Students turning in examination materials with insufficient information bubbled in for the HPD Testing Center to score the materials will be contacted by the Office of Preclinical Education and required to come to the office and complete bubbling in the necessary information prior to the examination being scored. During the combined M1 and M2 years, offending students will have one point deducted from that examination grade at the first such offense, two points for the second offense, and five points plus notation in the MSPE at the third and subsequent offenses. The SPC will be notified at the third and subsequent offenses. For integrated examinations where multiple courses are tested, the requisite points will be deducted from each course examination.

Written examinations will not be returned to students and students will not be permitted to review their examinations. This is applicable to regularly scheduled course examinations, make-up examinations, reexaminations, and remediation examinations.

2. Examinations Administered Virtually

Students are expected to have their computers appropriately configured and fully charged to take the exam. It is also recommended that students download the examination prior to the day of the exam. A stable Internet connection is required to download the exam, start the exam, and upload the exam and monitoring files. Students logging into an exam without their computers correctly configured will be assigned an unexcused absence and will not be allowed to take the examination at that time.

During any examination, a student will not be permitted access to any outside information including, but not limited to, any text, notes, or other non-approved materials—electronic or otherwise—including cell phones and wristwatches, and may not communicate in any manner with anyone during the examination except the KPCOM proctors or faculty members present. Non-approved materials are any materials for which the student has not received prior permission from the course director or chief proctor to use during an examination. Students may not have any scratch paper, pens or pencils within reach during examination.

A student must be in view of his or her computer's camera at all times while taking the exam. A student who is noted to be outside of the field of view of his or her camera, or has moved his or her camera so it is no longer facing him or her, may be referred to the SPC. If a student needs to leave his or her seat during the examination, he or she must send an email to preclinsupport@nova.edu, after the exam has ended, and provide the times that the student was away from his or her computer and the reason(s) for being away. Failure to provide this information may result in referral to the SPC.

All examinations have a time limit.

Students are not permitted to memorialize examination questions in any form for distribution to others. Any violation of this policy will be considered academic dishonesty and the student will be subject to referral to the SPC.

3. Make-Up Examinations

Students are expected to take all examinations at their originally scheduled times, except when on an approved leave of absence (see Leave of Absence section).

When an examination is missed, it is the responsibility of the student to contact the Office of Student Affairs and the course director within 24 hours of the missed examination. The student must supply the Office of Student Affairs with written documentation for the reason the examination was missed.

The Office of Student Affairs will contact the student and the Office of Preclinical Education or Office of Osteopathic Clinical Education who will notify the appropriate course director(s) involved as to whether the absence is excused or unexcused.

The following are considered excused absences for examinations:

- a. death and funeral in the immediate family (spouse, partner, parent, grandparent, in-law, sibling, child, aunt, uncle, niece, or nephew)
- b. personal illness, only when diagnosed and documented in writing by the physician who evaluated and treated the student at the time of the absence
- c. university-sanctioned travel or function, documented no less than two weeks in advance by the Office of Student Affairs (the Office of Student Affairs will be responsible for assuring that the course director(s) receive the appropriate documentation)
- d. other extenuating circumstances, which must be approved by the assistant dean of Student Affairs, with the appropriate documentation for the reason

ALL excused absence documentation must be approved by the assistant dean of Student Affairs.

A student with an excused absence will be offered a make-up examination and will receive his or her earned grade.

A student with an unexcused absence will be offered a make-up examination and will receive a maximum grade of 70 on that examination. Make-up examinations for all M1 and M2 courses will be scheduled at the discretion of the Office of Preclinical Education.

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. The format of a make-up examination may differ from the format of the originally scheduled examination.

3. Board Examinations

Passing the NBOME COMLEX Level 1, Level 2-CE, and Level 2-PE examinations are required for graduation from the Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM) (see section on Graduation Requirements).

The NBME USMLE Step examinations are not a requirement for licensure of osteopathic physicians nor are they required for graduation from the KPCOM.

Only students who are in good academic standing at the end of their M2 Winter Term, meaning they have successfully completed all M1 and M2 coursework to date, and who have achieved at least a minimum score of 450, on a COMSAE examination taken as part of the COM 6990 course, are eligible to take any board examination.

Students who are on academic probation or other disciplinary action by the KPCOM are not eligible to take any board examination, until notified they are eligible by the Office of Student Affairs. Students who have already scheduled board examinations prior to their going on academic probation will have to cancel and reschedule those examinations until sometime after regaining good academic standing. Any expenses incurred with the cancellation and rescheduling of these examinations will be incurred by the student. Students who fail to comply with these requirements will be referred to the SPC.

a. Preparation for Taking COMLEX Examinations

All students must be registered in the COM 6990 course and have achieved a score of 450, or above, on the COMSAE prior to taking COMLEX Level 1.

- Students must be in good academic standing at the end of M2 winter semester to take the COM 6990 course.
- Students will be required to enroll in the summer semester COM 6990 course.
 - Achieving a score of 450, or above, on the COMSAE Version examination administered during COM 6990 is a requirement of this class.
 - The passing of the two COMSAE practice exams that are provided to the students in the beginning of the winter semester is not a requirement of COM 6990, but it is recommended that students take these practice COMSAEs prior to the start of the COM 6990 course. Students may take the practice COMSAEs during the winter semester at times they determine in either the “timed” or “untimed” format.
- During the COM 6990 course
 - Students will take all COMSAE attempts for the COM 6990 course under “testing” conditions on the Fort Lauderdale/ Davie Campus or the Tampa Bay Regional Campus on a date determined by the course director, or students may elect to sit for the exam at an approved testing center at their own expense. (Please note that Prometric test centers do not administer COMSAE exams.)

- Students who earn at least a minimum score of 450 on the required COMSAE will be eligible to take the COMLEX Level 1 examination.
- Students who do not earn at least a minimum score of 450 on the first administration of the COMSAE must meet with a faculty adviser in the Department of Medical Education to review the individual performance profile and establish an individualized study plan. Students are required to complete the study plan and retake the COMSAE as part of COM 6990. Students who achieve at least a minimum score of 450 on the second administration of the COMSAE will be eligible to take the COMLEX Level 1 examination.
- Students who do not earn at least a minimum score of 450 on the second administration of the COMSAE will be required to meet with a faculty adviser in the Department of Medical Education to review the individual performance profiles from the first and second attempts and establish an individualized study plan. The students are required to complete the study plan prior to taking the third and final COMSAE. Failure to achieve at least a minimum score of 450 on the third and final administration of the COMSAE will result in failure of the COM 6990 course, and those students will not be eligible to take the COMLEX Level 1.

Students who fail the COM 6990 course for the first time will retake the course, which will provide three separate opportunities to achieve at least a minimum score of 450 in the same manner as prescribed for the first attempt at COM 6990.

Students who fail the COM 6990 course for the first time will not be eligible to start rotations until successful completion of the COM 6990 course. However, all students will still be required to attend their core site orientation.

Students who fail the course a second time will be referred to the SPC and will be subject to dismissal.

All students who achieve at least a minimum score of 450 on the COMSAE and are in good academic standing are eligible to take COMLEX Level 1.

b. Timeline for Taking COMLEX Level 1

The following pertains to students who passed all of the M2 courses at the end of their winter term or have successfully remediated M2 coursework by the end of the remediation weeks:

1. All students must have taken COMLEX Level 1 at least one time by September 30 of their M3 year.
2. Students who have failed COMLEX Level 1 must retake the examination by January 31 of their M3 year.
3. Students who have failed COMLEX Level 1 twice must retake the examination by May 31 of their M3 year.
4. Starting with students who matriculated in the fall of 2018, any student who has not received a passing grade for COMLEX Level 1 after his or her third attempt (see Completion Requirements for COMLEX Examinations) will be referred to the SPC and will be subject to dismissal. If a student has reached the end of his or her M3 curriculum with two failing COMLEX Level 1 scores, he or she will be placed on an administrative LOA until the time that he or she passes the third attempt.

5. If a student is granted an LOA in the M3 year, prior to successfully passing COMLEX Level 1, the examination dates may be adjusted accordingly, subject to approval from the dean's office.
6. Students who fail to comply with any of the above set testing date requirements the first time will receive a letter of unprofessional behavior in their academic file and are required to fulfill the requirement within 30 days of notification. Any exception must be approved in writing by the assistant dean of Osteopathic Clinical Education.
7. Students who fail to comply with the above set testing date requirements a second time (i.e., failing to fulfill the requirement within 30 days of notification) will be put on behavioral probation and are required to fulfill the requirement within 30 days.
8. Students who fail to comply with the above set testing date requirements a third time (i.e., failing to fulfill the requirement within 30 days of second notification) will have to appear before SPC and are subject to disciplinary action up to, and including, dismissal.

c. Timeline for COMLEX Level 2-Cognitive Evaluation (CE) and Level 2-Performance Evaluation (PE)

1. Students will first be allowed to sit for the COMLEX-USA Level 2-PE examination after January 1 of their M3 year—provided they have passed Level 1 and are in good academic standing without probation or restrictions.
2. It is recommended that students begin scheduling testing dates to take Level 2-PE as soon as the post-January 1 dates are announced.
3. Students will first be allowed to sit for the COMLEX-USA Level 2-CE examination after completion of the M3 curriculum, provided they have passed COMLEX Level 1 and are in good academic standing without probation or restrictions. Due to the gap in testing dates between mid-May and mid-June, students should schedule their examination in mid-June, or later, of the M4 year.
4. Students may take one block for board study for COMLEX-USA Level 2-CE during their fourth academic year. This is a course that all M4 students will register for, but the timing of the block will be determined by the student.
5. Students will not be allowed any additional board study time for any USMLE Step examination.

d. Release Time for COMLEX Examinations

1. Students will be allowed the day before and the day of any COMLEX-USA examination as excused absences from their clinical rotation site. Any additional time will be considered only upon written request to the Office of Osteopathic Clinical Education.
2. Students must notify the Office of Osteopathic 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 Osteopathic 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 clinical assistant dean, direct preceptor, or other designated administrative personnel at the training site, of the dates of their examination and the dates of their absence from the training site.

3. Students should coordinate with the clinical assistant dean, other students, and educators at clinical sites to ensure that patient care and education is disrupted as little as possible. Students may not graduate until after they have passed Level 1, Level 2-CE, and Level 2-PE of the COMLEX-USA examination.

e. Completion Requirements for COMLEX Examinations

Beginning with the Class of 2022 (matriculating in fall 2018), students will be allowed a maximum of six combined attempts at the COMLEX-USA examinations required for graduation (Level 1, Level 2-CE, and Level 2-PE), with a maximum of three attempts at any one of the examinations. Students who are unsuccessful at passing any one of the COMLEX-USA examinations required for graduation, after three attempts, will be referred to the SPC and will be subject to dismissal from the program. Students who are unsuccessful at passing all of the COMLEX-USA examinations required for graduation, after six total attempts, will be referred to the SPC and will be subject to dismissal from the program.

4. USMLE Examination Guidelines

The USMLE examination is a three-step series of examinations for licensure of M.D.s in the United States. This examination series is not a requirement for licensure of osteopathic physicians, nor is it a requirement for graduation from the Dr. Kiran C. Patel College of Osteopathic Medicine.

Students will not be allowed any additional board study time, beyond what is allowed for COMLEX-USA study, for any USMLE Step examination.

Students will not be allowed any release time to take any USMLE Step examination.

If a student elects to do so, it is highly recommended that he or she schedule the examination for a date after they have completed all of the coursework that is assessed on the examination.

G. 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.

Students who exhibit illegal, inappropriate, or unprofessional behavior will be referred to the SPC and/or proper authorities for disciplinary action and may be subject to dismissal.

H. Violation of Public Laws

Students are required to notify the assistant dean of Student Affairs in writing within 10 business days of any arrest, regardless of the reason, that occurs while they are enrolled in the Doctor of Osteopathic Medicine Program. Any act that constitutes a violation of public laws may establish cause for referral to the SPC and disciplinary action.

Failure to notify the assistant dean of Student Affairs will result in referral to the SPC and cause the violation to be considered as a more serious infraction resulting in more serious disciplinary action.

I. Failure to Report a Violation

Every member of the college community (e.g., students, administrators, and faculty and staff members) has the duty to file a complaint with the appropriate person or office whenever it is felt a violation of the code has occurred. If a student is unsure of the appropriate office and/or person with whom to file a complaint, the individual shall contact the Office of Student Affairs for additional assistance.

Failure to report a violation of the code of conduct is itself a violation. All members of the college community have an affirmative duty to participate in the inquiry or investigative complaint process.

J. Social Media Guidelines

KPCOM recognizes that online social networking has become an increasingly important means of facilitating communication. While social networking has provided unique opportunities to interact, it has also created a forum for potential issues for future osteopathic physicians. As professionals bound by social contracts and professional and ethical obligations, osteopathic medical students must be cognizant of the public nature of social networking forums and the permanent nature of postings therein. Even though these sites offer terrific potential to bolster communication with friends and colleagues, they may also serve as a forum for lapses of professionalism and professional behavior that may be freely visible by many people, despite the impression of privacy these sites portray. As a result, KPCOM has drafted the following guidelines to aid students in the safe and responsible usage of these sites.

The following section outlines best practice guidelines for student doctors at KPCOM during their medical school training. They apply to all students who participate in social networking sites, online weblogs, or any other forms of online communications and interactions. Students should follow these guidelines whether participating in social networks personally or professionally; whether they are participating in social networking or any other form of online communication on-site at NSU or off-site; or whether they are using personal technology or technological resources owned or operated by NSU or KPCOM.

Online Social Networking: A Brief Definition

A social networking site is a place on the Internet where users can create a profile and connect that profile to others (whether it be individuals or entities) to establish a personal or professional network. Examples include, but are not limited to, Facebook, Instagram, LinkedIn, Twitter, and YouTube.

A weblog, or a “blog,” is a website, usually in the form of an online journal, maintained by an individual or group, with regular commentary on any number of subjects which may incorporate text, audio, video clips, and any other types of media.

Potential Consequences of Online Unprofessional Behavior

The permanence and written nature of online postings may cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, postings made on social networking sites are subject to the same standards of professionalism as any other personal or professional interaction and

will be treated as if made in a public forum. Postings made on social networking sites can have educational ramifications. Conduct that violates university policies or procedures may result in disciplinary action.

The use of social networking sites or weblogs can also have legal ramifications. Comments made regarding the care of patients, or that portray you or a colleague in an unprofessional manner, may be used in court as evidence of a variety of claims (including, but not limited to, libel, slander, defamation of character, negligence, and others) or in other disciplinary proceedings (e.g., state medical licensing boards). Other potential consequences include the revocation of a residency selection, or sanctions by a professional licensing board.

Also, the statements and media posted within these sites are potentially viewable by program directors, future employers, and patients or clients. It is not uncommon for program directors to search for the social networking profiles of potential residents and to use the discovered information in making selection decisions.

Individuals have been denied residencies and other employment opportunities as a result of material found on social networking sites.

With respect to confidentiality, the Health Insurance Portability and Accountability Act (HIPAA) applies to social networking sites, and violators may be subject to the same prosecution as with other HIPAA violations.

In addition, cyberstalking and other inappropriate postings can be considered forms of sexual harassment. Online relationships with other medical students are subject to the NSU Sexual Misconduct Policy/Title IX. Please refer to the policies contained within the *NSU Student Handbook*.

Best Practice Guidelines for Online Social Networking

1. The lines between public and private as well as personal and professional are often blurred in online social networks. By identifying yourself as a KPCOM student, you may influence perceptions about KPCOM by those who have access to your social network profile or weblog. All content associated with you should be consistent with your position at the school and with KPCOM's values and professional standards.
2. Unprofessional postings by others on your page may reflect very poorly on you. Monitor others' postings on your site and strive to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.
3. Help monitor your peers by alerting colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to this document.
4. Always avoid giving medical advice as this could result in a violation of HIPAA, could potentially risk liability under state licensing laws, and may cause danger to others. Make sure that you differentiate medical opinions from medical facts and articulate which statements reflect your personal beliefs.
5. Due to continuous changes in these sites you should closely monitor the privacy settings of your social network accounts to optimize their privacy and security. Restrict your settings so that only individuals you have authorized to access your profile can see your information. Also, you should not share or post any identification numbers or demographic information online.

6. Others may post photos of you and may “tag” you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not professionally compromising. As a general rule it is wise to “untag” yourself from any photos, and to refrain from tagging others unless you have explicit permission from them to do so. Privacy or account settings may allow you to prevent photos from being “tagged” with your information or may prevent others from seeing your tags.
7. Online discussions of specific patients should be strictly avoided, even if all identifying information is excluded. It is possible that someone could recognize the patient to whom you are referring based upon the context in which it is presented.
8. Under no circumstances should media of patients/cadavers or media depicting the body parts of patients/cadavers be displayed online (e.g., photographs, video clips, audio clips). Remember, even if you have permission, such media may be downloadable and forwarded by others. Once you post, the actions of others could lead to legal or professional consequences for you personally.
9. Consider, with care, who you add or accept as a “friend” or “connection” on your social networking site(s).
10. Do not have interactions with patients on social networking sites. This provides an opportunity for a dual relationship, which may damage the doctor-patient relationship and may have legal consequences.
11. Do not infringe upon another’s copyrighted or trademarked materials. If you post content, photos, or other media, you are acknowledging that you own or have the right to use these items.
12. Refrain from accessing social networking sites while in class, at work, or in clinical-work areas.

K. Cultural Competence

With the ever-increasing diversity of the population of the United States and strong evidence of racial and ethnic disparities in health care, it is important that KPCOM students address issues of culture in an effective and professional manner in the classroom and the clinic or hospital settings.

Students must demonstrate an understanding of the manner in which people of diverse cultures and belief systems perceive health and illness and respond to various symptoms, diseases, and treatments. Medical students should learn to recognize and appropriately address gender and cultural biases in health care delivery, while considering first the health of the patient.

Students who exhibit unprofessional and culturally offensive behavior will be referred to the SPC and/or proper authorities for disciplinary action and may be subject to dismissal.

L. Interprofessional Collaborative Practice

To be prepared to provide integrated, high-quality care to patients within the nation’s current, evolving health care system, KPCOM students must:

- Assert values and ethics of interprofessional practice by placing the interests, dignity, and respect of patients at the center of health care delivery and embracing the cultural diversity and differences of health care teams.

- Leverage the unique roles and responsibilities of interprofessional partners to appropriately assess and address the health care needs of patients and populations served.
- Communicate with patients, families, communities, and other health professionals in support of a team approach to preventing disease and disability, maintaining health, and treating disease.
- Perform effectively in various team roles to deliver patient/population-centered care that is safe, timely, efficient, effective, and equitable.

Students who exhibit unprofessional behavior in the area of interprofessional collaborative practice will be referred to the SPC and/or proper authorities for disciplinary action and may be subject to dismissal.

Policies and Procedures for Alleged Violations of the Code of Behavioral Conduct

A. Alleged Violations and Complaints

Only department chairs, course directors, or members of the administration of the Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM) 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 requirements intended to rehabilitate the student and/or to ensure that the student is able to eventually continue with his or her education without further monitoring.

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

The SPC shall have nonexclusive authority to investigate and evaluate all alleged student violations of misconduct, whether academic, moral, professional, or ethical; in addition to the following:

- Nothing shall limit the right of KPCOM 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 may not return until given written permission by the dean.

- Nothing should prevent KPCOM 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 KPCOM or any of its representatives or students to file a report with any law enforcement or civil agency.

B. 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 an alleged violation, the chair of the SPC will conduct a preliminary investigation.
- The chair will then call a meeting of the committee and will notify the student. The student shall receive written notice of the time, place, and subject of the meeting. Legal representation or any other form of representation is prohibited during the meeting.
- 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 statement to the committee. The student will only be present during his or her statement 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 include—but are not limited to—warning, probation, suspension, dismissal, and administrative leave of absence.
- The dean will review the committee’s recommendation and the student will then be notified of the dean’s decision by email, certified mail (return receipt requested), or personal delivery.
- The recommendations of the SPC and all reports, letters, and investigative records are maintained in the files of the dean for no 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

Students who have academic and/or behavioral disciplinary sanctions should be advised that to continue receiving financial aid they must continuously meet the criteria of Satisfactory Academic Progress (SAP). See nova.edu/financialaid/eligibility/satisfactory-academic-progress.html to obtain information regarding SAP.

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. Students must adhere to both oral and written warnings. Copies of written warnings will be placed in the student's file.

B. Probation

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

The length of any probation is determined by the dean in consultation with the SPC and can be any length of time up to the remainder of the student's time in the college.

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.

At the end of a student's probationary period, the SPC may make a recommendation for continued probation to the dean when

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

1. Academic Probation

OMS1 and OMS2 Students

A student shall be placed on academic probation if a failing grade has been posted on the student's transcript (see Academic Standing).

OMS1 or OMS2 students with less than or equal to 3 credit hours failed in a class year of study

- may maintain membership in up to two clubs—must withdraw from additional club participation

OMS1 or OMS2 students who have failed more than 3 credit hours in a class year of study

- may maintain membership in up to two clubs—must withdraw from additional club participation
- must resign all national, class, or club officerships
- must step down from representing KPCOM in any manner (e.g., peer mentor, student ambassador)
- must withdraw from all classes outside of the required KPCOM curriculum at NSU
- must resign from any employment at NSU

During academic probation, the student must successfully remediate failed course(s) and show appropriate behavioral, professional, and personal conduct, as defined in the conditions of his or her probation.

Students failing to meet these requirements will be subject to referral to the SPC.

OMS3 and OMS4 Students

OMS3 or OMS4 students shall be placed on academic probation due to either rotation or NBOME COMLEX examination failures.

OMS3 or OMS4 students who are placed on academic probation by the dean

- may maintain membership in up to two clubs—must withdraw from additional club participation
- must resign all national, class, or club officerships
- must step down from representing KPCOM in any manner (e.g., peer mentor, student ambassador)
- must withdraw from all classes outside of the required KPCOM curriculum at NSU
- must resign from any employment at NSU

Many clinical sites will not allow a student to rotate at their site when on academic probation. The Office of Osteopathic Clinical Education is required to notify clinical rotation sites when a student has been placed on academic probation.

Academic probation must also be noted on students' MSPEs, which may impact negatively on the students' ability to attain a GME position.

During academic probation, the student must successfully remediate failed rotation(s) or take the required board examination(s) and show appropriate behavioral, professional, and personal conduct, as defined in the conditions of his or her probation.

Students failing to meet these requirements will be subject to referral to the SPC.

2. Professional/Behavioral Probation

A student who violates the KPCOM Code of Behavioral Conduct or the NSU Code of Student Conduct and Academic Responsibility may be placed on professional/behavioral probation by the dean in consultation with the SPC.

While on professional/behavioral probation, the student is prohibited from

- holding office in any NSU class or club organization and any national office
- representing KPCOM in any manner (e.g., peer mentor, student ambassador)
- registering for classes outside of the required KPCOM curriculum
- holding any employment at NSU
- sitting for any board exam, unless otherwise stipulated in the conditions of probation.

Since the circumstances resulting in a student being placed on professional/behavioral probation are unique for each student, the conditions of each student's professional/behavioral probation will be stipulated in writing at the start of each probationary period.

During probation for professional/behavioral reasons, the student must show appropriate behavioral, professional, and good personal conduct. Additionally, the student is required to refrain from any further violation of the code.

Violation of the terms of probation may result in suspension or dismissal.

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 KPCOM. A suspended student will be removed from academic enrollment (see Withdrawal from Courses) 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 time for completing all graduation requirements (150 percent of the program's curriculum). A student 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 a student missing more than 50 percent of current courses. In the clinical years, suspension can be imposed for the remainder of the current rotation and/or future additional rotations. A suspended student will be withdrawn from all courses and receive *W* on his or her transcript (see Withdrawal from Course).

D. Dismissal

Dismissal is the permanent termination of a student's academic enrollment 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. 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 Dr. Kiran C. Patel College of Osteopathic Medicine include, but are not limited to

1. failure of
 - M1 fall term—8.5 or more course credits during the M1 fall term (in such cases, no opportunity for remediation will be permitted)
 - M1 winter/summer terms combined—13.0 or more course credits during the M1 winter/summer terms combined (in such cases, no opportunity for remediation will be permitted)
 - M2 year—14.0 or more course credits during the M2 course year of study (in such cases, no opportunity for remediation will be permitted)
 - M1/M2 years—the second remediation examination for a course or the remediation exam for a repeated course
 - M3/M4 years—a total of two clinical rotations or a repeated clinical rotation
 - COMLEX-USA—a maximum of three failed attempts at any one of the COMLEX-USA examinations or a maximum of six total attempts for all of the COMLEX-USA examinations required for graduation
2. holding oneself 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
3. failure to complete all requirements for graduation within 150 percent of the time for the program's curriculum, starting from the date of matriculation into the COM or, for transfer students, the date of matriculation into their original college of osteopathic medicine or college of allopathic medicine, and including approved leaves of absence.
4. circumstances of a legal, moral, behavioral, ethical, or academic nature that would warrant such action

E. 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. 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 there is reasonable expectation that the applicant can now perform satisfactorily if readmitted.

Any applicant applying for readmission must do so through the Office of Admissions of the HPD and must follow the same procedure as any new applicant. All readmissions are determined solely at the discretion of the dean. 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 readmitted, none of the student's prior grades will be used in calculating his or her new grade point average.

Grievances and Appeals

A. Grievances Not Related to Grades

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 redress a grievance, he or she must use the following procedures:

1. If the grievance is related to any preclinical course (not grades), the student should bring the grievance to the Office of Preclinical Education.
2. If the grievance is related to any clinical rotation (not grades), the student should bring the grievance to the Office of Osteopathic Clinical Education.
3. If the grievance is related to any other matter, the student should bring the grievance to the Office of Student Affairs.
4. If the student is not satisfied with the solution, the student should bring the grievance to the associate dean of Osteopathic Medical Education on the Fort Lauderdale/Davie Campus or to the executive associate dean of the Tampa Bay Regional Campus.
5. If the student is not satisfied with the solution, the student should bring the grievance to the office of the dean.

B. Grievances Related to Grades

Matters regarding grading disputes shall include all concerns related to specific grades received. In all grievances 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 assistant dean of Student Affairs.

1. Examination Question Challenge

During the preclinical years, students may challenge examination questions on written course examinations.

Students desiring to challenge a question must submit their concern(s) in writing to their class' curriculum committee student representative (CCSR) by 8:00 p.m. the day of the examination. The written challenge must include; (1) the topic of challenged question, (2) the concern(s) regarding the question, and (3) identification of the required course material supporting the stated concern.

The CCSR will collate the submitted concerns and condense them to only one submission per question using the approved form. The CCSR will electronically submit the completed form to the director of Preclinical Education by 8:00 a.m. of the following business day.

The course director, in consultation with the Office of Preclinical Education, will review the submitted form and determine whether an examination question will be dropped from the examination scoring based on the stated concern.

The class will be notified by the course director or the Office of Preclinical Education of any questions not included in the scoring of the exam.

2. Class Grades

A student seeking to resolve a grade problem through the administrative channels listed must initiate such action, in writing, as quickly as possible. For class, course, and rotation course grades, action must be initiated no later than 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.

A student seeking to appeal a decision regarding any class grade (e.g., examination, class assignment) or a final course grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

- a. course director
- b. department chair, if applicable
- c. associate dean of Preclinical Education/assistant dean of Preclinical Education
- d. associate dean of Osteopathic Medical Education
- e. dean

3. Rotation Grade

OMS3 and OMS4 students seeking to resolve a problem or complaint through the administrative channels listed above must initiate such action, in writing, within 30 business days from the date that the grades or comments were recorded by the Office of Osteopathic Clinical Education and made available for the student's review. Review of a student complaint at each administrative level will be carried out as expediently as possible. If a 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 student is notified by the previous appeal level. The decision of the dean is final.

Matters pertaining to clinical rotation disputes shall include all concerns related to specific grades received or the processes by which grades are determined, including written comments made on the Preceptor Evaluation of Student Form. The following process is the only appeal available to a student contesting a nonfailing clinical rotation grade.

Students seeking to appeal a decision regarding a nonfailing rotation grade received or comment written during the MS3 or MS4 academic year should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated below:

- a. rotation preceptor
- b. clinical assistant dean (if a hospital-based rotation)
- c. chair of the department of that discipline
- d. assistant dean of Osteopathic Clinical Education
- e. associate dean for Osteopathic Medical Education
- f. dean

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 this 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 school holidays and weekends) after the date of receiving notification of the dean's decision. Participation by legal representatives with regard to preparation of the written appeal is prohibited. 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, six faculty members, and a chair from the college faculty appointed by the dean of the college. The assistant dean of Student Affairs and the chair of the SPC 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 have not been presented previously to the dean or the 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 assistant dean of Student Affairs 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 the 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.

Related Educational Programs

D.O./D.M.D. Collaborative Degree Program

This D.O./D.M.D. Collaborative Degree Program is symbiotic with the missions of both schools. Graduates of the dual program will provide health care that will address preventive medicine and general dentistry, as well as access to care issues, and meet the needs of the rural and underserved populations. Applicants to the College of Dental Medicine or the Dr. Kiran C. Patel College of Osteopathic Medicine may apply for participation in this collaborative program beginning as an entering D-1 or OMS1 student. The program requires six years of study, excluding medical residency or internship programs. Students successfully completing this program receive both D.O. and D.M.D. degrees.

Policies related to student progress will follow the respective policies of the College covering the primary academic year focus. Should there be conflicting policies, the Dual Degree Program Advisory Committee will convene and recommend a resolution.

Policies related to alleged code of behavioral conduct violations will be referred to a D.O./D.M.D. SPC. This committee will include equal representation from both degree programs.

Students who decide to discontinue in the collaborative degree programs may only continue in the program through which they were originally admitted. NSU is not responsible for delays in curriculum sequencing or advancement in the program should the student decide to discontinue in the Collaborative Degree Program and to continue in the program through which they were originally admitted.

Student Honors, Awards, and Scholarships

The following list of honors, awards, and scholarships was accurate at the time of publication, prior to the start of the academic year. Since most awards are given near the end of the academic year, some of the awards and/or award requirements may have changed since the printing of this handbook. For the most up-to-date listing of available honors, awards, and scholarships available, contact Debra Cohn Steinkohl, chair of the KPCOM Scholarships, Honors and Awards Committee.

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. Students receive a certificate signed by the dean of KPCOM and the assistant dean of Student Affairs 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. Students receive a certificate signed by the dean of KPCOM and the assistant dean of Student Affairs 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 a graduating osteopathic medical student who demonstrates 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 a graduating osteopathic medical student who has achieved the highest proficiency in psychiatry
- **Alumni Association Award**—presented to a graduating osteopathic medical student who, by his or her leadership, has done the most to maintain the cohesiveness, unity, and esprit de corps within his or her class for all four years of his or her osteopathic medical education

- **American Congress of Obstetricians and Gynecologists (ACOG) District XII Daniel R. Barkus, D.O. Outstanding Achievement Award in the Study of Obstetrics and Gynecology**—presented to a graduating osteopathic medical 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 and clinical achievement in the study of women’s health
- **American Congress of Obstetricians and Gynecologists (ACOG) District XII Outstanding Achievement Award in the Service of Obstetrics and Gynecology**—presented to a graduating osteopathic medical student who has shown outstanding leadership and service in the area of obstetrics and gynecology
- **Chancellor’s Award**—presented to a graduating osteopathic medical student who best exemplifies the characteristics of a fine osteopathic physician: a combination of scholarship, leadership, integrity, humanity, and loyalty to the profession (disclaimer: programs with ten or more graduates within an academic year are eligible for this award)
- **Clinical Service Award**—presented to a graduating osteopathic medical student judged to be outstanding in clinical service
- **Dean’s Award**—presented for academic excellence to a graduating osteopathic medical student who has the highest scholastic average
- **Dean’s Community Award**—awarded to a graduating osteopathic medical student 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
- **Dean’s Government and Public Policy Award**—presented to a graduating osteopathic medical student who, through participation in academic, community, or government-sponsored programs, has shown a unique interest in developing and an understanding of governmental and public health care policies and procedures that impact patients, the medical community, and osteopathic professions
- **Dean’s Organizational Award**—presented to a graduating osteopathic medical student who demonstrated organizational skills, leadership, and recognition by his or her peers during his or her academic career
- **Donna Jones Moritsugu Memorial Award**—established by the American Osteopathic Foundation to honor the partners 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 a graduating osteopathic medical student who has demonstrated outstanding proficiency in emergency medicine as selected by the faculty of KPCOM
- **FCAAP Luther Holloway Award**—Established by the Florida Chapter of the American Academy of Pediatrics to present to a graduating osteopathic medical student who intends to pursue a career in pediatrics and has been involved in pediatric advocacy work or community-based projects while in medical school

- **Florida Chapter of the American Academy of Osteopathy Award in Osteopathic Manipulative Medicine**—presented to a graduating osteopathic medical student who, in the opinion of the Department of Osteopathic Principles and Practice, has achieved the highest proficiency in osteopathic therapeutics
- **Leonard Tow Humanism in Medicine Award**—presented by the Arnold P. Gold Foundation to one graduating osteopathic medical student and one KPCOM faculty member for exemplifying outstanding humanism in medicine along with scientific excellence
- **Matthew A. Terry, D.O. Memorial Award**—presented to a graduating osteopathic medical student chosen by his or her peers as the exemplary osteopathic medical student
- **Medical Student Achievement Award in Endocrinology**—presented to a graduating osteopathic medical student who has outstanding clinical performance and academic achievement in the study of endocrinology and has demonstrated service or research in this field.
- **Merck Manual Award for Outstanding Graduating Medical Students**—presented to graduating osteopathic medical students who have demonstrated outstanding contributions to the medical school community. This award is sponsored by MERCK Publishing Group.
- **Morton and Geraldine Terry Internal Medicine Award**—presented to a graduating osteopathic medical student with the highest academic and clinical achievement in the study of internal medicine
- **Morton and Mary Smith Achievement Award**—presented to a graduating osteopathic medical student exhibiting the highest qualities of service and leadership, combined with scholarship, integrity, and personal worth
- **Outstanding Achievement in Geriatrics Award**—presented to a graduating osteopathic medical student who has demonstrated outstanding clinical performance and intellectual ability in his or her geriatric rotation
- **Outstanding Senior Student in Pediatric Service**—presented to a graduating osteopathic medical student who ranks in the top half of a class, 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 KPCOM
- **Outstanding Senior Student in the Study of Pediatrics**—presented to a graduating osteopathic medical student who is in the upper third 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
- **Psi Sigma Alpha Honor Society**—National Osteopathic Scholastic Honor Society in which membership is based on academic achievement, high moral character, and integrity, and qualifying students with a GPA in the top 10 percent of their class are inducted prior to graduation
- **Predoctoral Osteopathic Principles and Practice Fellows Award**—presented to the member(s) of the graduating class who successfully completed the Predoctoral KPCOM Osteopathic Principles and Practice Fellowship

- **Predoctoral Research Fellows Award**—presented to the student(s) who successfully completed the Predoctoral KPCOM Research Fellowship
- **Research Award**—presented to a graduating osteopathic medical student who performed student research at a level worthy of recognition among peers and faculty members
- **Rose Community Service Award**—presented to a graduating osteopathic medical student who demonstrates sincere interest in community service or community projects
- **Samuel J. Salman, D.O., Award in Family Medicine**—presented to a graduating osteopathic medical student whose scholarship, patient empathy, dedication, concern, and goals epitomize the osteopathic family physician, as exemplified by the late Samuel J. Salman, D.O.

KPCOM Awards and Scholarships

- **Society Awards**—presented to second-year osteopathic medical students from each society chosen by their society peers as exemplary osteopathic medical students
- **American Osteopathic Foundation (AOF) NSU-COM Selected Nominees**—presented to the NSU-COM student who was selected to submit a competitive American Osteopathic Foundation application for the AOA Presidential Memorial Leadership Award (M2 or M3)
- **American Osteopathic Foundation (AOF) Welch Scholars Grant**—presented to a second- or third-year osteopathic medical student who is in good academic standing, has outstanding academic achievement, participation in extracurricular activities, has a strong commitment toward osteopathic medicine, and demonstrates financial need
- **Kenneth Burnell Student Research Award**—presented to KPCOM students who conduct outstanding research in either clinical medicine or biomedical service
- **David B. Levine, D.O. Endowed Scholarship Award**—presented to a second-year osteopathic medicine student who demonstrates an interest in family and/or internal medicine, displays leadership for the osteopathic medical profession, and is a member of SOMA
- **Judy Morris Endowed Memorial Fund**—presented to a KPCOM student or a KPCOM graduate who is currently enrolled in the KPCOM M.P.H. program, has shown high academic achievement, and demonstrates financial need
- **Morton Morris, D.O., J.D. Osteopathic Medicine Public Health Scholarship**—presented to a KPCOM student or a KPCOM graduate who is currently enrolled in the KPCOM M.P.H. program, has shown high academic achievement, and demonstrates financial need
- **Robert and Eugene Friedman Changing Lives Scholarship**—presented to a student who demonstrates active participation or leadership within his or her class
- **Beth and Joel L. Rush, D.O. Endowed Charter Scholarship Fund**—presented to a KPCOM student who is in good academic standing, demonstrates active participation or leadership in his or her class, and demonstrates financial need

- **Bradley I. Silverman, D.O. Scholarship Awards**—presented to osteopathic medical students who have participated in cancer-related community service. Applications for the award will be announced through the Office for Student Affairs during the fall semester with specific criteria.
- **Gold Humanism Honor Society (GHHS)**—The GHHS is comprised of individuals who have been recognized for practicing patient-centered medical care by modeling the qualities of integrity, excellence, compassion, altruism, respect, and empathy. Members may be selected from third- and fourth-year medical students, residents, and faculty at GHHS member schools.
- **Sigma Sigma Phi Honors Society**—Sigma Sigma Phi is an honorary osteopathic service fraternity. Its objectives and purposes are to further the science of osteopathic medicine and its standards of practice, to improve the scholastic standing and promote a higher degree of fellowship among its students, to bring about a closer relationship and understanding between the student bodies and the officials and members of the faculties of our colleges, and to foster allegiance to the American Osteopathic Association and to perpetuate these principles and the teachings through the maintenance and development of this organization.
- **Matthew Terry, D.O. Award**—presented to a first-year and second-year osteopathic medical student chosen by his or her peers as the exemplary osteopathic medical student

College Committees, Councils, and Boards

Academic Curriculum Committee

The role of the Academic Curriculum Committee is to develop, evaluate, and recommend to the dean curricular modification, schedules, syllabi, and other related materials after seeking appropriate input from the Office of Preclinical Education, the Office of Osteopathic Clinical Education, the Office of Graduate Medical Education, department chairs, and individual faculty members, student evaluations reports, and any other relevant resources that will ensure adherence to the mission of the college to educate highly competent osteopathic physicians. There is student representation on this committee.

Admissions Committee

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

Appeals Board

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

Continuing Education and Faculty Development Committee

The purpose of this committee is to recommend to the dean programs for continuing education and development of faculty members and practicing physicians.

Dean's Council

The purpose of the council is to review academic and procedural policies and advise the dean on all activities affecting the college and its academic programs.

Faculty Council

The purpose of the council is to assess the college's progress toward meeting its mission and provide a forum for faculty members to exchange ideas and information. The chair of the council, or his or her designee, submits recommendations from the council to the dean.

Faculty Interview Committee

The purpose of the committee is to interview candidates for faculty positions in the Dr. Kiran C. Patel College of Osteopathic Medicine and to make recommendations to the dean.

Faculty Appointment and Credentialing 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 and initial rank.

Infectious Disease Committee

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

Medical Outreach Programs Committee

The purpose of this committee is to coordinate and oversee all aspects of national and international medical outreach programs of the KPCOM. It will seek to expand recognition, practice opportunities, and full rights and privileges throughout the world for osteopathic physicians who are graduates of AOA-accredited colleges of osteopathic medicine. It will pursue collaboration, lecture, and research opportunities for KPCOM faculty and staff members and students throughout the world. It will seek funding for the pursuit of these goals from any appropriate source and will publicize these efforts. There is student representation on this committee.

Patient Safety Committee

The purpose of this committee is to advise the dean as to the national and state policies as they pertain to the quality and safety of health care delivery. The committee is responsible to examine and recommend curriculum changes and the education of students, interns and residents relative to patient safety. The committee also will review clinic policies/procedures to ensure that we practice the highest level of patient safety.

Peer Review Committee for Promotion and Continuing Contracts

The purpose of this committee is to review applications of candidates applying for promotion in rank and renewal of continuing contracts and to make recommendations to the dean.

Policy Committee

The purpose of this committee is to maintain consistency in all publications pertaining to the policies of the KPCOM (e.g., NSU publications, KPCOM publications, and the KPCOM web pages containing the electronic versions of these publications).

Research Committee

The purpose of this committee is to encourage student and faculty member participation in clinical research; to establish a network of research resources, both internal and community-wide, for student and faculty member participation in clinical research; to review proposals and ensure that they are in compliance with the mission of the KPCOM; and to make recommendations concerning improvements in research proposals.

Quality Improvement Committee

The purpose of this committee is to oversee the quality of the osteopathic medical care and education provided by the Dr. Kiran C. Patel College of Osteopathic Medicine and to keep the dean apprised accordingly.

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.

Strategic Planning Committee

The purpose of this committee is to review and monitor the strategic planning for the Dr. Kiran C. Patel College of Osteopathic Medicine.

Student Progress Committee (SPC)

The purpose of this committee is to review the progress and eligibility for promotion of all KPCOM osteopathic medical students; to meet with those referred for academic and/or behavioral disciplinary deficiencies and to recommend appropriate action to the dean (see the SPC Meeting Protocols and Process section); and to recommend to the faculty council candidates for the Doctor of Osteopathic Medicine (D.O.) degree.

Technology and Innovation Committee

The purpose of this committee is to review and assess current and emerging instructional technologies, and provide recommendations, modifications, and additions to technology implementation at the Dr. Kiran C. Patel College of Osteopathic Medicine.

Student Organizations

Student Activity Groups

The assistant dean of Student Affairs 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. Permission requests for speakers, student meetings, and other activities on campus should be made on forms provided by the Office of Student Affairs at least 10 business days in advance. The 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 such approval is received.

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

Addiction Medicine Club (AMC)

AMC provides students with information on how to treat individuals with substance-related health conditions, as well as information on the bio-psycho-social framework for persons with addiction. This club is also dedicated to increasing knowledge and awareness about the impaired physician and provide information on the resources available for health care professionals struggling with substance abuse.

Email: addictionmedicineclub@gmail.com

Faculty adviser: Peter Cohen, D.O.

Location: Fort Lauderdale/Davie Campus

American Academy of Disaster Medicine (AADM)

NSU's Disaster Medicine Club aims to educate future health professionals about the importance of disaster preparedness. The club is open to medical, dental, nursing, and physician assistant students. It promotes awareness about preparing, planning, and implementing a plan in case of a natural or manmade disaster. The club offers CERT classes which include first-aid training, fire safety, and light search and rescue. Members also participate in practice drills as volunteers in a mock disaster situation. AADM members aim to be prepared for any future disaster.

Email: dkelley@nova.edu

Faculty adviser: Kelley Davis, Ph.D.

Location: Fort Lauderdale/Davie Campus

American College of Osteopathic Emergency Physicians (ACOEP)

NSU's ACOEP Emergency Medicine Club is open to all health professions students interested in the emergency medicine field. The purpose of this club is to enhance students' education and interest in emergency medicine. The club sponsors academic enrichment through mentorship programs, educational workshops, lecture series, and clinical exposure.

Email: erclubnsucom@gmail.com

Faculty adviser: Darren Cohen, D.O.

Location: Fort Lauderdale/Davie Campus and Tampa Bay Regional Campus

American College of Osteopathic Family Physicians (ACOFP)

The KPCOM chapter of the Student Association of the ACOFP (SAACOFP) is open to all osteopathic medical students and offers a variety of benefits while providing opportunities to build a professional network and enhance leadership skills. Members get access to OMT videos, webinars, COMLEX prep, and an entire network of preceptors to help students along each step of their medical career. The KPCOM chapter of the SAACOFP is committed to highlighting the importance of disease prevention and health promotion in primary care through student activities, health promotion campaigns, and community service.

Email: nsucomsaacofp@gmail.com

Faculty adviser: Pamela Jeanne Moran-Walcutt, D.O.

Location: Fort Lauderdale/Davie Campus

American Medical Association (AMA)

AMA exists to advance the interests of physicians and their patients, to promote public health, and to lobby for legislation favorable to physicians and patients. The AMA section at KPCOM strives to give our students a leading voice for improving medical education and advocating for the future of medicine.

Email: jhowell@nova.edu

Faculty adviser: James Howell, M.D., M.P.H.

Location: Fort Lauderdale/Davie Campus

Email: sriskin@nova.edu

Faculty adviser: Suzanne Riskin, M.D.

Location: Fort Lauderdale/Davie Campus and Tampa Bay Regional Campus

American Medical Student Association (AMSA)

AMSA, with a half-century history of medical student activism, is the oldest and largest independent association of physicians-in-training in the United States. Today, AMSA is a student-governed, national organization committed to representing the concerns of physicians-in-training. AMSA members are medical students, premedical students, interns, residents, and practicing physicians. Founded in 1950, AMSA continues its commitment to improving medical training and the nation's health. How is AMSA different from other organizations? When you join AMSA, you become part of a vital force of future physicians who believe that patients and health professionals are partners in the management of health care and that access to high-quality health care is a right and not a privilege. At AMSA, activism is a way of life. Student idealism is transformed into meaningful public service, innovation, and institutional change.

Email: steinkohl@nova.edu

Faculty adviser: Debbie Steinkohl, M.H.S.A.

Location: Fort Lauderdale/Davie Campus

American Medical Women's Association (AMWA)

AMWA was founded in 1915. AMWA is a national organization of female physicians, medical students, and others who are dedicated to serving as a voice for women's health and the advancement of women in medicine. The KPCOM chapter of AMWA has a philanthropic focus. All proceeds from membership and fundraisers are donated to charities. Members volunteer in the community, meet and interact with local physicians during lectures and events, and gain knowledge and understanding of the factors affecting future and current women physicians in the world of medicine.

Email: NSUAMWA@gmail.com

Faculty advisers: Jill Wallace-Ross, D.O. and Shahnaz Fatteh, M.D.

Location: Fort Lauderdale/Davie Campus

Email: waziry@nova.edu

Faculty adviser: Paula Waziry, Ph.D., M.A.

Location: Fort Lauderdale/Davie Campus and Tampa Bay Regional Campus

American Osteopathic Academy of Sports Medicine (AOASM)

AOASM members desire to go into sports medicine through several paths and use the Sports Medicine Club to learn about the careers available in the field. Students also gain exposure working as medical students alongside sports physicians. The club has opportunities for students to volunteer in the community through sports, to shadow doctors working in sports medicine, and to hear lectures from many types of sports medicine professionals to deepen knowledge and widen exposure to the field.

Email: ad11555@nova.edu

Faculty adviser: Alessandra Posey, D.O.

Location: Fort Lauderdale/Davie Campus

Anesthesiology Club

The Anesthesiology Club is comprised of medical students interested in the field of anesthesia. By joining this club, students get a chance to participate in intubation clinics and anesthesiologist speaker meetings, as well as have several opportunities of shadowing practicing anesthesiologists in the area. It seeks to attract and assist high-quality medical students to learn more about the field of anesthesiology and consider careers as anesthesiologists.

Email: nsucomanesthesiology@gmail.com

Faculty adviser: Tonni Bacoat-Jones, D.O., M.P.H.

Location: Fort Lauderdale/Davie Campus

Canadian Osteopathic Medical Student Association (COMSA)

COMSA is dedicated to spreading awareness of osteopathic medicine and help Canadians achieve their dream of practicing medicine. As a national organization, it advocates for Canadian regulatory bodies and policy makers to increase practice and training opportunities for osteopathic physicians in Canada. It assists Canadian premeds in the process of applying to D.O. schools. For current medical students, it provides information on Canadian rotations, residency programs, board examinations, provincial licensure, and on planning their transition from the United States to Canada. Members of COMSA share a goal of building a sense of Canadian community at KPCOM.

Emails: sp1190@nova.edu and siviter@nova.edu

Faculty advisers: Stacey Pinnock, D.H.Sc., M.S.W. and Suzette Siviter, M.P.A.

Location: KPCOM-wide (one group of officers for both campuses)

Catholic Medical Association (CMA)

CMA is a national, physician-led community of health care professionals that informs, organizes, and inspires its members in steadfast fidelity to the teachings of the Catholic Church, to uphold the principles of the Catholic faith in the science and practice of medicine. At NSU, it provides the service of linking medical students and professionals with resources and support to actively participate in the Catholic community. It gathers regularly for spiritual events including mass and prayer, as well as volunteer, educational, and social events that are open to all. Come and see!

Email: NSU.CatholicMed@gmail.com

Faculty adviser: James Howell, M.D., M.P.H.

Location: Fort Lauderdale/Davie Campus

Florida Osteopathic Medical Association (FOMA)

FOMA is the state association for osteopathic physicians in Florida. FOMA was organized for the purposes of advancing the science and art of osteopathic medicine; extending the benefits of scientific advancement to the treatment, prevention, and alleviation of human ailments; and promoting closer relationships between the osteopathic profession, FOMA members, and other groups dedicated to improved health care. The FOMA represents the osteopathic profession in Florida's state government.

Email: *fomansu@gmail.com*

Faculty adviser: Luzan Phillipotts, D.O.

Location: Fort Lauderdale/Davie Campus

Faculty adviser: Tonni Bacoat-Jones, D.O., M.P.H.

Location: Tampa Bay Regional Campus

Gold Humanism Honor Society (GHHS)

The Arnold P. Gold Foundation infuses the human connection into health care by engaging schools, health systems, companies, and individual clinicians in the joy and meaning of humanistic health care, so that they have the strength and knowledge to ensure patients and families are partners in collaborative, compassionate, and scientifically excellent care. Keeping Healthcare Human requires persistent and determined efforts dedicated to maintaining the human connection in modern medicine. The foundation's Community of Caring is made up of like-minded individuals who support humanism in medicine and who want a place to connect, share, and advocate for the cause.

Email: *luzan@nova.edu*

Faculty adviser: Luzan Phillipotts, D.O., M.P.H.

Location: Fort Lauderdale/Davie Campus

Email: *hlaird@nova.edu*

Faculty adviser: Holly Laird, D.O., M.S.

Location: Tampa Bay Regional Campus

Hispanic Osteopathic Medical Student Association (HOMSA)

HOMSA at NSU focuses on volunteer work in the community while promoting Hispanic culture. It assists future physicians with improving their Spanish interviewing skills and prepares them to assist with the various problems facing the Hispanic community.

Email: *nsuhomsa@gmail.com*

Faculty adviser: Alina Perez, J.D., M.S.W., M.P.H.

Location: Fort Lauderdale/Davie Campus and Tampa Bay Regional Campus

Indian Physicians of South Florida (IPOF)

The IPOF interest group at NSU is an affiliate of the American Association of Physicians of Indian origin (AAPI). The mission of IPOF is to enhance patient care and assist student physicians interested in Indian American heritage to pursue the fields of their choice. The group promotes the preservation of identity, while providing forums for social and cultural interaction and bringing additional improvements to the field of health care. IPOF hosts an annual medical outreach trip to Gujarat, India, in December.

Email: *nsu.ipof@gmail.com*

Faculty adviser: Naushira Pandya, M.D.

Location: Fort Lauderdale/Davie Campus

International Medical Outreach Club (IMOC)

IMOC promotes the practice of medicine abroad through mission trips and international rotations. It plans three mission trips each year during the summer, winter, and spring breaks. Previous trips have been to Ecuador, India, Jamaica, and Puerto Rico. Students also learn more about international rotation sites from fourth-year students as well as from the faculty adviser. IMOC provides members with opportunities to help underserved populations and learn about health care abroad.

Email: rm184@nova.edu

Faculty adviser: R. Jackeline Moljo, D.O.

Location: Fort Lauderdale/Davie Campus and Tampa Bay Regional Campus

Lambda Omicron Gamma (LOG)

LOG is dedicated to promoting service and integrity by conducting community service projects around Broward County. LOG participates in a range of events such as volunteering at a local food pantry, making hygiene kits for the homeless, and Project Downtown. Philanthropy and the power of collective giving have been critical to its mission and it plans on continuing this tradition.

Email: mbogusla@nova.edu

Faculty adviser: Melissa Boguslawski, Ph.D.

Location: Fort Lauderdale/Davie Campus

Medical Students for Choice (MSFC)

As an internationally known nonprofit with a successful track record for change, MSFC stands up in the face of violent opposition. It works to destigmatize abortion provision among medical students and residents and to persuade medical schools and residency programs to include abortion as a part of the reproductive health services curriculum. Today, one of the greatest obstacles to safe and legal abortion around the world is the absence of trained providers. Medical schools are simply not addressing the topic; most physicians graduate with little more than circumstantial knowledge of abortion. As medical students and residents, the group works to make reproductive health care, including abortion, a part of standard medical education and residency training.

Email: nsu.msfc@gmail.com

Faculty adviser: Debbie Steinkohl, M.H.S.A.

Location: Fort Lauderdale/Davie Campus

Muslim Association of Students in Healthcare (MASH)

This faith-based organization is dedicated to promoting the well-being and professionalism of students in health professions. It hopes to accomplish this goal by promoting the Islamic faith through activism, dedicated service, high moral principles, and academic excellence. Events include monthly health screenings, social gatherings for members, volunteer/service events, and contributing to the development of an interfaith dialogue in the hopes of creating an understanding of the role of spirituality among students of the health professions. For Muslim members, the group offers regular Friday prayers, a platform to establish a congregation for daily prayers, and iftaar (breaking of the fast) during select fasting days.

Email: *mash.nsu@gmail.com*

Faculty adviser: Arif Rana, Ph.D.

Location: KPCOM-wide (one group of officers for both campuses)

Neuro-Psych Club

The Neuro-Psych Club is a combination of all interests contained under the medical branches of neurology and psychiatry. Just as the brain has millions of connections, the club focuses on the similarities and differences between the two disciplines through meetings, movies, guest speakers, and public outreach events. The club often has joint events with the College of Pharmacy's corresponding club to further broaden the practical knowledge contained within each specialty.

Email: *lorib@nova.edu*

Faculty adviser: Lori Dribin, Ph.D., M.S.

Location: Fort Lauderdale/Davie Campus

NSU Photography Club (NPC)

Although small, NPC is a very a unique and an ambitious club. It is unique because it offers the enjoyable leisure pursuit of photography and helps balance the burnout of medical school. The club takes pride in working jointly with other clubs to help them highlight their events. Whether capturing emotional moments at a memorial service, thanking cadaver donors, or documenting international medical outreach programs, it enjoys collaboration and teamwork. In addition, the club also helps students with taking portrait pictures for their residency application, and the money generated is donated.

Email: *lutfi@nova.edu*

Faculty adviser: Nicholas Lutfi, M.D., D.P.M., M.S.

Location: Fort Lauderdale/Davie Campus

Ophthalmology Club

The Ophthalmology Club's purpose is to provide NSU students with the opportunity to learn more about the field of ophthalmology as an osteopathic physician. The club allows students to explore the specialty and learn about the process by exposing them to current and former ophthalmologists during informational meetings with speakers, as well as by offering networking. The club also places a great emphasis on volunteerism by frequently partnering with Project Downtown Ft. Lauderdale to provide food to the local homeless population. It also participates in various activities such as health fairs, eyeglass drives, and academic reviews for students.

Email: *nsuophthalmology@gmail.com*

Faculty adviser: Bindu Mayi, Ph.D., M.Sc.

Location: KPCOM-wide (one group of officers for both campuses)

Pediatrics Club

The mission of the Pediatrics Club is to develop and encourage osteopathic medical students interested in pediatrics. The 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. Meetings with guest speakers from a variety of pediatric specialties are held frequently, as are social and fund-raising events. The club participates in a range of community events such as A Day for Children and programs targeting youth education on health and well-being, as well as visits to local pediatric hospitals.

Email: efernan2@nova.edu

Faculty adviser: Elizabeth Fernandez, D.O.

Location: Fort Lauderdale/Davie Campus

Email: bp405@nova.edu

Faculty adviser: Bruce Peters, D.O.

Location: Tampa Bay Regional Campus

Physical Medicine and Rehabilitation

This club's goal is to promote and bring awareness to the field. Physical Medicine and Rehabilitation physicians, also known as physiatrists, treat medical conditions affecting the brain, spinal cord, nerves, bones, joints, ligaments, muscles, and tendons. It also hopes to bring awareness to the numerous subspecialties such as brain injury medicine, hospice and palliative medicine, neuromuscular medicine, pain medicine, pediatric rehabilitation medicine, spinal cord injury medicine, and/or sports medicine.

Emails: li55@nova.edu and rjoseph1@nova.edu

Faculty advisers: Lailah Issac, D.O. and Roody Joseph, D.P.T.

Location: Fort Lauderdale/Davie Campus

Plant-Based Healthcare (PBH) Interest Group

Osteopathic physicians have long utilized nutrition in holistic practice, but healthy eating has become increasingly critical. We live today in a country plagued by preventable chronic illnesses like diabetes and heart disease. Half of all Americans are projected to be obese by 2030. Plant-Based Healthcare serves to promote an alternative future. Its mission is to engage NSU HPD students in the medically established role of meat, dairy, and egg reduction in preventing and managing chronic illnesses. Compared to animal products, plant foods also produce a fraction of the greenhouse gas emissions and animal suffering. Plant-Based Healthcare contends that human health means little on an uninhabitable planet and animal mistreatment on modern factory farms is inconsistent with an obligation as physicians to minimize harm and practice compassion. Through potluck meals, clinician speakers, and film screenings, the group educates each other on the benefits of plant-based eating. It also advocates for increased plant-based options on campus, in affiliated hospitals, and for increased plant-based nutrition in medical curricula at NSU MD and beyond.

Email: nwidboom@nova.edu

Faculty adviser: Nathan Widboom, D.O.

Location: Fort Lauderdale/Davie Campus

Radiology Club

The Radiology Club fosters interest and education on the professions of both interventional and diagnostic radiology. Through didactic lectures, students have the benefit of learning how to evaluate images which can serve them well in their clerkship years.

Faculty adviser: Jordan Ditchek, M.D.

Location: Fort Lauderdale/Davie Campus

Random Acts of Kindness (RAK)

The RAK mission statement is to promote kindness across HPD. It strives to create a positive atmosphere that helps foster interprofessional relationships on campus. It encourages and supports fellow peers through a RAK compliment page—providing free hugs and high fives during exam weeks and working with other organizations to raise awareness/funds for charitable causes.

Email: *nwidboom@nova.edu*

Faculty adviser: Nathan Widboom, D.O.

Location: Fort Lauderdale/Davie Campus

Sigma Sigma Phi

Sigma Sigma Phi is an honorary osteopathic service fraternity. Its objectives and purposes are to further the science of osteopathic medicine and its standards of practice, to improve the scholastic standing and promote a higher degree of fellowship among its students, to bring about a closer relationship and understanding between the student bodies and the officials and members of the faculties of NSU's colleges, to foster allegiance to the American Osteopathic Association, and to perpetuate these principles and the teachings through the maintenance and development of the organization.

Email: *applicationssp@gmail.com*

Faculty advisers: Glenn Moran, D.O., Jill Wallace-Ross, D.O., and Cyril Blavo, D.O., M.S., M.P.H.

Location: KPCOM-wide (one group of officers for both campuses)

Society of Medical Oncology (SOMO)

SOMO was established in recognition of the increasing need of cancer patients for holistic and personalized care. Its main objective is to promote both basic and clinical knowledge of medical oncology to passionate KPCOM medical students. To do so, SOMO will host opportunities for members to delve into local communities to educate the public on carcinogens and advocate healthy lifestyles to minimize the risk of developing cancer. SOMO provides research internship opportunities at the Rumbaugh-Goodwin Institute for Cancer Research so that its members will have a better understanding of fundamental mechanisms underlying oncogenesis. The group's main mission is to promote the presence of osteopathic physicians in the field of medical oncology to better care for cancer patients.

Email: *mbeckler@nova.edu*

Faculty adviser: Michelle Demory-Beckler, Ph.D.

Location: Fort Lauderdale/Davie Campus

Student Advocate Association (SAA)

The SAA exists to support and encourage D.O. students and their families. It is not just the student who has to adjust to medical school, but also their families. SAA seeks to create events and opportunities to support both the students and their loved ones.

Email: *nsukpcomsaa@gmail.com*

Faculty adviser: Noel Alonso, M.D., M.S.

Location: Fort Lauderdale/Davie Campus

Student American Academy of Osteopathy (SAAO)

SAAO is a national organization with the mission to teach, advocate, and research the science, art, and philosophy of osteopathic medicine, emphasizing the integration of osteopathic principles, practice, and manipulative treatment in patient care. It helps to foster osteopathic education by holding review sessions with the Osteopathic Principle and Practice fellows, information events with local practicing D.O. physicians, and advocating attendance to the annual AAO Convocation by helping to pay for travel fees for student members.

Email: *nsucomsaao@gmail.com*

Faculty adviser: Patrick Barry, D.O.

Location: Fort Lauderdale/Davie Campus

Student American Osteopathic Academy of Orthopedics (SAOAO)

SAOAO is an organization promoting interest, research, and additional learning in the field of orthopedic surgery. The group works with local orthopedic surgeons and residents to further educate and provide opportunities for the next generation of orthopedic surgeons.

Email: *egoldsmi@nova.edu*

Faculty adviser: Eric Goldsmith, D.O., M.S.

Location: Fort Lauderdale/Davie Campus

Student Association of Military Osteopathic Physicians and Surgeons (AMOPS)

AMOPS is a national organization committed to helping all osteopathic medical students and physicians throughout the country. KPCOM is proud to have its own chapter dedicated to its military students. AMOPS serves a critical role for all medical students because it provides a community of resources (including professors, administrators, and other students) where any military-related question, concern, or problem can be adequately answered. Because of the nature of the Health Professions Scholarship Program, military medical students must navigate a slightly different path than their fellow civilian colleagues, and the purpose of the club is to ensure that this military medical “roadmap” is as smooth as it can possibly be for those who have chosen to serve their country. Whether it’s “Army Strong,” “Semper Fortis,” or “Fly-Fight-Win,” AMOPS is committed to the betterment of all military students.

Email: *tbrown2@nova.edu*

Faculty adviser: Thomas Brown, D.O.

Location: KPCOM-wide (one group of officers for both campuses)

Student Association of Obstetrics and Gynecology (SAOG)

SAOG aims to provide NSU medical students who are interested in pursuing ob/gyn as a career with all the information and advice necessary to achieve their goals. The club hosts many information sessions about women's health and residency led by ob/gyn physicians from many different hospitals and provides its students with many community service opportunities.

Email: kb297@nova.edu

Faculty adviser: Katina Brown-Burgess, D.O.

Location: Fort Lauderdale/Davie Campus and Tampa Bay Regional Campus

Student Dermatology Organization (SDA)

SDA is an organization that provides students with the opportunity to gain insight into dermatology. It accomplishes its mission by inviting dermatologists to speak about their training and residency journey and it allows members to network. The group offers different volunteer opportunities, such as a sunscreen awareness event at Hollywood Beach, an outreach dermatology high school talk, and school health fairs. SDA's flagship events are its resident panel with dermatologists from accredited dermatology residency programs, research opportunities, and talks with local program directors.

Email: mbeckler@nova.edu

Faculty adviser: Michelle Demory-Beckler, Ph.D.

Location: Fort Lauderdale/Davie Campus

Email: jmiglio@nova.edu

Faculty adviser: Joseph Migliozi, M.D., Ph.D.

Location: Tampa Bay Regional Campus

Student National Medical Association (SNMA)

SNMA is a national organization committed to supporting current and future underrepresented minority medical students, addressing the needs of underserved communities, and increasing the number of clinically excellent, culturally competent, and socially conscious physicians. The group's aim is to serve the health needs of underserved communities and communities of color. In addition, it wants to work with the Medical Association of Premedical Students (MAPS) by fostering relationships and establishing mentorship programs to promote cultivation and growth of future physician leaders. In addition, the group is dedicated both to ensuring that medical education and services are culturally sensitive to the needs of diverse populations and to increasing the number of African-American, Latino, and other students of color entering and completing medical school.

Email: Nsucom_snma@yahoo.com

Faculty adviser: Paula Anderson-Worts, D.O.

Location: Fort Lauderdale/Davie Campus

Student Osteopathic Association for Research (SOAR)

SOAR's mission is to encourage and foster interest in clinical and laboratory research throughout NSU as well as other venues. With informational meetings, campus events, and speakers, the group aims to provide information on how to initiate and participate in research to ultimately gain a better understanding of its impact on medicine and the lives of medical students. SOAR also promotes connections with physicians and faculty members to initiate current and future opportunities for student participation in research.

Email: mayi@nova.edu

Faculty adviser: Bindu Mayi, Ph.D., M.Sc.

Location: KPCOM-wide (one group of officers for both campuses)

Student Osteopathic Internal Medicine Association (SOIMA)

SOIMA at NSU is a student organization that is affiliated with the two main national internal medicine organizations—the American College of Osteopathic Internists (ACOI) and the American College of Physicians (ACP). The organization is open to any HPD student interested in internal medicine. It strives to recruit internal medicine specialists in the area to speak with members, offer great community service opportunities, hold CSE (clinical skills exam) reviews for first-year D.O. students, and present opportunities for networking via panels, physician Q&A sessions, and national conferences.

Email: mkesselman@nova.edu

Faculty adviser: Marc Kesselman, D.O.

Location: Fort Lauderdale/Davie Campus

Student Osteopathic Medical Association (SOMA)

SOMA is the student arm of the American Osteopathic Association (AOA), and it represents the nation's largest network of osteopathic medical students. It is an organization committed to advocacy within the medical profession, and support of osteopathic medical students through the challenges of medical school. SOMA strives to ensure a high quality of education for osteopathic medical students, to promote unity within the osteopathic medical profession, and to improve the delivery of health care by doctors of osteopathic medicine. The group works with all SOMA chapters at all colleges of osteopathic medicine to foster communication between government—at the local and national levels—and the osteopathic medical profession. It is also a home for community outreach, philanthropy, lifelong learning, and leadership development. Through local chapters, SOMA implements educational and outreach programming to support students and local communities. Through national conferences, the group can bring passionate student leaders from across the country together to learn from each other, inspire one another, and build lifelong friendships. Additionally, the SOMA foundation also awards scholarships annually to osteopathic medical students who demonstrate leadership, compassion, or exceptional dedication to addressing the medically underserved, political activism, international medicine, or public health.

Email: nova@studentdo.com

Faculty adviser: Michelle Johnson, D.O.

Location: Fort Lauderdale/Davie Campus

Faculty adviser: Holly Laird, D.O., M.S.
Location: Tampa Bay Regional Campus

Student Osteopathic Surgical Association (SOSA)

SOSA is a national organization that focuses on educating osteopathic students in the field of surgery. Members participate in suture clinics and anatomy sessions with cadavers, as well as attend sessions with speakers from a variety of surgical specialties. In addition, SOSA partners with the Leukemia and Lymphoma Society to raise awareness and money for the charity.

Email: lutfi@nova.edu

Faculty adviser: Nicholas Lutfi, M.D., D.P.M., M.S.
Location: Fort Lauderdale/Davie Campus

Email: rm1903@nova.edu

Faculty adviser: Rohit Mehra, D.O., M.P.H., M.S.
Location: Tampa Bay Regional Campus

Student Otolaryngology, Allergy, Plastic Surgery Society (SOAPSS)

SOAPSS members share the goal of exploring specialty fields of plastics, ENT, and allergy. Members are introduced and connected with physicians in the respective fields, along with community service-focused club meetings. Student members gain experience and tools that develop the patient-centered philosophy in any field the member chooses as a specialty.

Email: novasoapss@gmail.com

Faculty adviser: Gina Foster-Moumoutjis, M.D.
Location: Fort Lauderdale/Davie Campus

Underserved Medicine Club (UMC)

NSU's Underserved Medicine Club (UMC) is open to all medical students with an interest in serving populations considered underserved and/or rural. The purpose of this club is to provide exposure and to promote experiences among the medically underserved for its members. The club will also support and guide those seeking admission into the NHSC scholarship program and/or placement in rural or underserved residencies.

Email: mflorent@nova.edu

Faculty adviser: Marie Florent-Carre, D.O., M.P.H.
Location: Fort Lauderdale/Davie Campus

Email: jr2323@nova.edu

Faculty adviser: Jeannette Rodriguez, D.O.
Location: Tampa Bay Regional Campus

Wilderness Medicine Club (WMC)

WMC tailors a unique academic and social experience to students interested in areas such as emergency medicine and pre-hospital EMS, with an emphasis on medical procedures and treatments in a nontraditional, uncontrolled environment (usually outdoors). Students can meet with prominent physicians to learn their skills through didactics and practical, hands-on training. The club also offers engaging outdoor activities such as snorkeling and camping.

Email: *nsuwildernessmed@gmail.com*

Faculty adviser: James Howell, M.D., M.P.H.

Location: Fort Lauderdale/Davie Campus

Department of Public Health

Administration

Elaine Wallace, D.O., M.S., M.S., M.S., M.S.

Dean

Room 1407/Ext. 21457

The dean is the chief academic officer of the Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM).

Phyllis Filker, D.M.D., M.P.H.

Associate Dean of Undergraduate, Graduate, and Community Education

Room 1403/Ext. 21628

The associate dean of Undergraduate, Graduate, and Community Education provides oversight and promotes the development of the undergraduate, graduate, and community programs for the Dr. Kiran C. Patel College of Osteopathic Medicine.

Kristi Messer, M.P.H., M.S.W., LCSW

Assistant Dean of Bachelor's Degree Programs

Director, Bachelor of Science in Public Health Program

Room 1443/Ext. 21072

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 mentoring of students enrolled in the program.

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

Chair, Public Health Department

TBRC • cblavo@nova.edu

The chair of the Public Health Department oversees the department administratively and supports the vision and mission of its programs.

Claudia Serna, Ph.D., D.D.S., M.P.H., MCHES, CPH

Director, Master of Public Health Program

Room 1576/Ext. 21652

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.

Professional Accreditations

The Master of Public Health Program is professionally accredited by the Council on Education for Public Health (ceph.org).

The Bachelor of Science in Public Health Program is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges (sacscoc.org).

Academic Services

Administration/Faculty Office Hours

The Dr. Kiran C. Patel 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.

Public Health Program Office

Any inquiries or concerns regarding the Department of Public Health and its curriculum may be directed through the Department of Public Health Office (Terry Building, fifth floor, ext. 21614 or 21613) or via email to the student's assigned academic adviser or the program director. Students must access the program web page (nova.edu/ph) and the student's NSU email regularly for current information on the program, including the schedule and announcements.

Academic Advising

The role of the Department of Public Health faculty members is to

- provide the student 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
- assist the student in identifying research areas to pursue during his or her coursework of study

Department of Public Health faculty members serve as a source of information and assistance on a wide range of issues, including enhancing the student's 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. Department of Public Health faculty members also assist in career advising and referring students for further advice or counseling.

Psychological Counseling

See the *NSU Student Handbook* Resources section on NSU Student CARE Team. Visit the web page nova.edu/studentcare or call (954) 262-7482 for more information.

Career Advising

Career advising is available to students by appointment through Public Health faculty members, the program office, and the NSU Office of Career Development (nova.edu/career). Students can take advantage of career recruiting tools available through the career office to engage with prospective employers and networking opportunities (nova.edu/career/students).

Bachelor of Science in Public Health

Mission

To develop a public health and health care workforce to improve population health and health equity through research, service, and dynamic learning experiences.

Vision

To be a trusted academic public health resource center for students, communities, public health organizations, health care centers, and policymakers, dedicated to improved local and global health outcomes and equity.

Program Director

Kristi Messer, M.P.H., LCSW

Assistant Dean, Bachelor's Degree Programs
Director, Bachelor of Science in Public Health
Ext. 21072 • km1320@nova.edu

Undergraduate Student Academic Catalog

Undergraduate students pursuing the Bachelor of Science in Public Health should refer to the *NSU Undergraduate Student Academic Catalog 2021–2022*. The NSU Undergraduate Student Academic Catalog is a resource for information about academic, program, and curriculum requirements, as well as academic policies and procedures for resolving academic and administrative grievances. It also provides course descriptions and other information relevant to an undergraduate career at NSU.

The *NSU Undergraduate Student Academic Catalog* is published annually. This catalog is composed of information pertaining to undergraduate students of NSU's Abraham S. Fischler College of Education

and School of Criminal Justice, College of Computing and Engineering, College of Psychology, Dr. Kiran C. Patel College of Osteopathic Medicine, Dr. Pallavi Patel College of Health Care Sciences, Farquhar Honors College, H. Wayne Huizenga College of Business and Entrepreneurship, Halmos College of Arts and Sciences and the Guy Harvey Oceanographic Research Center, Ron and Kathy Assaf College of Nursing, and Shepard Broad College of Law. Students are bound by the curricula published in the catalog that is in effect the semester they enter the university.

The *NSU Undergraduate Student Academic Catalog* is published by the College of Undergraduate Studies. For questions and comments about the catalog, contact:

College of Undergraduate Studies
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, FL 33314-7796
(954) 262-7015 • cous@nova.edu

The remainder of the information in this section of the handbook pertains to students in the Master of Public Health and the Health Education/Public Health Graduate Certificates.

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 Department of Public Health up-to-date on his or her current mailing address, phone number, email address, and emergency contact information via Self-Service Banner.

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

Students seeking disability accommodations should contact the NSU Office of Student Disability Services. Contact information for the Office of Student Disability Services, as well as policies and procedures relating to disability accommodations, are available on the Office of Student Disability Services web page, nova.edu/disabilityservices. See the *NSU Student Handbook*, Statement on Student Rights section for Nondiscrimination Statement, as well as the Additional Grievance Procedures Available section for the Grievance Procedure for Discrimination based on Disability.

5. Student Health Insurance

To protect the health and well-being of the NSU community, NSU requires all students to maintain health insurance coverage. Therefore, when a student registers for classes, he or she will automatically be enrolled in the NSU Student Health Insurance Plan, and his or her account will be charged accordingly, unless the student fills out the appropriate waiver information. The NSU Student Health Insurance Department will send continuous emails to the student's @mysu.nova.edu account to notify the student of the charge(s) and provide waiver information. Students are also encouraged to check their SharkLink account for charges. For more information, visit nova.edu/bursar/health-insurance/waiver-information.html. See HPD Policies and Procedures section for Student Insurance Requirement or go to nova.edu/studentinsurance. A student may be prevented from continuing his or her studies due to a 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 demonstrate competency in navigating 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 the Public Health web page).
- Students must be able to demonstrate competency in using the electronic library to find information.

The HPD Library staff is available to students on an ongoing basis to direct and support their library needs. Library tutorials are available. Visit nova.edu/hpdlibrary for more information.

7. Nondiscrimination Policy

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment.

This nondiscrimination policy applies to 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

8. Sexual Harassment Policy

See the *NSU Student Handbook*, Statement on Student Rights Section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Specific Conduct Violations, Additional Grievance Procedures Available and University Sexual Misconduct Policy/Title IX sections for the Harassment policy, Nonacademic Grievance Procedure, and Sexual Harassment policies.

9. Student Identification Numbers and Email Accounts

Students must use their NSU I.D. number and the NSU email system for communications with the Department of Public Health. Instructions for getting an I.D. number, email account, and password are on the NSU website at nova.edu/resources/nsuidentity. Students are required to maintain and access their NSU email account regularly for any official program, college or university communication.

All credit-bearing courses and programs being offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in, and completes, the course or program and receives academic credit. One or more of the following methods must be used:

- an individual secure login and password issued by the college
- proctored examinations, and/or
- other technologies or practices that are effective in verifying student identification

Any online student work, assessments, or activities that are graded or contribute to a student's grade are submitted via a system that verifies the student's identify through secure login. All methods of verifying student identify in distance education must protect the privacy of student information. If any fees associated with the verification of student identify will be charged to students, they will be so indicated in the catalog or on the "Tuition and Fees" web page for the program.

10. Student Responsibility to Obtain Information

Each student enrolled in the Department of Public Health of the KPCOM is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies as contained in the *NSU Student Handbook*, *NSU Dr. Kiran C. Patel College of Osteopathic Medicine Student 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.

The university's advising software tool, through SharkLink, is a useful resource for students to monitor their academic progress toward the degree. Students can access this through nova.edu/registrar/capp-degreeworks.html.

SharkLink, via the NSU website, is an essential site for students to access program information. Students can access this through sharklink.nova.edu.

Every online and on-site student of the Department of Public Health must be able to access and utilize Canvas and Zoom as required by the public health courses. Students are responsible for following the technical recommendations of the university that are available at the SharkLearn center on the NSU website. Additionally, students are responsible for mastering the tutorials that would allow them to become acquainted with the appropriate use of Canvas tools. Within the Canvas courses, students will find a link to the Department of Public Health student platform, which is an active site that facilitates communication with students in the Department of Public Health. Students are encouraged to access this site on a weekly basis. Students can access this through sharklearn.nova.edu.

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 the HPD section on Specific University Policies and Procedures.

11. Student Concerns

The Department of Public Health follows the policies and procedures of the University regarding addressing student concerns. Refer to this guideline at the following web page: nova.edu/academics/student-complaint-process.html.

Students should proactively contact the course director for any concerns related to individual courses. If the matter is unresolved, the concern may be elevated to the program director. Concerns a student has regarding programmatic issues should be dealt with on an individual level. The program director may be reached in person, by phone, or via email. The student may email the program director to schedule

an appointment. If resolution of the concern is not achieved via the program director, the student may take their concern to the associate dean for Undergraduate, Graduate, and Community Education and then the dean for the Dr. Kiran C. Patel College of Osteopathic Medicine.

12. Student Files and Information

Access to personal student records are kept secure within the program office. Upon written request, and with proof of identification, copies of the student's file will be provided. The program director, faculty and staff follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of current and former students' educational records and afford students certain rights with respect to their education records. To view the entire FERPA policy, please visit nova.edu/registrar/services.

13. Registering for Courses

Following acceptance into the Master of Public Health Program, students will be eligible to begin enrollment in their courses. Students will be notified via email with the information for courses each term. Students may register via SharkLink at sharklink.nova.edu. Students must complete the Student Enrollment Agreement (SEA) or course registration will not occur. Please note that employees of NSU cannot enroll in courses using the electronic system, and will need to complete a Student Transaction Form provided by the course director or program office.

14. Tuition Payment

Late tuition payments, or failure to make arrangements to pay tuition, will result in assessment of a late fee to the student's account and a hold preventing future registrations until the student's balance is paid in full.

15. Drop/Add Period

The course drop/add period ends at 11:59 p.m. on the first Sunday of the first week of the semester. A student cannot drop/add a course after this time. Roster reconciliation occurs at this same time, and an inactive student may be withdrawn from a course.

- A student dropping from a course before the end of the drop/add period will have the course removed from his or her transcript and will receive a full refund of tuition paid.
- A student who drops in the second week of the course will receive a reversal of 75 percent of the tuition charged.

16. Withdrawal from a Course

To withdraw from a course after the drop/add period, the student must complete and have the program director sign the Student Transaction Form (available in the program office and online). The Student Transaction Form must be completed and signed by the program director before the withdrawal is effective.

- A student withdrawing from a course before the end of the drop/add period will have the course removed from his or her transcript.

- A student withdrawing from a course after the drop/add period has ended will receive a notation of withdrawn (*W*) on his or her transcript.

Withdrawals will be allowed once there are only three weeks left in a course. A student failing to complete a course at that point will receive the grade earned at the end of the course.

17. Leave of Absence (LOA)

a. 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 the student shows reasonable likelihood that previous problems will not recur.

b. Voluntary Leave of Absence

While it is expected that all students will maintain continuous enrollment in the program, some students may encounter extenuating circumstances that prevent them from maintaining continuous academic progress. In such instances, students may take a voluntary leave of absence from the program. In making such a decision, the student must recognize that he or she may not be eligible to return to school before the next academic term/semester and that the length of the absence will not extend the period of five years (15 semesters) allowed for completion of all academic requirements. Students should notify the program office in writing to inform them of this decision. A student who does not register for more than two consecutive semesters may be inactive from the program. To return to the program, the student needs to contact the program office.

- If a student has completed less than 50 percent of one or more courses at the time of the LOA, the student will be withdrawn from those courses (see Withdrawal from a Course section in this handbook) and a *W* will be noted on the student's transcript.
- If a student has completed 50 percent or more of one or more courses at the time of the LOA, the program director and the KPCOM administration will determine, based on the individual's circumstances (e.g., expected length of leave), whether to withdraw the student from these courses or assign a grade of in progress (*IP*) and allow the student to continue the course(s) upon his or her return.

c. Leave of Absence Records

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

18. Withdrawal from Program

A student enrolled in the Master of Public Health Program may voluntarily withdraw and surrender all rights and privileges as a student enrolled in the program. The student must complete and sign a program withdrawal form, which is available in the Master of Public Health Program office.

19. Readmission

To be considered for readmission after dismissal or withdrawal from the Master of Public Health Program, the student must appear before the Graduate Student Progress and Advising Committee (SPAC). The candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal or withdrawal have changed. Only courses taken within five years of the new graduation date will be accepted towards the degree. The SPAC committee will review the case and make recommendations to the dean for the final decision.

20. Academic Progress

The academic progress of each student enrolled in the Master of Public Health 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, KPCOM, HPD, and NSU governing his or her professional conduct and other responsibilities as outlined in this handbook. A student who experiences academic difficulty has the responsibility to contact his or her course director and/or academic adviser promptly. Such matters may be further addressed by the Graduate Student Progress and Advising Committee (SPAC) and may include a meeting with the student.

Please review the university policy on Satisfactory Academic Progress (SAP) found at nova.edu/financialaid/eligibility/satisfactory-academic-progress.html.

21. 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 to the dean of the Dr. Kiran C. Patel College of Osteopathic Medicine.

The associate dean of Undergraduate, Graduate, and Community Education 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 disciplinary actions, the student may appeal to the college's Appeals Board. (See the Appeals Board section in this handbook.)

22. Student Support Services

Students in good standing have full access to all amenities and services from NSU and the program. This includes health services, counseling, tutoring, testing, and financial aid resources. Please refer to both the *NSU* and *HPD Student Handbook* for more details. The college also offers program-specific support such as academic advising, professional mentoring, instructional support, and other assistance.

23. Concurrent Degree Programs

HPD students have an opportunity to pursue a Master of Public Health concurrently, with schedules that allow students the opportunity to achieve both degrees within a three- to four-year scope of time, while meeting the requirements of both degrees. This pathway is achievable for students in the Dr. Kiran C. Patel College of Osteopathic Medicine, Pharmacy, Dental Medicine, Optometry, and Health Care Sciences. Students must be in good academic standing.

B. Academic Standing

The Office of the University 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 failures)
- deficiencies (incompletes, failures, etc.)
- semester GPA and cumulative GPA
- honors (final transcript only, if indicated)
- 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 will not be considered in good academic standing. A student who is not in good academic standing is at risk of not graduating.

1. Student Grades

Most courses are graded based on letter grades *A* through *F*. Some courses may be graded on a Pass /Fail (*P/F*) basis.

The numerical equivalents and grade point equivalents are as shown:

Percentage Range	Letter Grade	Quality Points
95–100%	<i>A</i>	4.00
90–94%	<i>A-</i>	3.75
87–89%	<i>B+</i>	3.50
83–86%	<i>B</i>	3.00
80–82%	<i>B-</i>	2.75
75–79%	<i>C+</i>	2.50
70–74%	<i>C</i>	2.00
Under 70%	<i>F</i>	0.00

<i>P</i>	Pass (70 and above)
<i>F</i>	Fail (below 70)
<i>I</i>	Incomplete
<i>W</i>	Withdrawal
<i>IP</i>	In Progress

2. In Progress (*IP*)

When the requirements for a particular course extends beyond the semester of registration and a student has completed 50 percent or more of the course, a grade of in progress (*IP*) may be assigned. The student does not reregister for the course, should continue the course, and must complete the course assignments by the end of the semester of extension. Upon completion of the course, the grade of *IP* will be converted to the earned grade. A student with more than one *IP* grade at the end of a semester is not eligible to register for any courses until the courses with *IP* grades are completed.

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.

Students have 10 business days to complete all course requirements once an *I* grade is posted on the transcript. If coursework is not completed within 10 business days, the student will be assigned the grade earned.

4. Repeat Course/Grade Replacement

Repeated course/grade replacement allows students who have done poorly in a course to repeat the course and remove the earlier grade from inclusion in the student's cumulative grade point average (GPA).

The following applies to all students who are pursuing a degree:

- A student who earns an *F* course grade may be given the opportunity to repeat the failed course at the next semester offering. Additional tuition will be charged for the repeated course. If a student receives a failing (*F*) grade in another course, regardless of the new grade earned in the repeated course, the student will be referred to the SPAC and may be subject to dismissal from the program.
- If a student repeats a course, then the highest grade will be included in the cumulative GPA calculation. The lowest grade will be displayed on the transcript but will not be included in calculating the cumulative GPA.

- If a student repeats a course, all work submitted in the new course must be authentic, original work. Student-work products that have been submitted from any prior course (even the repeated course) will not be accepted and will be considered as acts of self-plagiarism.
- If a student repeats a course two times, then the highest grade will be included in the cumulative GPA calculation. The two lowest grades will be displayed on the transcript, but not calculated in the cumulative GPA.
- If a student repeats a course three or more times, then the two lowest grades will be excluded (forgiven) from the cumulative GPA calculation. All other grades will be applied to the cumulative GPA calculation.

Students must gain prior approval of the equivalency of the course before enrollment. In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain validation from the department offering the course.

Please note that the program follows the NSU Standards of Academic Progress (SAP) and the Grading Policy. Visit nova.edu/financialaid/eligibility/satisfactory-academic-progress.html for more information. Repeated coursework does affect SAP measures. All repeated courses must be counted towards the maximum time frame, which could negatively affect the student's eligibility for financial aid. Questions regarding satisfactory academic progress should be directed to the Office of Student Financial Assistance (nova.edu/financialaid/eligibility/satisfactory-academic-progress.html).

The Veterans Administration will not pay for repeated courses if the previous grade met academic standards. Students should direct questions to the Office of Veterans Affairs.

5. Examinations and/or Coursework

Make-up exams and/or coursework 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 and/or coursework may be short answer, essay, or multiple-choice at the instructor's discretion and will be treated the same as any other examinations and/or course work in terms of grading. The student is responsible to read each course syllabus and to comply with the policies as stated. The examination and/or coursework policies will pertain to all make-up examinations.

C. Graduation Requirements

To be eligible for the Master Public Health (M.P.H) degree, the student must

- satisfactorily complete, with a cumulative grade point average of 3.0, or higher, and within five years (15 semesters) of matriculation, the course of study for the M.P.H. degree (a minimum of 42 credit hours, including 27 hours of required core courses and 15 hours of electives)
- complete an exit survey

Upon satisfactory completion of degree requirements, the student is expected to attend, in person, the 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.

To be eligible for the Health Education/Public Health Graduate Certificates, the student must

- satisfactorily complete, with a cumulative grade point average of 3.0, or higher, and within two years of matriculation, the course of study for the Health Education/Public Health Graduate Certificates (a minimum of 15 credit hours of required courses)

All NSU graduates are automatically members of the NSU Alumni Association, which provides many benefits and opportunities for engagement. Information about the NSU Alumni Association can be found at nova.edu/alumni/benefits/alumni-discounts.html.

Code of 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 Master of Public Health Program are expected to adhere to the Public Health Code of Ethics, a set of professional standards and expectations intended for public health practitioners throughout the field.

Department of Public Health students shall act honorably and ethically. Dishonest, 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 take 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

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 HPD. If missed assignments or examinations are to be made up, they will be done at the discretion of the course director.

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. Student Assistance Program

See HPD Policies and Procedures section for Student Assistance Program.

E. 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.

F. 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. Students who exhibit illegal, inappropriate, or unprofessional behavior will be referred to the Student Progress and Advising Committee (SPAC) and/or proper authorities for disciplinary action and may be subject to dismissal.

G. Authenticity/Plagiarism

Academic integrity is highly valued by the faculty and program who take a firm stand on submitting original work. Acts of plagiarism, whether intentional or accidental, are subject to disciplinary action as a violation of academic integrity. A student who breaches the Code of Conduct may receive academic penalties up to, and including, dismissal from the program. Student work submitted to courses in this program will be screened for similarity scores. Copying personal work from another class or from the same course, as well as sharing materials between students for individual assignments are forms of plagiarism.

Policies and Procedures for Alleged Code of Conduct Violations

Any member of the college community may file a written complaint with the program director 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, 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 Dr. Kiran C. Patel 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 (SPAC) 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 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.
- If a student is unable to physically attend a scheduled meeting of the SPAC because of distance or location, an alternate means of communication by which to conduct the meeting will be established by the committee upon written request by the student to the chair of SPAC.

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 signs 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 Master of Public Health 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 he or she has been placed on academic probation. During probation for disciplinary reasons, the student must 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 Master of Public Health 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 student 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 (15-semester) limit for completing all graduation requirements. Suspension cannot be less than the remainder of the academic year if the interruption to classes and field experiences 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 Master of Public Health Program of the Dr. Kiran C. Patel College of Osteopathic Medicine include, but are not limited to,

- failure of courses amounting to six or more credit 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 (15-semester) limit for completing all graduation requirements. The leave of absence does not extend the five-year limit.
- circumstances of a legal, moral, behavioral, ethical, or academic nature that warrant such action

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 Public Health Program director will hear the grievance.
2. 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).
3. Copies of appropriate and relevant documentation must be appended to this request, which will include a statement to redress the student requests.
4. The student will submit the request to the program director, who will present it to the chairperson of the SPAC.
5. The chairperson of the SPAC shall convene the committee after receipt of a written request.

6. The student will be notified in advance of the date, time, and place of the meeting.
7. 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.
8. The committee will, after deliberation, make a recommendation to the dean.
9. Following receipt of the committee's recommendation, the dean, or designee, will advise the student, in writing, of the action taken to resolve the grievance.
10. 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.
11. 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 or her faculty adviser or the Public Health Program director.

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/director
- b. Public Health Program director
- c. Student Progress and Advising Committee
- d. 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 individuals.

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 education and developmental mission of the college.

2. Appeals Board Responsibilities

The Appeals Board will hear all student appeals of a decision made by the dean of the college relating to either dismissal or disciplinary actions as defined in this 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 school holidays and weekends) after the date the student received 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. Participation of legal representatives in the preparation of the written appeal is prohibited.

3. Appeals Board Membership

The Appeals Board shall consist of the chancellor of the Health Profession Division or designee, six faculty members (including one from the graduate programs), and a chair from the college faculty appointed by the dean of the college. The assistant dean of Student Affairs and the chair of the SPC and/or graduate SPAC 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 assistant dean of Student Affairs 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 Appeals 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

Admissions Committee

This committee consists of faculty members, an alumnus, and the admissions counselor. A faculty member chairs the committee. This committee reviews standards for admissions to the program; reviews applications for admissions; reviews student recruitment plans; and monitors the implementation of policies and procedures related to admissions and student recruitment. The Admissions Committee recommends the most qualified candidates for admission. Committee recommendations are made to the program director.

Curriculum Committee

This committee consists of faculty members, an alumnus, 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. Applications for transfer of credits into the Master of Public Health Program are also handled by the Curriculum Committee. Committee recommendations are made to the program director.

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 to the program director.

Public Health Advisory Council

Members are appointed by the program director, with input from faculty members and students. The council is composed of community representatives, distinguished leaders in the field of public health, representatives of the Public Health Student Association and the Public Health Alumni Association, and a faculty representative. The function of the 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 may meet every year and/or at the request of 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.

Student Progress and Advising Committee (SPAC)

This graduate program committee consists of representatives of each graduate program. A faculty member chairs the 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.

Honors and Awards

Graduation with Highest Honors and Honors

Students graduating with a GPA of 4.0 will receive a diploma inscribed with “highest honors.” Students graduating with a GPA of 3.95 to 3.99 and above will receive a diploma inscribed with “honors.”

Chancellor’s Award

Presented to a graduating student who best exemplifies the characteristics of a Public Health professional through a combination of scholarship, leadership, integrity, humanity, and loyalty to the profession. (Disclaimer: Programs with ten or more graduates within an academic year are eligible for this award.)

Dean’s Award

Presented to a student graduating with the highest scholastic average and/or academic excellence (program engagement, scholarly presentations, and publications).

Public Health Service Award

Presented to a graduating student who demonstrates sincere interest in community service and has, through personal and professional actions, contributed to their community by engaging in community service or community projects.

Public Health Research Award

Presented to a graduating student who demonstrates significant interest in research and has engaged in active research activities in the course of his/her studies.

Morton Morris Award

Morton Morris D.O., J.D. (Osteopathic Medicine Public Health Scholarship) is presented to a KPCOM student or a KPCOM graduate who is currently enrolled in the KPCOM M.P.H. program, has shown high academic achievement, and demonstrates financial need.

Judy Morris Award

Judy Morris, M.D. (Endowed Memorial Fund) is presented to a KPCOM student or a KPCOM graduate who is currently enrolled in the KPCOM M.P.H. program, has shown high academic achievement, and demonstrates financial need.

Golden Apple Award

Presented by the graduating class to the faculty member deemed most outstanding by the graduating class.

Delta Omega Honors

Students, faculty, and alumni are inducted through a highly selective process that assesses their outstanding performance and devotion to the field.

Student Organizations

Public Health Student Association (PHSA)

The PHSA is the official student organization of the Public Health Program. Students are encouraged to join the PHSA and participate in its educational and community service activities.

Department of Health Informatics

Administration

Elaine Wallace, D.O., M.S., M.S., M.S., M.S.

Dean

Room 1407/Ext. 21457

The dean is the chief academic officer of the Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM).

Phyllis Filker, D.M.D., M.P.H.

Associate Dean of Undergraduate, Graduate, and Community Education

Room 1403/Ext. 21628

The associate dean of Undergraduate, Graduate, and Community Education provides oversight and promotes the development of the undergraduate, graduate, and community programs for the KPCOM.

Arif M. Rana, Ph.D., Ed.S., M.S., M.P.H., M.A.

Associate Professor

Chair, Department of Health Informatics

Director, Health Informatics

Room 1213/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.

Mission Statement

The mission of the Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine's Department of Health Informatics is to provide students with an interdisciplinary, skills-based education in biomedical informatics. These graduates will enable health care organizations to maximize the capture and utilization of data to improve patient safety and care and to reduce health care expenditures.

Vision

The vision of the Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine's Department of Health Informatics is to graduate students who have acquired the necessary knowledge, skills, and attitudes needed to be successful in future informatics careers. Graduates will be highly sought after and actively recruited by health care organizations.

Academic Services

Administration/Faculty Office Hours

The KPCOM 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.

Department of Health Informatics Office

Any inquiries or concerns regarding the Department of Health Informatics and its curriculum may be directed through the Department of Health Informatics office (Terry Building, second floor, ext. 21038 or 21032) or via email to the student's assigned academic adviser or the program director. Students must access the program web page (osteopathic.nova.edu/msbi) 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 the student 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
- assist the student in identifying research areas to pursue during his or her coursework of graduate study

The program director supervises 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 health informatics profession and performance expectations as a student of the Department of Health Informatics. The academic adviser serves as a source of information and assistance on a wide range of issues, including enhancing the student's 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 Student Handbook* Resources section on NSU Student CARE Team. Visit the web page nova.edu/studentcare or call (954) 262-7482 for more information.

Career Advising

Career advising is available to students by appointment through Department of Health Informatics faculty members, the program office, or the NSU Office of Student Affairs (nova.edu/career/students). Students can take advantage of career recruiting tools available through the career office to engage with prospective employers and networking opportunities (nova.edu/career/students).

Services for International Students

The Office of International Affairs (OIA) provides support and advisory services to international students.

The staff at the Office of International Students and Scholars are available to answer any questions and help with matters related to rules, regulations, and resources for international students studying at the university. Students can contact the office at (954) 262-7240 or 800-541-6682, ext. 27240, or by email at intl@nova.edu. For more information, visit nova.edu/internationalaffairs/students.

Bachelor of Science in Health Informatics

Program Director

Stephen Bronsburg, Ph.D., M.S., M.S., M.H.S.A.

Director, Bachelor of Science in Health Informatics

Ext. 1566 • bronsbur@nova.edu

Undergraduate Student Academic Catalog

Undergraduate students pursuing the Bachelor of Science in Human Nutrition should refer to the *NSU Undergraduate Student Academic Catalog 2021–2022*. The *NSU Undergraduate Student Academic Catalog* is a resource for information about academic, program, and curriculum requirements, as well as academic policies and procedures for resolving academic and administrative grievances. It also provides course descriptions and other information relevant to an undergraduate career at NSU.

The *NSU Undergraduate Student Academic Catalog* is published annually. This catalog is composed of information pertaining to undergraduate students of NSU's Abraham S. Fischler College of Education and School of Criminal Justice, College of Computing and Engineering, College of Psychology, Dr. Kiran C. Patel College of Osteopathic Medicine, Dr. Pallavi Patel College of Health Care Sciences, Farquhar

Honors College, H. Wayne Huizenga College of Business and Entrepreneurship, Halmos College of Arts and Sciences and the Guy Harvey Oceanographic Research Center, Ron and Kathy Assaf College of Nursing, and Shepard Broad College of Law. Students are bound by the curricula published in the catalog that is in effect the semester they enter the university.

The *NSU Undergraduate Student Academic Catalog* is published by the College of Undergraduate Studies. For questions and comments about the catalog, contact:

College of Undergraduate Studies
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, FL 33314-7796
(954) 262-7015 • cous@nova.edu

The remainder of the information in this section of the handbook pertains to students in the Master of Science in Health Informatics and Public Health/Medical Informatics Graduate Certificates.

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 Department of Health Informatics up-to-date via Self-Service Banner 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 Curriculum Committee for review and recommendations, and will be applied toward program development.

4. Disabilities and Academic Accommodations

Students seeking disability accommodations should contact the NSU Office of Student Disability Services. Contact information for the Office of Student Disability Services, as well as policies and procedures relating to disability accommodations, are available on the Office of Student Disability Services web page, nova.edu/disabilityservices. See the *NSU Student Handbook*, Statement on Student Rights section for Nondiscrimination Statement, as well as the Additional Grievance Procedures Available section for the Grievance Procedure for Discrimination based on Disability.

5. Student Health Insurance

To protect the health and well-being of the NSU community, NSU requires all students to maintain health insurance coverage. Therefore, when a student registers for classes, he or she will automatically be enrolled in the NSU Student Health Insurance Plan, and his or her account will be charged accordingly, unless the student fills out the appropriate waiver information. The NSU Student Health Insurance Department will send continuous emails to the student's @mysu.nova.edu account to notify the student of the charge(s) and provide waiver information. Students are also encouraged to check their SharkLink account for charges. For more information, visit nova.edu/bursar/health-insurance/waiver-information.html.

See HPD Policies and Procedures section for Student Insurance Requirement or go to nova.edu/studentinsurance. A student may be prevented from continuing his or her studies due to a 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 demonstrate competency in navigating 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.

HPD Library staff members are available on an ongoing basis to direct and support students' library needs. Library tutorials are also available. Please visit nova.edu/hpdlibrary for more information.

7. Nondiscrimination Policy

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment.

This nondiscrimination policy applies to 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

8. Sexual Harassment Policy

See the *NSU Student Handbook*, Statement on Student Rights Section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Specific Conduct Violations, Additional Grievance Procedures Available and University Sexual Misconduct Policy/Title IX sections for the Harassment policy, Nonacademic Grievance Procedure, and Sexual Harassment policies.

9. Student Identification Numbers and Email Accounts

Students must use their NSU I.D. number and the NSU email system for communication with the Department of Health Informatics. Instructions for getting an I.D. number, email account, and password are on the NSU website at nova.edu/resources/nsuidentity. Students are required to maintain and access their NSU email account regularly for any official program, college, or university communication.

All credit-bearing courses and programs being offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in, and completes, the course or program and receives academic credit. One or more of the following methods must be used:

- an individual secure login and password issued by the college
- proctored examinations, and/or
- other technologies or practices that are effective in verifying student identification

Any online student work, assessments, or activities that are graded or contribute to a student's grade are submitted via a system that verifies the student's identify through secure login. All methods of verifying student identify in distance education must protect the privacy of student information. If any fees associated with the verification of student identify will be charged to students, they will be so indicated in the catalog or on the "Tuition and Fees" web page for the program.

10. Student Responsibility to Obtain Information

Each student enrolled in KPCOM's Department of Health Informatics is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies as contained in the *NSU Student Handbook*, *NSU Dr. Kiran C. Patel College of Osteopathic Medicine Student 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.

The university's advising software tool, through SharkLink, is a useful resource for students to monitor their academic progress toward the degree. Students can access this through nova.edu/registrar/capp-degreeworks.html.

SharkLink, via the NSU website, is an essential site for students to access program information. Students can access this through sharklink.nova.edu.

Every online and on-site student of the Department of Health Informatics must be able to access and utilize Canvas and Zoom as required by the health informatics courses. Students are responsible for following the technical recommendations of the university that are available at the SharkLearn center on the NSU website. Additionally, students are responsible for mastering the tutorials that would allow them to become acquainted with the appropriate use of Canvas tools. Within your Canvas courses, you will find a link to the MSBI Student Center, which is an active site that facilitates communication with students relative to the Department of Health Informatics. Students are encouraged to access this Canvas center on a weekly basis. Students can access this through sharklearn.nova.edu.

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 the HPD section on Specific University Policies and Procedures.

11. Student Concerns

The program follows the policies and procedures of the university regarding addressing student concerns. Refer to this guideline at the following web page: nova.edu/academics/student-complaint-process.html.

Students should proactively contact the course director for any concerns related to individual courses. If the matter is unresolved, the concern may be elevated to the program director. Concerns a student has regarding programmatic issues should be dealt with on an individual level. The program director is available in person or via phone. The student may email the program director to schedule an appointment. If resolution of the concern is not achieved via the program director, the student may take their concern to the associate dean for Undergraduate, Graduate, and Community Education and then the dean for the Dr. Kiran C. Patel College of Osteopathic Medicine.

12. Student Files and Information

Access to personal student records are kept secure within the program office. Upon written request, and with proof of identification, copies of the student's file will be provided. The program director, faculty and staff follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of current and former students' educational records and afford students certain rights with respect to their education records. To view the entire FERPA policy, please visit nova.edu/registrar/services.

13. Registering for Courses

Application and enrollment for the Department of Health Informatics is processed electronically. Following your acceptance into the Department of Health Informatics, you will be eligible to begin enrollment in your courses. You will be notified via email with the information for courses each term. You may register via SharkLink at sharklink.nova.edu. Students must complete the Student Enrollment Agreement (SEA) or course registration will not occur. Please note that employees of NSU cannot enroll in courses using the electronic system and will need to complete a Student Transaction Form provided by the course director or program coordinator.

14. Tuition Payment

Late tuition payments, or failure to make arrangements to pay tuition, will result in assessment of a late fee to the student's account and a hold preventing future registrations until the student's balance is paid in full.

15. Drop/Add Period

The drop/add period ends at 11:59 p.m. the first Sunday of the first week of the semester. A student cannot add a course after this time. Roster reconciliation occurs at this same time, and an inactive student may be withdrawn from a course.

- A student dropping from a course before the end of the drop/add period will have the course removed from his or her transcript and will receive a full refund of tuition paid.
- A student who drops in the second week of the course will receive a reversal of 75 percent of the tuition charged.
- A student dropping from a course without submitting an appropriately completed and signed withdrawal transaction form may receive a failing grade in the course.

16. Withdrawal from a Course

To withdraw from a course after the drop/add period, the student must complete and have the appropriate course director sign the Student Transaction Form (available in the program office and online). The Student Transaction Form must be completed and signed by the course director before the withdrawal is effective.

- A student withdrawing from a course after the drop/add period has ended will receive a notation of withdrawn (*W*) on his or her transcript.

- A student withdrawing from a course without submitting an appropriately completed and signed withdrawal transaction form may receive a failing grade in the course.
- No withdrawals will be allowed once there are only three weeks left in a course. A student failing to complete a course at that point will receive the grade earned at the end of the course.

17. Tuition Credit Policy—Voluntary Drops and Withdrawal

See HPD Tuition Credit Policy—Voluntary Drops and Withdrawals section in this handbook.

18. Leave of Absence (LOA)

a. 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 the student shows reasonable likelihood that previous problems will not recur.

b. Voluntary Leave of Absence

While it is expected that all students will maintain continuous enrollment in the program, some students may encounter extenuating circumstances that prevents them from maintaining continuous academic progress. In such instances, students may take a voluntary leave of absence from the program. In making such a decision, the student must recognize that he or she may not be eligible to return to school before the next academic term/semester and that the length of the absence will not extend the period of six years (18 semesters) allowed for completion of all academic requirements. Students should notify the program office in writing to inform them of this decision. A student who does not register for more than two consecutive semesters may be withdrawn from the program. To return to the program after withdrawal, the student may have to apply for readmission through the Office of Admissions.

- If a student has completed less than 50 percent of one or more courses at the time of the LOA, the student will be withdrawn from those courses (see Withdrawal from a Course section in this handbook) and a *W* will be noted on the student's transcript.
- If a student has completed 50 percent or more of one or more courses at the time of the LOA, the program director and the KPCOM administration will determine, based on the individual's circumstances (e.g., expected length of leave), whether to withdraw the student from these courses or assign a grade of in progress (*IP*) and allow the student to continue the course(s) upon his or her return.

c. Leave of Absence Records

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

19. Withdrawal from Program

A student enrolled in the Department of Health Informatics may voluntarily withdraw and surrender all rights and privileges as a student enrolled in the program. The student must complete and sign a program withdrawal form, which is available in the Department of Health Informatics office.

20. Readmission

To be considered for readmission after dismissal or withdrawal from the Department of Health Informatics, the student must appear before the Graduate Student Progress and Advising Committee (SPAC). The candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal or withdrawal have changed. Only courses taken within six years of the new graduation date will be accepted towards the degree. The SPAC committee will review the case and make recommendations to the dean for the final decision.

21. Academic Progress

The academic progress of each student enrolled in the Department of Health Informatics is based on continuous satisfactory academic performance. It is also contingent on the student's adherence to the policies and procedures of the Department of Health Informatics, KPCOM, HPD, and NSU governing his or her professional conduct and other responsibilities as outlined in this handbook. A student who experiences academic difficulty has the responsibility to contact his or her course director and/or academic adviser promptly. Such matters may be further addressed by the SPAC and may include a meeting with the student.

Support services are available for students with academic difficulties. Visit the KPCOM Student Services' web page at osteopathic.nova.edu/students/current.html for more information. 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.

Please review the university policy on Satisfactory Academic Progress (SAP) found at nova.edu/financialaid/eligibility/satisfactory-academic-progress.html.

22. 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 to the dean of the Dr. Kiran C. Patel College of Osteopathic Medicine.

The associate dean of Undergraduate, Graduate, and Community Education 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 disciplinary action, the student may appeal to the college's Appeals Board. (See the Appeals Board section in this handbook.)

23. Student Support Services

Students in good standing have full access to all amenities and services from NSU and the program. This includes health services, counseling, tutoring, testing, and financial aid resources. Please refer to both the *NSU* and *HPD Student Handbook* for more details. The college also offers program-specific support such as academic advising, professional mentoring, instructional support, and other assistance.

24. Concurrent Degree Programs

HPD students have an opportunity to pursue the Master of Science (M.S.) in Health Informatics concurrently, with schedules that allow students the opportunity to achieve both degrees within a three- to four-year scope of time, while meeting the requirements of both degrees. This pathway is achievable for students in the Dr. Kiran C. Patel College of Osteopathic Medicine, Pharmacy, Dental Medicine, Optometry, and Health Care Sciences. Students must be in good academic standing.

B. Academic Standing

The Office of the University 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 SPAC, 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 failures)
- deficiencies (incompletes, failures, etc.)
- semester GPA and cumulative GPA
- honors (final transcript only, if indicated)
- 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 will not be considered in good academic standing. A student who is not in good academic standing is at risk of not graduating.

1. Student Grades

Most courses are graded based on letter grades *A* through *F*. Some courses may be graded on a Pass /Fail (*P/F*) basis.

The numerical equivalents and grade point equivalents are as shown:

Percentage Range	Letter Grade	Quality Points
95–100%	<i>A</i>	4.00
90–94%	<i>A-</i>	3.75
87–89%	<i>B+</i>	3.50
83–86%	<i>B</i>	3.00
80–82%	<i>B-</i>	2.75
75–79%	<i>C+</i>	2.50
70–74%	<i>C</i>	2.00
Under 70%	<i>F</i>	0.00

P Pass (70 and above)

F Fail (below 70)

I Incomplete

W Withdrawal

IP In Progress

2. In Progress (*IP*)

When the work for a particular course extends beyond the semester of registration, a grade of in progress (*IP*) may be assigned until completion of the course. The student does not reregister for that course. Time allowed to complete outstanding work will be determined by the course director. A maximum of three consecutive 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 grade 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, 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.

Students have 10 business days to complete all courses requirements once an *I* grade is posted on the transcript. If coursework is not completed within 10 business days, the student will be assigned the grade earned.

4. Repeat Courses/Grade Replacement

Repeat courses/grade replacement allows students who have done poorly in a course to repeat the course and remove the earlier grade from inclusion in the student's cumulative grade point average (GPA).

The following applies to all students who are pursuing a degree:

- A student who earns an *F* course grade may be given the opportunity to repeat the failed course at the next semester offering. Additional tuition will be charged for the repeated course. If a student receives a failing (*F*) grade in another course, regardless of the new grade earned in the repeated course, the student will be referred to the SPAC and may be subject to dismissal from the program.
- If a student repeats a course, then the highest grade will be included in the cumulative GPA calculation. The lowest grade will be displayed on the transcript but will not be included in calculating the cumulative GPA.
- If a student repeats a course, all work submitted in the new course must be authentic, original work. Student-work products that have been submitted from any prior course, even the repeated one, will not be accepted and will be considered as acts of self-plagiarism.
- If a student repeats a course two times, then the highest grade will be included in the cumulative GPA calculation. The two lowest grades will be displayed on the transcript but not calculated in the cumulative GPA.
- If a student repeats a course three or more times, then the two lowest grades will be excluded (forgiven) from the cumulative GPA calculation. All other grades will be applied to the cumulative GPA calculation.

Students must gain prior approval of the equivalency of the course before enrollment. In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain validation from the department offering the course.

Please note that the program follows the NSU Standards of Academic Progress (SAP) and the Grading Policy. Visit nova.edu/financialaid/eligibility/satisfactory-academic-progress.html for more information. Repeated coursework does affect SAP measures. All repeated courses must be counted towards the maximum time frame, which could negatively affect the student's eligibility for financial aid. Questions regarding satisfactory academic progress should be directed to the Office of Student Financial Assistance (nova.edu/financialaid/eligibility/satisfactory-academic-progress.html).

The Veterans Administration will not pay for repeated courses if the previous grade met academic standards. Students should direct questions to the Office of Veterans Affairs.

5. Examinations and/or Coursework

Make-up exams and/or coursework 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 and/or coursework may be short answer, essay, or multiple-choice at the instructor's discretion and will be treated the same as any other examinations

and/or course work in terms of grading. The student is responsible to read each course syllabus and to comply with the policies as stated. The examination and/or coursework policies will pertain to all make-up examinations and/or coursework.

C. Graduation Requirements

To be eligible for the M.S. in Health Informatics degree or Medical Informatics/Public Health Informatics Graduate Certificates, the student must

- satisfactorily complete, with a grade average of 3.0 or higher and within **six years** of matriculation, the course of study required for the M.S. degree (a minimum of 44 semester hours including 32 hours of required courses and 12 hours of electives and any additional required courses, if applicable) or Graduate Certificates (a minimum of 18 semester hours of required courses)
- satisfactorily meet all financial and library obligations

Upon satisfactory completion of degree requirements, the student is expected to attend, in person, the 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.

All NSU graduates are automatically members of the NSU Alumni Association, which provides many benefits and opportunities for engagement. Information about the NSU Alumni Association can be found at nova.edu/alumni/benefits/alumni-discounts.html.

Code of 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.

Department of Health 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 take 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 SPAC and subsequent dismissal from the college.

Students shall be afforded the opportunity for an internal and private (no nonuniversity participants) meeting with the SPAC 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 HPD. If missed laboratories, assignments, or examinations are to be made up, they will be done at the discretion of the course director.

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. Students who exhibit illegal, inappropriate or unprofessional behavior will be referred to the SPAC and/or proper authorities for disciplinary action and may be subject to dismissal.

F. Authenticity/Plagiarism

Academic integrity is highly valued by the faculty and program who take a firm stand on submitting original work. Acts of plagiarism, whether intentional or accidental, are subject to disciplinary action as a violation of academic integrity. A student who breaches the Code of Conduct may receive academic

penalties up to, and including, dismissal from the program. Student work submitted to courses in this program will be screened for similarity scores. Copying personal work from another class or sharing materials between students for individual assignments are forms of plagiarism.

G. Background Checks

The MSBI program will follow the college policy for background screening and drug testing as set forth in the *KPCOM Student Handbook*.

Policies and Procedures for Alleged Code of Conduct Violations

Any member of the college community may file a written complaint with the program director 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, 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 Dr. Kiran C. Patel 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 (SPAC) 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 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.
- If a student is unable to physically attend a scheduled meeting of the SPAC because of distance or location, an alternate means of communication by which to conduct the meeting will be established by the committee upon written request by the student to the chair of SPAC.

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 signs 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 Department of Health Informatics 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 he or she has been placed on academic probation. During probation for disciplinary reasons, the student must 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 Department of Health Informatics.

The 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 student 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 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 (18-semester) limit for completing all graduation requirements. Suspension cannot be less than the remainder of the academic year if the interruption to classes and field experience courses 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 KPCOM's Department of Health Informatics 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 six-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

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 Affairs.

2. The 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 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 Affairs, 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 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.
12. 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 or her faculty adviser or the director of the Department of Health Informatics.

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 director/instructor
- b. Department of Health Informatics director

- c. SPAC
- d. 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 individuals.

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 education and developmental mission of the college.

2. Appeals Board Responsibilities

The Appeals Board will hear all student appeals of a decision made by the dean of the college relating to either dismissal or disciplinary actions as defined in this 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 school holidays and weekends) after the date the student received 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. Participation of legal representatives in the preparation of the written appeal is prohibited.

3. Appeals Board Membership

The Appeals Board shall consist of the chancellor of the Health Profession Division or designee, six faculty members (including one from the graduate programs), and a chair from the college faculty appointed by the dean of the college. The assistant dean of Student Affairs and the chair of the SPC and/or graduate SPAC 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 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. If a student is unable to physically attend a scheduled meeting of the Student Progress and Advisory Committee because of distance or location, an alternate means of communication by which to conduct the meeting will be established by the committee upon written request by the student to the chair of SPAC.
- 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 assistant dean of Student Affairs 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 Appeals 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.

Program Committees

Admissions Committee

This committee consists of the faculty members and the admissions counselor. The program director chairs the committee. This committee reviews standards for admissions to the program, reviews application for admissions, reviews student recruitment plans, and monitors the implementation of policies and procedures related to admissions and student recruitment. The Admissions Committee recommends the most qualified candidates for admission. The Admissions Committee recommendations are made to the program director.

Curriculum Committee

This committee consists of community representatives, faculty members, alumni, and students. A faculty member chairs the committee. The Curriculum Committee monitors the academic program; reviews course structure, content, and delivery; approves course syllabi; reviews the curriculum; and makes recommendations that contribute to the enhancement of the academic program and maintenance of high academic standards. Committee recommendations are made to the program director.

Program Advisory Committee

Members of this committee are appointed by the program director, with input from faculty members and students. The committee is composed of community representatives, distinguished leaders in the field of biomedical informatics, representatives of the Department of Health Informatics’ Student/Alumni network, and faculty members. The function of the Program Advisory Committee is to advise the program relative to community needs—especially in the areas of education, research, and service—and on program development. The committee meets on a quarterly basis and at the request of 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.

Student Progress and Advising Committee (SPAC)

This committee consists of faculty members and the assistant dean of Student Affairs or designee. The associate dean of Undergraduate, Graduate and Community Education chairs the 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. Committee recommendations are made to the program director.

Honors and Awards

Chancellor's Award

Presented to the student who best exemplifies the characteristics of a fine health informatics professional: a combination of scholarship, leadership, integrity, humanity, and loyalty to the profession. (Disclaimer: Programs with ten or more graduates within an academic year are eligible for this award.)

Dean's Award

Presented for academic excellence to the student graduating with the highest scholastic average.

Director's Award for Outstanding Achievement

Presented to a student who has overcome significant challenges in the pursuit of his or her degree of Master of Science in Health Informatics.

Golden Apple Award

Presented by the graduating class to the faculty member deemed most outstanding by the graduating class.

Graduation with Honors

Presented to students graduating with a GPA of 3.90 and above (students will receive a diploma inscribed with “highest honors”), or a GPA of 3.75 to 3.89 (students will receive a diploma inscribed with “honors.”)

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.

Service Award

Presented to the student who demonstrates sincere interest in community service or community projects.

Disaster and Emergency Management Program

Administration

Elaine Wallace, D.O., M.S., M.S., M.S., M.S.

Dean

Room 1407/Ext. 21449

The dean is the chief academic officer of the Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM).

Phyllis Filker, D.M.D., M.P.H.

Associate Dean of Undergraduate, Graduate, and Community Education

Room 1403/Ext. 21628

The associate dean of Undergraduate, Graduate, and Community Education provides oversight and promotes the development of the undergraduate, graduate, and community programs for the KPCOM.

Kelley Davis, Ph.D.

Director, Disaster and Emergency Management Program

Room 1333/Ext. 24319

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.

Mission Statement

The mission of the Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine Disaster and Emergency Management program is to meet the need for professionals who are trained leaders in emergency preparedness at local, state, national, and international levels by providing specialized training in emergency preparedness and disaster response related to all-hazards preparedness, maritime safety and security, criminal justice, public health, and fire administration.

Academic Services

Administration/Faculty Office Hours

The KPCOM 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 syllabi, by email, and/or by appointment.

Disaster and Emergency Management Program Office

Any inquiries or concerns regarding the Disaster and Emergency Management Program and its curriculum may be directed through the Disaster and Emergency Management Program office (Terry Building, third floor, ext. 24319) or via email to the student's assigned academic adviser or the program director. Students must access the program web page (osteopathic.nova.edu/msdem) 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 the student 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
- assist the student in identifying research areas to pursue during his or her course of graduate study

The program director supervises 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 disaster and emergency preparedness and to the performance expectations of students of the Disaster and Emergency Management Program. The academic adviser serves as a source of information and assistance on a wide range of issues, including enhancing the student's interests in pursuing academic and professional opportunities in disaster and emergency preparedness, recommending research activities and other exercises, and encouraging the student to attend and participate in all-hazards preparedness 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 Student Handbook* Resources section on NSU Student CARE Team. Visit the web page nova.edu/studentcare or call (954) 262-7482 for more information.

Career Advising

Career advising is available to students by appointment through Disaster and Emergency Management faculty members, the program office, or the NSU Office of Student Affairs (nova.edu/career). Students can take advantage of career recruiting tools available through the career office to engage with prospective employers and networking opportunities (nova.edu/career/students).

Academic and Curriculum Policies and Procedures

A. General

1. Academic Records

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

2. Addresses

It is the responsibility of the student to keep the Disaster and Emergency Management Program office up to date via Self-Service Banner 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

Students seeking disability accommodations should contact the NSU Office of Student Disability Services. Contact information for the Office of Student Disability Services, as well as policies and procedures relating to disability accommodations, are available on the Office of Student Disability Services web page, nova.edu/disabilityservices. See the *NSU Student Handbook*, Statement on Student Rights section for Nondiscrimination Statement, as well as the Additional Grievance Procedures Available section for the Grievance Procedure for Discrimination based on Disability.

5. Student Health Insurance

To protect the health and well-being of the NSU community, NSU requires all students to maintain health insurance coverage. Therefore, when a student registers for classes, he or she will automatically be enrolled in the NSU Student Health Insurance Plan, and his or her account will be charged accordingly, unless the student fills out the appropriate waiver information. The NSU Student Health Insurance Department will send continuous emails to the student's @mysu.nova.edu account to notify the student of the charge(s) and provide waiver information. Students are also encouraged to check their SharkLink account for charges. For more information, visit nova.edu/bursar/health-insurance/waiver-information.html.

See HPD Policies and Procedures section for Student Insurance Requirement or go to nova.edu/studentinsurance. A student may be prevented from continuing his or her studies due to a 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 demonstrate competency in navigating 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 disaster preparedness and related health care journals and be able to research specific all-hazards-related topics using standard bibliographies and indexes.
- Students must be able to demonstrate competency in using the electronic library to find information.

HPD Library staff members are available on an ongoing basis to direct and support students' library needs. Library tutorials are also available. Please visit nova.edu/hpdlibrary for more information.

7. Nondiscrimination Policy

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment.

This nondiscrimination policy applies to 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

8. Sexual Harassment Policy

See the *NSU Student Handbook*, Statement on Student Rights Section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Specific Conduct Violations, Additional Grievance Procedures Available and University Sexual Misconduct Policy/Title IX sections for the Harassment policy, Nonacademic Grievance Procedure, and Sexual Harassment policies.

9. Student Identification Numbers and Email Accounts

Students must use their NSU I.D. number and the NSU email system for communication with the Disaster and Emergency Management Program. Instructions for getting an I.D. number, email account, and password are on the NSU website at nova.edu/resources/nsuidentity.

Students are required to maintain and access their NSU email account regularly for any official program, college or university communication.

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

- an individual secure login and password issued by the college
- proctored examinations, and/or
- other technologies or practices that are effective in verifying student identification

Any online student work, assessments or activities that are graded or contribute to a student's grade are submitted via a system that verifies the student's identity through secure login. All methods of verifying student identity in distance education must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they will be so indicated in the catalog or on the "Tuition and Fees" web page for the program.

10. Student Responsibility to Obtain Information

Each student enrolled in the Disaster and Emergency Management Program of the KPCOM is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies as contained in the *NSU Student Handbook*, *NSU Dr. Kiran C. Patel College of Osteopathic Medicine Student 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.

The university's advising software tool, through SharkLink, is a useful resource for students to monitor their academic progress toward the degree. Students can access this through nova.edu/registrar/capp-degreeworks.html.

Every online and onsite student of the Disaster and Emergency Management (DEM) Program must be able to access and utilize Canvas and Zoom as required by the DEM courses. Students are responsible for following the technical recommendations of the university that are available at the SharkLearn center on the NSU website. Additionally, students are responsible for mastering the tutorials that would allow them to become acquainted with the appropriate use of Canvas tools. Within Canvas, students will find a link to the DEM Student Center, which is an active course that facilitates communication with students enrolled in the Disaster and Emergency Management Program. Students are encouraged to access this in Canvas on a weekly basis. Students can access this through sharklearn.nova.edu.

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 the HPD section on Specific University Policies and Procedures.

11. Student Concerns

The program follows the policies and procedures of the University regarding addressing student concerns. Refer to this guideline at the following web page: nova.edu/academics/student-complaint-process.html.

Students should proactively contact the course director for any concerns related to individual courses. If the matter is unresolved, the concern may be elevated to the program director. Concerns a student has regarding programmatic issues should be dealt with on an individual level. The program director is available in person or via phone. The student may email the program director to schedule an appointment. If resolution of the concern is not achieved via the program director, the student may take their concern to the associate dean for Undergraduate, Graduate, and Community Education and then the dean of the KPCOM.

12. Student Files and Information

Access to personal student records are kept secure within the Program Office. Upon written request, and with proof of identification, copies of the student's file will be provided. The program director, faculty and staff follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of current and former students' educational records and afford students certain rights with respect to their education records. To view the entire FERPA policy, visit nova.edu/registrar/services.

13. Registering for Courses

Following acceptance into the Disaster and Emergency Management Program, students will be eligible to begin enrollment in their courses. Students will be notified via email with the information for courses each term. Students may register via SharkLink at sharklink.nova.edu. Students must complete the Student Enrollment Agreement (SEA) each semester or course registration will not occur. Please note that employees of NSU cannot enroll in courses using the electronic system and will need to complete a Student Transaction Form provided by the course director or program coordinator.

14. Tuition Payment

Late tuition payments, or failure to make arrangements to pay tuition, will result in assessment of a late fee to the student's account and a hold preventing future registrations until the student's balance is paid in full.

15. Drop/Add Period

The drop/add period ends at 11:59 p.m. on the first Sunday of the first week of the semester. A student cannot add a course after this time. Roster reconciliation occurs at this same time, and an inactive student may be withdrawn from a course.

- A student dropping from a course before the end of the drop/add period will have the course removed from his or her transcript and will receive a full refund of tuition paid.
- A student who drops in the second week of the course will receive a reversal of 75 percent of the tuition charged.
- A student dropping from a course without submitting an appropriately completed and signed withdrawal transaction form may receive a failing grade in the course.

16. Withdrawal from a Course

To withdraw from a course after the drop/add period, the student must complete and have the program director sign the Student Transaction Form (available in the program office and online). The Student Transaction Form must be completed and signed by the program director before the withdrawal is effective.

- A student withdrawing from a course after the drop/add period has ended will receive a notation of withdrawn (*W*) on his or her transcript.

- A student withdrawing from a course without submitting an appropriately completed and signed Student Transaction Form may receive a failing grade in the course.
- No withdrawals will be allowed once there are only three weeks left in a course. A student failing to complete a course at that point will receive the grade earned at the end of the course.

17. Tuition Credit Policy—Voluntary Drops and Withdrawal

See HPD Tuition Credit Policy—Voluntary Drops and Withdrawals section in this handbook.

18. Leave of Absence (LOA)

a. 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 the student shows reasonable likelihood that previous problems will not recur.

b. Voluntary Leave of Absence

While it is expected that all students will maintain continuous enrollment in the program, some students may encounter extenuating circumstances that prevent them from maintaining continuous academic progress. In such instances, students may take a voluntary leave of absence from the program. In making such a decision, the student must recognize that he or she may not be eligible to return to school before the next academic term/semester and that the length of the absence will not extend the period of six years (18 semesters) allowed for completion of all academic requirements. Students should notify the program office in writing to inform them of this decision. A student who does not register for more than two consecutive semesters may be withdrawn from the program. To return to the program after withdrawal, the student may have to apply for readmission through the Office of Admissions.

- If a student has completed less than 50 percent of one or more courses at the time of the LOA, the student will be withdrawn from those courses (see Withdrawal from a Course section in this handbook) and a *W* will be noted on the student's transcript.
- If a student has completed 50 percent or more of one or more courses at the time of the LOA, the program director and the KPCOM administration will determine, based on the individual's circumstances (e.g., expected length of leave), whether to withdraw the student from these courses or assign a grade of in progress (*IP*) and allow the student to continue the course(s) upon his or her return.

c. Leave of Absence Records

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

19. Withdrawal from Program

A student enrolled in the Disaster and Emergency Management Program may voluntarily withdraw and surrender all rights and privileges as a student enrolled in the program. The student must notify the program office, in writing, of his or her intent to withdraw.

20. Readmission

To be considered for readmission after dismissal from the Disaster and Emergency Management Program, the student must appear before the Graduate Student Progress and Advising Committee (SPAC). The candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal have changed. Only courses taken within six years of the new graduation date will be accepted towards the degree. The SPAC committee will review the case and make recommendations to the dean for the final decision.

21. Academic Progress

The academic progress of each student enrolled in the Disaster and Emergency Management program is based on continuous satisfactory academic performance. It is also contingent on the student's adherence to the policies and procedures of the Disaster and Emergency Management program, KPCOM, HPD, and NSU governing his or her professional conduct and other responsibilities as outlined in this handbook. A student who experiences academic difficulty has the responsibility to contact his or her course director, academic adviser, and/or program director promptly. Such matters may be further addressed by the SPAC and may include a meeting with the student. Please review the university policy on Satisfactory Academic Progress (SAP) found at nova.edu/financialaid/eligibility/satisfactory-academic-progress.html.

22. 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 to the dean of the KPCOM.

The associate dean of Undergraduate, Graduate, and Community Education 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 disciplinary actions, the student may appeal to the college's Appeals Board. (See the Appeals Board section in this handbook.)

23. Student Support Services

Students in good standing have full access to all amenities and services from NSU and the program. This includes health services, counseling, tutoring, testing, and financial aid resources. Please refer to the *HPD Student Handbook* for more details. The college also offers program-specific support such as academic advising, professional mentoring, instructional support, and other assistance.

B. Academic Standing

The Office of the University 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 SPAC, 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 failures)
- 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 will not be considered in good academic standing. A student who is not in good academic standing is at risk of not graduating.

1. Student Grades

Most courses are graded based on letter grades *A* through *F*. Some courses may be graded on a Pass/Fail (*P/F*) basis.

The numerical equivalents and grade point equivalents are as shown:

Percentage Range	Letter Grade	Quality Points
95–100%	<i>A</i>	4.00
90–94%	<i>A-</i>	3.75
87–89%	<i>B+</i>	3.50
83–86%	<i>B</i>	3.00
80–82%	<i>B-</i>	2.75
75–79%	<i>C+</i>	2.50
70–74%	<i>C</i>	2.00
Under 70%	<i>F</i>	0.00

P Pass (70 and above)

F Fail (below 70)

I Incomplete

W Withdrawal

IP In Progress

2. In Progress (*IP*)

When the work for a particular course extends beyond the semester of registration, a grade of in progress (*IP*) may be assigned. The student does not reregister for that course. Time allowed to complete outstanding work will be determined by the course director. A maximum of three consecutive 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 grade 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, 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.

Students have 10 business days to complete all course requirements once an *I* grade is posted on the transcript. If coursework is not completed within 10 business days, the student will be assigned the grade earned.

4. Repeat Courses/Grade Replacement

Repeat courses/grade replacement allows students who have done poorly in a course to repeat the course and remove the earlier grade from inclusion in the student's cumulative grade point average (GPA).

The following applies to all students who are pursuing a degree:

- A student who earns an *F* course grade may be given the opportunity to repeat the failed course at the next semester offering. Additional tuition will be charged for the repeated course. If a student receives a failing (*F*) grade in another course, regardless of the new grade earned in the repeated course, the student will be referred to the SPAC and may be subject to dismissal from the program.
- If a student repeats a course, then the highest grade will be included in the cumulative GPA calculation. The lowest grade will be displayed on the transcript, but will not be included in calculating the cumulative GPA.
- If a student repeats a course, all work submitted in the new course must be authentic, original work. Student-work products that have been submitted from any prior course, even the repeated one, will not be accepted and will be considered as acts of self-plagiarism.
- If a student repeats a course two times, then the highest grade will be included in the cumulative GPA calculation. The two lowest grades will be displayed on the transcript, but not calculated in the cumulative GPA.
- If a student repeats a course three or more times, then the two lowest grades will be excluded (forgiven) from the cumulative GPA calculation. All other grades will be applied to the cumulative GPA calculation.

Students must gain prior approval of the equivalency of the course before enrollment. In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain validation from the department offering the course.

Please note that the program follows the NSU Standards of Academic Progress (SAP) and the Grading Policy. Visit nova.edu/financialaid/eligibility/satisfactory-academic-progress.html for more information. Repeated coursework does affect SAP measures. All repeated courses must be counted towards the maximum time frame, which could negatively affect the student's eligibility for financial aid. Questions regarding satisfactory academic progress should be directed to the Office of Student Financial Assistance. (nova.edu/financialaid/eligibility/satisfactory-academic-progress.html)

The Veterans Administration will not pay for repeated courses if the previous grade met academic standards. Students should direct questions to the Office of Veterans Affairs.

5. Examinations and/or Coursework

Make-up exams and/or coursework 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 and/or coursework may be short answer, essay, or multiple-choice at the instructor's discretion and will be treated the same as any other examinations and/or course work in terms of grading. The student is responsible to read each course syllabus and to comply with the policies as stated. The examination and/or coursework policies will pertain to all make-up examinations and/or coursework.

C. Graduation Requirements

To be eligible for the Master of Science in Disaster and Emergency Management degree (M.S.D.E.M.), the student must satisfactorily complete—with a grade point average of 3.0 or higher and within six years (18 semesters) of matriculation—the course of study required for the M.S. in Disaster and Emergency Management degree, which requires a minimum of 36 credit hours.

This course of study must include a community project or internship with a local, state, regional, or federal agency involved in the area of disaster and emergency management; private industry; the maritime sector; public health industry or organization; or nonprofit organization.

To analyze the broad spectrum of hazardous events and to appropriately assess and employ the large volume and rapidly evolving literature in this field, all students are required to take an introductory course in disaster and emergency preparedness, applied research methods for emergency management, disaster planning and evaluation, as well as the practicum in their chosen specialization track for a total of four required courses (12 credit hours).

In addition to these three courses required for all students, each student must also take two additional courses, one course (3 credit hours) from the management and leadership cluster and one course (3 credit hours) from the threats, hazards, and impacts cluster.

To fulfill the remaining credit hours, an additional six courses (18 credit hours) will be taken from general electives or electives in one of the specialization tracks, which include maritime safety and security, cybersecurity, criminal justice, public health, fire administration, and environmental hazards. Students

may also choose up to two electives from the electives list offered by the Master of Public Health Program, the Master of Science in Health Informatics Program, or the Master of Science in National Security Affairs Program.

If a student chooses to concentrate in one of the specialization areas, he or she must take four courses (12 credit hours) from the courses within that track.

The remaining 6 credit hours can be taken from any of the remaining courses, whether part of the two core clusters, one of the specialization tracks, or up to two electives from the electives offered in National Security Affairs, Master of Public Health, or Master of Science in Disaster and Emergency Management.

Realizing that disaster and emergency preparedness often crosses the boundaries of interest as well as the professional lines of homeland security and other disciplines, students in the program will be able to take courses in related programs at NSU such as conflict resolution, sociology, or psychology as a substitute for up to 6 elective credit hours (with permission of the director).

Upon satisfactory completion of degree requirements, the student is invited to attend, in person, the 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.

Additionally, the student must satisfactorily meet all financial and library obligations.

Code of 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.

Disaster and Emergency Management 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 take 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 SPAC and subsequent dismissal from the college.

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

B. Attendance

Class attendance in the Disaster and Emergency Management Program is mandatory. Each student holds the responsibility for attending classes and abiding by the specific enforcement policies regarding attendance within a course as stated in the course syllabi, 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 HPD. If missed laboratories, assignments, or examinations are to be made up, they will be done at the discretion of the course director.

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. Students who exhibit illegal, inappropriate or unprofessional behavior will be referred to the SPAC and/or proper authorities for disciplinary action and may be subject to dismissal.

F. Authenticity/Plagiarism

Academic integrity is highly valued by the faculty and program who take a firm stand on submitting original work. Acts of plagiarism, whether intentional or accidental, are subject to disciplinary action as a violation of academic integrity. A student who breaches the Code of Conduct may receive academic

penalties up to, and including, dismissal from the program. Student work submitted to courses in this program will be screened for similarity scores. Copying personal work from another class or sharing materials between students for individual assignments are forms of plagiarism.

G. Background Checks

The Disaster and Emergency Management program will follow the college policy for background screening and drug testing as set forth in the *KPCOM Student Handbook*.

Policies and Procedures for Alleged Code of Conduct Violations

Any member of the college community may file a written complaint with the program director 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 KPCOM 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 (SPAC) 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 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.
- If a student is unable to physically attend a scheduled meeting of the SPAC because of distance or location, an alternate means of communication by which to conduct the meeting will be established by the committee upon written request by the student to the chair of SPAC.

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 signs 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 Disaster and Emergency Management Program in the KPCOM. 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 he or she has been placed on academic probation. During probation for disciplinary reasons, the student must 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 Disaster and Emergency Management Program.

The 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 student 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 six-year (18-semester) limit for completing all graduation requirements. Suspension cannot be less than the remainder of the academic year if the interruption to classes and field experience courses 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 KPCOM's Disaster and Emergency Management Program 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 six-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

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 Affairs.

2. The disaster and emergency preparedness 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 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 chairperson of the SPAC.
6. The chairperson of the SPAC shall convene the committee.
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 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.
12. 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 or her faculty adviser or the disaster and emergency preparedness program director.

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 director/instructor
- b. Disaster and Emergency Management Program director

- c. SPAC
- d. 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 individuals.

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 education and developmental mission of the college.

2. Appeals Board Responsibilities

The Appeals Board will hear all student appeals of a decision made by the dean of the college relating to either dismissal or disciplinary actions as defined in this 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 school holidays and weekends) after the date the student received 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. Participation of legal representatives in the preparation of the written appeal is prohibited.

3. Appeals Board Membership

The Appeals Board shall consist of the chancellor of the Health Profession Division or designee, six faculty members (including one from the graduate programs), and a chair from the college faculty appointed by the dean of the college. The assistant dean of Student Affairs and the chair of the SPC and/or graduate SPAC 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 the notification will be 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 assistant dean of Student Affairs 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 the 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 Appeals 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 it will be 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 (SPAC)

The committee consists of faculty members and the assistant dean of Student Affairs or designee. The associate dean of Undergraduate, Graduate and Community Education chairs the 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. Committee recommendation are made to the dean of the KPCOM.

Admissions Committee

This committee consists of faculty members, an alumnus, and the admissions counselor. A faculty member chairs the committee. This committee reviews standards for admissions to the program, reviews applications for admissions, reviews student recruitment plans, and monitors the implementation of policies and procedures related to admissions and student recruitment. The Admissions Committee recommends the most qualified candidates for admission. Committee recommendations are made to the program director.

Curriculum Committee

This committee consists of faculty members, an alumnus, 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. Committee recommendations are made to the program director.

Honors and Awards

Graduation with Honors

Presented to students graduating with a GPA of 3.95-4.0. Students will receive a diploma inscribed with the words “highest honors.” Students graduating with a GPA of 3.85 to 3.94 and above will receive a diploma inscribed with the word “honors.”

Chancellor’s Award

Presented to a graduating student who best exemplifies the characteristics of a fine disaster management professional through a combination of scholarship, leadership, integrity, humanity, and loyalty to the profession. (Disclaimer: Programs with ten or more graduates within an academic year are eligible for this award.)

Dean’s Award

Presented to a student graduating with the highest scholastic average and/or academic excellence (program engagement, scholarly presentations, and publications).

Service Award

Presented to a graduating student who demonstrates sincere interest in community service and has, through personal and professional actions, contributed to their community by engaging in community service or community projects related to disaster management or preparedness.

Golden Apple Award

Presented by the graduating class to the faculty member deemed most outstanding by the graduating class.

Medical Education Program

Administration

Elaine Wallace, D.O., M.S., M.S., M.S., M.S.

Dean

Room 1407/Ext. 21457

The dean is the chief academic officer of the Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM).

Phyllis Filker, D.M.D., M.P.H.

Associate Dean of Undergraduate, Graduate, and Community Education

Room 1403/Ext. 21628

The associate dean of Undergraduate, Graduate, and Community Education provides oversight and promotes the development of the undergraduate, graduate, and community programs for the KPCOM.

Kimberly Valenti, M.Ed.

Director, Medical Education Program

Room 1433/Ext. 21650

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.

Mission Statement

The mission of the Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine Medical Education Program is to provide cutting-edge medical education for the design, development, and delivery of high-quality instruction and assessment for educators across the continuum of health care professionals in the United States and internationally.

Academic Services

Administration/Faculty Office Hours

The KPCOM 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 syllabi, by email, and/or by appointment.

Program Office

Any inquiries or concerns regarding the program and its curriculum may be directed through the Medical Education program office (Terry Building, fourth floor, ext. 21650) or via email to the student's assigned academic adviser or the program director. Students must access the program web page (osteopathic.nova.edu/msme) 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 the student 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
- assist the student in identifying research areas to pursue during his or her course of graduate study

The program director supervises 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 science and practice of medical education. The academic adviser serves as a valuable source of information and assistance on a wide range of issues, including enhancing the student's interests in pursuing academic and professional opportunities in medical education for the student. The adviser will guide and encourage students to participate in professional medical education organizations at the local, state, national, and international levels. 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 Student Handbook* Resources section on NSU Student CARE Team. Visit the web page nova.edu/studentcare or call (954) 262-7482 for more information.

Career Advising

Career advising is available to students by appointment through Medical Education Program faculty members, the program office, or the NSU Office of Student Affairs (nova.edu/career). Students can take advantage of career recruiting tools available through the career office to engage with prospective employers and networking opportunities (nova.edu/career/students).

Academic and Curriculum Policies and Procedures

A. General

1. Academic Records

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

2. Addresses

It is the responsibility of the student to keep the Medical Education Program office up to date via Self-Service Banner 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 Curriculum Committee for review and recommendations, and will be applied toward program development.

4. Disabilities and Academic Accommodations

Students seeking disability accommodations should contact the NSU Office of Student Disability Services. Contact information for the Office of Student Disability Services, as well as policies and procedures relating to disability accommodations, are available on the Office of Student Disability Services web page, nova.edu/disabilityservices. See the *NSU Student Handbook*, Statement on Student Rights section

for Nondiscrimination Statement, as well as the Additional Grievance Procedures Available section for the Grievance Procedure for Discrimination based on Disability.

5. Student Health Insurance

To protect the health and well-being of the NSU community, NSU requires all students to maintain health insurance coverage. Therefore, when a student registers for classes, he or she will automatically be enrolled in the NSU Student Health Insurance Plan, and his or her account will be charged accordingly, unless the student fills out the appropriate waiver information. The NSU Student Health Insurance Department will send continuous emails to the student's @mysu.nova.edu account to notify the student of the charge(s) and provide waiver information. Students are also encouraged to check their SharkLink account for charges. For more information, visit nova.edu/bursar/health-insurance/waiver-information.html.

See HPD Policies and Procedures section for Student Insurance Requirement or go to nova.edu/studentinsurance. A student may be prevented from continuing his or her studies due to a 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 demonstrate competency in navigating 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 education journals and be able to research related topics using standard bibliographies and indexes.
- Students must be able to demonstrate competency in using the electronic library to find information.

HPD Library staff members are available to direct and support students' library needs. Library tutorials are also available. Visit nova.edu/hpdlibrary for more information.

7. Nondiscrimination Policy

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment.

This nondiscrimination policy applies to 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

8. Sexual Harassment Policy

See the *NSU Student Handbook*, Statement on Student Rights Section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Specific Conduct Violations, Additional Grievance Procedures Available and University Sexual Misconduct Policy/Title IX sections for the Harassment policy, Nonacademic Grievance Procedure, and Sexual Harassment policies.

9. Student Identification

Students must use their NSU I.D. number and the NSU email system for communication with the Medical Education Program. Instructions for getting an I.D. number, email account, and password are on the NSU website at nova.edu/resources/nsuidentity. Students are required to maintain and access their NSU email account regularly for any official program, college, or university communication.

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in, and completes, the course or program and receives academic credit. One or more of the following methods must be used:

- an individual secure login and password issued by the college
- proctored examinations, and/or
- other technologies or practices that are effective in verifying student identification

Any online student work, assessments, or activities that are graded or contribute to a student's grade are submitted via a system that verifies the student's identity through secure login. All methods of verifying student identity in distance education must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they will be so indicated in the catalog or on the "Tuition and Fees" web page for the program.

10. Student Responsibility to Obtain Information

Each student enrolled in the Medical Education Program of the KPCOM is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies as contained in the *NSU Student Handbook*, *NSU Dr. Kiran C. Patel College of*

Osteopathic Medicine Student 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.

The university's advising software tool, through SharkLink, is a useful resource for students to monitor their academic progress toward the degree. Students can access this through nova.edu/registrar/capp-degreeworks.html.

SharkLink, via the NSU website, is an essential site for students to access program information. Students can access this through sharklink.nova.edu.

Every online and onsite student of the Medical Education (MED) Program must be able to access and utilize Canvas and Zoom as required by the medical education courses. Students are responsible for following the technical recommendations of the university that are available at the SharkLearn center on the NSU website. Additionally, students are responsible for mastering the tutorials that would allow them to become acquainted with the appropriate use of Canvas tools. Within your Canvas courses, you will find a link to the MED Student Center, which is an active course that facilitates communication with students enrolled in the Medical Education Program. Students are encouraged to access this in Canvas on a weekly basis. Students can access this through sharklearn.nova.edu.

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 the HPD section on Specific University Policies and Procedures.

11. Student Concerns

The program follows the policies and procedures of the university regarding addressing student concerns. Refer to this guideline at the following web page: nova.edu/academics/student-complaint-process.html.

Students should proactively contact the course director for any concerns related to individual courses. If the matter is unresolved, the concern may be elevated to the program director. Concerns a student has regarding programmatic issues should be dealt with on an individual level. The program director is available in person or via phone. The student may email the program director to schedule an appointment. If resolution of the concern is not achieved via the program director, the student may take his or her concern to the associate dean for Undergraduate, Graduate, and Community Education and then the dean for the College of Osteopathic Medicine.

12. Student Files and Information

Access to personal student records are kept secure within the program office. Upon written request, and with proof of identification, copies of the student's file will be provided. The program director, faculty and staff follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of current and former students' educational records and afford students certain rights with respect to their education records. To view the entire FERPA policy, please visit: nova.edu/registrar/services.

13. Registering for Courses

Following their acceptance into the Medical Education Program, students will be eligible to begin enrollment in courses. Students will be notified via email with the information for courses each term. Students may register via SharkLink at sharklink.nova.edu. Students must complete the Student Enrollment Agreement (SEA) each semester, or course registration will not occur. Please note that employees of NSU cannot enroll in courses using the electronic system and will need to complete a Student Transaction Form provided by the course director or program coordinator.

14. Tuition Payment

Late tuition payments, or failure to make arrangements to pay tuition, will result in assessment of a late fee to the student's account and a hold preventing future registrations until the student's balance is paid in full.

15. Drop/Add Period

The drop/add period ends at 11:59 p.m. the first Sunday of the first week of the semester. A student cannot add a course after this time. Roster reconciliation occurs at this same time, and an inactive student may be withdrawn from a course.

- A student dropping from a course before the end of the drop/add period will have the course removed from his or her transcript and will receive a full refund of tuition paid.
- A student who drops in the second week of the course will receive a reversal of 75 percent of the tuition charged.
- A student dropping from a course without submitting an appropriately completed and signed withdrawal transaction form may receive a failing grade in the course.

16. Withdrawal from a Course

To withdraw from a course after the drop/add period, the student must complete and have the program director sign the Student Transaction Form (available in the program office and online). The Student Transaction Form must be completed and signed by the course director before the withdrawal is effective.

- A student withdrawing from a course after the drop/add period has ended will receive a notation of withdrawn (*W*) on his or her transcript.
- A student withdrawing from a course without submitting an appropriately completed and signed Student Transaction Form may receive a failing grade in the course.
- No withdrawals will be allowed once there are only three weeks left in a course. A student failing to complete a course at that point will receive the grade earned at the end of the course.

17. Tuition Credit Policy—Voluntary Drops and Withdrawal

See HPD Tuition Credit Policy—Voluntary Drops and Withdrawals section in this handbook.

18. Leave of Absence (LOA)

A. 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 the student shows reasonable likelihood that previous problems will not recur.

B. Voluntary Leave of Absence

While it is expected that all students will maintain continuous enrollment in the program, some students may encounter extenuating circumstances that prevent them from maintaining continuous academic progress. In such instances, students may take a voluntary leave of absence from the program. In making such a decision, the student must recognize that he or she may not be eligible to return to school before the next academic term/semester and that the length of the absence will not extend the period of six years (18 semesters) allowed for completion of all academic requirements. Students should notify the program office in writing to inform them of this decision. A student who does not register for more than two consecutive semesters may be withdrawn from the program. To return to the program after withdrawal, the student may have to apply for readmission through the Office of Admissions.

- If a student has completed less than 50 percent of one or more courses at the time of the LOA, the student will be withdrawn from those courses (see Withdrawal from a Course section in this handbook) and a *W* will be noted on the student's transcript.
- If a student has completed 50 percent or more of one or more courses at the time of the LOA, the program director and the KPCOM Administration will determine, based on the individual's circumstances (e.g., expected length of leave), whether to withdraw the student from these courses or assign a grade of in progress (*IP*) and allow the student to continue the course(s) upon his or her return.

C. Leave of Absence Records

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

19. Withdrawal from Program

A student enrolled in the Medical Education Program may voluntarily withdraw and surrender all rights and privileges as a student enrolled in the program. The student must notify the program office, in writing, of intent to withdraw.

20. Readmission

To be considered for readmission after dismissal from the Medical Education Program, the student must appear before the Graduate Student Progress and Advising Committee (SPAC). The candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal have changed. Only courses taken within six years of the new graduation date will be accepted toward the degree. The SPAC committee will review the case and make recommendations to the dean for the final decision.

21. Academic Progress

The academic progress of each student enrolled in the Medical Education Program is based on continuous satisfactory academic performance. It is also contingent on the student's adherence to the policies and procedures of the Medical Education Program, KPCOM, HPD, and NSU governing his or her professional conduct and other responsibilities as outlined in this handbook. A student who experiences academic difficulty has the responsibility to contact his or her course director, program director, and/or academic adviser promptly. Such matters may be further addressed by the SPAC and may include a meeting with the student.

Support services are available for students with academic difficulties. Visit KPCOM Student Services' web page at osteopathic.nova.edu/students/current.html for more information. 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.

Please review the university policy on Satisfactory Academic Progress (SAP) found at nova.edu/financialaid/eligibility/satisfactory-academic-progress.html.

22. 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 to the dean of the Kiran C. Patel College of Osteopathic Medicine.

The associate dean of Undergraduate, Graduate, and Community Education 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.)

23. Student Support Services

Students in good standing have full access to all amenities and services from NSU and the program. This includes health services, counseling, tutoring, testing, and financial aid resources. Please refer to both the *NSU* and *HPD Student Handbook* for more details. The college also offers program-specific support such as academic advising, professional mentoring, instructional support, and other assistance.

24. Concurrent Degree Programs

HPD students have an opportunity to pursue the M.S. in Medical Education concurrently, with schedules that allow students the opportunity to achieve both degrees within a three- to four-year scope of time, while meeting the requirements of both degrees. This pathway is achievable for students in the KPCOM, Pharmacy, Dental Medicine, Optometry, and Health Care Sciences. Students must be in good academic standing.

B. Academic Standing

The Office of the University 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 SPAC, 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 failures)
- 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.

1. Student Grades

Most courses are graded based on letter grades *A* through *F*. Some courses may be graded on a Pass/Fail (*P/F*) basis.

The numerical equivalents and grade point equivalents are as shown:

Percentage Range	Letter Grade	Quality Points
95–100%	<i>A</i>	4.00
90–94%	<i>A-</i>	3.75
87–89%	<i>B+</i>	3.50
83–86%	<i>B</i>	3.00
80–82%	<i>B-</i>	2.75
75–79%	<i>C+</i>	2.50
70–74%	<i>C</i>	2.00
Under 70%	<i>F</i>	0.00

<i>P</i>	Pass (70 and above)
<i>F</i>	Fail (below 70)
<i>I</i>	Incomplete
<i>W</i>	Withdrawal
<i>IP</i>	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 in progress (*IP*) may be assigned. The student does not reregister for that course. Time allowed to complete outstanding work will be determined by the course director. A maximum of three consecutive 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 grade 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 sole 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.

Students have 10 business days to complete all course requirements once an *I* grade is posted on the transcript. If coursework is not completed within 10 business days, the student will be assigned the grade earned.

4. Repeat Courses/Grade Replacement

Repeat courses/grade replacement allows students who have done poorly in a course to repeat the course and remove the earlier grade from inclusion in the student's cumulative grade point average (GPA).

The following applies to all students who are pursuing a degree:

- A student who earns an *F* course grade may be given the opportunity to repeat the failed course at the next semester offering. Additional tuition will be charged for the repeated course. If a student receives a failing (*F*) grade in another course, regardless of the new grade earned in the repeated course, the student will be referred to the SPAC and may be subject to dismissal from the program.
- If a student repeats a course, then the highest grade will be included in the cumulative GPA calculation. The lowest grade will be displayed on the transcript, but will not be included in calculating the cumulative GPA.
- If a student repeats a course, all work submitted in the new course must be authentic, original work. Student-work products that have been submitted from any prior course, even the repeated one, will not be accepted and will be considered as acts of self-plagiarism.

- If a student repeats a course two times, then the highest grade will be included in the cumulative GPA calculation. The two lowest grades will be displayed on the transcript, but not calculated in the cumulative GPA.
- If a student repeats a course three or more times, then the two lowest grades will be excluded (forgiven) from the cumulative GPA calculation. All other grades will be applied to the cumulative GPA calculation.

Students must gain prior approval of the equivalency of the course before enrollment. In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain validation from the department offering the course.

Please note that the program follows the NSU Standards of Academic Progress (SAP) and the Grading Policy. Visit nova.edu/financialaid/eligibility/satisfactory-academic-progress.html for more information. Repeated coursework does affect SAP measures. All repeated courses must be counted toward the maximum time frame, which could negatively affect the student's eligibility for financial aid. Questions regarding satisfactory academic progress should be directed to the Office of Student Financial Assistance (nova.edu/financialaid/eligibility/satisfactory-academic-progress.html).

The Veterans Administration will not pay for repeated courses if the previous grade met academic standards. Students should direct questions to the Office of Veterans Affairs.

5. Examinations and/or Coursework

Make-up exams and/or coursework 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 and/or coursework may be short answer, essay, or multiple-choice at the instructor's discretion and will be treated the same as any other examinations and/or course work in terms of grading. The student is responsible to read each course syllabus and to comply with the policies as stated. The examination and/or coursework policies will pertain to all make-up examinations and/or coursework.

C. Graduation Requirements

To be eligible for the 30-credit-hour Master of Science in Medical Education degree, the student must

- satisfactorily complete, with a grade point average of 3.0 or higher, the course of study required for the Master of Science in Medical Education degree. Students enter the degree program and should complete it within a two-year (24-month) period. The course of study includes completion of the 10 required courses, each of which contain both theory and practical application components. Students are expected to demonstrate the application of content knowledge to their specific clinical profession and engage in robust dialogues with other health care professionals
- satisfactorily complete the degree requirements, at which time the degree will be conferred
- satisfactorily meet all financial and library obligations

All NSU graduates are automatically members of the NSU Alumni Association, which provides many benefits and opportunities for engagement. Information about the NSU Alumni Association can be found at nova.edu/alumni/benefits/alumni-discounts.html.

Code of 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 Medical Education 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 take 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 SPAC and subsequent dismissal from the college.

Students shall be afforded the opportunity for an internal and private (no nonuniversity participants) meeting with the SPAC 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 HPD. If missed assignments or examinations are to be made up, they will be done at the sole discretion of the course director.

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. Students who exhibit illegal, inappropriate, or unprofessional behavior will be referred to the SPAC and/or proper authorities for disciplinary action and may be subject to dismissal.

F. Authenticity/Plagiarism

Academic integrity is highly valued by the faculty and program who take a firm stand on submitting original work. Acts of plagiarism, whether intentional or accidental, are subject to disciplinary action as a violation of academic integrity. A student who breaches the Code of Conduct may receive academic penalties up to and including dismissal from the program. Student work submitted to courses in this program will be screened for similarity scores. Copying personal work from another class or sharing materials between students for individual assignments are forms of plagiarism.

Policies and Procedures for Alleged Code of Conduct Violations

Any member of the college community may file a written complaint with the program director 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, 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 KPCOM 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 (SPAC) 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 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, via phone and email, 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 seven years. This information is not part of the student's permanent records or the student's transcript.
- If a student is unable to physically attend a scheduled meeting of the SPAC because of distance or location, an alternate means of communication by which to conduct the meeting will be established by the committee upon written request by the student to the chair of SPAC within 10 business days.

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 signs 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 Master of Science in Medical Education Program in the KPCOM. 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, via email and regular mail, that he or she has been placed on academic probation. During probation for disciplinary reasons, the student must 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 Master of Science in Medical Education Program.

The 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 student 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 six-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 KPCOM's Master of Science in Medical Education Program 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 six-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

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 assistant dean of Student Affairs.
2. The 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 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 chairperson of the SPAC.
6. The chairperson of the SPAC shall convene the committee.
7. The student will be notified, via phone and email, 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 designee, will advise the student, by certified mail, 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.
12. 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 or her faculty adviser or the Medical Education Program director.

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 director/instructor
- b. program director
- c. SPAC
- d. 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 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 individuals.

Nonuniversity personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the appeals hearing is prohibited. All procedures and actions are aimed to safeguard and preserve the education and developmental mission of the college.

2. Appeals Board Responsibilities

The Appeals Board will hear all student appeals of a decision made by the dean of the college relating to either dismissal or disciplinary actions as defined in this 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 school holidays and weekends) after the date of receiving notification of the dean's decision. Participation by legal representatives with regard to preparation of the written

appeal is prohibited. 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. Participation of legal representatives in the preparation of the written appeal is prohibited.

3. Appeals Board Membership

The Appeals Board shall consist of the chancellor of the Health Profession Division or designee, six faculty members (including one from the graduate programs), and a chair from the college faculty appointed by the dean of the college. The assistant dean of Student Affairs, and the chair of the SPC and/or graduate SPAC 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 assistant dean of Student Affairs 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 Appeals 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 (SPAC)

This committee consists of faculty members and the director of Student Affairs, or designee. A faculty member chairs the 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. Applications for transfer of credits into the Medical Education Program are also handled by the SPAC. Committee recommendations are made to the program director.

Honors and Awards

Chancellor's Award

Presented to a graduating student who exemplifies the characteristics of a fine medical education professional through a combination of scholarship, leadership, integrity, humanity, and loyalty to the profession. (Disclaimer: Programs with ten or more graduates within an academic year are eligible for this award.)

Dean's Award

Presented to a student graduating with the highest scholastic average and/or academic excellence (program engagement, scholarly presentations, and publications).

Graduation with Honors

Presented to student graduating with a GPA of 4.0. Students will receive a diploma inscribed with "highest honors." Students with a GPA of 3.95 to 3.99 and above will receive a diploma inscribed with "honors."

Golden Apple Award

Presented by the graduating class to the faculty member deemed most outstanding by the graduating class.

Department of Nutrition

Administration

Elaine Wallace, D.O., M.S., M.S., M.S., M.S.

Dean

Room 1407/Ext. 21407

The dean is the chief academic officer of the Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM).

Phyllis Filker, D.M.D., M.P.H.

Associate Dean of Undergraduate, Graduate, and Community Education

Room 1403/Ext. 21628

The associate dean of Undergraduate, Graduate, and Community Education provides oversight and promotes the development of the undergraduate, graduate, and community programs for the KPCOM.

Kristi Messer, M.P.H., M.S.W., LCSW

Assistant Dean of Bachelor's Degree Programs

Director, Bachelor of Science in Public Health Program

Room 1443/Ext. 21072 • km1320@nova.edu

Stephanie N. Petrosky, M.H.A., RDN, LDN, FAND

Chair, Department of Nutrition

Director, Master of Science in Nutrition Program

Mailman Segal Center for Human Development, Room 2278/Ext. 21597 • spetrosky@nova.edu

The chair is responsible for the supervision and coordination of all nutrition department initiatives including strategic planning, faculty oversight, and academic services.

The director of the Master of Science in Nutrition Program oversees program planning and development, directs the implementation of program policies and procedures, assures implementation of the program, and coordinates the tracking and mentoring of students enrolled in the various programs.

Ioana Scripa, Ph.D., RDN, LDN

Director, Bachelor of Science in Human Nutrition Program

Mailman Segal Center for Human Development, Room 2284/Ext. 21515 • iscripa@nova.edu

The director of the Bachelor of Science in Human Nutrition Program oversees program planning and development, directs the implementation of program policies and procedures, assures implementation of the program, and coordinates the tracking and mentoring of students enrolled in the various programs.

Marilyn Gordon, Ed.D., CSSD, RDN, LDN

Chair, Curriculum Committee—Department of Nutrition

Mailman Segal Center for Human Development, Room 2277/Ext. 24376 • gordmari@nova.edu

The chair of the Curriculum Committee oversees the academic planning and quality assurance process, including student representatives.

Vision Statement

The vision of the Department of Nutrition is to advance nutrition as the foundation of health and wellness. As such, the administration, faculty, and staff embrace the mission and core values of Nova Southeastern University in the conduct of all its endeavors.

Professional Accreditations

The Master of Science in Nutrition, Professional Practice Concentration is a Candidate for Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®). As one of the first U.S. programs selected to demonstrate new education and training standards for the Future Education Model in Graduate Programs, students enrolled in the approved course of study will be considered graduates of an accredited program upon successful completion and will be candidates who meet registration eligibility criteria of the Commission on Dietetic Registration. For more information, please visit eatrightpro.org/acend/accredited-programs/future-education-model-graduate-program.

Information specific to the students enrolled in the accredited course of study (Professional Practice Concentration) is also provided at the end of this section.

The Master of Science in Nutrition is approved to meet the academic requirements for the Certified Nutrition Specialist (CNS) credential. Candidates may be able to receive up to 300 hours of supervised training in this program. Any student who wishes to be qualified under this curriculum plan must be approved by an academic adviser to ensure all the program requirements are met. The Board of Certified Nutrition Specialists (BCNS) reviews each candidate individually to determine eligibility, including transcripts and 1,000 hours of required training. To learn more, visit theana.org/certify.

The Master of Science in Nutrition is approved by the BCNS to fulfill all the current academic requirements for the CNS credential. BCNS requires a graduate degree in the field of nutrition from a regionally accredited university, specific coursework, and 1,000 hours of supervised practice experience. BCNS reviews each candidate individually, including current course descriptions, transcripts, and experience to determine eligibility. To learn more about becoming a CNS, visit theana.org/certify/CNScandidate.

The Bachelor of Science in Human Nutrition is fully accredited by the Southern Association of Colleges and Schools Commission on Colleges (sacscoc.org).

The Bachelor of Science in Nutrition is a Candidate for Accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®), as a Didactics Program in Dietetics. This is a first step in the professional pathway to become a registered dietitian. Graduates of this program qualify to apply for approved supervised practice programs and complete the eligibility requirements to take

the registration examination. Students enrolled in the approved course of study will be considered graduates of an accredited program upon successful completion. For more information, visit eatrightpro.org/acend/accreditation-standards-fees-and-policies/future-education-model.

Academic Services

Administration/Faculty Office Hours

The KPCOM 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 syllabi, by email, and/or by appointment.

Department of Nutrition Office

Any inquiries or concerns regarding the Department of Nutrition and its curriculum may be directed through the Department of Nutrition at the Mailman Segal Center for Human Development, Building 200, Room 2278, or via email to the student's assigned academic adviser or the program director. Students must access the program web page (osteopathic.nova.edu/ms-nutrition) 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 the student 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
- assist the student in identifying research areas to pursue during his or her course of graduate study

The program director supervises the assignment of academic advisers. Students wishing to switch to 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 science and practice of nutrition. The academic adviser serves as a valuable source of information and assistance on a wide range of issues,

including enhancing the student's interests in pursuing academic and professional opportunities in nutrition. The adviser will guide and encourage students to participate in professional nutrition organizations at the local, state, national, and international levels. 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 Student Handbook* Resources section on NSU Student CARE Team. Visit the web page nova.edu/studentcare or call (954) 262-7482 for more information.

Career Advising

Career advising is available to students by appointment through Department of Nutrition faculty members, the program office, or the NSU Office of Student Affairs (nova.edu/career). Students can take advantage of career recruiting tools available through the career office to engage with prospective employers and networking opportunities (nova.edu/career/students).

Bachelor of Science in Human Nutrition

Mission Statement

The mission of the Bachelor of Science in Human Nutrition is to prepare students for employment in various careers or for pursuit of advanced degrees through an innovative, engaging program that focuses on fundamental concepts in nutrition sciences, human health promotion, research trends, practical skills, and professional communication techniques. Graduates will generate improvements in global health and well-being through food and nutrition.

Program Director

Ioana Scripa, Ph.D., RDN, LDN

Director, Bachelor of Science in Human Nutrition Program

Mailman Segal Center for Human Development, Room 2284/Ext. 21515 • iscripa@nova.edu

Undergraduate Student Academic Catalog

Undergraduate students pursuing the Bachelor of Science in Human Nutrition should refer to the *NSU Undergraduate Student Academic Catalog 2021-2022*.

The *NSU Undergraduate Student Academic Catalog* is a resource for information about academic program and curriculum requirements, academic policies, procedures for resolving academic and administrative grievances, course descriptions, and other information relevant to an undergraduate career at NSU.

The *NSU Undergraduate Student Academic Catalog* is published annually. This catalog is composed of information pertaining to undergraduate students of NSU's Abraham S. Fischler College of Education and School of Criminal Justice, College of Computing and Engineering, College of Psychology, Dr. Kiran

C. Patel College of Osteopathic Medicine, Dr. Pallavi Patel College of Health Care Sciences, Farquhar Honors College, H. Wayne Huizenga College of Business and Entrepreneurship, Halmos College of Arts and Sciences and the Guy Harvey Oceanographic Research Center, Ron and Kathy Assaf College of Nursing, and Shepard Broad College of Law. Students are bound by the curricula published in the catalog that is in effect the semester they enter the university.

The *NSU Undergraduate Student Catalog* is published by the College of Undergraduate Studies. For questions and comments about the catalog, contact:

College of Undergraduate Studies
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, FL 33314-7796
(954) 262-7015 • cous@nova.edu

The remainder of the information in this section of the handbook pertains to students in the Master of Science (M.S.) in Nutrition, Professional Practice Concentration (RDN) and the Functional and Herbal Therapy Graduate Certificate.

Master of Science in Nutrition (M.S.)

Program Mission

The Mission of the Master of Science in Nutrition is to develop a cadre of interprofessional leaders who integrate and promote the role of nutrition in a dynamic and changing global society.

Program Goals

- Prepare graduates who demonstrate critical thinking skills and the ability to solve problems in the nutritional sciences.
- Prepare graduates who formulate and communicate nutrition information using effective strategies, advocacy, and integrated systems of care.
- Prepare graduates who apply concepts of social influence, cultural competence, and environmental dimensions of nutrition within the community.
- Prepare graduates who promote health and well-being throughout the life course by applying knowledge of human metabolism and nutrient functions, assessment techniques, and emerging evidence to inform practice.

Program Director

Stephanie N. Petrosky, M.H.A., RDN, LDN, FAND

Chair, Department of Nutrition

Director, Master of Science in Nutrition Program

Mailman Segal Center for Human Development, Room 2278/Ext. 21597 • spetrosky@nova.edu

Academic and Curriculum Policies and Procedures

A. General

1. Academic Records

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

2. Addresses

It is the responsibility of the student to keep the Department of Nutrition up-to-date via Self-Service Banner 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 Curriculum Committee for review and recommendations, and will be applied toward program development.

4. Disabilities and Academic Accommodations

Students seeking disability accommodations should contact the NSU Office of Student Disability Services. Contact information for the Office of Student Disability Services, as well as policies and procedures relating to disability accommodations, are available on the Office of Student Disability Services web page, nova.edu/disabilityservices. See the *NSU Student Handbook*, Statement on Student Rights section for Nondiscrimination Statement, as well as the Additional Grievance Procedures Available section for the Grievance Procedure for Discrimination based on Disability.

5. Student Health Insurance

To protect the health and well-being of the NSU community, NSU requires all students to maintain health insurance coverage. Therefore, when a student registers for classes, he or she will automatically be enrolled in the NSU Student Health Insurance Plan, and his or her account will be charged accordingly, unless the student fills out the appropriate waiver information. The NSU Student Health Insurance

Department will send continuous emails to the student's @mysu.nova.edu account to notify the student of the charge(s) and provide waiver information. Students are also encouraged to check their SharkLink account for charges. For more information, visit nova.edu/bursar/health-insurance/waiver-information.html.

See HPD Policies and Procedures section for Student Insurance Requirement or go to nova.edu/studentinsurance. A student may be prevented from continuing his or her studies due to a 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 demonstrate competency in navigating 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 nutrition, dietetics and related health care journals, and be able to research specific nutrition and related topics using standard bibliographies and indexes.
- Students must be able to demonstrate competency in using the electronic library to find information.

HPD Library staff members are available on an ongoing basis to direct and support students' library needs. Library tutorials are also available. Visit nova.edu/hpdlibrary for more information.

7. Nondiscrimination Policy

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment.

This nondiscrimination policy applies to 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and activities generally

accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

8. Sexual Harassment Policy

See the *NSU Student Handbook*, Statement on Student Rights Section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Specific Conduct Violations, Additional Grievance Procedures Available and University Sexual Misconduct Policy/Title IX sections for the Harassment policy, Nonacademic Grievance Procedure, and Sexual Harassment policies.

9. Student Identification

Students must use their NSU I.D. number and the NSU email system for communication with the Department of Nutrition. Instructions for getting an I.D. number, email account, and password are on the NSU website at nova.edu/resources/nsuidentity. Students are required to maintain and access their NSU email account regularly for any official program, college, or university communication.

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in, and completes, the course or program and receives academic credit. One or more of the following methods must be used:

- an individual secure login and password issued by the college
- proctored examinations, and/or
- other technologies or practices that are effective in verifying student identification

Any online student work, assessments, or activities that are graded or contribute to a student's grade are submitted via a system that verifies the student's identity through secure login. All methods of verifying student identity in distance education must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they will be so indicated in the catalog or on the "Tuition and Fees" web page for the program.

10. Student Responsibility to Obtain Information

Each student enrolled in the Department of Nutrition programs of the KPCOM is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies as contained in the *NSU Student Handbook*, *NSU Dr. Kiran C. Patel College of Osteopathic Medicine Student 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.

The university's advising software tool, through SharkLink, is a useful resource for students to monitor their academic progress toward the degree. Students can access this through nova.edu/registrar/capp-degreeworks.html.

SharkLink, via the NSU website, is an essential site for students to access program information. Students can access this through sharklink.nova.edu. Every online and on-site student in the Department of Nutrition must be able to access and utilize Canvas and Zoom as required by the nutrition courses. Students are responsible for following the technical recommendations of the university that are available at the SharkLearn center on the NSU website. Additionally, students are responsible for mastering the tutorials that would allow them to become acquainted with the appropriate use of Canvas tools. Within Canvas courses, students will find a link to the program portal, which is an active site that facilitates communication with students relative to the program. Students are encouraged to access this in Canvas on a weekly basis. Students can access this through sharklearn.nova.edu.

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 the HPD section on Specific University Policies and Procedures.

11. Student Concerns

The program follows the policies and procedures of the university regarding addressing student concerns. Refer to this guideline at the following web page: nova.edu/academics/student-complaint-process.

Students should proactively contact the course director for any concerns related to individual courses. If the matter is unresolved, the concern may be elevated to the program director. Concerns a student has regarding programmatic issues should be dealt with on an individual level. The program director is available in person or via phone. The student may email the program director to schedule an appointment. If resolution of the concern is not achieved via the program director, the student may take his or her concern to the associate dean for Undergraduate, Graduate, and Community Education and then the dean for the KPCOM.

12. Student Files and Information

Access to personal student records are kept secure within the program office. Upon written request, and with proof of identification, copies of the student's file will be provided. The program director, faculty and staff follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy act of 1974 is a federal law designed to protect the privacy of current and former students' educational records and afford students certain rights with respect to their education records. To view the entire FERPA policy, please visit: nova.edu/registrar/services.

13. Registering for Courses

Following a student's full acceptance into the Department of Nutrition, the student will be eligible to begin enrollment in courses. Students will be notified via email with the information for courses each term. Students may register via SharkLink at sharklink.nova.edu. Students must complete the Student Enrollment Agreement (SEA) each semester, or course registration will not occur. Please note that employees of NSU cannot enroll in courses using the electronic system and will need to complete a Student Transaction Form provided by the course director or program coordinator. All students are required to complete the electronic SEA each term prior to registration.

14. Tuition Payment

Late tuition payments, or failure to make arrangements to pay tuition, will result in assessment of a late fee to the student's account and a hold preventing future registration until the student's balance is paid in full.

15. Drop/Add Period

The drop/add period ends at 11:59 p.m. on the first Sunday of the first week of the semester. A student cannot manually add a course after this time. Roster reconciliation occurs at this same time, and an inactive student may be withdrawn from a course.

- A student dropping from a course before the end of the drop/add period will have the course removed from his or her transcript and will receive a full refund of tuition paid.
- A student who drops in the second week of the course will receive a reversal of 75 percent of the tuition charged.

16. Withdrawal from a Course

To withdraw from a course after the drop/add period, the student must complete and have the appropriate course director sign the Student Transaction Form (available in the program office and online). The Student Transaction Form must be completed and signed by the course director before the withdrawal is effective.

- A student withdrawing from a course after the drop/add period has ended will receive a notation of withdrawn (*W*) on his or her transcript.
- A student withdrawing from a course without submitting an appropriately completed and signed student transaction form may receive a failing grade in the course.
- No withdrawals will be allowed once there are only three weeks left in a course. A student failing to complete a course at that point will receive the grade earned at the end of the course.

17. Assessment of Prior Learning

The M.S. in Nutrition program follows a transfer credit policy for prior academic learning, which is made available in the program brochure. Students must submit a formal written request to apply for transfer credits, which is then referred to the Curriculum Committee for approval. Only courses that clearly align with the required student learning outcomes and have not been applied to other degrees or academic outcomes will be allowed. In some cases, a student may petition to waive core requirements in lieu of taking an equally comparable course, if prior learning is satisfied.

18. Leave of Absence (LOA)

a. 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 the student shows reasonable likelihood that previous problems will not recur.

b. Voluntary Leave of Absence

While it is expected that all students will maintain continuous enrollment in the program, some students may encounter extenuating circumstances that prevent them from maintaining continuous academic progress. In such instances, students may take a voluntary leave of absence from the program. In making such a decision, the student must recognize that he or she may not be eligible to return to school before the next academic term/semester and that the length of the absence will not extend the period of six years (18 semesters) allowed for completion of all academic requirements. Students should notify the program office in writing to inform them of this decision. A student who does not register for more than two consecutive semesters may be withdrawn from the program. To return to the program after withdrawal, the student may have to apply for readmission through the Office of Admissions.

- If a student has completed less than 50 percent of one or more courses at the time of the LOA, the student will be withdrawn from those courses (see Withdrawal from a Course section in this handbook) and a grade of withdrawal (*W*) will be noted on the student's transcript.
- If a student has completed 50 percent or more of one or more courses at the time of the LOA, the program director and the KPCOM administration will determine, based on the individual's circumstances (e.g., expected length of leave), whether to withdraw the student from these courses or assign a grade of in progress (*IP*) and allow the student to continue the course(s) upon his or her return.
- A student who does not register for more than two consecutive terms may be withdrawn from the program. To return to the program after withdrawal, the student must apply for readmission through the Office of Admissions.

c. Leave of Absence Records

Notations related to any leave of absence and the date of each determination shall be placed in the student's permanent record.

19. Withdrawal from Program

A student enrolled in the Department of Nutrition may voluntarily withdraw and surrender all rights and privileges as a student enrolled in the program. The student must notify the program office in writing of the intent to withdraw.

20. Readmission

To be considered for readmission after dismissal from the Department of Nutrition, the student must appear before the Graduate Student Progress and Advising Committee (SPAC). The candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal have changed. Only courses taken within six years of the new graduation date will be accepted toward the degree. The SPAC committee will review the case and make recommendations to the dean for the final decision.

21. Academic Progress

The academic progress of each student enrolled in the Department of Nutrition is based on continuous satisfactory academic performance. It is also contingent on the student's adherence to the policies and procedures of the Department of Nutrition, KPCOM, HPD, and NSU governing his or her professional conduct and other responsibilities as outlined in this handbook. A student who experiences academic difficulty has the responsibility to contact his or her course director and/or academic advisor promptly. Such matters may be further addressed by the (SPAC) and may include a meeting with the student.

Please review the university's policy on Satisfactory Academic Progress (SAP) found at nova.edu/financialaid/eligibility/satisfactory-academic-progress.html.

22. 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 to the dean of the KPCOM.

The associate dean of Undergraduate, Graduate, and Community Education 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.)

23. Student Support Services

Students in good standing have full access to all amenities and services from NSU and the program. This includes health services, counseling, tutoring, testing and financial aid resources. The College also offers program-specific support such as academic advising, professional mentoring, instructional support, and other assistance.

24. Concurrent Degree Program

HPD students have an opportunity to pursue the M.S. in Nutrition degree or Graduate Certificate in Functional Nutrition and Herbal Therapy concurrently, with schedules that allow students the opportunity to achieve both degrees within a three- to four-year scope of time, while meeting the requirements of both degrees. This pathway is achievable for students in the KPCOM, Pharmacy, Dental Medicine, Optometry, and Health Care Sciences. Students must be in good academic standing.

B. Academic Standing

The Office of the University 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 failures)
- deficiencies (incompletes, failures, etc.)
- semester GPA and cumulative GPA
- honors
- withdrawal and/or leaves of absence
- notations of concentrations, if applicable

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.

1. Student Grades

Most courses are graded based on letter grades *A* through *F*. Some courses may be graded on a Pass/Fail (*P/F*) basis.

The numerical equivalents and grade point equivalents are as shown:

Percentage Range	Letter Grade	Quality Points
95–100%	<i>A</i>	4.00
90–94%	<i>A-</i>	3.75
87–89%	<i>B+</i>	3.50
83–86%	<i>B</i>	3.00
80–82%	<i>B-</i>	2.75
75–79%	<i>C+</i>	2.50
70–74%	<i>C</i>	2.00
Under 70%	<i>F</i>	0.00

P Pass (70 and above)

F Fail (below 70)

I Incomplete

W Withdrawal

IP In Progress

2. In Progress (*IP*)

When the work for a particular course extends beyond the semester of registration, a grade of in progress (*IP*) may be assigned. The student does not reregister for that course. Time allowed to complete outstanding work will be determined by the course director. A maximum of three consecutive 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 grade 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, 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.

Students have 10 business days to complete all course requirements once an *I* grade is posted on the transcript. If coursework is not completed within 10 business days, the student will be assigned the grade earned.

4. Repeat Courses/Grade Replacement

Repeat courses/grade replacement allows students who have done poorly in a course to repeat the course and remove the earlier grade from inclusion in the student's cumulative grade point average (GPA).

The following applies to all students who are pursuing a degree:

- A student who earns an *F* course grade may be given the opportunity to repeat the failed course at the next semester offering. Additional tuition will be charged for the repeated course. If a student receives a failing (*F*) grade in another course, regardless of the new grade earned in the repeated course, the student will be referred to the SPAC and may be subject to dismissal from the program.
- If a student repeats a course, then the highest grade will be included in the cumulative GPA calculation. The lowest grade will be displayed on the transcript, but will not be included in calculating the cumulative GPA.
- If a student repeats a course, all work submitted in the new course must be authentic, original work. Student-work products that have been submitted from any prior course, even the repeated one, will not be accepted and will be considered as acts of self-plagiarism.
- If a student repeats a course two times, then the highest grade will be included in the cumulative GPA calculation. The two lowest grades will be displayed on the transcript, but not calculated in the cumulative GPA.

- If a student repeats a course three or more times, then the two lowest grades will be excluded (forgiven) from the cumulative GPA calculation. All other grades will be applied to the cumulative GPA calculation.

Students must gain prior approval of the equivalency of the course before enrollment. In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain validation from the department offering the course.

Please note that the program follows the NSU Standards of Academic Progress (SAP) and the Grading Policy. Visit nova.edu/financialaid/eligibility/satisfactory-academic-progress.html for more information. Repeated coursework does affect SAP measures. All repeated courses must be counted toward the maximum time frame, which could negatively affect the student's eligibility for financial aid. Questions regarding satisfactory academic progress should be directed to the Office of Student Financial Assistance (nova.edu/financialaid/eligibility/satisfactory-academic-progress.html).

The Veterans Administration will not pay for repeated courses if the previous grade met academic standards. Students should direct questions to the Office of Veterans Affairs.

5. Examinations and/or Coursework

Make-up exams and/or coursework 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 and/or coursework may be short answer, essay, or multiple-choice at the instructor's discretion and will be treated the same as any other examinations and/or course work in terms of grading. The student is responsible to read each course syllabus and to comply with the policies as stated. The examination and/or coursework policies will pertain to all make-up examinations and/or coursework.

C. Graduation Requirements

1. To be eligible for the standard Master of Science (M.S.) in Nutrition degree or Graduate Certificate in Functional Nutrition and Herbal Therapy, the student must

- satisfactorily complete, with a grade point average of 3.0, or higher, and within six years of matriculation, the course of study required for the Master of Science in Nutrition degree (a minimum of 30 credits, including 21 hours of required courses and 9 hours of electives and any additional courses, if applicable), **or**
- satisfactorily complete, with a grade point average of 3.0, or higher, and within four years of matriculation, the course of study required for the Graduate Certificate (a minimum of 15 hours of required courses), **and**
- satisfactorily meet all financial and library obligations

Students who attend the degree program on a full-time basis could complete it within a two-year (24-month) period. Students who attend part time (less than 6 credits per term) must complete the degree within six years from the program start date. All students are required to participate in the program orientation at the beginning of their program.

Students take seven required core courses in the degree program totaling 21 credit hours and at least three elective courses to complete the 30-credit hour degree requirements. Students may choose to take a generalist program through elective courses to fulfill remaining program credits, or choose to focus their study with program-specific concentrations. In this case, students must declare the concentration with the program office and take prescribed courses in one of four areas: Community Nutrition (12 credits), Sports Nutrition (12 credits), Nutrition Research (12 credits), and Functional Nutrition and Herbal Therapy (12 credits). If a concentration is selected, the total semester credits required for degree completion will be 33.

The course of study includes a 3-credit capstone course to complete a nutrition-based project that demonstrates competency gained from the program. Faculty members work with students to tailor this experiential learning to individual interests.

Upon satisfactory completion of the degree requirements, the students are invited to celebrate their accomplishments at the college's spring commencement, 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.

2. To be eligible for the Master of Science (M.S.) in Nutrition degree, Professional Practice Concentration (RDN), and ACEND Verification Statement the student must

- satisfactorily complete, with a grade point average of 3.0 or higher and within three years (9 semesters) of matriculation, the course of study required for the Master of Science in Nutrition degree, Professional Practice Concentration (a minimum of 74 credits of required courses and additional electives, if applicable)
- successfully complete all supervised practice requirements
- successfully pass the comprehensive examination

All NSU graduates are automatically members of the NSU Alumni Association, which provides many benefits and opportunities for engagement. Information about the NSU Alumni Association can be found at nova.edu/alumni/benefits/alumni-discounts.html.

Code of 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.

The Department of Nutrition 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 take 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 (SPAC) and subsequent dismissal from the college.

Students shall be afforded the opportunity for an internal and private (no nonuniversity participants) meeting with the SPAC 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 HPD. If missed assignments, course activities, or examinations are to be made up, they will be done at the discretion of the course director.

Although the Department of Nutrition programs are offered online, students are encouraged to participate in program events for enhancing networking and professional development. Courses may have evaluation methods for participation that are coordinated as part of the course requirements. Students are required to attend an orientation at the beginning of the program and as required for successful completion of the capstone course.

C. Classroom Behavior

Talking during lecture to those nearby is disturbing to others who desire to hear the lecture and class interactions. The instructor may dismiss anyone from class who is involved in disruptive behavior.

D. Dress Code

1. On-Campus Dress Code

Students in the HPD must maintain a neat and clean appearance befitting those attending professional school. Therefore, attire should convey a professional appearance whenever the student is present on the campus, attending official program events, in classes or laboratories, and at off-campus experiential rotations.

The following constitutes acceptable and professional attire for graduate nutrition students:

- Matching scrub sets and tennis shoes can be worn. “Blueberry” (dark blue) has been designated by the NSU bookstore for the program’s official scrub color. Additional outerwear is acceptable. Students must wear closed-toe shoes.
- Shirts, slacks, professional business dress (slacks, pants, or skirts with blouses, or dresses), and appropriate shoes are acceptable, as well as program polo shirts.
- White coats are designated for students in the professional practice concentration and can be purchased through the NSU Bookstore. Following official installation of students, the white coat may be worn over professional attire and must include the embroidery and the program’s official shoulder patch.
- Other specific dress code modifications, including laboratory dress codes and practical exam dress codes, will be addressed in the specific course syllabi.

Those failing to comply may be dismissed from the classroom and/or campus, and a written warning describing the infraction will be entered into the student’s file.

When participating in clinical assignments or program events, working in the campus buildings, and/or attending classes, students **may not wear**

- shorts
- cutoffs
- miniskirts (higher than just above the knee)
- jeans (all colors)
- see-through clothing, tank tops or halter-tops
- open-toed shoes, sandals, flip-flops
- T-shirts (as the outer shirt)
- jogging or exercise clothing
- inappropriately mismatched garments
- hats or caps, unless of a religious nature

Jewelry, Body Piercing, and Tattoos: Only appropriate jewelry for professional business attire is permitted.

Visible body jewelry, such as rings for the nose, eyebrows, lip, chin, cheek, or tongue, is NOT permitted. Tattoos must be covered by clothing.

Identification badges (I.D.) are issued at the One-Stop Shop in the HPD’s Terry Building, at the Don Taft University Center, and at the Tampa Bay Regional Campus. Badges must be worn and visible at all times when the student is on campus or at a clinical rotation. Please note that I.D. badges are necessary for

proper use of on-campus auditoriums, library and recreational facilities, offices, laboratories, and certain restricted parking areas. These badges are given to the students at no charge, except for replacement.

Students inappropriately dressed or groomed may be dismissed from the classroom and/or the clinical site and be referred to the SPAC. Noncompliance with the dress code requirements may be designated in a student's performance record. 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 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 examination periods.

2. Dress Code in the Clinical Setting and on Clinical Rotations

Students must present themselves in professional attire and must have their university identification (I.D.) at all times.

For men, this means a white coat, shirt and tie, dress pants, and dress shoes that completely protect the foot.

For women, this means a white coat, a dress or slacks/skirt with a blouse, and shoes that completely protect the foot.

On some rotations, students may be permitted to wear scrubs. This is typically for clinical rotations that require the students to be in the patient care setting. This will be at the discretion of the preceptor and any violations will be reported to the program office.

Regardless of the dress code at the clinical training site, students are expected to comply with the Dress Code Policy when they are on the KPCOM campus.

3. Professional Online Presence

Due to the nature of the graduate nutrition programs, students may attend classes through online platforms. Appropriate attire is expected of students in accordance with the dress code.

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, 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.

G. 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. Students who exhibit illegal, inappropriate or unprofessional behavior will be referred to the SPAC and/or proper authorities for disciplinary action and may be subject to dismissal.

H. Authenticity/Plagiarism

Academic integrity is highly valued by the faculty and program who take a firm stand on submitting original work. Acts of plagiarism, whether intentional or accidental, are subject to disciplinary action as a violation of academic integrity. A student who breaches the Code of Conduct may receive academic penalties up to, and including, dismissal from the program. Student work submitted to courses in this program will be screened for similarity scores. Copying personal work from another class or sharing materials between students for individual assignments are forms of plagiarism.

Professional Practice Concentration (RDN)

A. Accreditation Statement

Effective, January 20, 2019, the professional practice concentration (RDN) in the Master of Science (M.S.) in Nutrition degree program has been granted Candidacy for Accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) as a Demonstration Program for the Future Education Model. It is the only pathway offered within the Department of Nutrition by which students become qualified to take the national credentialing examination issued by the Commission on Dietetic Registration (CDR) for Registered Dietitian Nutritionists. Students on premises—and enrolled after candidacy is granted—will be considered graduates of an accredited program upon successful completion of the program.

Students who successfully complete the RDN will be issued verification statement requirements and procedures ensuring that all students completing requirements as established by the program receive verification statements.

B. Mission and Goals

The mission of the professional practice concentration is to provide innovative education and training to effectively prepare competent, entry-level Registered Dietitian Nutritionists who collaboratively lead nutrition practice to enhance human health and quality of life in the communities they serve.

In addition to the program goals of the M.S. in Nutrition program, the RDN concentration has the following additional goals and objectives:

Program Goal 1: Prepare practitioners who can deliver quality nutritional care that is based on academic standards for entry-level dietitians and current research.

Program Objectives for Goal 1:

1. Program Completion: At least 80 percent of graduates complete program/degree requirements within 3 years (150 percent of the program length).
2. Graduate Employment: Of graduates who seek employment, 80 percent are employed in nutrition and dietetics-related field(s) within 12 months of graduation.
3. Registration Exam: 90 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
4. Registration Exam: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80 percent.
5. Employer Satisfaction: 80 percent of employers surveyed will rate the program level of graduate's preparation for an entry-level position at 4 or higher (on a scale from 1 to 5, being 5 the highest).
6. Program Specific: At least 90 percent of program graduates, surveyed after one year, will self-rate their overall level of preparation for employment at 4 or higher (on a scale from 1 to 5, being 5 the highest).

Program Goal 2: Prepare graduates who champion service to the community and profession through active roles in leadership and interprofessional practice.

Program Objectives for Goal 2:

1. Program Specific: 70 percent of program graduates, surveyed after one year, will report involvement in their communities and/or profession.
2. Program Specific: 80 percent of program graduates, surveyed after one year, will self-rate their overall level of preparation to lead within community or professional organizations at 4 or higher (on a scale from 1 to 5, being 5 the highest).
3. Program Specific: 80 percent of graduates, surveyed after one year, will self-rate their overall level of preparation to participate in interprofessional teams at 4 or higher (on a scale from 1 to 5, being 5 the highest).

C. Assessment of Prior Learning

The M.S. in Nutrition program follows a transfer credit policy for prior academic learning which is made available in the program brochure. While policies at NSU and in the Department of Nutrition allow for the transfer of up to 6 credits, the professional practice concentration (RDN) will carefully review all transfer credits. If the course content and student outcomes clearly align with the course required in the track, the course will be allowed to transfer in and count as credit toward the M.S. degree.

However, only courses that are purely didactic in nature (e.g., biochemistry) will be allowed to transfer. All supervised practice activities and requirements must be met through the courses required in the current degree requirements.

D. Annual Assessment

In addition to the ongoing course and instructor evaluations in the program, the RDN program engages a formal summative assessment of student competence and regular reports of performance and progress.

Near the end of the program, students are given the opportunity to evaluate the curriculum and their preparedness according to each of the educational competencies. Evaluation may occur via computer or hard copy and will be completed prior to the end of the winter semester. All evaluations remain anonymous and are compiled by the computer or by a third party (if done hard copy) and presented to the program director. The program director shares the aggregate information with the program faculty and preceptors for discussion and improvements where appropriate. At the end of the senior year, students are given the opportunity to evaluate the program curriculum and their preparedness according to each of the educational competencies.

While evaluating the program, students should strive to evaluate the course work and the effectiveness of the instructor or preceptor. Evaluations should not be based on personal like or dislike of the course or instructor or area of practice but rather on the effectiveness of meeting objectives. Constructive comments and ideas for change are helpful and allow for the faculty or staff to evaluate and make changes to courses, books, or assignments as needed. Students are also given the opportunity to evaluate their own preparedness related to the core knowledge and competencies for the Registered Dietitian Nutritionist. The evaluation form regarding preparedness in each educational competency area is submitted directly to the program director. Students may review this with the program director and a corrective plan of action can be created for any deficiencies. This form is not anonymous as the program director may use the information to compare each second-year student's perception of preparedness to actual performance on the RDN exam or to compare the first-year preparedness evaluation to the second-year preparedness.

E. Career Counseling

In addition to ongoing academic review as detailed in Academic Progress, students in the RDN professional practice concentration who are unable to maintain the expected level of academic performance and have a minimal chance of success will meet with faculty advisers to identify alternate options. NSU has an expansive program for career development and will be actively engaged with students throughout the program to offer career coaching services.

NSU's Career Development Office: nova.edu/career.

F. Background Checks

The M.S. in Nutrition, Professional Practice Concentration program will follow the college policy for background screening and drug testing as set forth in the *KPCOM Student Handbook*. Upon admission to the professional practice concentration, graduate nutrition students will be subject to compliance screening requirements for licensed health care providers and may train in facilities where adverse results are monitored.

G. Disciplinary/Termination Procedures

Incompetent behavior or behavior that puts a patient at risk or jeopardizes the preceptor, facility, or faculty's safety or reputation will result in disciplinary action up to, and including, immediate dismissal. The program reserves the right to discipline or dismiss a student for infractions deemed serious by the program. This information in this section is provided as a supplement to the Grievance and Appeals policies contained in the college *Student Handbook* in greater detail.

Serious violations that would result in immediate dismissal from the program include, but are not limited to:

1. harm to patient, client, faculty, preceptor, etc.
2. theft
3. drug or alcohol use while in a facility or class
4. violation of any ACEND Code of Ethics guidelines

Inappropriate and/or unprofessional behaviors will be documented, as follows: (1) upon being informed of an alleged infraction, the program director and/or faculty member or preceptor will conference with the student; (2) written incident report will be filed in the student's record. The first infraction will result in a verbal warning with documentation in the student's file; (3) the second infraction will result in a write-up with documentation in the student's file; (4) the third infraction will result in immediate dismissal from the program; (5) if in the last semester of the program (near graduation) and the program policies are violated with a serious infraction, the student may or may not be able to graduate; and (6) if the student graduates, he or she may or may not obtain a verification statement. The program reserves the right to withhold a verification statement if serious violations of any program policies occur.

5. facility, university, and community authorities will be contacted as appropriate

H. Graduation Requirements

Graduation requirements are detailed within the main section of this student handbook. In addition, students in the M.S. in Nutrition degree professional practice concentration (RDN) are eligible for graduation and to receive an ACEND Verification Statement, when the student

- satisfactorily completes, with a cumulative grade point average of 3.0, or higher, and within three years (9 semesters) of matriculation, the course of study required for the concentration (a minimum of 74 credit hours)
- successfully completes all supervised practice requirements
- successfully passes the comprehensive examination

Upon satisfactory completion of degree requirements, the student is expected to attend, in person, the 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.

I. Leave of Absence

RDN students are required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) standards for supervised professional practice and to achieve the competencies listed in the Standards of Education for entry-level dietitians before they can be issued a Verification Statement, and thus, be eligible for the national Registration Examination for Dietitian Nutritionists.

Because unexpected life situations arise and illnesses and accidents do occur, this policy is in place to provide direction related to personal leave of students in the professional practice concentration who need time away from the RDN program to attend to matters that impact their individual lives, that are unrelated to their program, and that significantly interfere with their ability to meet their practice responsibilities.

If injury or illness occurs, the student must provide documentation to the program director indicating the severity or extent of the injury/illness, including any required work limitations. If a leave of absence is indicated, the student should submit a written request to the program director. If the student is unable to personally contact the program director, the student may designate someone to make such contact on his or her behalf.

The written request should indicate a date when the student will meet with the program director to discuss reentry into RDN program. In the case of a medical leave of absence, the student will be required to submit a physician's release before returning to the program.

Timely completion of the program, following an approved leave of absence, is within one year from the program start date.

Once a leave of absence is established, specific arrangements will be made on an individual basis in coordination with the program director. The student's accomplishments to date will be evaluated and a written plan for completion will be determined. The written plan for completion will include, but is not limited to

- the number of program hours completed
- specific rotations, assignments, projects, and competencies successfully completed, and preceptor evaluations of the student's work and capabilities
- the number of required hours remaining to meet the standards set
- specific rotations, assignments, projects, and competencies required to be successfully completed by the student
- the plan also will take into consideration the availability of preceptors to work with the student, as well as the reasonable expectation that the student will successfully complete the program

J. Professionalism

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. The Code of Ethics can be found at eatright.org/healthprofessionals/content.aspx?id=6868. Students in RDN program will abide by this professional standard.

K. Student Concerns

The RDN program strives to uphold all ACEND requirements for policies and procedures related to the accreditation standards. Visit the ACEND website for the complete standards—eatrightpro.org/acend.

Students should proactively contact the program director regarding issues of concern related to the standards and program requirements before significant problems arise. Concerns a student has regarding programmatic issues should be dealt with on an individual level, (i.e., student and faculty member or student and preceptor). If resolution of the concern is not achieved, the student may take the concern to the next level, (i.e., student, faculty, and director; or student, preceptor, and clinical coordinator).

The program director is available in person or via phone. The student may email the program director to schedule an appointment. If resolution of the concern is not achieved via the program director, the student may take his or her concern to the associate dean for Undergraduate, Graduate, and Community Education and then the dean for the KPCOM.

The program maintains a record of student complaints for a period of seven years, including the resolution of complaints. Any written complaints related to program noncompliance with ACEND accreditation standards, which cannot be resolved by the program, may be elevated to ACEND after all other options with the program and organization have been exhausted.

L. Nutrition Practicums for Supervised Practice

Students complete supervised practice (SP) under the direction of faculty members and qualified preceptors at affiliated training sites. Therefore, SP practicums must be completed within the semester they are scheduled and under no circumstances will a student be able to complete supervised practice hours before or after the assigned semester. Students placed on a leave of absence will work with the course director, under related policies, to fulfill the SP requirements for the course and/or program. Faculty members have the right to alter a practice experience or remove the student from the experience if the student's performance is unsatisfactory. Students are not permitted to accept compensation for SP hours. In addition, students may not cover job duties for employees of the assigned facility. These hours are strictly coursework. Students are not permitted to complete SP hours at their place of employment, unless approved by the practicum coordinator. If a student is completing SP hours at a facility in which they are employed, paid work hours cannot count toward completion of the SP. Any violations of this policy may be cause for dismissal from the program.

1. Supervision

Students should not be at a facility without the presence of the preceptor or his or her designee. A designee includes clinical dietitians, dietetic technicians, certified dietary managers, lead food-service employee such as a cook, food-service supervisor, manager or department director. A student should always have someone on-site who is his or her point of contact, and it may or may not be his or her main preceptor. A person should be identified and designated as the go-to person for questions and the one to provide the student with his or her work plan for the day. If a student is asked to be on-site without a preceptor or his or her designee, the student needs to contact the instructor immediately.

On occasion, students may participate in virtual rotations and supervised professional training experiences through virtual technology. Such arrangements are approved in advance by the course

director. Virtual students are required to be available and easily accessible to the site preceptor during the approved scheduled hours of the rotation using the appropriate means of communication. Students should advise their preceptor when taking approved breaks or engaging in activities that preclude them from providing an immediate response. Preceptors will review and approve time logs with students on a weekly basis to ensure students receive the allocated hours of the rotation.

2. Technology Access

Students are to request their own username and password for computer access at the site. If a student is not provided with a student username and password, he or she should refuse to document under someone else's user login information. If asked to do so, the student must notify the instructor.

3. Professional Communication

Students are not to communicate with preceptors or patients/clients via social media or email about patient/client care or any confidential information pertaining to the SP site. This can be a HIPAA violation. If this is a practice of the facility, students must let their instructor know. If students need to use their personal devices, such as mobile phones, tablets, or computers in the conduct of practicum experiences for the site, students should take precautions to protect their personal information by using secure connections, identify protection, and screen locking. Students must follow all security protocols of the site.

4. Completion of SP Hours

If a student is asked to leave a facility by the preceptor for any reason, the student may or may not be assigned to another facility and could potentially be dismissed from the program. To assure that the student enrolled in the RDN concentration completes the full hours of SP required by the Accreditation Standards of ACEND during his or her academic program, the following policy on absenteeism will be followed:

Each student will spend the required amount of time at each SP site, which is generally seven productive hours (plus lunch and break time, which do not count toward hours); facility requirements may be more. Students are not to leave a facility early and will spend the required time in the facility. The required total hours spent in the experience must be met for each course. In the event that the student will be late or absent from the experience, the student should notify the course instructor and the preceptor prior to the start of the SP, or as soon as possible in an emergency. Any experience missed during an absence must be made up at the convenience of the preceptor and the facility. If this time is not made up, the required verification statement for the completion of the RDN program will not be submitted to CDR for the student. Total hours spent in each SP experience will be tracked and approved by the student and the preceptor and made a permanent part of the student file.

5. Site Change

If a change in experience site or preceptor is needed at any time during the professional phase of the program, students should contact the clinical coordinator immediately. The practicum coordinator will be available to guide the student in finding a new placement site and or preceptor if needed. Students may be placed in a supervised practice experience site up to a two-hour drive away from campus. All paperwork and legal agreements will be managed by the practicum coordinator. Information related

to the assigned facility will be provided to the student by the clinical coordinator and/or the faculty member of record for the course. Students are not allowed to change their supervised practice experience schedule without the prior permission of the clinical coordinator. Good cause must be given, and the request must be submitted into Canvas using the approved request form, preferably with a minimum of two weeks before the scheduled change.

6. Transportation

Students are responsible for their own appropriate automobile insurance (which covers travel to and from supervised practice experience sites) and are responsible for transportation to and from all practice experiences and meetings. In certain circumstances, preceptors and faculty may offer to provide transportation to students. It is the decision of the student whether or not to accept the offer. Students who do so, accept the offer at their own risk. The RDN program does not condone nor prohibit student-preceptor ride-sharing. Students are not required to carry professional liability or general liability insurance while performing in SP in practicums. NSU covers the students at the SP-approved sites for general and professional liability. This insurance is at no cost to the student and automatic while enrolled in the program. It does not cover any outside work or volunteer work performed by the student outside of this academic arrangement.

7. Student Illness at the Practicum Site

If a student is injured or becomes ill while at a practicum site, the priority is for the well-being of the student and the clients served on the site. Students are expected to arrive to practicum sites in healthy condition or notify their site supervisor to request an excused absence in such cases. Practicum sites will provide or arrange for emergency care to students who are injured or become ill during field experiences while on facility premises. The cost of medical services rendered is the responsibility of the individual student. Students will maintain health insurance throughout the practicum assignment, as required by policies of the HPD and NSU.

It is the student's responsibility to notify the faculty member—in writing—of any injury or illness as timely as possible. The student must provide documentation to the program director indicating the severity or extent of the injury/illness, including any required work limitations. In all cases of student absence, students will work with their preceptor and attending faculty to coordinate make-up time in the practicum setting, if needed.

8. Emergency Operations

Inclement weather, facility emergencies, and other natural disasters may disrupt the student's ability to complete coursework or SP hours. Student's safety is of utmost importance. Closures at the university and training sites may affect normal operations on occasion, and student-learning experiences will be rescheduled accordingly. SP hours must be rescheduled to meet the requirements of the RDN program. The hours will be at the discretion of the facility and can be completed on the weekend or at the beginning or end of the regular scheduled day. A university closure does not automatically mean a student does not report to his or her assigned SP facility. Students should contact their facility/preceptor first, and then their instructor, for directions.

9. Meetings and Conferences

Attendance at professional meetings, outside lectures, food and restaurant shows, etc., does not substitute for regularly scheduled supervised practice experiences, unless designated as part of course requirements stated in the syllabus or approved by the site preceptor as SP hours. The student should attend such events as a future professional in dietetics, to become acquainted with the field, to gain knowledge in topics of interest, and to network with practitioners.

10. Program Schedule, Vacations, and Holidays

The RDN follows the policy of NSU regarding observance of religious and holidays without penalty to the student. Students will provide advance notice to their instructors in order to make up required work, including an examination, which is missed as a result of absence from class due to observance of religious holidays. If satisfactory arrangements cannot be made with the appropriate instructor(s), students may appeal to the program director and then to the head of the department in which the course is offered.

If a student misses any SP due to personal religious beliefs, the student is responsible for making the hours up at the convenience of the facility or preceptor. Students may be required to attend supervised practice experiences on university holidays or breaks.

11. Religious Holidays

See the *NSU Student Handbook*, Religious Holidays Policy section. Visit nova.edu/studentconduct/religious-holiday-policy.html for more information.

If a student will be unable to attend class, scheduled examinations, or other activities/events that require his or her attendance due to the observance of a work-restricted religious holiday, he or she must notify the assistant dean for Student Development within three calendar days after the start of the semester.

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, 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 KPCOM 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 (SPAC) 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 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.
- If a student is unable to physically attend a scheduled meeting of the SPAC because of distance or location, an alternate means of communication by which to conduct the meeting will be established by the committee upon written request by the student to the chair of SPAC.

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 signs 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 Department of Nutrition of the KPCOM. 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 he or she has been placed on academic probation. During probation for disciplinary reasons, the student must 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 Department of Nutrition.

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 student 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 six-year (18-semester) 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 KPCOM's Department of Nutrition 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 six-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

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 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 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 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 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.
12. 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 or her faculty adviser or the program director.

Course Grade

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

- a. course director/instructor
- b. Nutrition Program director
- c. SPAC
- d. 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 individuals.

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 education and developmental mission of the college.

2. Appeals Board Responsibilities

The Appeals Board will hear all student appeals of a decision made by the dean of the college relating to either dismissal or disciplinary actions as defined in this 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 school holidays and weekends) after the date the student received

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. Participation of legal representatives in the preparation of the written appeal is prohibited.

3. Appeals Board Membership

The Appeals Board shall consist of the chancellor of the Health Profession Division or designee, six faculty members (including one from the graduate programs), and a chair from the college faculty appointed by the dean of the college. The assistant dean of Student Affairs and the chair of the SPC and/or graduate SPAC 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 program director of nutrition 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 assistant dean of Student Affairs 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 program director's decision, review the evidence, respond to any questions, and provide opportunity for any additional input.

- 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 the 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 Appeals 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

Admissions and Advisory Committee

This committee consists of faculty members and the admissions counselor. A faculty member chairs the committee. This committee reviews standards for admission to the program; reviews applications for admission; reviews student recruitment plans; and monitors the implementation of policies and procedures related to admissions and student recruitment. The Admissions and Advisory Committee recommends the most qualified candidates for admission. Committee recommendations are made to the program director.

Curriculum Committee

Faculty members work with active student input in the committee to shape the academic program. This committee, chaired by a core faculty member, reviews course structure, content, and delivery; receives input from course evaluations; approves course syllabi; reviews the curricula; and makes recommendations that contribute to the enhancement of the academic program and maintenance of high academic standards. Committee recommendations are made to the program director.

Program Advisory Board

Members of this committee are appointed by the program director to advise the program relative to the needs to the community. The Advisory Board is comprised of community leaders and practicing professionals who serve as advocates for the program. The board exists to assist the faculty, staff, and students of NSU in ensuring an optimal educational experience. The board serves a consultative role to provide strategic direction, partnerships, and networking to resources and to enhance the program's ability to deliver its goals and objectives. The board meets twice a year and at the request of the program director.

Honors and Awards

Chancellor's Award

Presented to a graduating student who best exemplifies the characteristics of a nutrition professional through a combination of scholarship, leadership, integrity, humanity, and loyalty to the profession. (Disclaimer: Programs with ten or more graduates within an academic year are eligible for this award.)

Dean's Award

Awarded to graduate students demonstrating high scholastic achievement, as well as leadership within their academic program, the profession, or within the community.

Golden Apple Award

Presented by the graduating class to the faculty or staff member deemed most outstanding by the graduating class.

Honors Designation

Students who achieve noteworthy academic accomplishments are recognized with honors designation upon graduation. For students graduating with a GPA of 4.0, the following annotation will appear on their permanent academic records: “High Honors.” For students graduating with a GPA of 3.95–3.99, this annotation will appear on their permanent academic records: “Honors.”

Nutrition Research Award

Presented to a graduating student who demonstrates significant interest in research and has engaged in active research activities in the course of his or her studies.

Department of Couple and Family Therapy

Administration

Elaine Wallace, D.O., M.S., M.S., M.S., M.S.

Dean

Room 1407/Ext. 21457

The dean is the chief academic officer of the Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM).

Phyllis Filker, D.M.D., M.P.H.

Associate Dean of Undergraduate, Graduate, and Community Education

Room 1403/Ext. 21628

The associate dean of Undergraduate, Graduate, and Community Education provides oversight and promotes the development of the undergraduate, graduate, and community programs for the KPCOM.

Fariha M. Niazi, Ph.D., LMFT, LMHC

Chair, Assistant Professor

Department of Couple and Family Therapy

(954) 262-8212 • niazi@nova.edu

The chair is responsible for the supervision and coordination of all initiatives for the Department of Couple and Family Therapy, including strategic planning, faculty oversight, and academic services.

Kara Erolin, Ph.D., LMFT

Director of Doctoral Programs, Associate Professor

(954) 262-3055 • kerolin@nova.edu

Anne Rambo, Ph.D., LMFT

Director of Master of Science Program, Professor

(954) 262-3002 • rambo@nova.edu

The directors oversee the programs' planning and development, direct the implementation of program policies and procedures, and coordinate the tracking and mentoring of students enrolled in the programs.

Mission Statement

The mission of the Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine's Master of Science (M.S.) in Couple and Family Therapy program is to provide training using a relational/systemic theoretical lens in working with individuals, couples, families, groups, and organizations. The program curriculum emphasizes the ethical and professional practice of family therapy, offering professional and scholarly services to the community, including culturally and sexually diverse populations and other marginalized groups. Through these practices, the program demonstrates a commitment to issues of cultural and sexual diversity, inclusion, and international sensitivity. The program provides a global perspective of

research, scholarship, and service and participates in reflective practices through self-evaluation and input from our communities of interest, as we strive to maintain the highest professional standards.

The mission of the Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine's Doctor of Philosophy (Ph.D.) in Couple and Family Therapy program is to develop students who are committed to advanced academic and clinical practice and who are prepared for leadership in the field of marriage and family therapy through research, supervision, teaching, and clinical theory and practice. Additionally, students in the Ph.D. program are committed to servicing the community as ethical practitioners, and focusing on the relational strengths and resources of both students and clients with an appreciation and respect for diversity, inclusion, and cultural and sexual diversity.

The mission of the Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine's Doctor of Marriage and Family Therapy (D.M.F.T.) program is to train students to work in multiple settings and on multiple levels in agencies, treatment facilities, medical facilities, and other locations that provide clinical services. Graduates are sufficiently trained to develop their own clinical programs, businesses, educational trainings, and other community engagement initiatives.

Vision

The vision of the Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine's Master of Science (M.S.) in Couple and Family Therapy Program is to embrace a systemic/relational paradigm while providing clinical training to support community needs, including those of culturally and sexually diverse and marginalized groups. The M.S. in Couple and Family Therapy Program trains students to become competent marriage and family therapists with the ability to work systemically with all populations.

The vision of the Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine's Doctor of Philosophy (Ph.D.) in Couple and Family Therapy Program is to develop students who are committed to academic and clinical innovation and prepared for advanced leadership in the field of family therapy. The application of systemic/relational theory is the foundation for such training and is utilized to support a vision in service to culturally and sexually diverse populations in a variety of settings.

The vision of the Nova Southeastern University Dr. Kiran C. Patel College of Osteopathic Medicine's Doctor of Marriage and Family Therapy (D.M.F.T.) Program is to foster professional advancement and excellence that provide graduates with high level training that supports the needs of our communities of interest, while focusing on inclusion, diversity, and cultural issues across all settings in which clinical and supervisory services are provided.

Our programs further strive to uphold all ethical, legal, and professional standards in the field.

Program Goals and Student Learning Outcomes

M.S. Program Goals (PGs)

PG1: The M.S. in Couple and Family Therapy program demonstrates a commitment to issues of cultural and sexual diversity and inclusion.

PG2: The M.S. in Couple and Family Therapy program demonstrates a commitment to ethical and professional practice.

PG3: The M.S. in Couple and Family Therapy program trains students in clinically applied research and systemic/relational clinical theory and practice.

PG4: The M.S. in Couple and Family Therapy program demonstrates a commitment to servicing the community.

PG5: The M.S. in Couple and Family Therapy program demonstrates a commitment to graduating students in a timely manner, monitoring graduate employment, and passing the licensure exam.

M.S. Program Student Learning Outcomes (SLOs)

SLO1: M.S. students demonstrate respect for issues of cultural and sexual diversity and inclusion.

SLO2: M.S. students will demonstrate ethical and professional behaviors as practitioners.

SLO3: M.S. students will demonstrate knowledge of clinically applied research.

SLO4: M.S. students will demonstrate competency in clinical theory.

SLO5: M.S. students demonstrate competency in practice.

SLO6: M.S. students will demonstrate service to community by seeing clients from the community.

SLO7: M.S. students will graduate within the maximum allotted time frame of five years.

SLO8: M.S. graduates will be employed.

SLO9: M.S. graduates will pass the AMFTRB licensure exam.

Ph.D. Program Goals (PGs)

PG1: The Ph.D. in Couple and Family Therapy program demonstrates a commitment to issues of cultural and sexual diversity and inclusion.

PG2: The Ph.D. in Couple and Family Therapy program demonstrates a commitment to ethical and professional practice.

PG3: The Ph.D. in Couple and Family Therapy program trains students in research, teaching, supervision, and advanced clinical theory and practice.

PG4: The Ph.D. in Couple and Family Therapy program demonstrates a commitment to servicing the community.

PG5: The Ph.D. in Couple and Family Therapy program demonstrates a commitment to graduating students in a timely manner, monitoring graduate employment, and preparing for the licensure exam.

Ph.D. Program Student Learning Outcomes (SLOs)

SLO1: Ph.D. students demonstrate respect for issues of cultural and sexual diversity and inclusion in teaching

SLO2: Ph.D. students demonstrate respect for issues of cultural and sexual diversity and inclusion in supervision.

SLO3: Ph.D. students demonstrate respect for cultural and sexual diversity and inclusion in practice.

SLO4: Ph.D. students will demonstrate ethical and professional behaviors as practitioners.

SLO5: Ph.D. students will successfully complete a dissertation research project.

SLO6: Ph.D. students will demonstrate competency in teaching.

SLO7: Ph.D. students will demonstrate competency in the practice of supervision.

SLO8: Ph.D. students demonstrate competency in advanced systemic/relational theory and practice.

SLO9: Ph.D. students will complete the required internal practicums at the Family Therapy Clinic.

SLO10: Ph.D. students will graduate within the maximum allotted time frame of seven years.

SLO11: Ph.D. graduates will be employed.

SL12: Ph.D. students/graduates will prepare for the AMFTRB licensure exam.

D.M.F.T. Program Goals (PGs)

PG1: The D.M.F.T. program demonstrates a commitment to issues of cultural and sexual diversity and inclusion.

PG2: The D.M.F.T. program demonstrates a commitment to ethical and professional practice.

PG3: The D.M.F.T. program trains students in applied research, supervision, and advanced clinical theory and practice.

PG4: The D.M.F.T. program demonstrates a commitment to servicing the community.

PG5: The D.M.F.T. program demonstrates a commitment to graduating students in a timely manner, and monitoring graduate employment.

D.M.F.T. Student Learning Outcomes (SLOs)

SLO1: D.M.F.T. students demonstrate respect for issues of cultural and sexual diversity and inclusion in supervision.

SLO2: D.M.F.T. students demonstrate respect for cultural and sexual diversity and inclusion in practice.

SLO3: D.M.F.T. students will demonstrate ethical and professional behaviors as practitioners.

SLO4: D.M.F.T. students will successfully complete an applied clinical research project.

SLO5: D.M.F.T. students will demonstrate competency in the practice of supervision.

SLO6: D.M.F.T. students demonstrate competency in advanced systemic/relational theory and practice.

SLO7: D.M.F.T. students will complete the required internal practicums at the Family Therapy Clinic.

SLO8: D.M.F.T. students will graduate within the maximum allotted time frame of seven years.

SLO9: D.M.F.T. graduates will be employed.

Recruitment Policy

NSU KPCOM's M.S. in Couple and Family Therapy, Ph.D. in Couple and Family Therapy, and D.M.F.T. programs demonstrate a commitment to diversity and inclusion, and prepare students for the clinical practice of couple/marriage and family therapy, maintaining a high level of graduation and postgraduate success in the field. KPCOM's recruitment policy combines a commitment to diversity and underserved populations with a fair and realistic appraisal of qualities needed to graduate and have success in the field of couple/marriage and family therapy. The Department of Couple and Family Therapy does not require the graduate record examinations (GRE) or other standardized tests, as standardized testing tends to privilege certain populations over others. The Department of Couple and Family Therapy requires a 3.0 grade point average (GPA) for the master's program, a 3.5 GPA for doctoral programs, and demonstrated interpersonal abilities. In addition to letters of reference, an admissions essay, and a writing sample (for doctoral programs), the Department of Couple and Family Therapy conducts in-person interviews to assess prospective students. To attract qualified students, the Department of Couple and Family Therapy maintains relationships with universities nationwide, who have graduate programs in couple/marriage and family therapy and related fields.

The Department of Couple and Family Therapy makes it a point to build relationships with other universities nationwide. The Department of Couple and Family Therapy also offers open houses, which are open to the community and publicized through the college's web page, where prospective students can talk with faculty members and current students. Department of Couple and Family Therapy students and graduates themselves are a primary source of prospective students, as they recommend the program to friends and colleagues. The department strives to recruit a diverse student body in terms of age, experience, class, race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, or political beliefs or affiliations. The department is transparent about its values and what it offers, providing all prospective students with a statement of its core diversity/inclusion values, and publicizing both its licensure exam pass rates and postgraduate employment statistics.

Retention Policy

NSU KPCOM's M.S. in Couple and Family Therapy, Ph.D. in Couple and Family Therapy, and D.M.F.T. programs demonstrate a commitment to diversity and inclusion and prepares students for the clinical practice of couple/marriage and family therapy, maintaining a high level of graduation and postgraduate success in the field. KPCOM's retention policy balances its commitment to the best outcome for individual students with the need to maintain a positive reputation for its graduates to ensure success in the field. The faculty advisers attend closely to the progress of individual students during the entire program, as evidenced in the annual reviews. Most of the college's attrition occurs during the first semester, when students are not able to succeed academically or have underestimated the commitment required for a graduate program. In this event, the program director meets with the student and the faculty teaching the student that semester. Every effort is made to work toward a mutually agreeable outcome.

The program director is notified if a student earns a grade of *C*, *F*, *I*, or *IP* in any course. The director follows up with the student and informs him or her about the available options. Additionally, students may be asked to take additional internal practicums above and beyond the minimum requirement. The program director and the faculty members work with individual students to maintain their progress

toward graduation. In addition, the program director is notified of a grade below *B* (including *B-*) in the internal and external practicums, as well as low scores on the areas related to ethics and diversity on the internal and external practicum final evaluation forms (completed by the faculty supervisor). The program director is informed of a grade below *B* (including *B-*) in ethics and diversity courses. For the practicums and these courses, remedial work is assigned to the students by the program director. KPCOM's goal is a high level of retention, but balanced at all times with the need to maintain the integrity of the program and the profession.

Governance of the Program

NSU KPCOM's M.S. in Couple and Family Therapy, Ph.D. in Couple and Family Therapy, and D.M.F.T. programs employ program directors who are academically, professionally, and experientially qualified and are vested with the authority necessary to accomplish the programs' goals. The programs highly value input from their communities of interest, which include faculty members, supervisors, and students. Faculty members and supervisors participate in the governance of the programs through their involvement in teaching and supervising students, as well as through faculty meetings, faculty retreats, committee participation, and various other evaluative mechanisms. Faculty members and supervisors are encouraged to offer feedback regarding the programs throughout the year. Students are involved in the governance of the programs through the feedback they provide via the course evaluations, annual reviews, student government associations (SGAs), doctoral seminars, and various other evaluative mechanisms. Faculty members and students are also represented on the Advisory Board as well as the Curriculum Committee. Feedback from all communities of interest is collected and reviewed at faculty meetings for possible program changes and improvement. Any major changes to the programs, such as curricular changes, are proposed to, and approved by, the faculty, the department's Curriculum Committee, the department chair, and then the senior leadership and accrediting bodies. Any changes to the programs are communicated with students via the department listserv.

In order to comply with accreditation standards, the couple and family therapy programs are required to gather information from their students and graduates. The department sends an annual survey via email to students and graduates regarding achievements of graduates, employment information, employer information (in order to request satisfaction information), national exam pass rates, licensure rates, and other information, as needed.

All incoming students sign the informed acknowledgment of potential differences in MFT licensure requirements across state/provincial regulatory bodies and receive relevant resources, such as website links for Florida Board and COAMFTE Directory for MFT licensing boards (floridasmentalhealthprofessions.gov/licensing/licensed-marriage-and-family-therapist, coamfte.org/Directories/MFT_Licensing_Boards.aspx).

Accreditation

NSU KPCOM's M.S. and Ph.D. in Couple and Family Therapy programs are fully accredited by the Commission on Accreditation for Marriage and Family Therapy Education of the American Association for Marriage and Family Therapy (AAMFT). The AAMFT is located at 112 South Alfred Street, Alexandria, VA, 22314-3061 and its website is coamfte.org/coamfte.

Academic Services

Administration/Faculty Office Hours

The KPCOM 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.

Department of Couple and Family Therapy Office

Any inquiries or concerns regarding the Department of Couple and Family Therapy may be directed through the Department of Couple and Family Therapy office (Mailman-Hollywood Building, third floor) or via email to the program directors. Students must access the department website and the student's NSU email regularly for current information on the department, 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 the student 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
- assist the student in identifying research areas to pursue during his or her coursework of graduate study

The department chair supervises the assignment of academic advisers. Students wishing to switch academic advisers during the academic year may request so by contacting the program director. 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 couple/marriage and family therapy profession and performance expectations as a student of the Department of Couple and Family Therapy. The academic adviser serves as a source of information and assistance on a wide range of issues, including enhancing the student's interests in pursuing academic and professional opportunities in couple/marriage and family therapy, recommending research topics and couple/marriage and family therapy projects, and encouraging the student to attend and participate in couple/marriage and family therapy 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.

Student Counseling

See the *NSU Student Handbook* Resources section on NSU Student CARE Team. Visit the web page (nova.edu/studentcare) or call (954) 262-7482 for more information.

Career Advising

Career advising is available to students by appointment through the Department of Couple and Family Therapy faculty members, the department office, or the NSU Office of Student Affairs (nova.edu/career/students). Students can take advantage of career recruiting tools available through the career office to engage with prospective employers and networking opportunities (nova.edu/career/students).

Services for International Students

The Office of International Affairs (OIA) provides support and advisory services to international students. The staff at the Office of International Students and Scholars are available to answer any questions and help with matters related to rules, regulations, and resources for international students studying at the university. Students can contact the office at (954) 262-7240 or 800-541-6682, ext. 27240, or by email at intl@nova.edu. For more information, visit nova.edu/internationalaffairs/students.

Bachelor of Science in Health and Wellness Coaching

Program Director

Shazia Akhtarullah, Ph.D., LMFT, LMHC, MCAP

Director, Bachelor of Science in Health and Wellness Coaching Program

shaziaa@nova.edu

Undergraduate Student Academic Catalog

Undergraduate students pursuing the Bachelor of Science (B.S.) in Health and Wellness Coaching should refer to the *NSU Undergraduate Student Academic Catalog (2021–2022)*.

The *NSU Undergraduate Student Academic Catalog* is a resource for information about academic program and curriculum requirements, academic policies, procedures for resolving academic and administrative grievances, course descriptions, and other information relevant to an undergraduate career at NSU.

The *NSU Undergraduate Student Academic Catalog* is published annually. This catalog is composed of information pertaining to undergraduate students of NSU's Abraham S. Fischler College of Education and School of Criminal Justice, College of Computing and Engineering, College of Psychology, Dr. Kiran C. Patel College of Osteopathic Medicine, Dr. Pallavi Patel College of Health Care Sciences, Farquhar Honors College, H. Wayne Huizenga College of Business and Entrepreneurship, Halmos College of

Arts and Sciences and the Guy Harvey Oceanographic Research Center, Ron and Kathy Assaf College of Nursing, and Shepard Broad College of Law. Students are bound by the curricula published in the catalog that is in effect the semester they enter the university.

The *NSU Undergraduate Student Catalog* is published by the College of Undergraduate Studies. For questions and comments about the catalog, contact:

College of Undergraduate Studies
Nova Southeastern University
3301 College Avenue
Fort Lauderdale, FL 33314-7796
(954) 262-7015 • cous@nova.edu

The remainder of the information in this section of the handbook pertains to students in the Doctor of Philosophy (Ph.D.) in Couple and Family Therapy, Doctor of Marriage and Family Therapy (D.M.F.T.), Master in Science (M.S.) in Couple and Family Therapy, and Family Studies and Solution-Focused Coaching Graduate Certificates.

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 Department of Couple and Family Therapy office up-to-date via Self-Service Banner regarding his or her current mailing address, phone number, email address, and emergency contact information.

3. Course and Instructor Evaluations

Students have a responsibility to their 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 department. 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 department chair for review and recommendations, and will be applied toward program development.

4. Disabilities and Academic Accommodations

Students seeking disability accommodations should contact the NSU Office of Student Disability Services. Contact information for the Office of Student Disability Services, as well as policies and procedures relating to disability accommodations, are available on the Office of Student Disability Services web page, nova.edu/disabilityservices. See the *NSU Student Handbook*, Statement on Student Rights section for Nondiscrimination Statement, as well as the Additional Grievance Procedures Available section for the Grievance Procedure for Discrimination based on Disability.

5. Student Health Insurance

To protect the health and well-being of the NSU community, NSU requires all students to maintain health insurance coverage. Therefore, when a student registers for classes, he or she will automatically be enrolled in the NSU Student Health Insurance Plan, and his or her account will be charged accordingly, unless the student fills out the appropriate waiver information. The NSU Student Health Insurance Department will send continuous emails to the student's @mysu.nova.edu account to notify the student of the charge(s) and provide waiver information. Students are also encouraged to check their SharkLink account for charges. For more information, visit nova.edu/bursar/health-insurance/waiver-information.html. See the HPD Policies and Procedures section for Student Insurance Requirement or go to nova.edu/studentinsurance. A student may be prevented from continuing his or her studies due to a 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 demonstrate competency in navigating electronic databases available to the health professions and couple/marriage and family therapy.
- 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 and couple/marriage and family therapy journals and be able to research specific family therapy topics using standard bibliographies and indexes.
- Students must be able to demonstrate competency in using the electronic library to find information.

Press HPD Library staff members are available on an ongoing basis to direct and support students' library needs. Library tutorials are also available. Please visit nova.edu/hpdlibrary for more information.

In addition, NSU's Alvin Sherman Library, Research, and Information Technology Center is a valuable resource for students. For details, visit nova.edu/community/libraries.html.

7. Nondiscrimination Policy

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment.

This nondiscrimination policy applies to 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, **and** athletic and other school-administered programs.

It is with great pride that we, the members of the Department of Couple and Family Therapy at NSU's KPCOM, share one of the guiding principles of our training programs. Our programs are guided by the importance of inclusion, diversity, and affirmative practices in the classroom, coursework, clinical training, as well as in all professional and collegial relationships and interactions. We are committed to training our students in a manner that is respectful of, and sensitive to, religious/spiritual beliefs, cultural traditions and practices, gender identities, and in all areas that distinguish individuals. Our goal is to be self-reflexive practitioners, holding ourselves accountable for our commitment to our principles.

We further strive to train students to respond to each other with the same honor and respect. Subsequently, we expect students will treat fellow students, staff members, faculty, and clients accordingly. We stress a commitment to servicing clinical populations in an affirmative, supportive, and competent manner, including, but not limited to, underprivileged; minority and socially oppressed groups; ethnic; racial; religious groups; LGBTQ+ individuals; foreign nationals; individuals with different levels of ability, both physical and mental; as well as individuals of various genders, ages, and socioeconomic and relationship statuses.

Additionally, the Department of Couple and Family Therapy abides by the American Association for Marriage and Family Therapy (AAMFT) Code of Ethics. Specifically, the following:

Non-Discrimination. Marriage and Family Therapists provide professional assistance to persons without discrimination on the basis of race, age, ethnicity, socioeconomic status, disability, gender, health status, religion, national origin, sexual orientation, and gender identity or relationship status.

For more information, visit aamft.org/Legal_Ethics/Code_of_Ethics.aspx.

8. Sexual Harassment Policy

See the *NSU Student Handbook*, Statement on Student Rights Section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Specific Conduct Violations, Additional Grievance Procedures Available and University Sexual Misconduct Policy/Title IX sections for the Harassment policy, Nonacademic Grievance Procedure, and Sexual Harassment policies.

9. Student Identification Numbers and Email Accounts

Students must use their NSU I.D. number and the NSU email system for communication with the Department of Couple and Family Therapy. Instructions for getting an I.D. number, email account, and password are on the NSU website at nova.edu/resources/nsuidentity. Students are required to maintain and access their NSU email account regularly for any official program, college, or university communication.

Students must use their NSU email accounts when sending email to faculty and staff, and must clearly identify their names and other appropriate information (e.g., course or program). When communicating with students via email, faculty and staff members will send email only to NSU email accounts using NSU-recognized usernames. Students who forward their NSU-generated email to other email accounts do so at their own risk of not receiving required program information.

It is against university policy for students to advertise their business activity, even if program related, through email or mailbox distribution to students and faculty and staff members.

All credit-bearing courses and programs being offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in, and completes, the course or program and receives academic credit. One or more of the following methods must be used:

- an individual secure login and password issued by the college
- proctored examinations, and/or
- other technologies or practices that are effective in verifying student identification

Any online student work, assessments, or activities that are graded or contribute to a student's grade are submitted via a system that verifies the student's identify through secure login. All methods of verifying student identify in distance education must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they will be so indicated in the catalog or on the "Tuition and Fees" web page for the program.

10. Student Responsibility to Obtain Information

Each student enrolled in KPCOM's Department of Couple and Family Therapy is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies as contained in the *NSU Student Handbook*, *NSU Dr. Kiran C. Patel College of Osteopathic Medicine Student 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.

The university's advising software tool, through SharkLink, is a useful resource for students to monitor their academic progress toward the degree. Students can access this through nova.edu/registrar/capp-degreeworks.html.

SharkLink, via the NSU website, is an essential site for students to access program information. Students can access this through sharklink.nova.edu.

Every online and on-site student of the Department of Couple and Family Therapy must be able to access and utilize Canvas and Zoom as required by the department courses. Students are responsible for following the technical recommendations of the university that are available at the SharkLearn center on the NSU website. Additionally, students are responsible for mastering the tutorials that would allow them to become acquainted with the appropriate use of Canvas tools. For more information about Canvas, visit nova.edu/canvas. Students are encouraged to access this Canvas center on a weekly basis. Students can access this through sharklearn.nova.edu.

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

Background Investigation and Screening

1. Prior to Matriculation

Students entering the couple and family therapy programs are required to submit Level 1 and Level 2 background screenings prior to the deadlines set by the Office of Admissions and the Office of Student Affairs. Failure to meet these requirements by the deadlines may result in forfeiture of the seat with KPCOM. Incoming students must go to the designated website to fill out their background screening form. Students are required to enter their NSU email address. Students will be responsible for the costs of the required Level 2 background screening.

2. For Clinical Training

To be eligible for any practicums/internships, or clinical experiences, Couple and Family Therapy students must complete and pass Level 1 and Level 2 background screenings, as well as any additional screenings required by their practicum/internship sites. Students will be responsible for the costs associated with any such required screenings.

As indicated in the HPD Policies and Procedures section of the NSU Student Handbook (see page 80), students enrolled in the NSU HPD have a continuing duty to disclose any arrest, conviction, guilty or no contest plea, or participation in a pretrial diversion program, or its equivalent, for any criminal offense. Students are required to notify the dean's office within 10 days of any arrest or subsequent conviction, guilty, or no contest plea, or participation in a pretrial diversion program, or its equivalent, for any criminal offense. While enrolled at NSU, students have a continuing duty to disclose all of the above, along with any arrests or pending criminal charges within 10 days of any arrest or charges

being filed. Students must notify the assistant dean for Student Affairs, or designee, of any arrests or pending criminal charges. A failure to timely disclose any arrests or pending criminal charges may result in disciplinary action, up to, and including, dismissal from NSU.

In addition to the background investigation, immunizations are required prior to entering the program. Students must upload all immunization and physical records to the designated website. These records should not be sent to KPCOM.

- The KPCOM Office of Student Affairs will monitor the designated website and track when students have uploaded proof of completing the immunization and physical examination requirements.

Background checks and immunizations are required of all students, and must be completed prior to entering the program. Failure to meet these requirements by the deadlines may result in forfeiture of the seat with KPCOM.

11. Student Concerns

The program follows the policies and procedures of the University regarding addressing student concerns. Refer to this guideline at the following web page: nova.edu/academics/student-complaint-process.html.

Students should proactively contact the course instructor for any concerns related to individual courses. If the matter is unresolved, the concern may be elevated to the program director. Concerns a student has regarding programmatic issues should be dealt with on an individual level. The program director is available in person or via phone. The student may email the program director to schedule an appointment. If resolution of the concern is not achieved via the program director, the student may take his or her concern to the department chair; to the associate dean for Undergraduate, Graduate, and Community Education; and then to the KPCOM dean.

12. Student Files and Information

Access to personal student records are kept secure within the program office. Upon written request, and with proof of identification, copies of the student's file will be provided by the Office of the University Registrar. The department chair, program director, faculty and staff follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of current and former students' educational records and afford students certain rights with respect to their education records. To view the entire FERPA policy, please visit nova.edu/registrar/services.

13. Registering for Courses

Application and enrollment for the Department of Couple and Family Therapy is processed electronically. Following acceptance into the Department of Couple and Family Therapy, students will be eligible to begin enrollment in their courses. Students will be notified via email with the information for courses each term. Students may register via SharkLink at sharklink.nova.edu. Students must complete the Student Enrollment Agreement (SEA) or course registration will not occur. Please note that employees of NSU cannot enroll in courses using the electronic system and will need to complete a Student Transaction Form provided by the program director or program coordinator.

In order to maintain an active student status, all students are to be in continuous registration until they receive their degree, unless prior approval is received. Failure to remain in continuous registration will be considered formal withdrawal from the program.

Students are considered to be full time if they complete a minimum of 6 credit hours each semester. Students are expected to follow their Course of Study/Degree Plans. A student on financial aid, considering completing less than the scheduled credit hours in any given semester/term, should discuss this with the Office of Student Financial Assistance prior to the time of registration.

International students must also check with the NSU Office of International Students and Scholars in case of requesting changes to their degree plans (and associated credit hours and length of study), seeking internships sites within and outside of Florida, requesting leave of absence from the program, and other such matters.

General registration procedures and information are provided to students at the time of entrance to the program. It is the students' responsibility to register for their courses by logging into the official NSU SharkLink portal. For details, visit nova.edu/registrar/services/registration.html.

After students have registered, should any problems arise related to registration information or credit fees, students should contact the program coordinator and the program director at the Department of Couple and Family Therapy.

14. Tuition Payment

Late tuition payments, or failure to make arrangements to pay tuition, will result in assessment of a late fee to the student's account and a hold preventing future registrations until the student's balance is paid in full. Students interested in applying for financial aid, or with questions about financial aid, should contact the Office of Student Financial Assistance at (954) 262-3380 or toll-free at 800-806-3680, or via email at finaid@nova.edu.

15. Drop/Add Period

The drop/add period ends at 11:59 p.m. the first Sunday of the first week of the semester. A student cannot manually add a course after this time. Roster reconciliation occurs at this same time, and an inactive student may be withdrawn from a course.

- A student dropping from a course before the end of the drop/add period will have the course removed from his or her transcript and will receive a full refund of tuition paid.
- A student who drops in the second week of the course will receive a reversal of 75 percent of the tuition charged.

16. Withdrawal from a Course

To withdraw from a course after the drop/add period, the student must complete and have the appropriate course director sign the Student Transaction Form (available in the program office and online). The Student Transaction Form must be completed and signed by the course director before the withdrawal is effective.

- A student withdrawing from a course after the drop/add period has ended will receive a notation of withdrawn (*W*) on his or her transcript.
- A student withdrawing from a course without submitting an appropriately completed and signed student transaction form may receive a failing grade in the course.
- No withdrawals will be allowed once there are only three weeks left in a course. A student failing to complete a course at that point will receive the grade earned at the end of the course.

17. Tuition Credit Policy—Voluntary Drops and Withdrawal

See HPD Tuition Credit Policy—Voluntary Drops and Withdrawals section in this handbook.

18. Leave of Absence (LOA)

a. 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 the student shows reasonable likelihood that previous problems will not recur.

b. Voluntary Leave of Absence

While it is expected that all students will maintain continuous enrollment in the program, some students may encounter extenuating circumstances that prevents them from maintaining continuous academic progress. In such instances, students may take a voluntary leave of absence from the program. In making such a decision, the student must recognize that he or she may not be eligible to return to school before the next academic term/semester. If granted, the leave shall be for a stated period of time not to exceed one year. Time spent on an approved leave of absence is charged against the degree program time limit (five years for master's degree and seven years for doctoral degree). Students who interrupt their studies, or fail to register for two terms without being on an approved leave of absence, will be assumed to have terminated their studies. Students must apply for an LOA as soon as they become aware of the extenuating circumstances. Students should notify the program office in writing to inform them of this decision. A student who does not register for more than two consecutive semesters may be withdrawn from the program. To return to the program after withdrawal, the student may have to apply for readmission through the Office of Admissions.

- If a student has completed less than 50 percent of one or more courses at the time of the LOA, the student will be withdrawn from those courses (see Withdrawal from a Course section in this handbook) and a *W* will be noted on the student's transcript.

- If a student has completed 50 percent or more of one or more courses at the time of the LOA, the program director and the KPCOM Administration will determine, based on the individual's circumstances (e.g., expected length of leave), whether to withdraw the student from these courses or assign a grade of in progress (*IP*) and allow the student to continue the course(s) upon his or her return.

c. Leave of Absence Records

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

19. Withdrawal from Program

A student enrolled in one of the couple and family therapy programs may voluntarily withdraw and surrender all rights and privileges as a student enrolled in the program. The student must complete and sign a program withdrawal form, which is available in the Department of Couple and Family Therapy program office.

20. Readmission

To be considered for readmission after dismissal or withdrawal from the Department of Couple and Family Therapy, the student must appear before the Graduate Student Progress and Advising Committee (SPAC). The candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal or withdrawal have changed. Only those courses completed within the past five years with grades of *B*, or higher, will be applied toward the degree. The SPAC committee will review the case and make recommendations to the dean for the final decision.

21. Academic Progress

The academic progress of each student enrolled in the Department of Couple and Family Therapy is based on continuous satisfactory academic performance. It is also contingent on the student's adherence to the policies and procedures of the Department of Couple and Family Therapy, KPCOM, HPD, and NSU governing his or her professional conduct and other responsibilities as outlined in this handbook. Students must complete their M.S. program within five years from the date of first enrollment. This means that students are expected to graduate with the master's degree within this time period.

Students must complete their doctoral (Ph.D. or D.M.F.T.) program within seven years from the date of first enrollment. This means that students are expected to graduate with the doctoral degree within this time period. A student who experiences academic difficulty has the responsibility to contact his or her course instructor and/or academic advisor promptly. The instructor should notify the program director and the department chair if the student is unable to meet the academic requirements. Such matters may be further addressed by the SPAC and may include a meeting with the student.

Students shall be placed on academic probation when they receive an *F* for a course, when they have two *C*s or two *C+*s, when they have more than two active incompletes or two active in progress, or when their GPA falls below 3.0 for master's or 3.5 for doctoral programs. Students will have one semester in

which to bring their program GPA back to 3.0 for master's or 3.5 for doctoral programs. Failure to do so will lead to dismissal from the program. Academic probation is noted on the student's transcript. At the time of graduation, students will not have more than one C or a C+ on their final transcript.

All courses with an *F* must be retaken and passed at the next time offered and within one year. If a student has two Cs or two C+s, course(s) must be retaken within one year to reduce the number of two Cs or two C+s to one C or C+. Students cannot carry a C+ or a C grade in the ethics course. Students must obtain a B- or a better grade in the ethics course to be able to proceed to the practicum courses. Students will not be able to take practicum courses with an *I* (incomplete) or *IP* (in progress) grade, or a grade of C+ or C in the ethics course. Students with an *I* (incomplete) or *IP* (in progress) must resolve all incomplete and in progress grades in a timely manner. Students who do not successfully resolve academic probation within one academic year may be dismissed from the program. No *I* (incomplete) or *IP* (in progress) grades are given for practicum courses in the Department of Couple and Family Therapy.

Students who receive a grade below *B* (including *B-*) in the internal and external practicums, as well as low scores on the areas related to ethics and diversity on the internal and external practicum final evaluation forms (completed by the faculty supervisor) must complete remedial work, in a timely manner, as assigned by the program director. In addition, students who receive a grade below *B* (including *B-*) in ethics and diversity courses are expected to complete remedial work in a timely manner, as assigned by the program director. Students must retake the ethics course in case of receiving a grade less than a *B-*. Students will not be able to proceed with the practicum courses with a grade of less than a *B-* in the ethics course. In addition, students must resolve their *I* (incomplete) or *IP* (in progress) grades with a *B-* or a better grade for the ethics course before they can proceed with the practicum courses.

Students will not be able to proceed with external practicums or clinical internships if they receive a grade of *C* or *C+* in two internal practicums.

Students with more than one *F* at any time will no longer be considered in good standing in the program and will be referred to the SPAC. The program reserves the right to dismiss such students from the program.

Students dismissed from the program may petition for readmission after one academic year. Such students will have their records examined by the program's administration. Such matters are also referred to the SPAC for review and approval. If approved, the student will be readmitted to the program at that time. Only those courses with grades of *B* or better will be applied toward the degree. Dismissal for violations of professional, ethical conduct will be final.

Support services are available for students with academic difficulties. Visit the KPCOM Student Services' web page at osteopathic.nova.edu/students/current.html for more information. 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.

Please review the university policy on Satisfactory Academic Progress (SAP) found at nova.edu/financialaid/eligibility/satisfactory-academic-progress.html.

Student Achievement

NSU KPCOM's M.S. in Couple and Family Therapy, Ph.D. in Couple and Family Therapy, and D.M.F.T. programs have a policy of continuous assessment of students and of graduate success.

1. Assessment of students includes course evaluations and grades, practicum evaluations (both on site and faculty supervisor evaluations), comprehensive examination results (for M.S students) and clinical portfolio, and applied clinical project and dissertation results (for doctoral students). Additionally, KPCOM maintains close contact with external supervisors at agency sites and obtains their evaluations of its students.
2. Once students are graduated, the Department of Couple and Family Therapy maintains data on graduation rates, licensure exam pass rates, and job placement rates in the field. The Department of Couple and Family Therapy is able to verify graduation rates from its own internal data. Once students are graduated, the Department of Couple and Family Therapy relies on their maintaining in contact with the college to provide licensure exam pass rates and career data. To encourage students to do this, the Department of Couple and Family Therapy uses personal contact. NSU provides graduates with an *@nova.edu* email address. In addition, the NSU alumni office sends out a survey to graduates, annually. The program directors are reliably in contact with the majority of program graduates, and supply them with job openings, references, workshop information, and ongoing updates on the licensure examination.
3. Finally, the Department of Couple and Family Therapy also maintains contact with major employers of its graduates and obtains their input through participation in the department's Curriculum Committee. The Department of Couple and Family Therapy has representatives of large private practices and agencies, that employ Department of Couple and Family Therapy graduates in the tricounty area, serving on this committee, which this allows the college to continuously assess the program fit with employer needs.

22. 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 to the dean of the KPCOM.

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 disciplinary action, the student may appeal to the college's Appeals Board. (See the Appeals Board section in this handbook.) Time allowed to complete outstanding work will be determined by the department chair.

23. Student Support Services

Students in good standing have full access to all amenities and services from NSU and the program. This includes health services, counseling, tutoring, testing, and financial aid resources. Please refer to both the *NSU* and *HPD Student Handbook* for more details. The college also offers program-specific support such as academic advising, professional mentoring, instructional support, and other assistance.

B. Academic Standing

The Office of the University Registrar compiles a transcript of each student's academic record. A copy of this transcript is available to the student, the department chair, the program director's office, the dean's office, the SPAC, 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 failures)
- deficiencies (incompletes, failures, etc.)
- semester GPA and cumulative GPA
- honors (final transcript only, if indicated)
- 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 for the master's program and 3.5 for the doctoral programs. Students with a GPA of less than 3.0 for the master's program and 3.5 for the doctoral programs will be placed on probation and will not be considered in good academic standing. A student who is not in good academic standing is at risk of not graduating.

1. Student Grades

Most courses are graded based on letter grades *A* through *F*. Some courses may be graded on a Pass /Fail (*P/F*) basis.

The numerical equivalents and grade point equivalents are as shown:

Percentage Range	Letter Grade	Quality Points
95–100%	<i>A</i>	4.00
90–94%	<i>A-</i>	3.75
87–89%	<i>B+</i>	3.50
83–86%	<i>B</i>	3.00
80–82%	<i>B-</i>	2.75
75–79%	<i>C+</i>	2.50
70–74%	<i>C</i>	2.00
Under 70%	<i>F</i>	0.00

P Pass (70 and above)

F Fail (below 70)

I Incomplete

W Withdrawal

IP In Progress

2. In Progress (*IP*)

When the work for a particular course extends beyond the semester of registration, a grade of in progress (*IP*) may be assigned. The student does not reregister for that course. Time allowed to complete outstanding work will be determined by the course director. A maximum of three consecutive 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 grade earned.

An *IP* grade may be granted only if the student is maintaining a passing average on all required course work up to the point of the request. Students, rather than faculty, must initiate a request for an *IP* grade.

A student must discuss with his or her instructor the need for an *IP* grade in the course and then make a formal, written request to his or her instructor for an *IP* grade. The program director must be notified of this request. Such requests, unless there is an unexpected medical emergency, must be approved two weeks before the last regularly scheduled class.

The *IP* Grade Request Form must include a detailed description of the work that needs to be completed, the term, expected completion date, and any other information agreed to by the student and instructor. Signatures must be completed prior to final approval and filing the originally signed form with the program coordinator.

It is the responsibility of the student to work with the instructor and submit completed work by the agreed upon date and prior to the last day of class of the following term. At the end of the following term, if the work has not been completed, the *IP* grade is changed to an earned grade. Students who have an outstanding *I* or *IP* grade or who have a failing average may not receive an additional *IP*. In the Department of Couple and Family Therapy, students have until the end of the next term to complete all courses requirements once an *IP* grade is posted on the transcript. If coursework is not completed by the end of next term, the student will be assigned the grade earned. No *IP* grades are given for practicum courses in the Department of Couple and Family Therapy.

Students will not be able to proceed with practicum courses, until the *IP* grade in the ethics course is successfully resolved with a *B-* or a better 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.

An incomplete grade (*I*) may be granted only if the student is maintaining a passing average on all required course work up to the point of the request. Students, rather than faculty, must initiate a request for an incomplete grade.

A student must discuss with his or her instructor the need for an incomplete (*I*) in the course and then make a formal, written request to his or her instructor for an *I* grade. The program director must be notified of this request. Such requests, unless there is an unexpected medical emergency, must

be approved two weeks before the last regularly scheduled class. The Incomplete Grade Request Form must include a detailed description of the work that needs to be completed, the term, expected completion date, and any other information agreed to by the student and instructor. Signatures must be completed prior to final approval and filing the originally signed form with the program coordinator.

Students have 10 business days to complete all course requirements once an *I* grade is posted on the transcript. If coursework is not completed within 10 business days, the student will be assigned the grade earned. It is the responsibility of the student to work with the instructor and submit completed work by the agreed upon date. Students who have an outstanding *I* or *IP* grade or who have a failing average may not receive an additional incomplete.

No incomplete grades are given for practicum courses in the Department of Couple and Family Therapy. Students will not be able to proceed with practicum courses until the *I* grade in the ethics course is successfully resolved with a *B-* or a better grade.

4. Repeat Courses/Grade Replacement

Repeat courses/grade replacement allows students who have done poorly in a course to repeat the course and remove the earlier grade from inclusion in the student's cumulative grade point average (GPA).

The following applies to all students who are pursuing a degree:

- A student who earns an *F* course grade may be given the opportunity to repeat the failed course at the next semester offering. Additional tuition will be charged for the repeated course. If a student receives a failing (*F*) grade in another course, regardless of the new grade earned in the repeated course, the student will be referred to the SPAC and may be subject to dismissal from the program.
- If a student repeats a course, then the highest grade will be included in the cumulative GPA calculation. The lowest grade will be displayed on the transcript but will not be included in calculating the cumulative GPA.
- If a student repeats a course, all work submitted in the new course must be authentic, original work. Student-work products that have been submitted from any prior course, even the repeated one, will not be accepted and will be considered as acts of self-plagiarism.
- If a student repeats a course two times, then the highest grade will be included in the cumulative GPA calculation. The two lowest grades will be displayed on the transcript but not calculated in the cumulative GPA.
- If a student repeats a course three or more times, then the two lowest grades will be excluded (forgiven) from the cumulative GPA calculation. All other grades will be applied to the cumulative GPA calculation.

Students must gain prior approval of the equivalency of the course before enrollment. In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain validation from the department offering the course.

Please note that the program follows the NSU Standards of Academic Progress (SAP) and the Grading Policy. Visit nova.edu/financialaid/eligibility/satisfactory-academic-progress.html for more information. Repeated coursework does affect SAP measures. All repeated courses must be counted towards the maximum time frame, which could negatively affect the student's eligibility for financial aid. Questions regarding satisfactory academic progress should be directed to the Office of Student Financial Assistance (nova.edu/financialaid/eligibility/satisfactory-academic-progress.html).

The Veterans Administration will not pay for repeated courses if the previous grade met academic standards. Students should direct questions to the Office of Veterans Affairs.

5. Examinations and/or Coursework

Make-up exams and/or coursework missed due to acute student illness, family emergencies, or extenuating circumstances may be given at the discretion of the course instructor at any time during the academic year. The format of make-up examinations and/or coursework may be short answer, essay, or multiple-choice at the instructor's discretion and will be treated the same as any other examinations and/or course work in terms of grading. The student is responsible to read each course syllabus and to comply with the policies as stated. The examination and/or coursework policies will pertain to all make-up examinations and/or coursework.

C. Graduation Requirements

Students must complete all degree requirements within the stated time limit. In addition, doctoral students must have a 3.5 GPA and master's students must have a minimum 3.0 GPA at the time of degree completion. Students must not be in financial arrears with any office at NSU.

Students must comply with the following requirements in order to graduate with their M.S., Ph.D., D.M.F.T. degrees and graduate certificates from the Department of Couple and Family Therapy:

- Students must pass all coursework with a 3.5 cumulative GPA or above for doctoral programs and 3.0 or above for the master's program. Nothing lower than a grade of C is allowed. Additionally, only one grade of C or C+ is allowed. Students cannot graduate with a C or C+ in the ethics course.
- Students must earn the required credit hours.
- Students must pass, or show evidence of having passed, the Legal, Ethical and Professional Issues in MFT course with a grade of B- or better.
- Students must successfully complete the requirements related to internship and clinical and supervision hours. (It is the students' responsibility to ensure that their selected internship sites are approved by the department's internship/practicum coordinator. Any hours collected at an unapproved site will not be counted toward the degree requirements. Students must turn in their clinical and supervision hours to the internship/practicum coordinator in the middle and end of every term).
- Students must pass comprehensive exam (M.S. students) and pass clinical portfolio (doctoral students).

- Students must participate in annual reviews and successfully defend, complete, and submit their applied clinical projects or dissertations (doctoral programs only).
- Students must comply with remediation plans, as specified (if necessary).
- Students must maintain continuous ethical/legal/professional conduct throughout the program.
- Students must complete all requirements above within the stated time limit of the program (five years for M.S. students and seven years for doctoral students).
- Students must not be in financial arrears with any office at NSU.

Students who have completed all degree requirements must submit an application for degree. A fee is required upon submission of the degree application form, available on the Registrar's web page at nova.edu/registrar.

Upon approval, the application is presented to the university's Board of Trustees for conferral. Degrees are conferred at the end of the month in which the application for degree was approved and recommended to the Board of Trustees by the academic department and the Office of the University Registrar.

Upon satisfactory completion of degree requirements, the student is expected to attend, in person, the 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.

All NSU graduates are automatically members of the NSU Alumni Association, which provides many benefits and opportunities for engagement. Information about the NSU Alumni Association can be found at nova.edu/alumni/benefits/alumni-discounts.html.

Code of Conduct

Students are required to know and adhere to both the college's Code of Conduct and the university's Code of Student Conduct. Students are expected to abide by the AAMFT Code of Ethics, conduct indicated in the Florida Statutes Chapter 491, as well as all local, state and federal laws, rules and regulations, and conduct indicated in HIPAA.

NSU and the Department of Couple and Family Therapy require that all students successfully complete the NSU HIPAA course requirements during their first term in the program, prior to seeing clients. These programs are uploaded on each student's online platform at the beginning of the first term.

Background checks and immunizations are required of all students, and must be completed prior to entering the program. Students should contact the internship/practicum coordinator for detailed information on these procedures.

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 family therapy profession. Compliance with institutional regulations, as well as city, state, and federal laws, is expected.

Department of Couple and Family Therapy 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 take 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 SPAC and subsequent dismissal from the college.

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

Such matters will be brought to the attention of the program director who will inform the department chair and, in turn, will refer them to the SPAC.

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

The following acts violate the academic honesty standards:

Cheating—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise

Fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic exercise

Facilitating Academic Dishonesty—intentionally or knowingly helping or attempting to help another to violate any provision of this code

Plagiarism—the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment

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

Students are expected to comply with the following academic standards:

Original Work—Assignments such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, and/or remediation.

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

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

Prohibited Acts—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

Institutional Review Board (IRB)

NSU encourages the conduct of research in and among its colleges and centers, and in collaboration with other educational institutions, agencies, and organizations. While respecting the right of faculty to full academic freedom in research, the university is firmly committed to adhering to basic ethical principles underlying the acceptable conduct of research involving human subjects.

Students must process all proposed research through the KPCOM Institutional Review Board (IRB) representative. Please consult the program director and the IRB web page for additional information. The IRB web page is nova.edu/irb. Any violation of this process is considered a breach of ethics and grounds for dismissal.

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 HPD. If missed practicums, assignments, or examinations are to be made up, they will be done at the discretion of the department chair.

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. Students who exhibit illegal, inappropriate or unprofessional behavior will be referred to the SPAC and/or proper authorities for disciplinary action and may be subject to dismissal.

F. Authenticity/Plagiarism

Academic integrity is highly valued by the faculty and program who take a firm stand on submitting original work. Acts of plagiarism, whether intentional or accidental, are subject to disciplinary action as a violation of academic integrity. A student who breaches the Code of Conduct may receive academic

penalties up to, and including, dismissal from the program. Student work submitted to courses in this program will be screened for similarity scores. Copying personal work from another class or sharing materials between students for individual assignments are forms of plagiarism.

G. Background Checks

The Department of Couple and Family Therapy will follow the college policy for background screening and drug testing as set forth in the *KPCOM Student Handbook*.

Policies and Procedures for Alleged Code of Conduct Violations

Any member of the college community may file a written complaint with the department chair or the program director 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, 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 KPCOM 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 (SPAC) 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 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.
- If a student is unable to physically attend a scheduled meeting of the SPAC because of distance or location, an alternate means of communication by which to conduct the meeting will be established by the committee upon written request by the student to the chair of SPAC.

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 signs 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 Department of Couple and Family Therapy 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 he or she has have been placed on academic probation. During probation for disciplinary reasons, the student must 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 Department of Couple and Family Therapy.

The 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 student 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 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.

Time spent in suspension is charged against the degree program time limit (five years for master's degree and seven years for doctoral degree). Suspension cannot be less than the remainder of the academic year if the interruption to classes, field experience courses, and practicums 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 KPCOM's Department of Couple and Family Therapy include, but are not limited to,

- failure of courses amounting to 6 or more credit hours (see Repeat Courses/Grade Replacement section in this handbook)
- exceeding the time limit for completing all graduation requirements (five years for master's degree and seven years for doctoral degree), exclusive of any approved leave of absence in good standing
- circumstances of a legal, moral, behavioral, ethical, or academic nature that warrant such action

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 program director.

2. The program director will hear the grievance and consult with the department chair.
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 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 program director, 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 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.
12. 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 the program director.

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 director/instructor
- b. program director

- c. department chair
- d. SPAC
- 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 individuals.

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 education and developmental mission of the college.

2. Appeals Board Responsibilities

The Appeals Board will hear all student appeals of a decision made by the dean of the college relating to either dismissal or disciplinary actions as defined in this 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 school holidays and weekends) after the date the student received 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. Participation of legal representatives in the preparation of the written appeal is prohibited.

3. Appeals Board Membership

The Appeals Board shall consist of the chancellor of the Health Profession Division or designee, six faculty members (including one from the graduate programs), and a chair from the college faculty appointed by the dean of the college. The assistant dean of Student Affairs and the chair of the SPC and/or graduate SPAC 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 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. If a student is unable to physically attend a scheduled meeting of the Appeals Board because of distance or location, an alternate means of communication by which to conduct the meeting will be established by the committee upon written request by the student to the chair.
- 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 assistant dean of Student Affairs 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 Appeals 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.

Program Committees

Admissions Committee

This committee consists of the faculty members and the admissions counselor. The program director chairs the committee. This committee reviews standards for admissions to the program, reviews application for admissions, reviews student recruitment plans, and monitors the implementation of policies and procedures related to admissions and student recruitment. The Admissions Committee recommends the most qualified candidates for admission. The Admissions Committee recommendations are made to the department chair.

Curriculum Committee

This committee consists of community representatives, faculty members, alumni, and students. A faculty member chairs the committee. The Curriculum Committee monitors the academic programs; reviews course structure, content, and delivery; approves course syllabi; reviews the curriculum; and makes recommendations that contribute to the enhancement of the academic program and maintenance of high academic standards. Committee recommendations are made to the department chair.

Program Advisory Committee

Members of this committee are appointed by the department chair, with input from faculty members and students. The committee is composed of community representatives, distinguished leaders in the field of family therapy, representatives of the Department of Couple and Family Therapy Student/Alumni network, and faculty members. The function of the Program Advisory Committee is to advise

the program relative to community needs—especially in the areas of education, research, and service—and on program development. The committee meets on a quarterly basis and at the request of the department chair.

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.

Student Progress and Advising Committee (SPAC)

This committee consists of faculty members and the assistant dean of Student Affairs or designee. The associate dean of Undergraduate, Graduate and Community Education chairs the 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. Committee recommendations are made to the department chair.

Honors and Awards

Chancellor's Award

Presented to the student who best exemplifies the characteristics of a fine couple/marriage and family therapy professional: a combination of scholarship, leadership, integrity, humanity, and loyalty to the profession. (Disclaimer: Programs with ten or more graduates within an academic year are eligible for this award.)

Dean's Award

Presented to a student graduating with the highest scholastic average and/or academic excellence (program engagement, scholarly presentations, and publications).

Director's Award for Outstanding Achievement

Presented to a student who has overcome significant challenges in the pursuit of his or her graduate degree of couple and family therapy.

Golden Apple Award

Presented by the graduating class to the faculty member deemed most outstanding by the graduating class.

Graduation with Honors

Presented to students graduating with a GPA of 3.90 and above (students will receive a diploma inscribed with “highest honors”), or a GPA of 3.75 to 3.89 (students will receive a diploma inscribed with “honors.”)

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.

Service Award

Presented to the student who demonstrates sincere interest in community service or community projects.

Graduate Certificate in Health Professions Preparation Program

Administration

Elaine Wallace, D.O., M.S., M.S., M.S.

Dean

Room 1407/Ext. 21457 • ewallace@nova.edu

The dean is the chief academic officer of the Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM).

Phyllis J. Filker, D.M.D., M.P.H.

Associate Dean of Bachelor's, Graduate, and Community Education

FL/DC Room 1403/Ext. 21628 • filker@nova.edu

The associate dean of Undergraduate, Graduate, and Community Education provides oversight and promotes the development of the undergraduate, graduate, and community programs for the KPCOM.

Christina Brown-Wujick, Ph.D., M.Ed., M.A.

Director of the Graduate Certificate in Health Professions Preparation Program

TBRC Room 3719/Ext. 45325 • cbrownwu@nova.edu

Bindu Mayi, M.Sc., Ph.D.

Chair of Basic Sciences

TBRC Room 3747/Ext. 45358 • mayi@nova.edu

Manelle St. Hilaire, M.P.H.

Director of Preclinical Education

TBRC Room 3740/Ext. 45264 • ms3291@nova.edu

Program Goals

To enroll high-quality students who are committed to providing competent and compassionate care and who fell slightly below the academic level of KPCOM's admitted candidates.

To offer these students the opportunity to demonstrate the academic qualities necessary to be admitted to the KPCOM Doctor of Osteopathic Medicine Program by completing a one year full-time academic program that is structured to provide the academic foundation necessary to be successful in the osteopathic medical school curriculum.

Academic Services and Student Support

Advising

KPCOM provides dedicated individuals to meet with students throughout their school careers. An assigned faculty advisor will follow students to completion of this one-year program. This advisor will refer students, when needed, to others for assistance (i.e., the NSU Center for Student Counseling and Well-Being or the KPCOM Office of Medical Education).

Academic Advising

Within KPCOM, there are multiple opportunities for students to receive academic advising. Students who are having difficulties in individual courses should first reach out to the course director.

The college, which endorses an open-door faculty policy, encourages students to establish collegial relationships with all faculty members.

Administration/Faculty Office Hours

The Graduate Certificate in Health Professions Preparation Program endorses an open-door policy for both administrators and faculty members. Students are encouraged to meet with faculty members or administrators either by walk-in, if available, or by appointment.

Syllabi for courses contain contact information for course directors and full-time KPCOM faculty members. All KPCOM administration and full-time faculty contact information is available on the KPCOM web page, osteopathic.nova.edu.

Students with grading or non-grading grievances should see the Grievances and Appeals section of this handbook for appropriate procedures.

Student Health Services

NSU provides confidential student health services through the Student Medical Center at the Fort Lauderdale/Davie Campus. The center is staffed by board-certified or board-eligible physicians who provide primary care services including physical exams, women's health care, immunizations, preventive care, general medical care, post-exposure prophylaxis, and minor surgical procedures.

Appointments are available; however, walk-in patients are also welcome. To be seen, students must bring their NSU I.D. and insurance card. Additional information can be found at nova.edu/smc.

KPCOM students at the Tampa Bay Regional Campus can access confidential student health services at any one of the 11 community health centers of Pinellas County. Additional information, locations, and services at each location can be found at chcpinellas.org.

Student Behavioral/Mental Health Counseling

Confidential counseling for KPCOM students is provided by the NSU Center for Student Counseling and Well-Being. Services provided at the center include treatment for anxiety, panic and depression; anger management; financial stress; social struggles; chronic illnesses; abuse; suicidal thoughts; break-ups and divorce; assault; and many other areas affecting a student's quality of life. In addition to the office hours listed on the website, a crisis hotline is available 24 hours a day, seven days a week to give support and counseling by phone.

See the *NSU Student Handbook* Resources section on NSU Student CARE Team. Visit the web page (nova.edu/studentcare) or call (954) 262-7482 for more information.

Additional information can be found on the center's web page, at nova.edu/studentcare.

Academic and Curriculum Policies and Procedures

A. General

1. Academic Records

Student academic record retention guidelines have been established by the NSU's Office of the University Registrar. To review or request a copy of these guidelines, contact the university registrar.

Banner is the software used as NSU's student information system. Banner 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 Educational Rights and Privacy Act (FERPA) data/documents, and financial aid records. The Banner system stores this information permanently.

Documentation while the student is enrolled in the Certificate in Health Professions Preparation (i.e., correspondences of academic performance and/or progress) is kept by the appropriate office and is maintained until the date of graduation. Upon graduation, any hard-copy documentation 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, 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 include admissions documents, disciplinary actions, suspension, expulsion, withdrawal, student appeals, letters of commendation, awards, publications, and other achievements.

2. Student Contact Information

It is the students' responsibility to keep their mailing addresses, phone numbers, and emergency contact information up to date on Self-Service Banner. All students are required to update their personal information on Self-Service Banner immediately as changes occur. Noncompliance may result in disciplinary action.

KPCOM students must also notify the KPCOM Office of Student Affairs of any name change at the time it is updated in Self-Service Banner.

3. Course and Instructor Evaluations

Course and instructor evaluations are conducted, at minimum, at the end of each semester. The college expects each student to sincerely accept this responsibility and obligation in a constructive manner so that optimal feedback can be provided.

4. Health Insurance

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

5. Library Skills

HPD Library staff members will provide orientation to the HPD Library during Orientation Week and are available to students on an ongoing basis to direct and support their library needs.

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

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

6. Matriculation

Students in Graduate Certificate in Health Professions Preparation Program who complete the curriculum with a GPA of 3.6 will secure a seat in the next entering class of the KPCOM Doctor of Osteopathic Medicine Program. Students who earn a GPA of 3.4–3.5 will be given an interview for the next entering class of the KPCOM Doctor of Osteopathic Medicine Program. Students who earn a GPA below 3.4 may apply to the KPCOM Doctor of Osteopathic Medicine Program but are not guaranteed an interview or seat in the next entering class.

7. Graduation Requirements

To be eligible for the Certificate in Health Professions Preparation, the student must

- satisfactorily complete, with a grade point average of 2.0 or higher and within two years of matriculation, the course of study required for the CHPP degree
- meet financial and library obligations

Course Remediation

- Students who fail two courses or less, by earning a course grade of less than 70 percent (C), and/or not meeting all course requirements stated in the course(s) syllabi, will be provided with an opportunity to reregister and retake the course(s) again the following year to complete their certificate program.
- Students who fail three or more courses are not eligible for remediation.
- The cost of remediating will be based upon the current year's CHPP tuition per credit hour.
- Students who fail a course (or more than one course) will not be eligible to use the CHPP program as a bridge pathway into the Doctor of Osteopathic Medicine program.

8. Posting Exam Grades

To fully comply with the Family Educational Rights and Privacy Act of 1974, all paper and pencil examinations, assignments, and course grades posted for students will be designated by a token I.D. number. Electronic examination results will be posted by token I.D. or will be posted to the student's individual ExamSoft portal.

Use of these token I.D. numbers 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 not write and bubble in their token I.D. number onto scanned examination answer forms. Instead, they must enter their NSU I.D. number accurately on every paper and pencil examination to ensure confidentiality.

If a student forgets his or her token I.D. number, he or she must come to the director of the Certificate in Health Professions Preparation in person and show NSU photo I.D. to re-obtain it. If a student feels that the confidentiality of the token I.D. number has been breached, the student must present, in writing, a valid reason for this concern to the director of the Graduate Certificate in Health Professions Preparation Program before being assigned a new token I.D. number.

9. 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 *KPCOM Student Handbook*, *Health Professions Division Catalog*, and other official documents or announcements of the college, regardless of the method of communication.

For example, students are responsible for being aware of their grades, the procedures for remediation, and the times and locations of all examinations, regardless of the method in which the information was communicated.

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

All electronic communication between students and faculty members or administrators must be made using only the official NSU email accounts.

10. Tuition Payment

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

For additional information regarding unpaid balances on student accounts, see the information on the NSU website regarding University Bursar and Bursar Holds at nova.edu/bursar/payment/holds.html.

11. Withdrawal from the College

Withdrawal is a resignation by the student under which he or she surrenders all rights and privileges as a student in the college.

A student withdrawing from the college must notify the Office of Student Affairs and complete a withdrawal form. Students must notify the Office of Financial Aid and be counseled regarding their financial status. Students may receive a partial tuition payment refund or be required to repay financial aid funds 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.

A student in the Certificate in Health Professions Preparation who does not register for classes by the end of the Roster Reconciliation period will be considered as having withdrawn from the college.

12. Withdrawal from a Course

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

Students may not elect to withdraw from any required course. However, withdrawal from a course or courses may be required by the college (see Leave of Absence section).

A student withdrawn from a course will receive a *W* on his or her transcript.

Students are required to be actively involved in all courses they are registered in. During the first two weeks of each term, KPCOM faculty members will reconcile their course registration with those attending class. Students who are not attending classes, and therefore not included in the roster reconciliation, will be reported to the NSU Office of the University Registrar and will be notified that they will be withdrawn from those courses.

In all cases of course withdrawal, the student must repeat the course in its entirety the following year and will receive his or her earned grade for the course.

B. Academic Standing

A student is considered in good academic standing when he or she has completed and passed all required coursework to date.

As soon as a student receives a failing grade in one or more academic courses, he or she will no longer be considered in good academic standing and will be placed on academic probation. (See Academic Probation in this handbook).

C. Academic Promotion

1. Student Grades

Students will receive letter grades on their transcript. Transcript designations may include, but are not limited to, the following:

Percentage Range	Letter Grade	Quality Points
95–100%	<i>A</i>	4.00
90–94%	<i>A-</i>	3.75
87–89%	<i>B+</i>	3.50
83–86%	<i>B</i>	3.00
80–82%	<i>B-</i>	2.75
75–79%	<i>C+</i>	2.50
70–74%	<i>C</i>	2.00
Under 70%	<i>F</i>	0.00

<i>PH</i>	Pass with Honors
<i>P</i>	Pass (70 and above)
<i>F</i>	Fail (below 70)
<i>I</i>	Incomplete
<i>W</i>	Withdrawal
<i>IP</i>	In Progress

2. Grade Calculations

In the event a course is failed, the original failing course grade shall be recorded on the transcript. If the course is subsequently repeated and passed, it will be noted on the transcript and the new grade earned will be recorded. The original failing course grade and the new passing course grade will appear on the transcript and both will be used to calculate grade point averages.

Once passed, a course may not be repeated.

3. Course Reexamination, Remediation, and Retakes

Reexamination

There will be no reexamination offered to a student who has an academic deficiency caused by failing an examination, a part of an examination, a specific evaluation, or parts of a course. The course grade will be calculated as specified in the specific course syllabus.

Course Remediation

- Students who fail two courses or less, by earning a course grade of less than 70 percent (C), and/or not meeting all course requirements stated in the course(s) syllabi, will be provided with an opportunity to reregister and retake the course(s) again the following year to complete their certificate program.
- Students who fail three or more courses are not eligible for remediation.
- The cost of remediating will be based per CHPP credit hour.
- Students who fail a course (or more than one course) will not be eligible to use the CHPP program as a bridge pathway into the Doctor of Osteopathic Medicine program.

D. Leave of Absence (LOA)

It is recognized that students may need to temporarily discontinue all coursework either voluntarily or by administrative action.

If a student will be on leave for more than three class meetings, the student will be withdrawn from those courses (see *Withdrawal from a Course* section in this handbook). In all such cases, a *W* will be noted on the student's transcript. In such cases of withdrawal from a course, the student must repeat the course in its entirety during the next course offering the following year and will receive his or her earned grade.

1. Administrative Leave of Absence

An administrative leave of absence is a mandatory leave of absence imposed by the dean either due to an identified reason or for excessive absences in courses where attendance is mandatory.

During an administrative leave, the student must follow the prescribed instructions and requirements associated with the leave and, if applicable, complete rehabilitation or treatment for the reason that precipitated the necessity for the leave.

In order to resume the program, the student must meet with the Graduate Student Progress and Advising Committee (SPAC) and show that the preestablished instructions and requirements have been met and that he or she shows reasonable likelihood that previous problem(s) will not recur. The SPAC will make a recommendation to the dean as to whether the student may resume the program.

If the leave was imposed due to medical reasons, the dean may require that the student have a licensed physician, approved by the dean, certify in writing that the student is able to resume his or her studies.

2. Voluntary Leave of Absence

A voluntary leave of absence is a request by a student to discontinue coursework for personal, financial, or medical reasons.

A student requesting a leave of absence must complete the proper paperwork (LOA form) obtained from the Office of Student Affairs.

The request for a voluntary leave of absence must be submitted, in writing, to the director of the Office of Student Affairs 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.

Students granted a leave of absence for medical reasons may be required to have a licensed physician, approved by the dean, certify in writing that the student is able to resume his or her studies. Any limitations that the student may have must be clearly documented before the student may be able to resume the program.

Students granted a leave for 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 continue their education.

3. Communication with KPCOM During a Leave of Absence

A student who is on a leave of absence that does not identify a date of return must communicate monthly with the Office of Student Affairs for the duration of the leave. This communication is to be initiated by the student and occur during the first week of each month, starting with the month following the onset of the leave. Failure to report may result in the student being referred to the Graduate Student Progress and Advising Committee for disciplinary action.

4. Return from Leave of Absence

Upon return, a student who was withdrawn from coursework during the leave will have to repeat all courses in their entirety during the next course offering.

5. 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

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.

Certificate in Health Professions Preparation students shall act honorably and ethically at all times. Dishonesty, unethical, or other designated inappropriate conduct will 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 take 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 Graduate Student Progress and Advising Committee (SPAC) and subsequent dismissal from the college (see Policies and Procedures for Alleged Code of Conduct Violations section in this handbook).

B. Attendance

Attendance is mandatory for all scheduled classes. The KPCOM Certificate in Health Professions Preparation is a full-time program and scheduling is subject to change for any reason during the semester. In the event the university cancels classes, all classes will be rescheduled at the faculty's earliest availability and the attendance requirement will remain in effect. It is recommended that students do not take on any outside activities which might impact their ability to be academically successful or meet the attendance requirement.

If a student is absent for a mandatory class session, it is the responsibility of the student to contact both the course director and the director of the Certificate in Health Professions Preparation Program either prior to the session or within 24 hours of the missed session. Attendance will be taken at each class. **It is the responsibility of the student to be present at that time.** Students arriving after class attendance has been taken will be given an unexcused absence and will lose the points indicated below.

To determine if an absence is excused or unexcused, the student must supply the director of the Certificate in Health Professions Preparation written documentation for the reason he or she was not in attendance at the session. The Certificate in Health Professions Preparation designates the following to be excused absences:

- a. death and funeral in the immediate family (spouse, partner, parent, grandparent, in-law, sibling, child, aunt, uncle, niece, nephew)
- b. personal illness, only when diagnosed and documented in writing by the physician who evaluated and treated the student at the time of the absence

- c. university-sanctioned travel or function documented no less than two weeks in advance by the Office of Undergraduate, Graduate, and Community Education (the Office of Undergraduate, Graduate, and Community Education will be responsible for assuring that the course directors receive the appropriate documentation)
- d. other extenuating circumstances which must be approved by the Office of Undergraduate, Graduate, and Community Education, with the appropriate documentation for the reason

Students who miss a quiz because of an excused absence must make up the missed quiz within one week (7 days) following the missed quiz. Students who miss a quiz because of an unexcused absence will not be offered a makeup and will receive a zero on that quiz/exam. A student with an excused absence on a midterm or final examination will be offered a date assigned by the director of the Graduate Certificate in Health Professions Preparation Program. A student with an unexcused absence will be offered a make-up examination and will receive a maximum score of 70 percent on that examination.

Students who have an unexcused absence will lose course percentage points as follows:

- a. first unexcused absence per course—2 percentage points off final class grade (highest possible course grade of 98 percent)
- b. second unexcused absence per course—5 additional percentage points off final class grade (highest possible course grade of 93 percent)
- c. third unexcused absence per course—10 additional percentage points off final class grade (highest possible course grade of 83 percent)
- d. fourth unexcused absence per course—student will fail the course

C. Classroom Behavior

An instructor may dismiss anyone from class who is involved in disruptive behavior. The offending student will be referred to the Graduate Student Progress and Advising Committee (SPAC).

D. Dress Code

Students in the HPD must maintain a neat and clean appearance befitting those 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. **Identification badges** are issued at the One-Stop Shop in the HPD's Terry Building and at the Tampa Bay Regional Campus and in the Don Taft University Center. **Badges must be worn and visible at all times** when the student is on campus. Please note that ID badges are necessary for proper use of on-campus auditoriums, library and recreational facilities, offices, laboratories, and certain restricted parking areas. These badges are given to the students at no charge, except for replacement.

2. Professional Business Dress: shirt, tie, slacks, socks, and regular shoes for men; slacks, pants or skirt with blouse, or dress and appropriate shoes or matching scrub sets, socks, and shoes for women.

Students **may not** wear the following:

- a. shorts
 - b. cutoffs
 - c. miniskirts (higher than mid-thigh)
 - d. jeans
 - e. see-through clothing or halter-tops
 - f. open-toed shoes—including beach shoes/flip-flops, sandals, thong footwear, or plastic clogs with holes on sides or top (Croc type)
 - g. T-shirts (as the outer shirt)
 - h. jogging or exercise clothing
 - i. hats or caps, unless of a religious nature
3. Standard Certificate in Health Professions Preparation Dress Code: Only hunter green scrubs or professional attire are appropriate in meeting the KPCOM dress code. Additional outerwear is acceptable. Students must wear closed-toe shoes.
 4. Exam Dress Code: Students are required to report to an examination in hunter green KPCOM scrubs with all pockets emptied. Students may bring sweatshirts, sweaters, or jackets that don't have pockets and/or hoods so long as they are not wearing them when they enter the examination room. Students may not wear long-sleeved shirts/tops under their scrub top. All wristwatches and other electronic devices must be removed.

E. Examinations

1. Test Day Procedures

Students are expected to arrive 15 minutes prior to the scheduled examination start time. Students reporting after the scheduled examination start time and/or not in dress code attire as noted above will not be allowed to sit for the exam.

When an examination is administered electronically, students are required to arrive with all requested technology appropriately configured to take the exam. Students are advised to verify that they have the latest version of the examination software downloaded, have enough free space on their devices (500MB), and have fully charged their devices prior to entering the examination room. Additionally, it is also recommended that students download the examination prior to entering the room. Students arriving without their iPads® or with iPads® that are not correctly configured will be assigned an unexcused absence and will not be allowed to sit for the examination.

Once seated, a student may not leave his or her seat prior to the start of the examination unless accompanied by a proctor.

Students are not permitted to write on the examination or in the examination booklet prior to the announced start of the examination, with the exception of providing the student's name and required demographic information on the answer sheet if requested.

During the examination, a student may not leave his or her seat without permission from a proctor. Any student needing to go to the restroom during an examination will be escorted by a proctor. This proctor will ask the student to demonstrate that all pockets are empty prior to entering the restroom. The proctor will accompany the student into the restroom area and will assign the student to a restroom stall. The proctor will wait for the student in the restroom and will accompany the student back to the classroom.

A student may leave the classroom upon completion of the examination.

During any examination, a student will not be permitted access to any information or data not provided to the student by the examination proctors including, but not limited to, any access to a cellular phone, text, notes, or other nonapproved materials—electronic or otherwise—including wristwatches, and may not communicate in any manner with anyone inside or outside of the examination area except the proctors or faculty members present. Nonapproved materials are any materials for which the student has not received prior permission from the course director or chief proctor to use during an examination.

All examinations have a time limit. It is the student's responsibility to complete all demographic information, examination answer form identification, and examination form answers on the optical character recognition (OCR, e.g., Scantron®) form or any other testing instrument prior to the end of the allotted examination time. Any writing on any examination materials after time has been called by the chief proctor will be considered academic dishonesty and the student is subject to referral to the Graduate Student Progress and Advising Committee (SPAC).

Test forms submitted represent a student's final answer and will be scored as marked. Answers not marked on the OCR form during the allotted examination time will be scored as incorrect. Examinations will be scored based on the test form identified by the student on the OCR form.

Written examinations will not be returned to students and students will not be permitted to review their examinations.

2. Make-Up Examinations

Students are expected to take all examinations at their originally scheduled times.

When an examination is missed, it is the responsibility of the student to contact the course director, as well as the director of the Graduate Certificate in Health Professions Preparation Program, within 24 hours of the missed examination. The student must supply written documentation for the reason the examination was missed.

The director of the Graduate Certificate in Health Professions Preparation Program will determine as to whether the absence is excused or unexcused.

The following are considered excused absences for examinations:

- a. death and funeral in the immediate family (spouse, partner, parent, grandparent, in-law, sibling, child, aunt, uncle, niece, or nephew)
- b. personal illness, only when diagnosed and documented in writing by the physician who evaluated and treated the student at the time of the absence
- c. other extenuating circumstances, which must be approved by the director of the Certificate in Health Professions Preparation, with the appropriate documentation for the reason

ALL excused absence documentation must be approved by the director of the Graduate Certificate in Health Professions Preparation Program and the assistant dean of Student Affairs.

A student with an excused absence will be offered a make-up examination and will receive his or her earned grade.

A student with an unexcused absence will be offered a make-up examination and will receive a maximum grade of 70 percent on that examination.

F. Failure to Report a Violation

Every member of the college community (e.g., students, administrators, and faculty and staff members) has the duty to file a complaint with the Graduate Student Progress and Advising Committee (SPAC) whenever it is felt a violation of the code has occurred. Failure to report a violation of the code of conduct is itself a violation.

All members of the college community have an affirmative duty to participate in the inquiry or investigative complaint process.

G. 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.

Students who exhibit illegal, inappropriate, or unprofessional behavior will be referred to the Graduate Student Progress and Advising Committee (SPAC) and/or proper authorities for disciplinary action and may be subject to dismissal.

H. Violation of Public Laws

Students are required to notify the assistant dean of Student Affairs in writing within 10 business days of any arrest, regardless of the reason, that occurs while they are enrolled in the Doctor of Osteopathic Medicine Program. Any act that constitutes a violation of public laws may establish cause for referral to the Graduate Student Progress and Advising Committee (SPAC) and disciplinary action.

Failure to notify the assistant dean of Student Affairs will result in referral to the Graduate Student Progress and Advising Committee (SPAC) and cause the violation to be considered as a more serious infraction resulting in more serious disciplinary action.

I. Social Media Guidelines

KPCOM recognizes that online social networking has become an increasingly important means of facilitating communication. While social networking has provided unique opportunities to interact, it has also created a forum for potential issues for future physicians. As professionals bound by social contracts and professional and ethical obligations, students must be cognizant of the public nature of social networking forums and the permanent nature of postings therein. Even though these sites offer terrific potential to bolster communication with friends and colleagues, they may also serve as a forum for lapses of professionalism and professional behavior that may be freely visible by many people, despite the impression of privacy these sites portray. As a result, KPCOM has drafted the following guidelines to aid students in the safe and responsible usage of these sites.

The following section outlines “best practice guidelines” for medical professionals-in-training at KPCOM. They apply to all students who participate in social networking sites, online weblogs, or any other forms of online communications and interactions. Students should follow these guidelines whether participating in social networks personally or professionally; whether they are participating in social networking or any other form of online communication on-site at NSU or off-site; or whether they are using personal technology or technological resources owned or operated by NSU or KPCOM.

Online Social Networking: A Brief Definition

A social networking site is a place on the internet where users can create a profile and connect that profile to others (whether it be individuals or entities) to establish a personal or professional network. Examples include, but are not limited to, Facebook, Instagram, LinkedIn, Twitter, and YouTube.

A weblog, or a “blog,” is a website, usually in the form of an online journal, maintained by an individual or group, with regular commentary on any number of subjects which may incorporate text, audio, video clips, and any other types of media.

Potential Consequences of Online Unprofessional Behavior

The permanence and written nature of online postings may cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, postings made on social networking sites are subject to the same standards of professionalism as any other personal or professional interaction and will be treated as if made in a public forum. Postings made on social networking sites can have educational ramifications. Conduct that violates university policies or procedures may result in disciplinary action.

The use of social networking sites or weblogs can also have legal ramifications. Comments made regarding the care of patients, or that portray you or a colleague in an unprofessional manner, may be used in court as evidence of a variety of claims (including, but not limited to, libel, slander, defamation of character, negligence, and others) or in other disciplinary proceedings (e.g., state medical licensing boards). Other potential consequences include the revocation of a residency selection, or sanctions by a professional licensing board.

Also, the statements and media posted within these sites are potentially viewable by program directors, future employers, and patients or clients. It is not uncommon for program directors to search for the social networking profiles of potential residents and to use the discovered information in making selection decisions.

Individuals have been denied residencies and other employment opportunities as a result of material found on social networking sites.

With respect to confidentiality, the Health Insurance Portability and Accountability Act (HIPAA) applies to social networking sites, and violators may be subject to the same prosecution as with other HIPAA violations.

In addition, cyberstalking and other inappropriate postings can be considered forms of sexual harassment. Online relationships with other medical students are subject to the NSU Sexual Misconduct Policy/Title IX. Please refer to the policies contained within the *NSU Student Handbook*.

Best Practice Guidelines for Online Social Networking

1. The lines between public and private as well as personal and professional are often blurred in online social networks. By identifying yourself as a KPCOM student, you may influence perceptions about KPCOM by those who have access to your social network profile or weblog. All content associated with you should be consistent with your position at the school and with KPCOM's values and professional standards.
2. Unprofessional postings by others on your page may reflect very poorly on you. Monitor others' postings on your site and strive to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.
3. Help monitor your peers by alerting colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to this document.
4. Always avoid giving medical advice as this could result in a violation of HIPAA, could potentially risk liability under state licensing laws, and may cause danger to others. Make sure that you differentiate medical opinions from medical facts and articulate which statements reflect your personal beliefs.
5. Due to continuous changes in these sites you should closely monitor the privacy settings of your social network accounts to optimize their privacy and security. Restrict your settings so that only individuals you have authorized to access your profile can see your information. Also, you should not share or post any identification numbers or demographic information online.
6. Others may post photos of you and may "tag" you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not professionally compromising. As a general rule it is wise to "untag" yourself from any photos, and to refrain from tagging others unless you have explicit permission from them to do so. Privacy or account settings may allow you to prevent photos from being "tagged" with your information or may prevent others from seeing your tags.
7. Online discussions of specific patients should be strictly avoided, even if all identifying information is excluded. It is possible that someone could recognize the patient to whom you are referring based upon the context in which it is presented.

8. Under no circumstances should media of patients/cadavers or media depicting the body parts of patients/cadavers be displayed online (e.g., photographs, video clips, audio clips). Remember, even if you have permission, such media may be downloadable and forwarded by others. Once you post, the actions of others could lead to legal or professional consequences for you personally.
9. Consider, with care, who you add or accept as a “friend” or “connection” on your social networking site(s).
10. Do not have interactions with patients on social networking sites. This provides an opportunity for a dual relationship, which may damage the doctor-patient relationship and may have legal consequences.
11. Do not infringe upon another’s copyrighted or trademarked materials. If you post content, photos, or other media, you are acknowledging that you own or have the right to use these items.
12. Refrain from accessing social networking sites while in class, at work, or in clinical-work areas.

J. Cultural Competence

With the ever-increasing diversity of the population of the United States and strong evidence of racial and ethnic disparities in health care, it is important that KPCOM students address issues of culture in an effective and professional manner in the classroom and the clinic or hospital settings.

Students must demonstrate an understanding of the manner in which people of diverse cultures and belief systems perceive health and illness and respond to various symptoms, diseases, and treatments. Medical students should learn to recognize and appropriately address gender and cultural biases in health care delivery, while considering first the health of the patient.

Students who exhibit unprofessional and culturally offensive behavior will be referred to the Graduate Student Progress and Advising Committee (SPAC) and/or proper authorities for disciplinary action and may be subject to dismissal.

Policies and Procedures for Alleged Code of Conduct Violations

Only department chairs or members of the administration of KPCOM may file a written complaint with the chair of the Graduate 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 requirements intended to rehabilitate the student and/or to ensure that the student is able to eventually continue with his or her education without further monitoring.

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

The SPAC shall have nonexclusive authority to investigate and evaluate all alleged student violations of misconduct, whether academic, moral, professional, or ethical. Additionally

- Nothing shall limit the right of KPCOM 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 may not return until given written permission by the dean.
- Nothing should 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 (SPAC) 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 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.
- If a student is unable to physically attend a scheduled meeting of the SPAC because of distance or location, an alternate means of communication by which to conduct the meeting will be established by the committee upon written request by the student to the chair of SPAC.

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 will be given to the student and placed in the student's file.

B. 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 KPCOM. A suspended student will be removed from academic enrollment (see Withdrawal from Courses) 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.

C. Dismissal

Dismissal is the permanent termination of a student's academic enrollment 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. 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.

D. Readmission Policy

If a student is dismissed or withdraws from the college, he or she may not apply for admission for the following year's class.

Any applicant applying for readmission must do so through the Office of Admissions of the HPD and must follow the same procedure as any new applicant. All readmissions are determined solely at the discretion of the dean. 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 readmitted, none of the student's prior grades will be used in calculating his or her new grade point average.

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 redress a grievance, he or she must use the following procedures:

1. The student will present the grievance to the Post Baccalaureate Pathway Program Director. If the Post Baccalaureate Pathway Program Director cannot affect a resolution to the problem, the student may then consult with the assistant dean of Student Affairs.
2. The assistant dean of Student Affairs 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 Graduate 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's requests.

The student will submit the request to the assistant dean of Student Affairs, who will present it to the chairperson of the SPAC.

5. The chairperson of the SPAC shall convene the committee after receipt of a written request.
6. The student will be notified in advance of the date, time, and place of the meeting.
7. 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. 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.

8. The committee will, after deliberation, make a recommendation to the dean.
9. Following receipt of the committee's recommendation, the dean, or his or her designee will advise the student, in writing, of the action taken to resolve the grievance.
10. 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 business 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.
11. 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 subsequent appeal process.

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 assistant dean of Student Affairs.

A student seeking to resolve a grade problem through the administrative channels below must initiate such action in writing as quickly as possible, and no later than 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.

1. Examination Question Challenge

Students may challenge examination questions on written course examinations. Students desiring to challenge a question must submit their concern(s) in writing to their class' test challenge/question committee representative. All concerns about questions are to go to this individual who would then send/present the challenges to the director of the Graduate Certificate in Health Professions Preparation Program within 48 hours from the conclusion of the exam administration. The concerns will be reviewed in the process of the grading of the examination.

2. Class Grades

A student seeking to appeal a decision regarding any class grade (e.g., examination, class assignment) should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

- a. course director/instructor
- b. program director

- c. SPAC
- d. dean (final level of appeal)

3. Course Grade

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

- a. course director
- b. faculty director
- c. associate dean of Undergraduate, Graduate, and Community Education
- d. dean

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 this 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 school holidays and weekends) after the date of receiving notification of the dean's decision. Participation by legal representatives with regard to preparation of the written appeal is prohibited. 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, six faculty members (including one from the graduate programs), and a chair from the college faculty appointed by the dean of the college. The assistant dean of Student Affairs and the chair of the SPC and/or graduate SPAC 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 assistant dean of Students Affairs 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 the 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.

Graduate Certificate in Social Medicine Program

Administration

Elaine Wallace, D.O., M.S., M.S., M.S., M.S.

Dean

Room 1407/Ext. 21457

The dean is the chief academic officer of the Dr. Kiran C. Patel College of Osteopathic Medicine (KPCOM).

Phyllis Filker, D.M.D., M.P.H.

Associate Dean of Undergraduate, Graduate, and Community Education

Room 1403/Ext. 21628

The associate dean of Undergraduate, Graduate, and Community Education provides oversight and promotes the development of the undergraduate, graduate, and community programs for the KPCOM.

Dana Famularo, M.S.

Director, Graduate Certificate in Social Medicine Program

Room 1212/Ext. 1032

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.

Academic Services

Administration/Faculty Office Hours

The KPCOM 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 syllabi, by email, and/or by appointment.

Graduate Certificate in Social Medicine Program Office

Any inquiries or concerns regarding the Graduate Certificate in Social Medicine Program and its curriculum may be directed through the Graduate Certificate in Social Medicine Program office, via phone at (954) 262-1032 or via email to the student's assigned academic adviser or the program director. Students must access the program web page (osteopathic.nova.edu/msme) 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 the student 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
- assist the student in identifying research areas to pursue during his or her course of graduate study

The program director supervises 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 science and practice of social medicine. The academic adviser serves as a valuable source of information and assistance on a wide range of issues, including enhancing the student's interests in pursuing academic and professional opportunities in social medicine for the student. The adviser will guide and encourage students to participate in professional social medicine organizations at the local, state, national, and international levels. 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 Student Handbook* Resources section on NSU Student CARE Team. Visit the web page nova.edu/studentcare or call (954) 262-7482 for more information.

Career Advising

Career advising is available to students by appointment through the Graduate Certificate in Social Medicine Program faculty members, the program office, or the NSU Office of Student Affairs (nova.edu/career). Students can take advantage of career recruiting tools available through the career office to engage with prospective employers and networking opportunities (nova.edu/career/students).

Academic and Curriculum Policies and Procedures

A. General

1. Academic Records

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

2. Addresses

It is the responsibility of the student to keep the Graduate Certificate in Social Medicine Program office up-to-date via Self-Service Banner 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 Curriculum Committee for review and recommendations, and will be applied toward program development.

4. Disabilities and Academic Accommodations

Students seeking disability accommodations should contact the NSU Office of Student Disability Services. Contact information for the Office of Student Disability Services, as well as policies and procedures relating to disability accommodations, are available on the Office of Student Disability Services web page, nova.edu/disabilityservices. See the *NSU Student Handbook*, Statement on Student Rights section for Nondiscrimination Statement, as well as the Additional Grievance Procedures Available section for the Grievance Procedure for Discrimination based on Disability.

5. Student Health Insurance

To protect the health and well-being of the NSU community, NSU requires all students to maintain health insurance coverage. Therefore, when a student registers for classes, he or she will automatically be enrolled in the NSU Student Health Insurance Plan, and his or her account will be charged accordingly, unless the student fills out the appropriate waiver information. The NSU Student Health Insurance

Department will send continuous emails to the student's @mysu.nova.edu account to notify the student of the charge(s) and provide waiver information. Students are also encouraged to check their SharkLink account for charges. For more information, visit nova.edu/bursar/health-insurance/waiver-information.html.

See HPD Policies and Procedures section for Student Insurance Requirement or go to nova.edu/studentinsurance. A student may be prevented from continuing his or her studies due to a 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 demonstrate competency in navigating 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 education journals and be able to research related topics using standard bibliographies and indexes.
- Students must be able to demonstrate competency in using the electronic library to find information.

HPD Library staff members are available to direct and support students' library needs. Library tutorials are also available. Visit nova.edu/hpdlibrary for more information.

7. Nondiscrimination Policy

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in 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, gender, gender identity, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment.

This nondiscrimination policy applies to 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, gender, gender identity,

military service, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

8. Sexual Harassment Policy

See the *NSU Student Handbook*, Statement on Student Rights Section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Specific Conduct Violations, Additional Grievance Procedures Available and University Sexual Misconduct Policy/Title IX sections for the Harassment policy, Nonacademic Grievance Procedure, and Sexual Harassment policies.

9. Student Identification

Students must use their NSU I.D. number and the NSU email system for communication with the Graduate Certificate in Social Medicine. Instructions for getting an I.D. number, email account, and password are on the NSU website at nova.edu/resources/nsuidentity. Students are required to maintain and access their NSU email account regularly for any official program, college, or university communication.

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or program is the same student who participates in, and completes, the course or program and receives academic credit. One or more of the following methods must be used:

- an individual secure login and password issued by the college
- proctored examinations, and/or
- other technologies or practices that are effective in verifying student identification

Any online student work, assessments, or activities that are graded or contribute to a student's grade are submitted via a system that verifies the student's identity through secure login. All methods of verifying student identity in distance education must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they will be so indicated in the catalog or on the "Tuition and Fees" web page for the program.

10. Student Responsibility to Obtain Information

Each student enrolled in KPCOM's Graduate Certificate in Social Medicine Program is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies as contained in the *NSU Student Handbook*, *NSU Dr. Kiran C. Patel College of Osteopathic Medicine Student 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.

The university's advising software tool, through SharkLink, is a useful resource for students to monitor their academic progress toward the degree. Students can access this through nova.edu/registrar/capp-degreeworks.html.

SharkLink, via the NSU website, is an essential site for students to access program information. Students can access this through sharklink.nova.edu.

Every online and onsite student of the Graduate Certificate in Social Medicine Program must be able to access and utilize Canvas and Zoom as required by the medical education courses. Students are responsible for following the technical recommendations of the university that are available at the SharkLearn center on the NSU website. Additionally, students are responsible for mastering the tutorials that would allow them to become acquainted with the appropriate use of Canvas tools. Within your Canvas courses, you will find a link to the Student Center, which is an active course that facilitates communication with students enrolled in the Graduate Certificate in Social Medicine Program. Students are encouraged to access this in Canvas on a weekly basis. Students can access this through sharklearn.nova.edu.

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 the HPD section on Specific University Policies and Procedures.

11. Student Concerns

The program follows the policies and procedures of the university regarding addressing student concerns. Refer to this guideline at the following web page: nova.edu/academics/student-complaint-process.html.

Students should proactively contact the course director for any concerns related to individual courses. If the matter is unresolved, the concern may be elevated to the program director. Concerns a student has regarding programmatic issues should be dealt with on an individual level. The program director is available in person or via phone. The student may email the program director to schedule an appointment. If resolution of the concern is not achieved via the program director, the student may take his or her concern to the associate dean for Undergraduate, Graduate, and Community Education and then the dean of the KPCOM.

12. Student Files and Information

Access to personal student records are kept secure within the program office. Upon written request, and with proof of identification, copies of the student's file will be provided. The program director, faculty and staff follow the guidelines of the Family Educational Rights and Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of current and former students' educational records and afford students certain rights with respect to their education records. To view the entire FERPA policy, please visit: nova.edu/registrar/services.

13. Registering for Courses

Following their acceptance into the Graduate Certificate in Social Medicine Program, students will be eligible to begin enrollment in courses. Students will be notified via email with the information for courses each term. Students may register via SharkLink at sharklink.nova.edu. Students must complete the Student Enrollment Agreement (SEA) each semester, or course registration will not occur. Please note that employees of NSU cannot enroll in courses using the electronic system and will need to complete a Student Transaction Form provided by the course director or program coordinator.

14. Tuition Payment

Late tuition payments, or failure to make arrangements to pay tuition, will result in assessment of a late fee to the student's account and a hold preventing future registrations until the student's balance is paid in full.

15. Drop/Add Period

The drop/add period ends at 11:59 p.m. the first Sunday of the first week of the semester. A student cannot add a course after this time. Roster reconciliation occurs at this same time, and an inactive student may be withdrawn from a course.

- A student dropping from a course before the end of the drop/add period will have the course removed from his or her transcript and will receive a full refund of tuition paid.
- A student who drops in the second week of the course will receive a reversal of 75 percent of the tuition charged.
- A student dropping from a course without submitting an appropriately completed and signed withdrawal transaction form may receive a failing grade in the course.

16. Withdrawal from a Course

To withdraw from a course after the drop/add period, the student must complete and have the program director sign the Student Transaction Form (available in the program office and online). The Student Transaction Form must be completed and signed by the course director before the withdrawal is effective.

- A student withdrawing from a course after the drop/add period has ended will receive a notation of withdrawn (*W*) on his or her transcript.
- A student withdrawing from a course without submitting an appropriately completed and signed Student Transaction Form may receive a failing grade in the course.
- No withdrawals will be allowed once there are only three weeks left in a course. A student failing to complete a course at that point will receive the grade earned at the end of the course.

17. Tuition Credit Policy—Voluntary Drops and Withdrawal

See HPD Tuition Credit Policy—Voluntary Drops and Withdrawals section in this handbook.

18. Leave of Absence (LOA)

A. 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 the student shows reasonable likelihood that previous problems will not recur.

B. Voluntary Leave of Absence

While it is expected that all students will maintain continuous enrollment in the program, some students may encounter extenuating circumstances that prevent them from maintaining continuous academic progress. In such instances, students may take a voluntary leave of absence from the program. In making such a decision, the student must recognize that he or she may not be eligible to return to school before the next academic term/semester and that the length of the absence will not extend the period of six years (18 semesters) allowed for completion of all academic requirements. Students should notify the program office in writing to inform them of this decision. A student who does not register for more than two consecutive semesters may be withdrawn from the program. To return to the program after withdrawal, the student may have to apply for readmission through the Office of Admissions.

- If a student has completed less than 50 percent of one or more courses at the time of the LOA, the student will be withdrawn from those courses (see Withdrawal from a Course section in this handbook) and a *W* will be noted on the student's transcript.
- If a student has completed 50 percent or more of one or more courses at the time of the LOA, the program director and the KPCOM Administration will determine, based on the individual's circumstances (e.g., expected length of leave), whether to withdraw the student from these courses or assign a grade of in progress (*IP*) and allow the student to continue the course(s) upon his or her return.

C. Leave of Absence Records

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

19. Withdrawal from Program

A student enrolled in the Graduate Certificate in Social Medicine Program may voluntarily withdraw and surrender all rights and privileges as a student enrolled in the program. The student must notify the program office, in writing, of intent to withdraw.

20. Readmission

To be considered for readmission after dismissal from the Graduate Certificate in Social Medicine Program, the student must appear before the Graduate Student Progress and Advising Committee (SPAC). The candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal have changed. Only courses taken within six years of the new graduation date will be accepted toward the degree. The SPAC committee will review the case and make recommendations to the dean for the final decision.

21. Academic Progress

The academic progress of each student enrolled in the Graduate Certificate in Social Medicine Program is based on continuous satisfactory academic performance. It is also contingent on the student's adherence to the policies and procedures of the Graduate Certificate in Social Medicine Program, KPCOM, HPD, and NSU governing his or her professional conduct and other responsibilities as outlined

in this handbook. A student who experiences academic difficulty has the responsibility to contact his or her course director, program director, and/or academic adviser promptly. Such matters may be further addressed by the SPAC and may include a meeting with the student.

Support services are available for students with academic difficulties. Visit KPCOM Student Services' web page at osteopathic.nova.edu/students/current.html for more information. 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.

Please review the university policy on Satisfactory Academic Progress (SAP) found at nova.edu/financialaid/eligibility/satisfactory-academic-progress.html.

22. 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 to the dean of the Kiran C. Patel College of Osteopathic Medicine.

The associate dean of Undergraduate, Graduate, and Community Education 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.)

23. Student Support Services

Students in good standing have full access to all amenities and services from NSU and the program. This includes health services, counseling, tutoring, testing, and financial aid resources. Please refer to both the *NSU* and *HPD Student Handbook* for more details. The college also offers program-specific support such as academic advising, professional mentoring, instructional support, and other assistance.

24. Concurrent Degree Programs

HPD students have an opportunity to pursue a Emergency Medicine Certificate with a schedule that allows students the opportunity to achieve both degrees within a three- to four-year scope of time, while meeting the requirements of both degrees. This pathway is achievable for students in the KPCOM, Pharmacy, Dental Medicine, Optometry, and Health Care Sciences. Students must be in good academic standing.

B. Academic Standing

The Office of the University 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 SPAC, 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 failures)
- 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.

1. Student Grades

Most courses are graded based on letter grades *A* through *F*. Some courses may be graded on a Pass /Fail (*P/F*) basis.

The numerical equivalents and grade point equivalents are as shown:

Percentage Range	Letter Grade	Quality Points
95–100%	<i>A</i>	4.00
90–94%	<i>A-</i>	3.75
87–89%	<i>B+</i>	3.50
83–86%	<i>B</i>	3.00
80–82%	<i>B-</i>	2.75
75–79%	<i>C+</i>	2.50
70–74%	<i>C</i>	2.00
Under 70%	<i>F</i>	0.00

P Pass (70 and above)

F Fail (below 70)

I Incomplete

W Withdrawal

IP In Progress

2. In Progress (*IP*)

Time allowed to complete outstanding work will be determined by the course director.

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 sole 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.

Students have 10 business days to complete all course requirements once an *I* grade is posted on the transcript. If coursework is not completed within 10 business days, the student will be assigned the grade earned.

4. Repeat Courses/Grade Replacement

Repeat courses/grade replacement allows students who have done poorly in a course to repeat the course and remove the earlier grade from inclusion in the student's cumulative grade point average (GPA).

The following applies to all students who are pursuing a degree:

- A student who earns an *F* course grade may be given the opportunity to repeat the failed course at the next semester offering. Additional tuition will be charged for the repeated course. If a student receives a failing (*F*) grade in another course, regardless of the new grade earned in the repeated course, the student will be referred to the SPAC and may be subject to dismissal from the program.
- If a student repeats a course, then the highest grade will be included in the cumulative GPA calculation. The lowest grade will be displayed on the transcript, but will not be included in calculating the cumulative GPA.
- If a student repeats a course, all work submitted in the new course must be authentic, original work. Student-work products that have been submitted from any prior course, even the repeated one, will not be accepted and will be considered as acts of self-plagiarism.
- If a student repeats a course two times, then the highest grade will be included in the cumulative GPA calculation. The two lowest grades will be displayed on the transcript, but not calculated in the cumulative GPA.
- If a student repeats a course three or more times, then the two lowest grades will be excluded (forgiven) from the cumulative GPA calculation. All other grades will be applied to the cumulative GPA calculation.

Students must gain prior approval of the equivalency of the course before enrollment. In cases where students believe courses to be identical, although the course number or title may differ, it will be necessary to obtain validation from the department offering the course.

Please note that the program follows the NSU Standards of Academic Progress (SAP) and the Grading Policy. Visit nova.edu/financialaid/eligibility/satisfactory-academic-progress.html for more information. Repeated coursework does affect SAP measures. All repeated courses must be counted toward the

maximum time frame, which could negatively affect the student's eligibility for financial aid. Questions regarding satisfactory academic progress should be directed to the Office of Student Financial Assistance (nova.edu/financialaid/eligibility/satisfactory-academic-progress.html).

The Veterans Administration will not pay for repeated courses if the previous grade met academic standards. Students should direct questions to the Office of Veterans Affairs.

5. Examinations and/or Coursework

Make-up exams and/or coursework 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 and/or coursework may be short answer, essay, or multiple-choice at the instructor's discretion and will be treated the same as any other examinations and/or course work in terms of grading. The student is responsible to read each course syllabus and to comply with the policies as stated. The examination and/or coursework policies will pertain to all make-up examinations and/or coursework.

C. Graduation Requirements

To be eligible for the 15-credit-hour Graduate Certificate in Social Medicine Program, the student must

- satisfactorily complete, with a grade point average of 3.0, or higher, and within four years of matriculation, the course of study required for the Graduate Certificate in Social Medicine (a minimum of 15 hours of required courses)
- satisfactorily meet all financial and library obligations

Code of 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.

Graduate Certificate in Social Medicine Program 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 take 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 SPAC and subsequent dismissal from the college.

Students shall be afforded the opportunity for an internal and private (no nonuniversity participants) meeting with the SPAC 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 HPD. If missed assignments or examinations are to be made up, they will be done at the sole discretion of the course director.

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. Students who exhibit illegal, inappropriate, or unprofessional behavior will be referred to the SPAC and/or proper authorities for disciplinary action and may be subject to dismissal.

F. Authenticity/Plagiarism

Academic integrity is highly valued by the faculty and program who take a firm stand on submitting original work. Acts of plagiarism, whether intentional or accidental, are subject to disciplinary action as a violation of academic integrity. A student who breaches the Code of Conduct may receive academic penalties, up to, and including, dismissal from the program. Student work submitted to courses in this program will be screened for similarity scores. Copying personal work from another class or sharing materials between students for individual assignments are forms of plagiarism.

Policies and Procedures for Alleged Code of Conduct Violations

Any member of the college community may file a written complaint with the program director 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, 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 KPCOM 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 (SPAC) 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 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, via phone and email, 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 seven years. This information is not part of the student's permanent records or the student's transcript.
- If a student is unable to physically attend a scheduled meeting of the SPAC because of distance or location, an alternate means of communication by which to conduct the meeting will be established by the committee upon written request by the student to the chair of SPAC within 10 business days.

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 signs 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 KPCOM's Graduate Certificate in Social Medicine Program. 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, via email and regular mail, that he or she has been placed on academic probation. During probation for disciplinary reasons, the student must 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 Master of Science in Medical Education Program.

The 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 student 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 KPCOM's Graduate Certificate in Social Medicine Program 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

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 assistant dean of Student Affairs.

2. The 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 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 chairperson of the SPAC.
6. The chairperson of the SPAC shall convene the committee.
7. The student will be notified, via phone and email, 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 designee, will advise the student, by certified mail, 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.
12. 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 or her faculty adviser or the Graduate Certificate in Social Medicine Program director.

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 director/instructor
- b. program director

- c. SPAC
- d. 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 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 individuals.

Nonuniversity personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the appeals hearing is prohibited. All procedures and actions are aimed to safeguard and preserve the education and developmental mission of the college.

2. Appeals Board Responsibilities

The Appeals Board will hear all student appeals of a decision made by the dean of the college relating to either dismissal or disciplinary actions as defined in this 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 school holidays and weekends) after the date of receiving notification of the dean's decision. Participation by legal representatives with regard to preparation of the written appeal is prohibited. 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. Participation of legal representatives in the preparation of the written appeal is prohibited.

3. Appeals Board Membership

The Appeals Board shall consist of the chancellor of the HPD or designee, six faculty members (including one from the graduate programs), and a chair from the college faculty appointed by the dean of the college. The assistant dean of Student Affairs, and the chair of the SPC and/or graduate SPAC 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 assistant dean of Student Affairs 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 Appeals 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

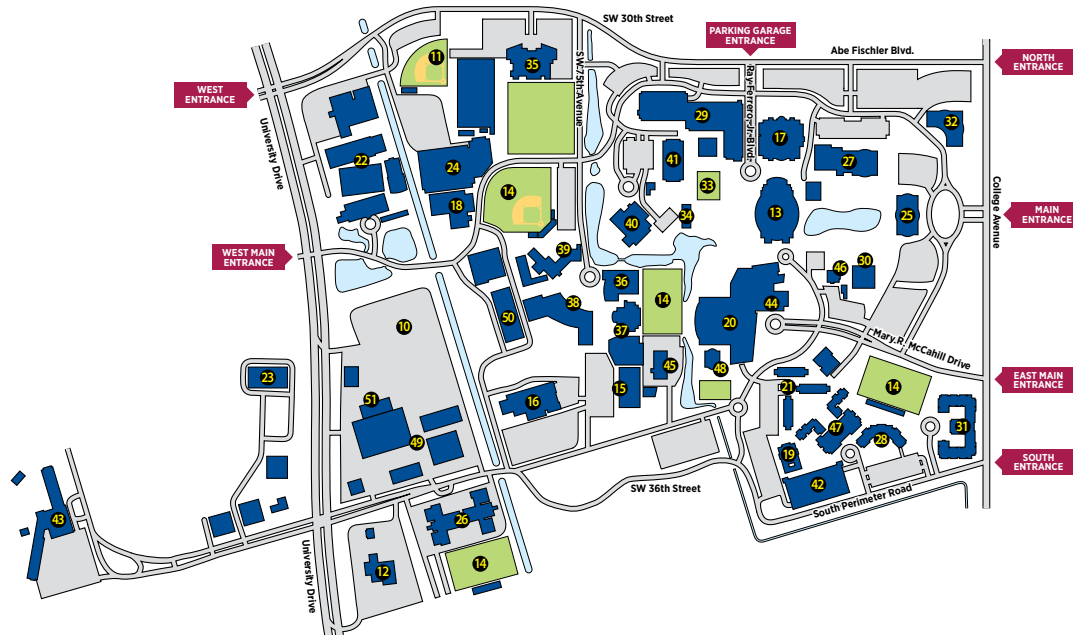
Student Progress and Advising Committee (SPAC)

This committee consists of faculty members and the director of Student Affairs, or designee. A faculty member chairs the 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. Applications for transfer of credits into the Graduate Certificate in Social Medicine Program are also handled by the SPAC. Committee recommendations are made to the program director.

An underwater photograph showing a school of sharks swimming in clear blue water. Sunlight filters down from the surface, creating a bright, hazy atmosphere. Several smaller fish are also visible in the background. The word "Appendix" is centered in white text.

Appendix

NSU Fort Lauderdale/Davie Campus Map



Academical Village	10	Maltz Building	32
A.D. Griffin Sports Complex with Lighted Softball Fields	11	Medicinal and Healing Garden	33
Administrative Services Building	12	NSU Bookstore	34
Alvin Sherman Library, Research, and Information Technology Center	13	NSU Future Expansion Space	35
Athletics Fields	14	NSU University School— AutoNation Center for the Arts	36
Aquatics Center	15	NSU University School— Nöel P. Brown Sports Center	37
Campus Support Building	16	NSU University School—Lower School	38
Carl DeSantis Building	17	NSU University School—Middle School (Dauer Building)	39
Center for Collaborative Research	18	NSU University School—Upper School (Sonken Building)	40
Cultural Living Center	19	Parker Building	41
Don Taft University Center	20	Residence Hall Parking Garage	42
Farquhar, Founders, and Vettel Apartments	21	Rolling Hills Graduate Apartments	43
Health Professions Division Complex	22	Rosenthal Student Center	44
HPD Annex	23	Shark Athletics Building	45
HPD and Health Care Center Parking Garage	24	Student Affairs Building	46
Horvitz Administration Building	25	The Commons Hall	47
Jim & Jan Moran Family Center Village	26	University Center Rec Plex Pool	48
Leo Goodwin Sr. Building	27	University Hospital	49
Leo Goodwin Sr. Hall	28	West Parking Garage	50
Library and Student Main Parking Garage	29	Westside Regional Medical Center ER	51
Mailman-Hollywood Building	30		
Mako Hall	31		

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

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NSU Florida

HEALTH PROFESSIONS DIVISION
DR. KIRAN C. PATEL COLLEGE OF OSTEOPATHIC MEDICINE
3200 South University Drive
Fort Lauderdale, FL 33328-2018
800-541-6682 | nova.edu