

College of Health Care Sciences

# 2014–2015 Student Handbook

NOVA SOUTHEASTERN



NOVA SOUTHEASTERN  
UNIVERSITY

# Nova Southeastern University Student Handbook

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

Policies and programs set forth in this handbook are effective through the academic year 2014–2015. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

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

## NSU 50th Anniversary

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





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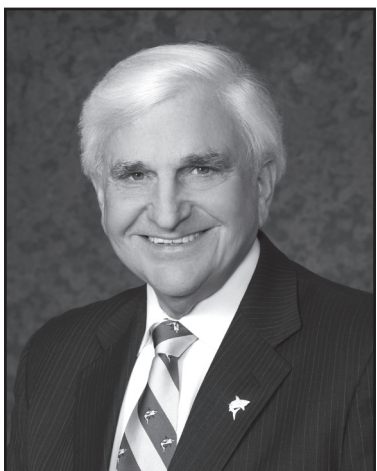
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# Message from the President



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

At NSU, you join nearly 26,000 students who make up our dynamic university.

Founded in 1964, NSU's vision, mission, and core values reflect our deep-seated commitment to enhance learning opportunities for you—our students—throughout Florida and the United States, as well as in 115 countries.

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

For the complete college experience, I hope you will also explore our diverse programs, clubs, and organizations available to complement your learning in the classroom. Please take advantage of these resources and opportunities. Your experience at NSU is what you make of it, and I am confident you will make it a good one.

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

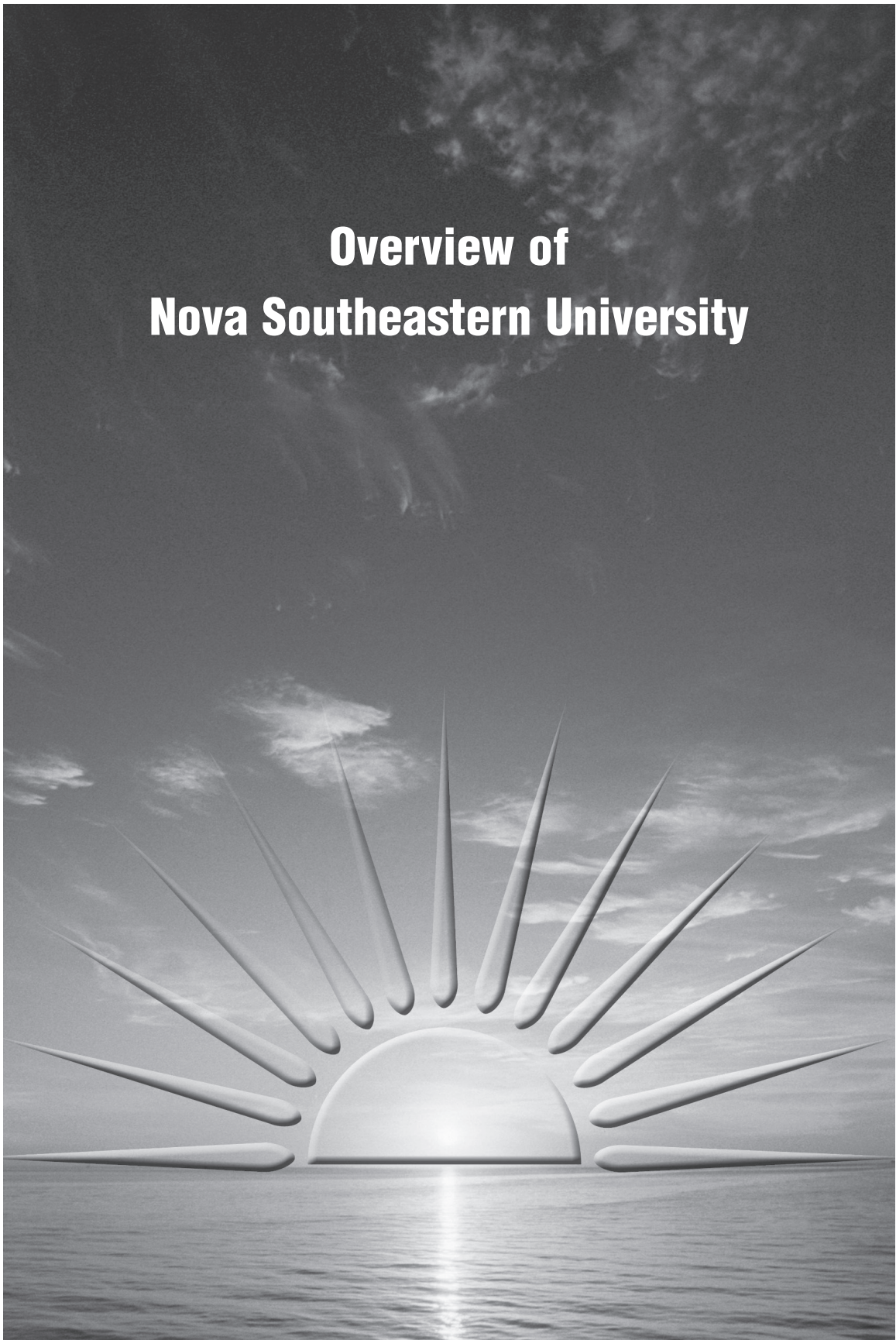
Before you know it, you'll be nearing your degree completion, and I look forward to congratulating you and welcoming you into our alumni network of more than 162,000 graduates in all 50 states and in more than 100 countries around the world.

Enjoy your time at NSU, and go Sharks!

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



**Overview of  
Nova Southeastern University**





# Overview of Nova Southeastern University

## Vision 2020 Statement

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

## Mission Statement

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

## Core Values

Academic Excellence

Student Centered

Integrity

Innovation

Opportunity

Scholarship/Research

Diversity

Community

## University Administrators

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Deans**

Eric Ackerman, Ph.D.,—Graduate School of Computer and Information Sciences  
Jerome Chermak, Ed.D.—University School  
Lisa Deziel, B.S.Ph., Pharm.D., Ph.D.—College of Pharmacy  
Richard E. Dodge, Ph.D.—Oceanographic Center  
Kimberly Durham, Psy.D.— Institute for the Study of Human Service, Health, and Justice  
Jon Garon, J.D.—Shepard Broad Law Center  
Karen Grosby, Ed.D.—Center for Psychological Studies  
J. Preston Jones, D.B.A.,—H. Wayne Huizenga School of Business and Entrepreneurship  
Harold E. Laubach, Ph.D.—College of Medical Sciences  
Roni Leiderman, Ph.D.—Mailman Segal Center for Human Development  
David S. Loshin, O.D., Ph.D.—College of Optometry  
Linda Niessen, D.M.D., M.P.H., M.P.P.—College of Dental Medicine  
Don Rosenblum, Ph.D.—Farquhar College of Arts and Sciences  
Marcella Rutherford, Ph.D., M.B.A., M.S.N., Interim—College of Nursing  
Anthony J. Silvagni, D.O., Pharm.D.—College of Osteopathic Medicine  
H. Wells Singleton, Ph.D.—Abraham S. Fischler School of Education  
Stanley Wilson, P.T., Ed.D.—College of Health Care Sciences  
Honggang Yang, Ph.D.—Graduate School of Humanities and Social Sciences



## Centers, Colleges, and Schools

- Abraham S. Fischler School of Education, (954) 262-8500
- Center for Psychological Studies, (954) 262-5750
- College of Dental Medicine, (954) 262-7319
- College of Health Care Sciences, (954) 262-1101
- College of Medical Sciences, (954) 262-1301
- College of Nursing, (954) 262-1205
- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- Farquhar College of Arts and Sciences, (954) 262-9002
- Graduate School of Computer and Information Sciences, (954) 262-2000
- Graduate School of Humanities and Social Sciences, (954) 262-3000
- H. Wayne Huizenga School of Business and Entrepreneurship, (954) 262-5000
- Institute for the Study of Human Services, Health, and Justice, (954) 262-7001
- Mailman Segal Center for Human Development, (954) 262-6900
- Oceanographic Center, (954) 262-3600
- Shepard Broad Law Center, (954) 262-6100
- University School
  - Lower School: Grades Pre-K–5, (954) 262-4500
  - Middle School: Grades 6–8, (954) 262-4444
  - Upper School: Grades 9–12, (954) 262-4400

## Accreditation

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award associate's, bachelor's, master's, specialist, and doctoral degrees.

## NSU History

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

NSU is well known for innovation and quality in both traditional and distance education. The university serves large numbers of adult students and a growing population of traditional undergraduates. To date, the institution has produced more than 162,000 alumni.

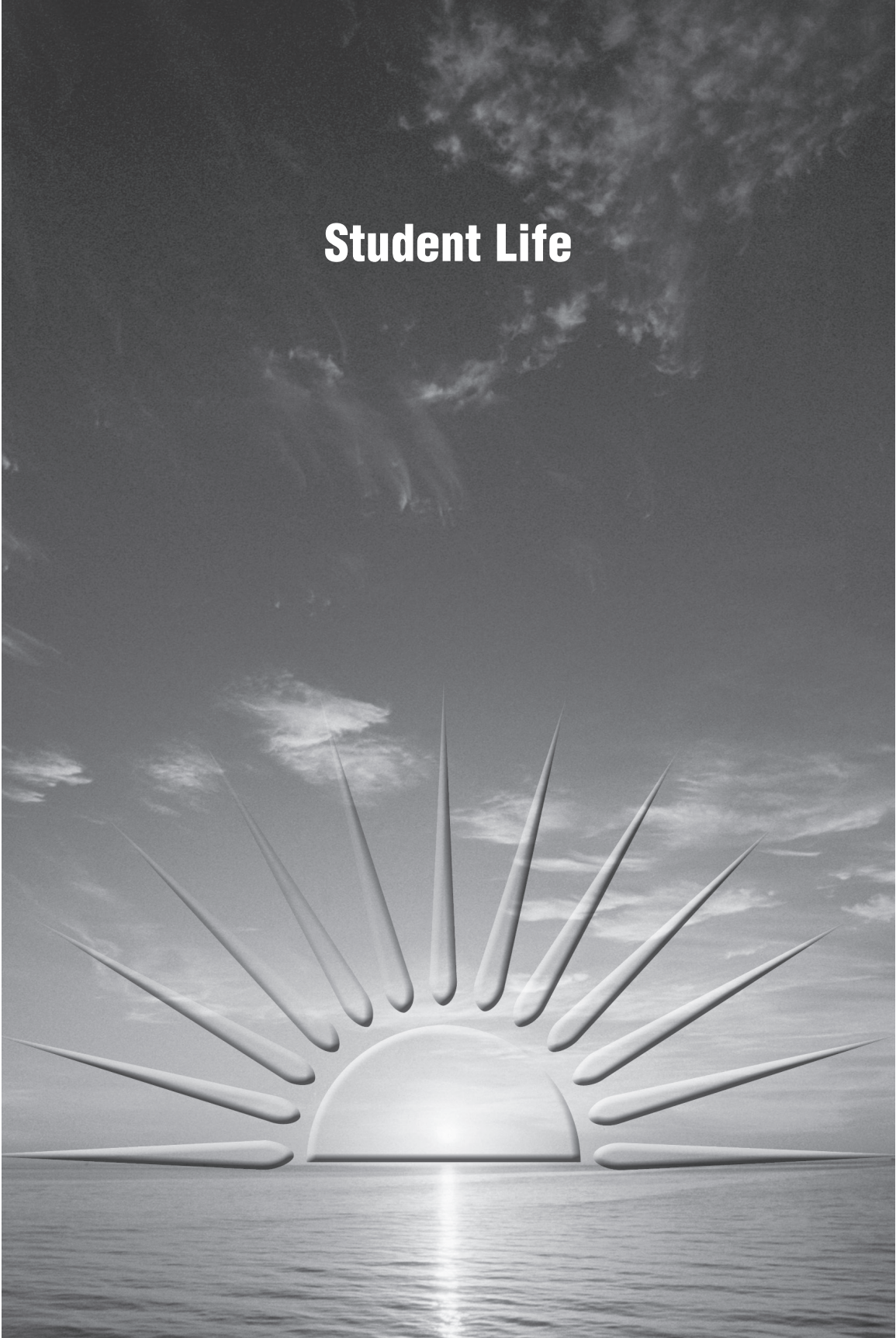
Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with nearly 26,000 students, and is the ninth largest independent institution nationally. NSU is one of 169 colleges and universities statewide and one of 29 independent four-year institutions in Florida.

The university awards associate's, bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields, including business, counseling, computer and information sciences, education, medicine, dentistry, pharmacy, various health professions, law, marine biology, psychology, and other social sciences. The university offers 65 undergraduate majors through the Farquhar College of Arts and Sciences, the Abraham S. Fischler School of Education, the H. Wayne Huizenga School of Business and Entrepreneurship, the College of Health Care Sciences, and the College of Nursing.

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

NSU's programs are administered through academic centers that offer courses at campuses in Fort Lauderdale, North Miami Beach, and Dania Beach as well as other locations throughout Florida, across the nation, and at selected international sites. Despite the geographic diversity of sites where classes are offered, 89 percent of the student body attends classes in Florida, and 82 percent of all students enrolled attend classes in the tricounty area (i.e., Miami-Dade, Broward, and Palm Beach counties). With an annual budget of approximately \$570 million, Nova Southeastern University also has a significant economic impact on the surrounding community. A recent NSU study revealed that the university and its students and employees had an annual economic impact of approximately \$2.6 billion on the Florida economy.

# Student Life





# Student Life

## **Student Affairs and the College of Undergraduate Studies**

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

### **Office of Student Leadership and Civic Engagement**

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

### **Office of Residential Life and Housing**

The Office of Residential Life and Housing provides students with a total educational experience by facilitating an enjoyable campus-living experience. The residence halls are living/learning centers that provide an environment conducive to student success. Opportunities in a variety of academic, cultural, social, leadership, and recreational activities facilitate personal development. Functions that enhance student growth through the Office of Residential Life include an educational judicial process, crisis intervention, mediation, and counseling referrals. The office provides quality facilities for students who live on campus, and it coordinates the administrative processes of all on-campus housing including assignments, contracts, billing, facilities, and maintenance of the seven on-campus residence halls. On-campus housing consists of a traditional residence hall with private bath facilities for undergraduate students, as well as apartment-style housing for upper-division, undergraduate, and graduate students.

### **Office of Campus Recreation**

The Office of Campus Recreation provides programs and services that foster the education and development of the mind, body, and spirit for members of the NSU community. These programs and services include intramural sports, group fitness, special events, instructional opportunities, certification courses, personal training, and fitness assessment and evaluation exams. The office operates the RecPlex, located within the Don Taft University Center. The RecPlex is more than 100,000 square feet of indoor and outdoor recreation and fitness space with 15,000 square feet of strength and cardiovascular training equipment; two indoor basketball courts; three racquetball courts; a rock-climbing wall; a heated, outdoor swimming pool; three multipurpose rooms; and men's and women's locker rooms, showers, and saunas. The RecPlex is available to all current, fee-paying NSU students. Faculty and staff members, alumni, family members, and affiliates of NSU also may gain access by becoming members. The office also oversees numerous activities at The Flight Deck.

### **Office of Student Activities**

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

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

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

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

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

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

### **Office of Student Media**

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

### **Office of Commuter and Transfer Student Services**

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

### **Office of Student Affairs at the Regional Campuses**

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

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

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

## **Office of Administrative Services and Marketing**

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

## **Student Activity Fee Accounts Office**

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

## **Office of Student Career Development**

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

## **Office of Orientation**

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

## **Office of Undergraduate Academic Advising**

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

## **Office of Undergraduate Student Success**

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

## **Office of Student Communication and Support**

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

## **Office of Tutoring and Testing**

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

## **Campus Traditions**

### **Homecoming**

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

### **Greek Life**

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

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

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

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

### **CommunityFest**

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

### **Student Life Achievement Awards**

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



### **Office of Civic Engagement**

This office is the one-stop office within the university community that provides volunteer opportunities and community service within NSU, the surrounding community, and service trips to other communities. Some volunteer opportunities include Habitat for Humanity; soup kitchens; and service trips to Jamaica and New Orleans.

### **Newspaper**

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

### **Radio Station—WNSU**

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

### **Student Organizations**

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

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

### **Web Space for Student Clubs and Organizations**

Official student clubs or organizations sponsored by the university may create and maintain a club Web page. A designated club member possessing the requisite computer skills must be appointed by the club as the Webmaster. The Webmaster will be responsible for creating and maintaining the club Web page with approval from the Office of Student Affairs or COM Student Services.

The Webmaster can obtain a copy of the Information Provider Agreement (IPA) form online at [www.nova.edu/common-lib/policies/ipa.html](http://www.nova.edu/common-lib/policies/ipa.html).

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

- Student Events and Activities Board
- Undergraduate Student Government Association

#### **Center for Psychological Studies**

- Association of Neuropsychology Students in Training (ANST)

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

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

#### **College of Dental Medicine**

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

#### **College of Health Care Sciences**

##### **Anesthesiologist Assistant Program**

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

#### **Audiology Program**

- Student Government Association

#### **Health Sciences Program**

- Doctor of Health Sciences Student Government Association

#### **Occupational Therapy Program**

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

#### **Physician Assistant Program**

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

#### **Physical Therapy Program**

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

#### **Medical Sonography Program**

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

#### **College of Medical Sciences**

- Student Government Association

#### **College of Nursing**

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

#### **College of Optometry**

- American Academy of Optometry
- American Optometry Student Association
- Beta Sigma Kappa
- Canadian Association of Optometry Students
- Class Councils
- College of Optometry Vision Development
- Fellowship of Christian Optometrists

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

### **College of Osteopathic Medicine**

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

- Sigma Sigma Phi
- Student Otolaryncology and Plastic Surgery Society
- Student Advocate Association
- Student American Academy of Osteopathy
- Student Association of Obstetrics and Gynecology
- Student Dermatological Association
- Student Government Association
- Student National Medical Association
- Student Osteopathic Association for Research
- Student Osteopathic Internal Medicine Association
- Student Osteopathic Medical Association
- Student Osteopathic Orthopedic Association
- Student Osteopathic Surgical Association
- Student Physical Medicine and Rehab
- Wilderness Medical Club

### **College of Pharmacy**

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

### **Educational**

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

### **Arts and Media**

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

### **Cultural/Heritage**

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

### **Greek**

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

### **Honor Societies**

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

### **Leadership**

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

### **Multicultural**

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

### **Political and Social Action**

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

### **Pre-Professional**

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

### **Recreation and Social Activities**

- Boxing Club
- Finatics
- Fishing Club
- Fitwell

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

#### **Religious**

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

#### **Service**

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

#### **Special Interest**

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

#### **Graduate School of Humanities and Social Sciences**

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

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

#### **Fischler School of Education**

- Student Government Association

#### **Health Professions Division**

- Student Government Association (SGA)

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

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

#### **Oceanographic Center**

- Student Government Association

#### **Shepard Broad Law Center**

##### **Student Government**

- Student Bar Association (SBA)

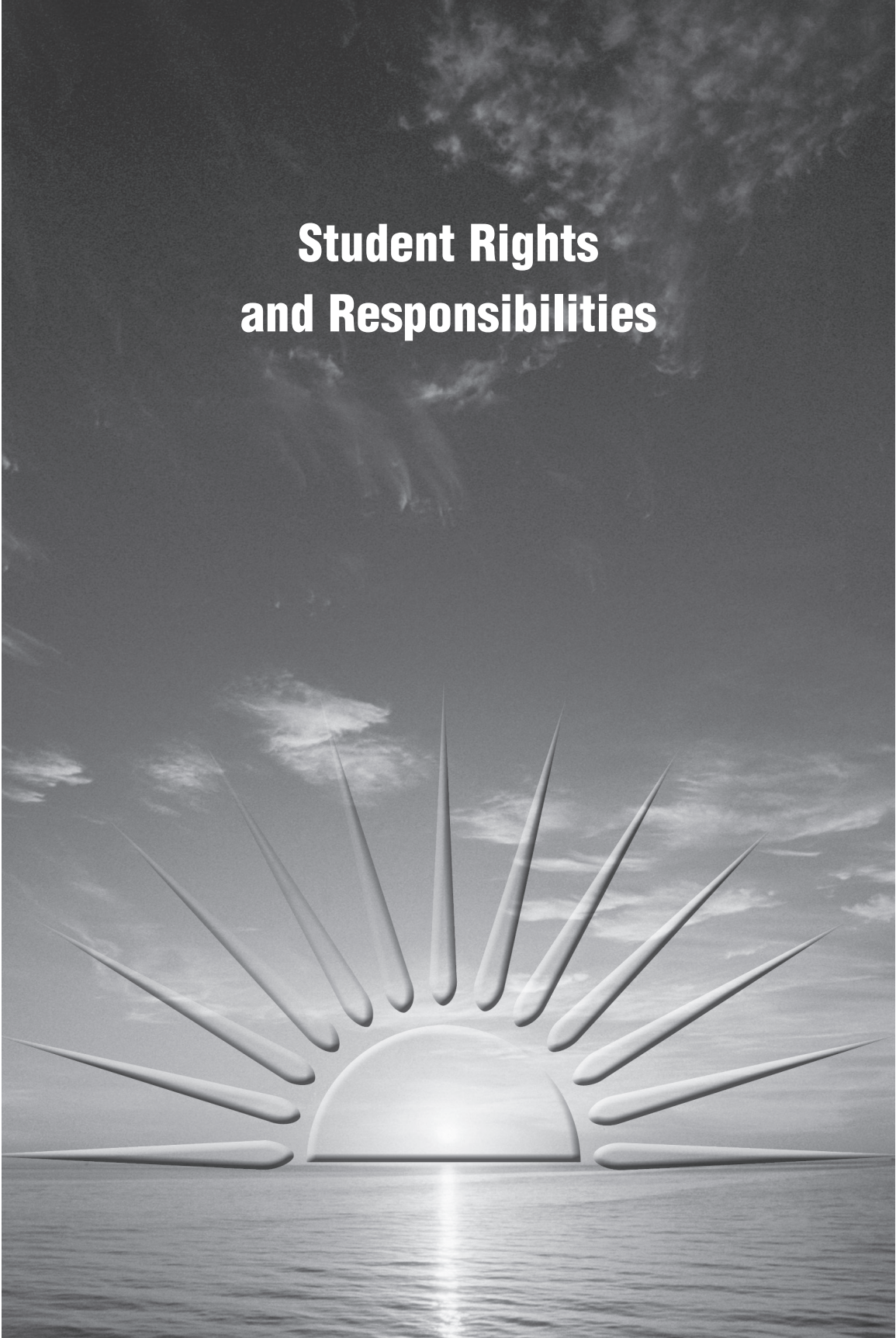
##### **General Organizations**

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

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

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

# **Student Rights and Responsibilities**







# Student Rights and Responsibilities

## Reservation of Power

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

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

## Nondiscrimination Statement

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

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

## Code of Student Conduct and Academic Responsibility

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

## **Code of Student Conduct Statement**

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

**In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college, center, or school. Violations of conduct standards, supplementary standards, university policies, and/or procedures will be handled by the Office of the Vice President of Student Affairs or by the individual academic college, center, or school as deemed appropriate.**

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

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

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

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

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

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

### **A. Academic Standards**

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

The following acts violate the academic honesty standards:

1. **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
2. **Fabrication**—intentional and unauthorized falsification or invention of any information or citation in an academic exercise
3. **Facilitating Academic Dishonesty**—intentionally or knowingly helping or attempting to help another to violate any provision of this code
4. **Plagiarism**—the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment

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

Students are expected to comply with the following academic standards:

### 1. **Original Work**

Assignments such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy.

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

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

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

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

### 3. **Tendering of Information**

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

#### 4. Acts Prohibited

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

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

Students in violation will be subjected to disciplinary action.

#### 5. Additional Matters of Ethical Concern

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

### B. Conduct Standards

1. Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws. Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off the main campus or at any NSU sites.

Violations of conduct standards include, but are not limited to

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

- j. sexual misconduct
- k. stalking
- l. unacceptable use of computing resources as defined by the university. Students are also subject to the Acceptable Use of Computing Resources policy at [www.nova.edu/common-lib/policies/aurcr.policy.html](http://www.nova.edu/common-lib/policies/aurcr.policy.html).
- m. impeding or obstructing NSU investigatory, administrative, or judicial proceedings
- n. threats of or actual damage to property or physical harm to others
- o. “hazing”

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

- p. failure to pay tuition and fees in a timely manner
  - q. embezzlement or misuse of NSU and/or student organizational funds or monies
  - r. failure to comply with the directives of NSU officials
  - s. violation(s) of the terms or condition of a disciplinary sanction(s) imposed
  - t. violation of any policy, procedure, or regulation of the university or any state or federal law, rule, regulation, or county ordinance
  - u. fraud, misrepresentation, forgery, alteration or falsification of any records, information, data, or identity
  - v. plagiarism
  - w. possession of drug paraphernalia
  - x. use of another student’s ID card
2. Students must have authorization from the university to have access to university documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

### C. Supplementary Standards

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

## D. Violations

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

## E. Sanctions

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

### 1. Expulsion

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

### 2. Suspension

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

### 3. Temporary Suspension

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

### 4. Final Disciplinary Probation

A disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of university standards, under which the following conditions exist:

- a. The sanction is for the remainder of the student's career and may be reviewed by the dean of student affairs no sooner than two regular academic semesters or equivalent after the sanction is imposed. After two semesters in attendance, a student may initiate a request in writing for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.
- b. Another violation of the Code of Student Conduct and Academic Responsibility will at a minimum result in suspension.

### 5. Disciplinary Probation

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

**6. Disciplinary Warning**

A disciplinary sanction serving notice to a student that his/her behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance after which it is expunged from the student's file.

**7. Verbal Warning**

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

**8. Fines**

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

**9. Restitution**

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

**10. Restriction or Revocation of Privileges**

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

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

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

**12. Counseling Intervention**

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

**13. Other Appropriate Action**

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

**14. Parent/Legal Guardian Notification**

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

**F. Appeal Process**

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

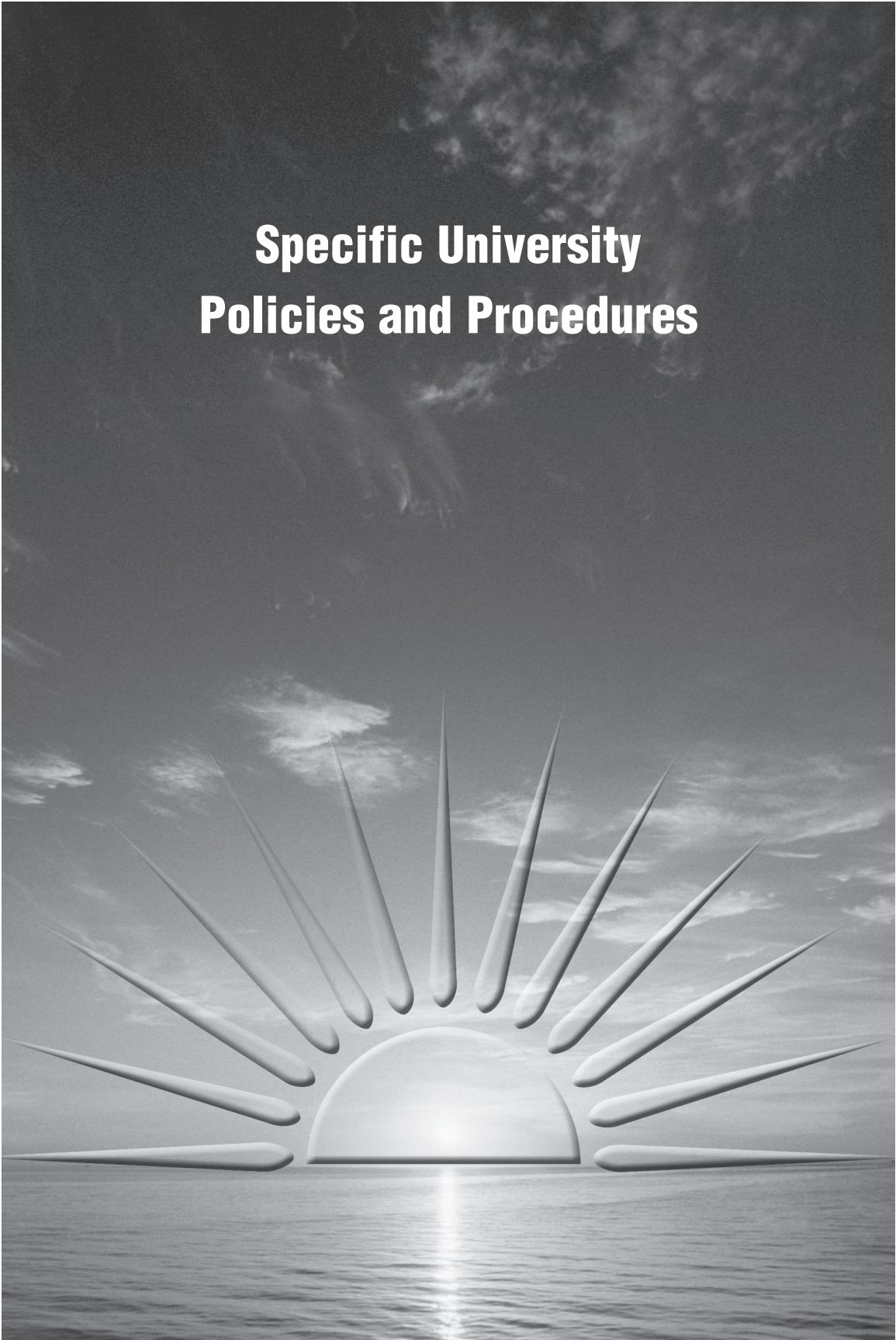
1. the student has new evidence that was not available prior to the original hearing
2. the disciplinary process was not adhered to during the student's hearing
3. the sanction(s) do not relate appropriately to the violation

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





# **Specific University Policies and Procedures**





# Specific University Policies and Procedures

## Admissions Policy

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

In general, students are provisionally admitted to a degree-seeking program based on a review of unofficial transcripts or other specific program admission requirements. However, this admission includes a condition that final and official documents and requirements must be received by Enrollment and Processing Services within 90 calendar days from the start of the term. Undergraduate students must submit all final and official documents by the last day of the drop/add period of the student's first semester. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admission office).

## Alcohol Policy

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

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

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

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

5. The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages. Any violation of these laws may result in disciplinary action including, but not limited to, probation, suspension, or expulsion from the university.

#### **Guidelines for the Use of Alcohol at University Student Events**

1. Nova Southeastern University functions, which are student oriented, may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Vice President of Student Affairs.
2. Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.
3. One-quarter hour before the approved ending time listed on the exemption, ticket sales will stop.
4. Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
5. An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined by the director of the student union.
6. No organization or individual may purchase beer or wine for an event. All beer and wine must be purchased and served by the Office of the Vice President of Student Affairs. No other alcohol is permitted.
7. The director of student activities or designee will be present during an event at which beer and wine are served. If the director is not available, then a university employee will be designated by the Office of the Vice President of Student Affairs. The organizational contact of the event must be present during the entire event as a point of contact for the director of the student union or designee.
8. The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies, but rather, these guidelines should be used in conjunction with any and all other university policies.
9. Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Vice President of Student Affairs, screening people entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having enough alcohol before or during the event.
10. Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.
11. It shall be at the discretion of the Office of the Vice President of Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.

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

### **Abuse/Physical Assault**

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

### **Acceptance of Professional Fees**

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

### **Arson**

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

### **Bomb Threats**

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

### **Breaking and Entering**

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

### **Campus Security Report**

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

### **Cellular Phone Policy**

The university recognizes the growing trend regarding student possession of cellular phones and electronic devices with video, camera, or voice recording capabilities. In support of each individual's reasonable expectation of privacy, the copyright and intellectual property laws, the use of these cellular

phone features by NSU students must be in conjunction with express consent. Students are expressly forbidden to video, use camera or voice recordings without the express consent of the subject(s) being photographed or recorded. You may not place any pictures or videos of people on a Web page without the expressed permission of the people in the pictures or videos. Any student whose use of their cellular phone violates another's reasonable expectation of privacy or produces any media as a result of the cellular phone capabilities without express consent may be found in violation of this policy. Violations of this policy may lead to disciplinary action that may result in confiscation of the cellular phone and referral to Student Affairs as a violation of the NSU Code of Student Conduct. Students are instructed to refer to their center's or college's individual program policies regarding cellular phone use and possession, because additional restrictions may apply.

## **Closing Hours**

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

## **Complicity**

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

## **Computers**

The following five sections detail NSU policy related to the use of computers, email, and the Internet. The information is available at [www.nova.edu/common-lib/policies](http://www.nova.edu/common-lib/policies).

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

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Nova Southeastern University. It applies to all users of the university's computing resources including students, faculty and staff members, alumni, and guests of the university. Computing resources include all computers, related equipment, software, data, local area networks, and listservs for which the university is responsible as well as networks throughout the world to which the university provides computer access.

The computing resources of Nova Southeastern University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. All users must have proper authorization for the use of the university's computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the university's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable university policies (see Related policies listed at the end of this section) and applicable state and federal laws. Among the more important laws are the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright

Act. Copies of these laws and the NSU copyright policy may be examined in the Office of Academic Affairs. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities.

Policy violations generally fall into five categories that involve the use of computing resources:

1. for purposes other than the university's programs of instruction and research and the legitimate business of the university
2. to harass, threaten, discriminate, stalk, intimidate, or otherwise cause harm or attempt to cause harm to specific individuals or classes of individuals
3. to impede, interfere with, impair, or otherwise cause harm to the activities of others
4. to download, post or install to university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution
5. to recklessly, willfully, negligently, or maliciously interfere with or damage NSU computer or network resources or computer data, files, or other information

Examples (not a comprehensive list) of policy violations related to the above five categories include:

- using computer resources for personal reasons
- using computer resources to invade the privacy of another
- sending email on matters not concerning the legitimate business of the university
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at their personal information)
- creating a false email address
- propagating electronic chain mail, pyramid schemes or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a Web site without permission
- posting a university site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- releasing or threatening to release a virus, worm, or other program that damages or otherwise harms a system, network, or data
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems, networks, or data outside the university
- improper peer-to-peer file sharing
- viewing, distributing, downloading, posting or transporting child or any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes

- using university resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up Web servers for illegal, commercial, or profit-making purposes)
- violating federal copyright, intellectual property, and/or trademark laws or the NSU copyright, intellectual property, and/or policy

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

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

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

## **Enterprise Username and Password Policy**

### **Policy Rationale**

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

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

### **Policy Statement**

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

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

### **Systems That Cannot Comply with Minimum Standards**

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



## Remedies

The University reserves the right to

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

## Username Standards

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

### Example:

John Smith

Username: jsmith@nova.edu

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

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

### Example:

Mary Jones

Username: mj2427@nova.edu

## Username and Email Address

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

## Minimum Password Standards for User Accounts

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

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

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

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

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

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

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

### Minimum Password Standards for Generic and Service Accounts

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

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

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

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

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

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

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

## Account Lockout

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

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

## Security Notification

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

## Security Auditing

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

## Pass phrases

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

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

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

## Access to NSU Online Systems

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

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

## Electronic Mail Communications

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

NSU requires students and faculty and staff members to hold and maintain one official university computer account that is used to access major computing resources, including electronic mail. These university-assigned computer accounts correspond directly to NSU email addresses (see below). All official electronic mail communications directed to NSU students and faculty and staff members will be sent exclusively to NSU-assigned computer accounts to ensure timely and accurate delivery information. NSU students may forward their NSU generated email to external locations, but do so at their own risk.

Relationship between NSU computer account and email address:

If your assigned computer account name is `janedoe`

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

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

## Web Pages—Use of Material

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

You should assume that materials you find on the Web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your Web pages(s) without the expressed permission of the copyright owner (examples: graphic images from other Web pages, articles, video, audio, photographs, software, or images scanned from published works). You may include short quotations of text provided you identify in an obvious way (e.g., in a footnote) the author and the work from which the quotation is taken. If you want to include something from another Web page in one of your Web pages, then link to it rather than copy it. The occurrence of plagiarism on your Web page is subject to the same sanctions as apply to plagiarism in any other media. Images in the NSU graphics repository may be used on Web pages without permission. Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a Web page without the expressed permission of the people in the picture or video. Every person has the right to privacy, which includes the right to restrict the use of his/her own image. In addition, the picture or video may be protected by copyright. If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: Copyright 2005 by (name of the copyright owner). Used with permission.

Although a copyright notice is not required to assert your rights to your own original material, you may want to include a minimal notice of copyright in a Web page footer when appropriate. When used, the copyright notice should appear as follows:

- Web pages:  
Copyright 2005 (your name). All rights reserved.
- Organization Web pages (examples):  
Copyright 2005 *Cornell Law Review*. All Rights Reserved.  
Copyright 2005 Nova Southeastern University. All Rights Reserved.  
Copyright 2005 The Graduate School of Computer and Information Sciences. All Rights Reserved.

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

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

## Consensual Relations Between Faculty Members and Students

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

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

## **Contracting on Behalf of the University**

Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the university. Students who attempt to, or enter into, a contract on behalf of the university without proper authorization, are subject to disciplinary action that will result in a hold being placed on university records and transcripts until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of the university by a student without proper authorization is void.

## **Disabilities**

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

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

Student requests for accommodation will be considered on an individual basis. Each student with a disability should contact the Office of Student Disability Services prior to the commencement of classes to discuss his or her needs.

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

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

## **Academic Accommodation Appellate Committee Guidelines**

1. Upon receipt of a notice of appeal, the ADA coordinator shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.

3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence.

The following are prohibited in all committee meetings:

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

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

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

Students requesting an accommodation involving modification to a facility or the grounds of the university must meet with the ADA coordinator Arlene Gizkowski, director of the Office of Student Disability Services, (954) 262-7189, to discuss their specific needs. Requests for accommodation must be made in writing to the ADA coordinator and be supported by the appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. Requests for an accommodation involving modification to a facility or grounds of the university will be considered on an individual basis. When considering the request, the ADA coordinator will consult with the director of the specific facility (e.g., residential life and housing) involved in the request for accommodation and the director of facilities management.

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

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

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

The following are prohibited in all committee meetings:

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

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

## **Discriminatory Conduct**

Discriminatory conduct based on such factors as race, color, religion or creed, sex, national origin, disability, age, ancestry, marital status, sexual orientation, pregnancy, military service, veteran status, or political beliefs, including but not limited to, violations under all federal and state laws, rules, regulations, and/or acts including, but not limited to, Title VII, Title VI, Title IX, Title II, Title III, Americans with Disability Act, the Rehab Act, Age Discrimination Act, and Florida Civil Rights Act are unacceptable and prohibited in the university. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment. In the event a student feels discriminated against by another student, an NSU faculty or staff member, an employee, or a third party, the student should contact the appropriate academic center representative or the university Title IX coordinator, Gay Holliday, associate dean of student affairs, at (954) 262-7280.

## **Drug-Free Schools and Campuses**

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

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

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

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

### **NSU Programs**

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

### **Community Programs**

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

Alcoholics Anonymous: (954) 462-0265

Narcotics Anonymous: (954) 476-9297

When a student uses or deals in drugs, he or she also risks incarceration and/or fines. In addition to the federal sanctions, Florida state statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending on the amount and type of drugs and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not more than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one-year imprisonment.

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

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

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

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

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

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

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

## **Drug Policy—Zero Tolerance**

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

## **Emergency Situations**

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



## **Failure to Comply**

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

## **False Information**

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

## **Falsification of Records**

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

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

## **Fire Safety**

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

## **Fraud**

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

## **Gambling**

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

## **Grievance Procedures for Nonacademic Disputes**

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

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

## **Guests**

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

## **Health Policies**

### **Communicable Diseases Guidelines**

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the university to protect the rights of those infected with a communicable disease. Students who do become infected with a communicable disease must report the contracting of the disease to their program dean and the associate dean of student affairs and are subject to the guidelines listed below. The university will be flexible in its response to incidents of communicable diseases, evaluating each occurrence in light of this policy and current available medical information.

- NSU will make available to the university community detailed information concerning the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.
- An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, school, or center, and the associate dean of students.
- Within reason, the university will make accommodations to the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, with or without a reasonable accommodation, or poses a reasonable threat to the health and safety of others.

In the event that a student has a concern about the potential for the spread of a communicable disease within the university community, those concerns should be brought to the Office of the Vice President of Student Affairs for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the university community by an infected person, the Office of the Vice President of Student Affairs will, after notification of the issues presented to the university president, contact the Centers for Disease Control and Prevention and/or Broward Health Department for recommendations of appropriate action consistent with state law.

### Immunization Requirements

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

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

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

## 5. MMR (Measles, Mumps, Rubella)

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

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

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

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

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

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

## Health Insurance

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

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

Should you have any questions regarding the student health insurance plan, please feel free to contact the student insurance department at (954) 262-4060 or 800-922-3420 or [www.collegiaterisk.com](http://www.collegiaterisk.com).

## Hurricane Procedures

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

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

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

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

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

### **Hurricane Watch**

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

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

### **Hurricane Warning**

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

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

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

### **Procedures for Residence Halls**

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

### **Safety Procedures**

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

## Broadcast Information

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

## Reopening Information

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

Keep a portable radio and plenty of spare radio batteries.

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

## Reopening Confirmation

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

## Identification Cards

The SharkCard is the official Nova Southeastern University identification card. All students and faculty and staff members affiliated with the university are required to carry the SharkCard at all times while on campus and to present their identification cards when requested by authorized university personnel. The SharkCard features a digitized photo, biometrics, SmartChip, and magnetic stripe.

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

- building access
- campus and student event access
- copier usage
- discounts at participating vendors
- identification purposes
- library privileges
- meal plans
- pay-for-print
- vending machine usage

This high-tech card has two embedded antennas that will allow access to various areas around campus, from parking garages to computer labs.

The SmartChip, located on the front of the card, has the capability to store prepaid values in increments of \$1, \$5, \$10, or \$20, directly on the card. You are able to add these increments at the NSU Card Office as well as Cash to Chip machines that are available in various locations throughout campus.

and on all floors of the Alvin Sherman Library, Research, and Information Technology Center. You can also add funds using a credit or debit card at [www.sharkfunds.nova.edu](http://www.sharkfunds.nova.edu).

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

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

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

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

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

## **International Travel Registration Program**

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

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

[www.nova.edu/internationalaffairs/travelreg/index.html](http://www.nova.edu/internationalaffairs/travelreg/index.html)

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

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

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

## **Lake Swimming**

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

## **Life-Threatening Behavior**

Nova Southeastern University recognizes that certain life-threatening behavior (e.g., suicide threats, gestures, or attempts; eating disorders; substance abuse; threats, gestures, or attempts to harm others) is a sign of personal distress. The university is committed to helping students alleviate whatever stress factors are precipitating life-threatening behavior by providing support and/or referral through use of appropriate resources. However, since it is critically important to maintain civility and respect for all members of the university community, it is recognized that action must be taken when such behavior is considered by the university to be disruptive to and unacceptable in the academic and social/living environment.

## **Littering/Projecting Objects**

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

## **Misuse of Telephones**

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

## **Noise**

The university noise policy is based on the belief that all students have a responsibility to respect the rights, health, security, and safety of other university and community members. Excessive noise that disturbs the campus environment, unless approved by the Office of the Vice President of Student Affairs or designee for a special event, is not allowed. Students are held responsible for the actions of their guests.

## **Off-Campus Violations**

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

## **Parent/Legal Guardian Notification**

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

## **Parking and Traffic Policies**

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



- Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.
- The Public Safety Department is authorized to designate any spaces as temporary reserved parking.
- Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The director of public safety will determine whether a disabled vehicle is allowed to remain on campus.
- Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
- Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of public safety.
- The maximum speed on any NSU driveway or roadway excluding those owned and managed by the town of Davie, Broward County, or the state of Florida is 15 miles per hour or less.
- All vehicle operators must obey public safety and police direction and instructions regarding operating and parking motor vehicles.
- **Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.**

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

## **Pets**

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

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

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

- The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar's Office will arrange for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. A student who believes that his or her education records contain information that is inaccurate or misleading, or is otherwise in violation of the student's privacy or other rights, may discuss his or her concerns informally with the University Registrar. If the decision is in agreement with the students' requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and will be informed by the Office of the University Registrar of his or her right to a formal hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her

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

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

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

- student name
- local and home address
- telephone numbers
- email address
- major field of study
- participation in sports
- place of birth
- dates of attendance
- degrees, honors, and awards received
- enrollment status
- year in school
- anticipated graduation date

### Release of Student Information

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

A student may also withhold directory information (as defined above) by completing the Request to Prevent Disclosure of Directory Information form. A student is warned, however, that some of the consequences of preventing disclosure of directory information may be undesirable: a student's name will not be published on the Dean's List or commencement bulletins, and requests from prospective employers are denied.

### Deceased Student Records

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

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

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) requires “covered entities” to abide by the regulations governing the privacy, confidentiality, and security of protected health information, defined as individually identifiable health information created, received, maintained, or transmitted at or by a covered entity, whether such information is electronic, written, or spoken. NSU is considered a “hybrid entity” for purposes of compliance with the HIPAA Privacy and Security Regulations, as NSU’s business activities include both covered and non-covered functions. As such, NSU’s covered health care centers are subject to the requirements of the HIPAA Privacy and Security Regulations, as well as policies implemented by NSU.

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

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

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

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

Any questions concerning the HIPAA privacy policies can be directed to the HIPAA Liaison of your NSU health care center, the NSU HIPAA Privacy Officer, or the NSU HIPAA Security Officer.

## **Public Laws**

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

## **Sexual Misconduct and Harassment**

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

### **Sexual Misconduct Policy**

NSU, in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other similar state and federal statutes or regulations), adopts the policy and fosters an environment where no individual may threaten the health, safety, and welfare of a member of the

university community; or any person on university property; or at a university-sponsored or -supervised activity, through the commission of a sexual assault, engaging in sexual harassment, discrimination, battery, and/or misconduct, including acquaintance rape.

**Definition:** Sexual assault is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence. NSU acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. Sexual misconduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether or not it violates this policy.

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

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

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

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

- i. the same right to assistance, or ability to have others present, that is afforded to the accused during any campus disciplinary proceedings

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

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

Nova Southeastern University students are encouraged to report to the police (9-911 on campus and 911 off campus), public safety (extension 28999 on campus and (954) 262-8999 off campus), and a university administrator all occurrences of sexual assault. Professional staff members in the Office of the Vice President of Student Affairs, residential life, student counseling, and public safety are among those who are trained and willing to assist students who are victims of sexual assault. Students aggrieved by a violation of this policy may file a grievance under Title IX. All reports of sexual assault will be thoroughly investigated by the Title IX coordinator or the vice president of Human Resources.

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

The following procedure will prevail for reports of sexual assault.

- **Third-Party Reports:** When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a Title IX coordinator. If the person reporting that assault is a third party (not the victim), the administrator will do the following:
  - a. advise the reporter to counsel the victim to seek medical assistance
  - b. advise the reporter to encourage the victim to talk with a counselor from the Rape Center in Broward County, a staff counselor at the Henderson Student Counseling Center, a student affairs and/or residential life administrator, the director of public safety, or some other university official
  - c. protect the confidentiality of the victim (if name is known)
- **Victim Reports:** If a student who is a victim of sexual assault reports the matter to a university administrator or any other university employee, the administrator and/or employee will encourage the victim to seek immediate medical attention and assist the victim in appropriate methods and avenues to receive medical care. In reporting a sexual assault, the victim controls the process. The administrator and/or employee will encourage the victim to authorize notification of the university Public Safety Office (PSO) of the occurrence of the crime, and then to cooperate with PSO and student life and/or residential life and housing in reporting the matter to the rape victim advocate in the state attorney's office and to local police. The victim will be assured of university support including reasonable confidentiality, full cooperation with any police investigation, and counseling through the Henderson Student Counseling Center and the Rape Crisis Center. If the victim authorizes the notification of PSO, the administrator and/or employee will inform the Title IX coordinator, which will assist as liaison with PSO.

## Harassment Statement

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

## Sexual Harassment Policy

It is the intent of Nova Southeastern University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students.

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

1. unwelcome or unwanted sexual advances and unwelcome or unwanted conduct of a sexual nature. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
2. requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor, accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or academic program status.
3. verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy, telling jokes that are clearly unwanted and considered offensive by others, or other tasteless sexually oriented comments, innuendoes, or actions that offend others.
4. engaging in any type of unwelcome conduct of a sexual nature that is sufficiently severe or pervasive that would unreasonably interfere with another's work or deny or limit a student's ability to participate in or benefit from the school's program, services, opportunities, or activities based on sex. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
5. creating a work or academic program environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts, or attentions.

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

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

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

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

1. submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. submission to or rejection of such conduct affects academic decisions
3. such conduct is sufficiently severe or pervasive to deny or limit a student's ability to participate or benefit from the school's program, services, opportunities, or activities, or creating an intimidating, hostile, or offensive academic environment
4. unwelcome physical contact, including but not limited to patting, pinching, or touching
5. offensive or demeaning sexual remarks, jokes, or gestures

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

Any individual who violates any portion of this policy will be subject to disciplinary action, up to and including discharge for an employee and dismissal for a student.

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

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

## **Solicitation and Posting Policy**

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

The following flyers are acceptable

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

The following flyers are not acceptable in any campus location

- publicity making any reference to drugs or alcohol, containing discriminatory language, or containing inappropriate photos, graphics, or language

- outside vendor or company promotions
- outside vendor health insurance information

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

## Stalking

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

## Student Publications

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

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

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

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

## Theft or Unauthorized Possession

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

## Title IX Compliance Policy

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



the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.

The Title IX coordinator at NSU is Gay Holliday, associate dean of student affairs, who can be reached at (954) 262-7280. Students are entitled to file a grievance or complaint with the Office of the Title IX Coordinator if they perceive they have been a victim of discrimination on the basis of sex. The grievance procedure is available from the Office of the Title IX Coordinator, Rosenthal Room 112.

## **Tobacco-Free Policy**

### **Policy Statement**

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

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

For purposes of this policy, “smoking” is defined as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product including cigarettes, cigars, pipe tobacco, and any other lit tobacco products.

For the purposes of this policy, “tobacco use” is defined as the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; or any other form of loose-leaf, smokeless tobacco; as well as the use of unlit cigarettes, cigars, and pipe tobacco.

### **Policy Application**

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

## **Trespass Policy**

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

## **Unauthorized Entry**

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

## Unauthorized Possession of University Property

Students in possession of property owned or controlled by Nova Southeastern University without authorization for such property will be subject to university disciplinary action and/or restitution. In addition, students may be referred to legal authorities for prosecution.

## Use of University Vehicles

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

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

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

## Vandalism or Destruction of University Property

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

## Weapons and Firearms

Weapons and firearms are prohibited on campus. A weapon includes:

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

A firearm includes:

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

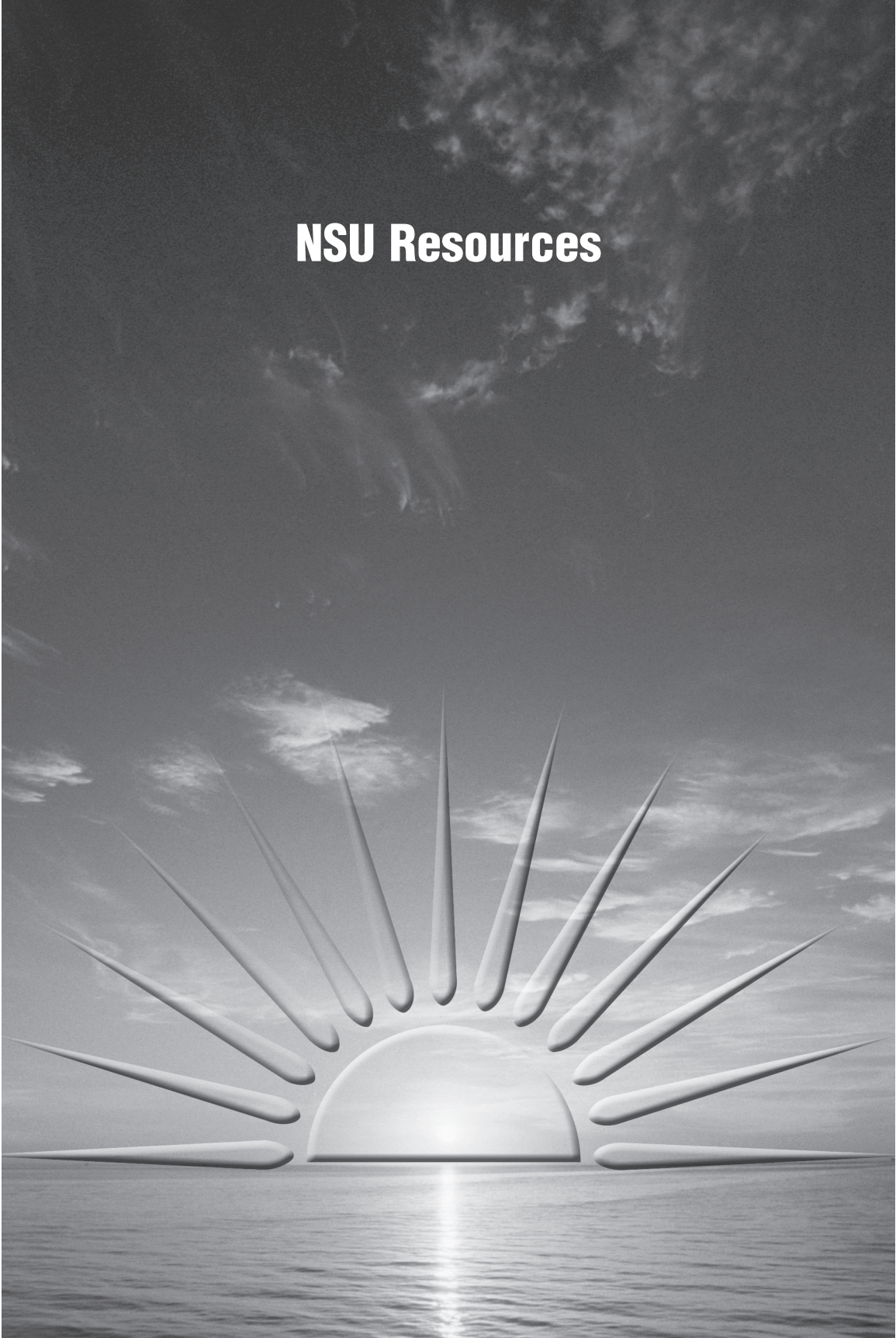
See NSU weapon and Firearm policy at: [http://www.nova.edu/publicsafety/forms/campus\\_safety\\_handbook.pdf](http://www.nova.edu/publicsafety/forms/campus_safety_handbook.pdf)

- Law enforcement personnel are exempt from this policy.

## Worthless Checks

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

# NSU Resources





# NSU Resources

## Alumni Association

More than 162,000 men and women, residing in all 50 states and in 115 foreign countries, are Nova Southeastern University graduates. Increasingly, these individuals are to be found in the top echelons of business, industry, medicine, government, and education. The NSU Alumni Association gives alumni opportunities to build relationships, receive special benefits, and extend a hand to recent NSU graduates. For more information on alumni programs, call (954) 262-2118 or 800-541-6682, ext. 22118.

## ATMs

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

## Bookstore

The NSU Bookstore is located in University Park Plaza and is open Monday through Friday, 8:30 a.m. to 6:15 p.m.; and Saturday, 10:00 a.m. to 1:30 p.m. The bookstore carries all the required and recommended textbooks for each class. They have the largest selection of new and used textbooks for purchase or rental, as well as e-textbooks. The bookstore also carries an array of NSU clothing, gifts, convenience items, and reference titles. You can order online at <http://nsubooks.bncollege.com> for in-store pickup, regional campus pickup or have items shipped to your home.

The NSU Bookstore contact information is below:

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

## Return Policy

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

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

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

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

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

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

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

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

### **For General Merchandise Products**

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

### **Buyback Policy**

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

### **Bursar**

See Enrollment and Student Services section.

### **Campus Shuttle**

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

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

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

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

### **Career Development**

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

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

## **Computing Facilities**

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

In addition to courses, open labs are scheduled and maintained for student use on campus and at student educational center locations.

NSU's labs house a variety of computer equipment for student use. NSU maintains high-speed data networks at all campus locations and student educational centers. The main campus network backbone infrastructure provides 10 Gigabit Ethernet bandwidth, with fiber optic links connecting buildings and floors. NSU is an equity member of the Florida LambdaRail (FLR) network, which provides opportunities for faculty members, researchers, and students to collaborate with colleagues around the world on leading-edge research projects. Every lab is connected to the university's computer network, providing Internet access and access to the Campus-Wide Information System (CWIS) and the Electronic Library. Wireless service is available at all student educational centers. Access to the NSU network is provided to students from all dormitory locations via WINGS wireless network. All residence halls have 802.11a/b/g/AC wireless access. From off-campus locations, students may access general Web-based electronic resources (e.g., registration, grades, transcripts, email, online courses, and the library) using Web browsers and an Internet connection. For Internet access to special or restricted resources, NSU provides Virtual Private Network (VPN) connectivity to students.

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

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

## **Counseling**

See NSU Student Counseling section.

## **Dining Services**

See Shark Dining Services section.

## **Don Taft University Center**

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

The Arena at the Don Taft University Center is home to intercollegiate athletics and the NSU Sharks. The arena can seat about 4,500 people and also serves as an entertainment venue with concerts, performances, speakers, family shows, and more. The arena has three basketball courts, as well as team locker rooms, concession areas, and a “hall of fame” room.

The center also houses the Flight Deck. This area is designed as a general hangout space for students where they can grab a bite to eat.

## **Enrollment and Student Services**

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

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

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

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

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

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

The Office of International Affairs serves as a base for the university’s international initiatives and student services. It includes the Office of International Students and Scholars (OISS) which is dedicated to providing immigration, orientation, counseling, and overall assistance to all international students, visiting scholars, and faculty on and off campus. The OIA also provides ongoing assistance and support for all members of the university engaged in campus internationalization and globalization efforts. The OIA acts as a liaison with federal agencies such as the United States Citizenship and Immigration Services (USCIS), the U.S. Department of State, and foreign governmental agencies. For further information, contact the Office of International Affairs at (954) 262-7240 or visit [www.nova.edu/internationalstudents](http://www.nova.edu/internationalstudents).

More than 1,200 international students and scholars from more than 116 countries have selected NSU to pursue their educational goals. The OIA provides a variety of support services in the areas of

- F-1 and J-1 visa counseling
- transfer assistance
- reinstatement



- travel documentation
- on- and off-campus employment
- assistance with CPT/OPT
- extension of stay
- Social Security
- taxes
- health insurance
- cross-cultural activities
- international student orientation

### The Office of Student Financial Assistance

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

### Financial Aid Checklist

- 1. Complete the FAFSA and NSU State Aid Application.**  
Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) annually. It becomes available each January 1. The earlier you apply, the better chance you have of being considered for maximum available funds. To apply for Florida grants and scholarships, undergraduate students should also complete the NSU State Aid Application available at [www.nova.edu/financialaid/forms/index.html](http://www.nova.edu/financialaid/forms/index.html).
- 2. Plan for Housing and Meal Expenses.**  
Your budget includes a housing and meal component. Please ensure that your budget covers these expenses if you intend to live on campus.
- 3. Check Your Financial Aid Account Frequently.**  
Regularly check your financial aid status via SharkLink to ensure that you have no outstanding requirements. The link to My Financial Aid is located in the center of your SharkLink Student tab. Now is a good time to confirm your admissions status. You will have to be fully admitted in order for your financial aid funds to disburse.
- 4. Submit Additional Documents and Complete a Master Promissory Note.**  
Some students may be required to submit additional documents prior to being awarded. You will be notified of outstanding requirements via NSU (SharkLink) email. If you are interested in receiving Federal Direct Loans, you will be required to complete a Direct Loan Master Promissory Note (MPN).

- ☑ **5. Accept, Reduce, or Decline Your Loan and Federal Work-Study Award(s).**  
Your financial aid award notice will provide you with detailed instructions on how to accept, reduce, or decline your financial aid award. Your award will not be disbursed until this step has been completed.
- ☑ **6. Don't Forget to Continually Apply for and Identify Scholarships.**  
Schedule time regularly to search for scholarships. The best place to start is the scholarship Web page at [www.nova.edu/financialaid/scholarships/](http://www.nova.edu/financialaid/scholarships/).
- ☑ **7. Check Your NSU (SharkLink) Email Daily.**  
NSU (SharkLink) email and SharkLink are the official means that the OSFA will use to communicate with students. Keep up-to-date by checking your NSU email daily.
- ☑ **8. Register for Classes (early).**  
Students awarded Federal Direct Loans must be enrolled at least half time. Half-time enrollment is defined as six credits per semester for all undergraduate students. For graduate and first professional students, your program of study defines half-time status. Enrollment requirements for federal and state grants vary. Familiarize yourself with the enrollment requirements defined by your program office as well as by the financial aid programs through which you are receiving aid. Be sure to register as early as possible to ensure timely disbursement of your financial aid funds.

### **Return of Title IV Funds**

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

### **Student Employment**

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

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

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

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

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

### **Veterans Benefits**

Department of Veterans Affairs educational benefits are designated to provide eligible individuals with an opportunity for educational and career growth. Eligible veterans and their dependents should contact the Veterans Benefits Office at (954) 262-7236; toll free 800-541-6682, ext. 27236,

Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m., at the William and Norma Horvitz Administration Building. You can visit the Veterans Education Benefits Web page at [www.nova.edu/financialaid/veterans/](http://www.nova.edu/financialaid/veterans/) as well. If you have any questions concerning eligibility, you may also contact the U.S. Department of Veterans Affairs (DVA) at 888-442-4551 or visit their Web site at [www.gibill.va.gov](http://www.gibill.va.gov).

### **Standards of Progress**

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

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

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

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

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

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

### **The Office of the University Bursar**

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

### **Bursar's Office Policies**

- By registering for courses at Nova Southeastern University, the student accepts financial responsibility for payment of all institutional costs including, but not limited to, tuition, fees, housing and meal plan (if applicable), health insurance (if applicable), and any additional costs when those charges become due.

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

### **Methods of Payment**

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

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

### **Payment Plans**

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

- **3-Month and 10-Month Payment Plans**

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

- **Employer Tuition Assistance Plans**

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

- **Florida Prepaid College Plan**

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

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

The University Registrar's Office offers a variety of services to the university community. These services include, but are not limited to, course registration, transcript processing, name and address change, loan deferment, enrollment and degree verification, grade processing, commencement, degree conferral, transfer of credit services, and general university information. Additional information is available at [www.nova.edu/registrar](http://www.nova.edu/registrar).

### **Transcript Requests**

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

### **Grades**

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

### **Class Registration and Changes**

Students must be officially registered prior to the start date of course(s) in order to participate in and receive academic credit for those courses. Changes to course registrations will not be accepted 20 days after each semester ends. Students are responsible for reviewing their registration and academic records each semester for accuracy.

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

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

### **Address Changes**

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

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

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

### **Commencement**

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

### **Transfer Evaluation Services**

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

### **CAPP Degree Evaluation**

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

## **Enrollment and Student Services Contact Information**

### **Office of Undergraduate Admissions**

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

800-338-4723

(954) 262-8000

Fax: (954) 262-3811

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

### **Hours of Operation**

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

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

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

### **University Call Center**

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

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

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

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

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

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

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

The One-Stop Shop is the central point of contact for information and service for walk-in prospective, new, and continuing students. Staff members are cross-trained to answer inquiries about financial aid, registrar, and bursar functions. The One-Stop Shop is located in the Horvitz Building on the main campus as well as on the first floor of the Terry Administration Building.

#### **Hours of Operation**

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

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

Saturday: 9:00 a.m. to noon (Terry Building is closed on Saturday.)

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

### **Health Care Centers**

See Student Medical Centers section.

### **Libraries**

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

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

## **Miami Dolphins Training Facility**

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

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

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

## **NSU Athletics**

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

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

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

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

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

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

### **Athletics Web site**

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



## NSU Student Counseling

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

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

### Location

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

### Contact Information

Office: (954) 424-6911

Fax: (954) 424-6915

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

### Hours

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

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

## SharkPrint

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

## Public Safety

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

- The Public Safety emergency telephone system is advertised throughout the university community. Emergency telephones are located at strategic locations on campus to provide communication with Public Safety at any time, especially in an emergency. These are blue light telephones.
- The Public Safety staff works in conjunction with all emergency and care-giving services, including: the police, fire department, emergency services, and other university or community service units.

- To help boost crime prevention on campus, the PSD staff performs several informational instructions each month to students and staff regarding safety and security, when requested.

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

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

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

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

### **Public Safety University Locksmith**

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

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

Specific professional services include high security lock hardware; master key systems; security doors; mechanical and electronic exit devices; mechanical and electronic keyless access control hardware; safes, vaults and cash protection devices; command operated and emergency electronic door hardware; intrusion and fire protection devices; CCTV systems; and fleet motor and electric vehicles.

### **Campus Recreation**

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

### **Registrar**

See Enrollment and Student Services section.

## Residential Life and Housing

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

1. You are married.
2. You reside with a parent or legal guardian within the tricounty area (Broward, Miami-Dade, and Palm Beach).
3. You are age 25 or older.
4. You are a veteran or member of the military.

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

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

### Leo Goodwin Sr. Residence Hall

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

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

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

### The Commons Residence Hall

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

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

1. Razor's Edge Leadership Program
2. Quiet Community (Quiet Corridor)

### 3. Greek Life (Greek Village)

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

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

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

#### **Cultural Living Center**

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

#### **Rolling Hills Graduate Apartments**

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

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

- Two HPD Communities (one in Building A and one in Building C)
- Law Community (Building A)

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

#### **Off-Campus Housing**

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

#### **Shark Dining Services**

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

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

## **Shark Dining Locations**

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

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

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

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

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

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

### **The NSU Flight Deck Pub**

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

The Flight Deck is open 7 days a week from 11:00 a.m. to midnight during the fall and spring semesters. Summer and holiday hours vary.

### **West End Ave Deli**

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

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

### **Supreme Court Café**

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

Service hours during the fall and spring semester are Monday through Thursday from 8:00 a.m. to 7:00 p.m. and Friday from 8:00 a.m. to 1:00 p.m. It is closed on Saturday and Sunday. Summer and holiday hours vary.

### **HPD Café**

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

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

### **HPD Juiceblendz**

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

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

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

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

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

### **Parker Building Outtakes**

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

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

### **Meal Plans**

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

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

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

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

## Student Leadership and Civic Engagement

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

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

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

## Tutoring and Testing Center

The Tutoring and Testing Center (TTC) supports the academic progress of all NSU undergraduate students. Among the various services are individualized tutoring in writing, mathematics, and science as well as a diverse array of testing services.

### Tutoring

Students can receive one-on-one tutoring in writing, math, and science courses. Tutoring sessions are offered in 45-minute increments.

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

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

#### Available Supplemental Resources and Services

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

## Testing

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

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

For more information contact

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

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

## Undergraduate Student Success

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

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

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

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

## Tools for Success Workshop Series—Need additional success tools?

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

## Success Portal

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

[www.nova.edu/yoursuccess](http://www.nova.edu/yoursuccess)  
[studentsuccess@nova.edu](mailto:studentsuccess@nova.edu)  
(954) 262-8386

## University Health Care Centers

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



## Sanford L. Ziff Health Care Center

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

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

## Campus Pharmacy

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

### Hours of Operation

Monday–Friday: 9:00 a.m.–6:00 p.m.

Saturday: 9:00 a.m.–1:00 p.m.

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

## Volunteerism and Civic Engagement

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

Benefits of volunteering:

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

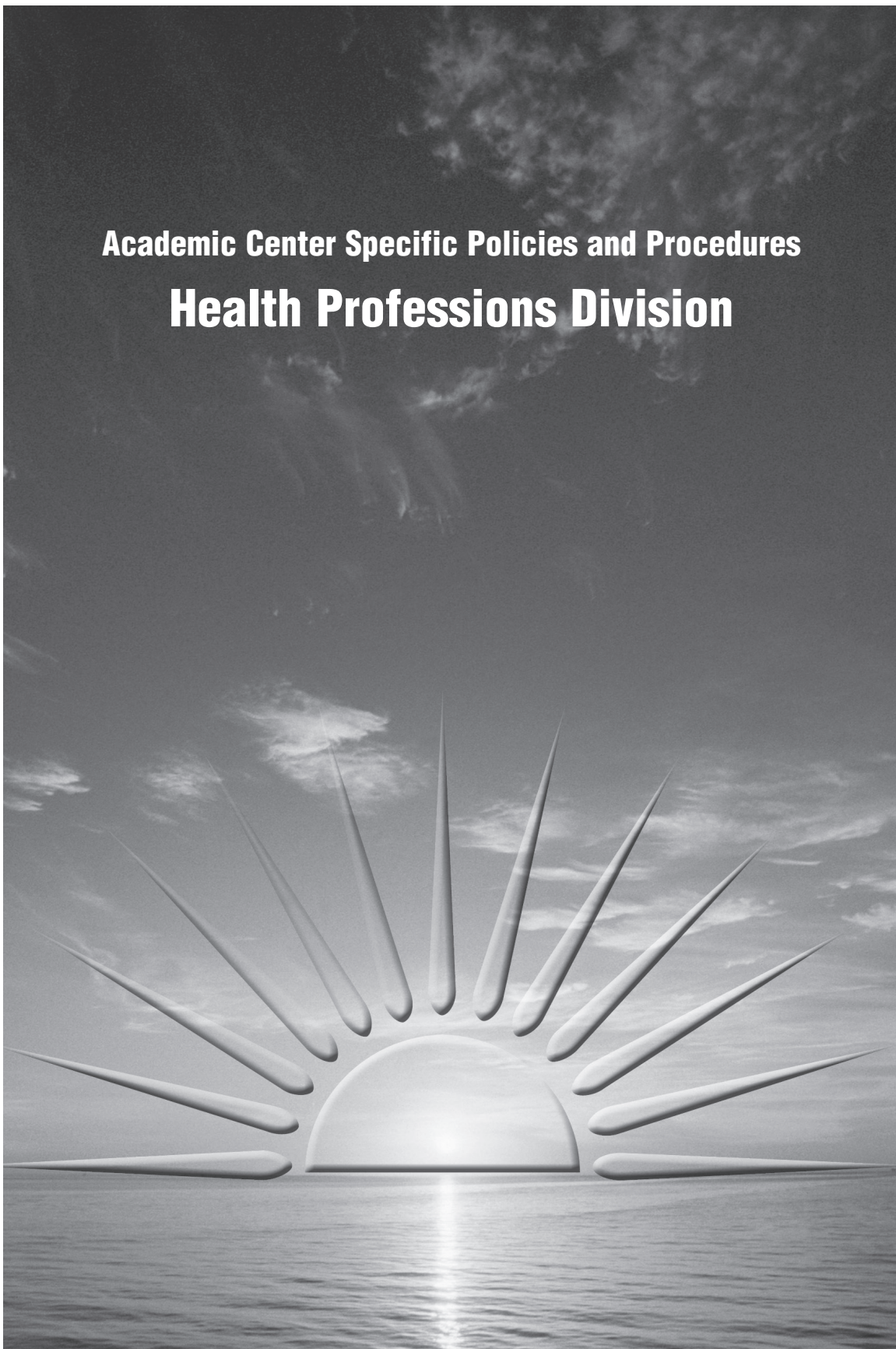
NSU offers more than 50 different services to the community. Students are encouraged to get involved in the following services:

- Area Health Education Center Program
- Autism Consortium, (954) 262-7168
- Institute for Learning in Retirement, (954) 262-8471
- Mailman Segal Center for Human Development, (954) 262-6900
- Nova Singers, (954) 262-2107
- Center for Continuing and Professional Studies, (954) 262-8789
- University Health Care Centers:
  - Sanford L. Ziff Health Care Center, (954) 262-4100
  - Pharmacy, (954) 262-4550
  - Dental, (954) 262-7500
  - Optometry, (954) 262-4200
- Baudhuin Preschool, (954) 262-7100
- University School, Upper School (954) 262-4400
- VOICES Family Outreach, (954) 262-4237
- Women's Resource Institute, (954) 262-8451

### **Wireless Networking—NSU WINGS**

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

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





# Health Professions Division

## Building Hours

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

## Yearly Fees and Expenses

NSU Student Services Fee.....	\$1,050
HPD General Access Fee.....	\$145
Histology Lab Fee.....	\$100
eBooks Books Fee (only for Osteopathic Medicine second-year students).....	TBA
Vital Source Bookshelf Fee (only for dental students) (Class of 2015).....	\$759
(Class of 2015 IDG).....	\$978
(Class of 2016).....	\$850
(Class of 2016 IDG).....	\$1,116
(Class of 2017).....	\$885
(Class of 2017 IDG).....	\$1,110
(Class of 2018).....	TBA
Review Course Fee (only for Optometry third-year students).....	\$260
Review Course Fee (only for Osteopathic Medicine students).....	TBA
Testing Fee (only for third-year, advanced standing and fourth-year, entry-level Pharmacy students).....	\$175
Nursing Program Lab Fee.....	\$150
Nursing Skills Assessment.....	\$100
Physician Assistant Clinical Support Charge (assessment divided equally among each of the three semesters of clinical training).....	\$1,200
Equipment/Lab Fee (only for Optometry students).....	\$50*
Student Fee (only for Osteopathic Medicine second-year students).....	\$260
Degree Application Fee (Seniors only).....	\$100
Commencement Fee (Seniors only).....	\$175
Program Completion Certificate Fee (Postgraduate Dental students).....	\$150
Degree Application Fee (B.S./Vision Science).....	\$100
Late Payment Fee.....	\$100
I.D. Replacement.....	\$25
Diploma Replacement.....	\$30
Official Transcripts.....	\$10 (each)

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

\* Per student, change in fall and winter terms

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

### **Late Payment Fee**

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

### **Late Registration**

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

### **Consequences for Nonpayment**

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

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

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

### **Tuition Credit Policy—Voluntary Drops and Withdrawals**

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

Drops during the first week of the 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 the master degree programs in the College of Osteopathic Medicine (M.S.B.I., M.P.H., and/or M.S. in Disaster and Emergency Preparedness) will have until 11:59 p.m. the first Sunday of the semester, which is the end of the drop/add period, in order to make any changes in their schedule without incurring any financial expenses. Students who drop after this date will not be entitled to receive a refund.

Students enrolled in bachelor degree programs are required to follow policy procedures for drops and withdrawals as noted 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 section of the student handbook.

Failure to comply with these requirements could jeopardize future receipts of the Title IV student assistant 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 as soon as the dean of the respective college has approved the withdrawal and the drop request has been processed. The tuition refund policy is subject to change at the discretion of the university's board of trustees/the NSU administration.

Changes to a semester's registration will not be accepted 30 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 term, have a completed financial aid file, and must be receiving financial aid with sufficient funds to cover total charges due the university, the loan amount, and the processing fee charged. When approved, disbursement is made electronically through direct deposit within two weeks of disbursement date.

### **Health Professions Division Library**

The HPD Library is located on the first floor at the north end of the Terry Building Complex in the Library/Lab Building. The collection consists of more than 20,000 print volumes, 600+ electronic books, and 4,000+ active medical/health journal subscriptions in both print and digital formats. Many of the available electronic texts are required textbooks in various courses. In addition, more than 150 medical/health databases are available 24/7 to meet the needs of the seven HPD colleges. All students have access to the full resources of all NSU libraries, both print and online. Medical/health databases include Medline, CINAHL, Clinical Key (which includes Procedures Consult and First Consult), Clinical Pharmacology, UpToDate, as well as many databases specific to individual programs. The Interlibrary Loan and Document Delivery Office will provide additional journal articles, books, and items not available digitally to any student at no cost. All resources are available through the HPD Library home page ([www.nova.edu/hpdlibrary](http://www.nova.edu/hpdlibrary)).

Professional reference services are available via phone, text, email, or face to face. Seven professional librarians are available for help with searching, finding full-text journals, citation reference management, and research strategies. Each HPD college/program is assigned a subject specialist liaison librarian who works closely with faculty and offer assistance with specific class assignments.

Quiet study areas are designated in the library with a variety of seating options available, from large tables to individual carrels and comfortable seating. There are 48 individual/small group study rooms in the library and adjacent Assembly II Building. Rooms may be checked out for up to three hours. All rooms are equipped with white boards and Wi-Fi. A small teaching lab is available for group instruction and there is a large group study hall. Two 50-station computer labs are open when the library is open. In addition, a production studio is available for student use for Tegrity, video recording, and video editing.

A common area provides space for collaborative projects and is equipped with two Media:scape units for collaboration using multiple laptops with single or double monitor displays for group work. The library has both PC and Mac computers for student use, as well as iPads for short-term checkout, each loaded with 100 medical and production apps. Other library services include binding, faxing, and scanning services; earplugs; sports equipment for the student lounge; and coffee service. Twenty-six individual rooms in the Assembly II Building are open from midnight until the library opens the next day, providing 24/7 access to study areas.

Hours of operation for the HPD Library, Study Center rooms in Assembly II, and adjoining computers labs are: Monday-Thursday: 7:00 a.m.-midnight; Friday: 7:00 a.m.-9:00 p.m.; Saturday and Sunday: 10:00 a.m.-midnight. The study rooms in the the Assembly II building are open 24/7.

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

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

## **Lost and Found**

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

## **Computer Labs**

The Office of Information Technologies maintains two separate computer laboratories at the Health Professions Division. One of these laboratories is located in the HPD Library to the right of the front desk. It contains three networked laser printers, a color scanner, and 15 desktop computers equipped with Windows 7 Enterprise, and Microsoft Office 2013 (including Word, PowerPoint, Excel, Access, Microsoft Publisher, Microsoft Office Picture, and Microsoft Manager OneNote). The second computer lab is located on the first floor of the Assembly II Building. It has 52 desktop computers and is equipped with the same software packages. In addition, other software programs for use in specific courses are also installed on the systems. Online connectivity from all desktop systems provides access to the Campus Wide Information System (CWIS), the Electronic Library, the Internet, and the World Wide Web (WWW). Computer-assisted instruction programs are also available. The HPD laboratories operate under the auspices of the university Office of Innovation and Information Technologies.

Computer Lab hours:

HPD Assembly Building—HPD Lab B

(During the academic semesters, fall and spring, this lab is a 24-hour lab for student use.)

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

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

Saturday, 10:00 a.m. to midnight

Sunday, 10:00 a.m. to midnight

(954) 262-4868



HPD Library computer laboratory—HPD Lab A

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

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

Saturday, 10:00 a.m. to midnight

Sunday, 10:00 a.m. to midnight

(954) 262-4945

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

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

Students who wish to relax may use the student lounge on the second floor of the HPD Library/Laboratory Building during their free hours. Vending machines, pay telephones, pool table, and other games are provided for student use. Additional student lounges are available at the Palm Beach, Jacksonville, Orlando, Fort Myers, Tampa, and Puerto Rico 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, vascular sonography, respiratory therapy, nursing, dentistry, or public health. It is a violation of the law and contrary to the policy of this university for any unlicensed person to attempt to engage in the professional practice of health care. Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by law.

### **AIDS Policy**

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

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

## Attendance Policy

At Nova Southeastern University's Health Professions Division, attendance at all scheduled instructional periods is mandatory. Students are required to follow their college section for specific center or program policies where these policies may differ from NSU HPD policy. Failure to consider any additional requirement—as set forth by the college, specific center, or program—is noted in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Students shall report to the individual college's Office of Student Affairs, in writing, the reasons for all absences within 24 hours of each occurrence. Students whose reasons are unacceptable will be subject to disciplinary action.

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

### 1. Excused absences

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

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

### 2. Unexcused absences

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

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

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

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

### 3. Clinical rotations

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

### 4. Promptness

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

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

authorized person. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice.

#### **5. Religious holidays**

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

### **Background Checks**

Accepted applicants and students are required to authorize the NSU Health Professions Division to obtain background check(s) as per adopted policy of March 2011. If the background check(s) reveal information of concern, which the NSU Health Professions Division may deem unfavorable, HPD will request that the individual provide a detailed written explanation of the information contained in this report, along with appropriate documentation (e.g., police reports). Students may also be required to authorize clinical training facilities that they are assigned to by the Health Professions Division to obtain a background check with the results reported to the clinical training facility.

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

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

### **Certificate of Physical Examination**

Students must have a certificate of physical examination completed by their physician. Forms will be provided to each matriculant as part of the admissions package or can be downloaded.

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

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

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

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

Regarding those students with verifiable disabilities, the university will not discriminate against such individuals who are otherwise qualified, but will expect applicants and students to meet certain

minimal technical standards (core performance standards) as set forth herein, with or without reasonable accommodation. In adopting these standards, the university believes it must keep in mind the ultimate safety of the patients whom its graduates will eventually serve as well as the efficacy and safety in the learning environment. The standards reflect what the university believes are reasonable expectations required of health professions students and personnel in performing common functions. Any exceptions to such standards must be approved by the dean of the student's particular college based upon appropriate circumstances.

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

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

### **Intellectual, Conceptual, Integrative, and Qualitative Abilities**

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

### **Interpersonal Communication**

Candidates and students 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. Candidates and students must also be able to communicate effectively and efficiently in all written forms with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

### **Motor Skills**

Candidates and students 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. Physical therapy and occupational therapy students must be able to position patients for treatment, as well as teach the functions involving gross and fine movements. Pharmacy candidates and students must have sufficient motor skills to weigh chemical and pharmaceutical (including intravenous) solutions, prepare prescriptions, and carry out sterile procedures.

### **Strength and Mobility**

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

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

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

### **Hearing**

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

### **Visual**

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

### **Tactile**

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

### **Sensory**

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

### **Behavioral and Social Attributes**

Candidates and students must possess the emotional health required for full use of their intellectual abilities; the exercise of good judgment; the ability to take responsibility for their own actions with respect to policies, protocols, and process, with faculty, students, staff, patients, patient surrogates, and administration during the student's educational program; the prompt completion of all responsibilities attendant to the diagnosis and care of patients; and the development of mature, sensitive, and

effective relationships with the patients. Candidates and students must be able to physically tolerate taxing workloads, to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and education process.

## Dress Code

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

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

Students **may not** wear the following:

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

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

Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance, an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the dean, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. When a class requires special dress (such as the wearing of scrub suits in anatomy laboratory 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. **Students are expected to consult their specific program handbooks for compliance with any program-specific, clinical rotation site-supplemental dress code policies.**

## **Food in the Lecture Halls**

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

## **Identification Requirements and Fieldwork Prerequisites**

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

## **Immunization Requirements**

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

The Colleges of Osteopathic Medicine, Pharmacy, Health Care Sciences, Dental Medicine, and Nursing use the company, Certified Background, to maintain the student's immunization forms. Students in those colleges may go to [www.certifiedbackground.com](http://www.certifiedbackground.com) to upload the immunization form.

The following immunizations/vaccinations are required of student at the Health Professions Division based on the current Centers for Disease Control (CDC) recommendations for Health Care Personnel:

Basic Immunizations: Every student is required to have had an immunization for, or show evidence of immunity to, the following diseases before matriculating at Nova Southeastern University:

### **Varicella (Chicken Pox)**

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

### **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.)

### **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 within 10 years prior to matriculation and must maintain immunity by continuing to remain current according to the CDC recommendations for health care personnel during their program. Due to the increased risk of pertussis in a health care setting, the Advisory Committee on Immunization practices highly recommends 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).

## 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.

## PPD Skin Test (2 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 six months.

Arrangements: Students may request that the Student Medical Center administer these immunizations. The Student Medical Center will make appointments in as timely a manner as possible. Students may call (954) 262-1270 to make an appointment. Once made, the appointment becomes the student's obligation and must be kept. For students at the SECs, the appointments may be scheduled with the NSU designated physician for their area.

HPD fee: The HPD general access fee covers a series of three Hepatitis B vaccines and an annual PPD screening. All other immunizations and health care services are the responsibility of the student.

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.

## Email

Email notices to students from faculty and staff members or other students must be sent via a university assigned email address. It should be noted that forwarding (either automatic or manual forwarding) of emails containing patient/protected health information 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 University 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.

## Notices, Messages, and Posters

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



## **Parking Lot/Garage**

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

Courtesy and common sense in parking will avoid accidents, personal injuries, damage to your vehicle and to the vehicles of other students and employees. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the NSU Public Safety Department.

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

## **Photographs and Recordings**

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

## **Post Exposure Policies and Procedures**

An occupational exposure is considered an urgent medical concern which 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 non-intact skin (e.g. exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluid that are 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 campus is to immediately contact the Student Medical Center (8:30 a.m. to 5:00 p.m.) at (954) 262-1270 to report such an incident or call Infection Control at (954) 262-7353 to receive appropriate care. If the student is on rotation or at a student educational center, the student must go to the nearest local emergency room for evaluation and treatment.

The student also is responsible for notifying a supervisor and the Office of Risk Management as soon as possible.

NSU's Post Exposure Policy and Procedure: [www.nova.edu/smc/forms/compliance\\_exposure\\_policy.pdf](http://www.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 will be withheld for any outstanding financial obligation.

## **Security Checks**

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

## **Social Events and Extracurricular Activities**

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

## **Student Assistance Program**

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

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

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 their college to the Student Assistance Program in order to initiate an investigation. A Student Assistance Program 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 director 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 authorized 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 re-scheduled 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 Employment**

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

## **Student Insurance Requirement**

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

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

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 other states than Florida—to check with their carriers in order to be sure they have comprehensive health care coverage in the region of Florida where they will be attending classes or practicum rotations.

## **Telephone Calls**

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

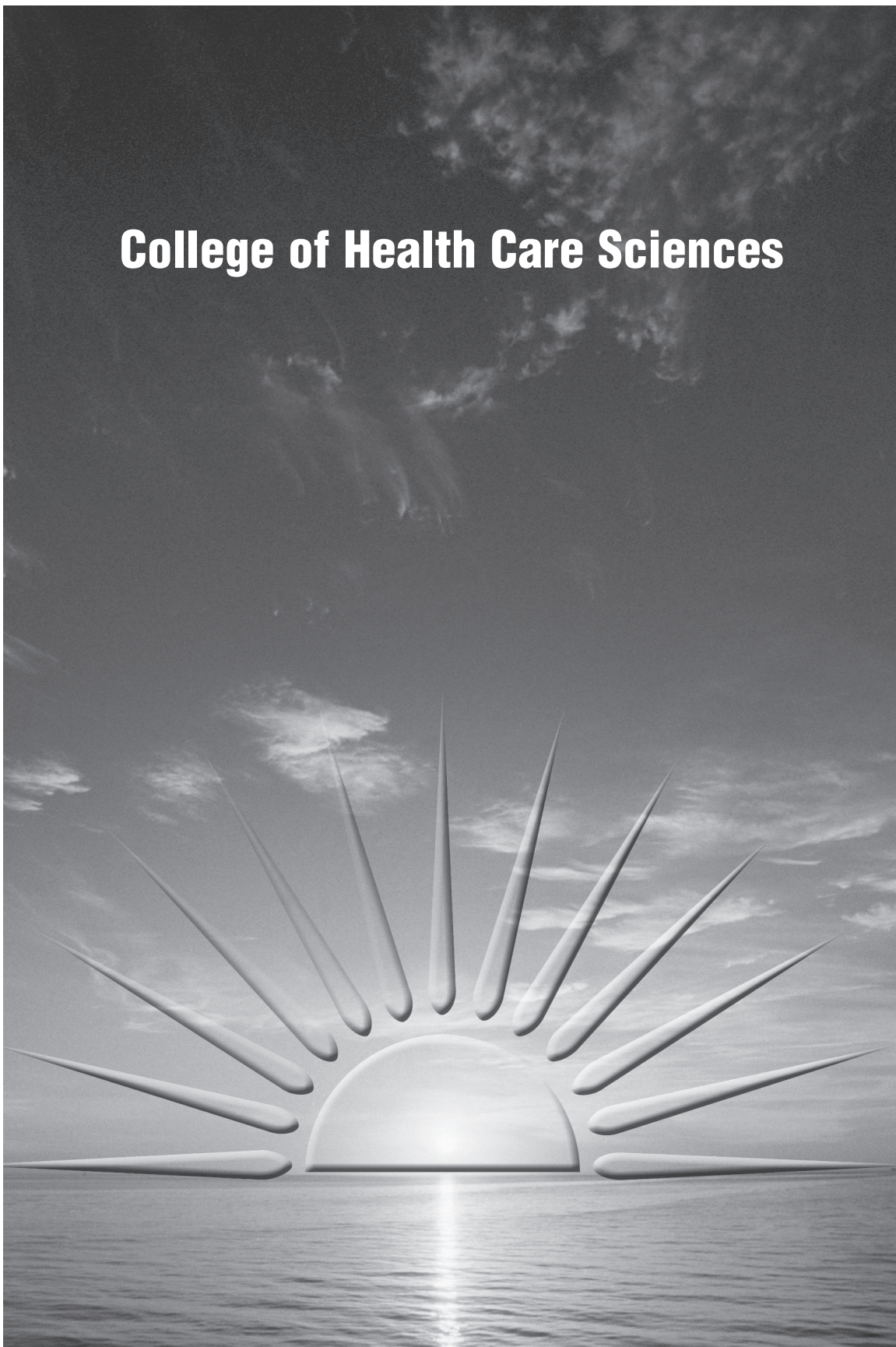
## **Visitors**

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

## **Visits to Other Institutions**

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

# College of Health Care Sciences





# College of Health Care Sciences

## College Administration

**Stanley H. Wilson, Ed.D., PT, CEAS**  
Dean, College of Health Care Sciences  
Room 1203/Ext. 21203

**Guy M. Nehrenz, Ed.D., M.A., RRT**  
Executive Associate Dean, College of Health Care Sciences  
Room 1204/Ext. 21213

**William H. Marquardt, M.A., PA-C, DFAAPA**  
Associate Dean for Physician Assistant Education, College of Health Care Sciences  
Room 1202-A/Ext. 21208

## TBA

Associate Dean of Academic Affairs, College of Health Care Sciences  
Room TBA/Ext. TBA

**Sandra Dunbar, D.P.A. OTR/L, FAOTA**  
Assistant Dean of Professional Development and Education, College of Health Care Sciences  
Room 1218/Ext. 21305

**Terry Morrow, Ph.D., M.S., B.A.**  
Assistant Dean of Student Affairs, College of Health Care Sciences  
Room 1574/Ext. 21574

**Christine Hellkamp, B.S.**  
Budget Manager, College of Health Care Sciences  
Room 1205/Ext. 21707

**Chrystal Randle, M.S., B.A.**  
Employee Services Manager, College of Health Care Sciences  
Room 1207/Ext. 21701

## Department Chairs

**Lorilee H. Butler, PA-C, M.P.A.S., M.Ed., DFAAPA**  
Chair, Physician Assistant Department—Orlando  
(407) 264-5151

**Ricardo C. Carrasco, Ph.D., OTR/L, FAOTA**  
Chair, Department of Occupational Therapy—Tampa  
Room 3012/(813) 574-5429

**Melissa J. Coffman, M.P.A., PA-C**  
Chair, Physician Assistant Department—Fort Lauderdale  
Room 1252/Ext. 21252

**Erica B. Friedland, Au.D.**  
Chair, Audiology Department  
Room 1210/Ext. 27765

**Sandrine Gaillard-Kenney, Ed.D., M.A.**  
Chair, Health Science Department  
Room 1208/Ext. 21260

**Madeleine Hellman, Ed.D., M.H.M., PT**  
Chair, Department of Physical Therapy  
Room 1266/Ext. 21282

**Marianne Jankowski, D.H.Sc., RRT**  
Chair, Department of Cardiopulmonary Sciences  
(561) 805-2272

**Julie B. Keena, D.H.Sc., M.M.Sc., PA-C**  
Chair, Physician Assistant Department—Southwest Florida  
(239) 274-1028

**Wendy B. Stav, Ph.D., OTR/L, SCDCM, FAOTA**  
Chair, Occupational Therapy Department—Fort Lauderdale  
Room 1242/Ext. 21243

**Kerry L. Whitaker, M.S.H.S., PA-C**  
Chair, Physician Assistant Department—Jacksonville  
(904) 245-8975

## **Program Directors**

**Llaldo Austin, Ed.D., M.H.Sc., AA-C, RRT**  
Director, Master of Science in Anesthesia Program—Tampa

**Mary Blackinton, Ed.D., PT**  
Associate Director, Hybrid Entry-level Doctor of Physical Therapy Program, Tampa  
Ext. 45311

**M. Samuel Cheng, PT, M.S., Sc.D.**  
Director, Physical Therapy Doctor of Philosophy Program  
Room 1264/Ext. 21273

**Rachelle Dorne, Ed.D., OTR/L**  
Director, Master of Occupational Therapy Program  
Room 1220/Ext. 21221

**Anthony Dyda, D.H.Sc., PA-C.**  
Director, Master of Health Science Program  
(321) 262-2053



**Jorge Han, M.D., RDMS, RDCS, RVT**  
Director, Medical Sonography/Cardiac Sonography Programs  
Room 4331/Ext. 21994

**Patricia E. Kelly, Ed.D., M.H.S., PA-C**  
Director, Doctor of Health Science Program  
(231) 547-1817  
*pkelly@nsu.nova.edu*

**Brianna Black Kent, Ph.D., R.N.**  
Associate Chair, Health Science  
Director, Doctor of Philosophy in Health Science Program  
Room 1216/Ext. 21296

**Bini Litwin, Ph.D., D.P.T., M.B.A., PT**  
Director, Transitional Doctor of Physical Therapy Program  
Room 1281/Ext. 21274

**Christopher Mitchell, M.S., B.A.**  
Director, Bachelor of Health Science Program  
(954) 288-9695

**Cathy Peirce, Ph.D., OTR/L**  
Director, Postprofessional Doctor of Occupational Therapy Program  
Room 1274/Ext. 21223

**Shari Rone-Adams, D.B.A., M.H.S.A., PT**  
Director, Entry-Level Doctor of Physical Therapy Program  
Room 1274/Ext. 21470

**Mike Stout, M.M.Sc., AA-C**  
Director, Master of Science in Anesthesia Program—Fort Lauderdale  
Ext. 21241

**Robert Wagner, M.M.Sc., AA-C**  
Associate Chair, Anesthesiologist Assistant Programs—Fort Lauderdale and Tampa  
Ext. 21166

**Kristin Winston, Ph.D., OTR/L**  
Director, Occupational Therapy Doctor of Philosophy Program  
Room 1221/Ext. 21265

**Sam Yoders, M.H.S., RVT**  
Director, Cardiovascular Sonography Program—Tampa  
Ext. 45371

## **Reservation of Power**

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

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

## **Discrimination**

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

## **Harassment**

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

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

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

## **Disability**

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

# ACADEMIC AFFAIRS

## Requirements for Graduation

In order to be eligible for a degree from Nova Southeastern University College of Health Care Sciences, each student shall meet the program requirements (following) for his or her specific program. In order to graduate, students must be in good standing. Accordingly, a student who is on academic or disciplinary probation will not be cleared for graduation until the sanction is lifted. Students should consult with their program directors about the process for having any sanctions lifted. Please note that attendance at graduation ceremonies is mandatory for all students in entry-level programs in the College of Health Care Sciences.

### **Bachelor of Health Science Online Degree Completion Program of Study**

- satisfactorily complete the program of 30 semester hours (minimum) of study in the B.H.Sc. major required for the degree (not including CLEP, proficiency examinations, or experiential learning credits)
- completion of general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attainment of a 2.0 cumulative grade point average
- attainment of a 2.25 grade point average in the major area
- submission of a degree application form before completing registration for the last semester
- fulfillment of all obligations to the library, the student's program, and the bursar's office

### **Bachelor of Health Science—Cardiovascular Sonography Course of Study/Bachelor of Science in Cardiovascular Sonography (entering classes 2012 and 2013)**

- be of good moral character
- demonstrate professional behavior and required attendance throughout the program
- comply with all university, Health Professions Division, College of Health Care Sciences, Department of Health Science, and student handbook policies and procedures, including dress code
- fulfillment of prerequisite requirements as specified by the program at the time of admission and completion of all required program course work, resulting in a minimum total of 135 semester hours
- attainment of a minimum 2.0 cumulative grade point average in required courses
- submission of a degree application form before completing registration for the last semester
- fulfillment of all obligations to the library, the student's program, and the bursar's office
- completion of the ARDMS Sonography Principles and Instrumentation (SPI) examination
- receive a recommendation by the program director to the dean of the College of Health Care Sciences

### **Bachelor of Science—Cardiovascular Sonography Course of Study (entering class 2014)**

- be of good moral character
- demonstrate professional behavior and required attendance throughout the program
- comply with all university, Health Professions Division, College of Health Care Sciences, Department of Health Science, and student handbook policies and procedures, including dress code
- fulfill prerequisite requirements as specified by the program at the time of admission and completion of all required program coursework, resulting in a minimum total of 122 semester hours
- attain a minimum 2.0 cumulative grade point average in required courses
- submit a degree application form before completing registration for the last semester

### **Bachelor of Health Science—General and Vascular Sonography Course of Study**

- be of good moral character
- completion of general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 121 semester hours
- attainment of a 2.0 cumulative grade point average
- submission of a degree application form before completing registration for the last semester
- fulfillment of all obligations to the library, the student's program, and the bursar's office
- attendance at graduation ceremony
- completion of the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year

### **Bachelor of Science—Medical Sonography Course of Study**

- be of good moral character
- completion of general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 125 semester hours
- attainment of a 2.0 cumulative grade point average
- submission of a degree application form before completing registration for the last semester
- fulfillment of all obligations to the library, the student's program, and the bursar's office
- attendance at graduation ceremony
- completion of the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year

### **Dual-Degree Bachelor of Science—Medical Sonography and Master of Health Science Program**

- be of good moral character
- satisfactorily complete the 162 credits in the program (includes 30 credits of general education requirements, 27 credits of open electives from prior bachelor's degree, 63 credits of medical sonography core requirements, and 37 credits of the M.H.Sc. program)
- fulfill all obligations to the library, the student's program, and the bursar's office
- successfully complete the M.H.Sc. internship and practicum projects
- receive a recommendation by the M.H.Sc. program director to the dean of the College of Health Care Sciences
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
- attend the graduation ceremony

### **Master of Health Science**

- be of good moral character
- successfully complete and pass the program of 37 semester hours (minimum) of study required for the degree
- successfully complete the M.H.Sc. practicum
- have a 3.0 cumulative GPA or better
- receive a recommendation from the M.H.Sc. program director and the dean of the College of Health Care Sciences

### **Master of Science in Anesthesia Course of Study**

- be of good moral character
- successfully complete and pass all anesthesia didactic and clinical coursework

- successfully complete and pass all M.H.Sc. courses that are in the M.S.A. program
- demonstrate professional behavior and required attendance throughout the program
- comply with all university, Health Professions Division, College of Health Care Sciences, Department of Health Science, and student handbook policies and procedures, including dress code

#### **Master of Health Science—Cardiovascular Sonography (entering classes 2012 and 2013)**

- be of good moral character
- demonstrate professional behavior and required attendance throughout the program
- comply with all university, Health Professions Division, College of Health Care Sciences, Department of Health Science, and student handbook policies and procedures, including dress code
- successfully complete and pass the M.H.Sc. program of 109 hours (minimum) of coursework required for the degree (includes the 37 credits of online MHS coursework and the on-campus cardiovascular sonography coursework)
- successfully complete the M.H.Sc. practicum
- submission of a degree application form before completing registration for the last semester
- receive a recommendation by the program director to the dean of the College of Health Care Sciences
- completion of the ARDMS Sonography Principles and Instrumentation (SPI) examination
- have a 3.0 cumulative GPA or better

#### **Master of Health Science—General and Vascular Sonography Course of Study**

- be of good moral character
- successfully complete and pass the M.H.Sc. program of 158 hours (minimum) of study required for the degree (includes the 37 credits of online MHS coursework and the on-campus vascular sonography coursework)
- successfully complete the M.H.Sc. practicum
- receive a recommendation by the program director to the dean of the College of Health Care Sciences
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
- have a 3.0 cumulative GPA or better

#### **Accelerated Dual-Degree M.H.Sc./D.H.Sc. Program**

- be of good moral character
- satisfactorily complete the 20 credits in the M.H.Sc. program and the 61 credits in the D.H.Sc. program
- receive a recommendation by the M.H.Sc. and D.H.Sc. program directors to the dean of the College of Health Care Sciences

The M.H.Sc. degree can be awarded upon completion of 43 credits (the 20 credits of the M.H.Sc. core courses and the D.H.Sc. ethics course, the D.H.Sc. research course, a 4-credit D.H.Sc. course of the student's choice, the D.H.Sc. internship/practicum preparation course, and the D.H.Sc. internship and practicum courses, 23 credits).

#### **Master of Medical Science in Physician Assistant**

- satisfactorily complete the program of study required for the degree with a minimum cumulative GPA of 2.0 (C)
- successfully complete all didactic and clinical coursework
- demonstrate professional behavior throughout the program

### **Master of Occupational Therapy**

- be of good moral character
- have satisfactorily completed the program of study required for the degree (102 semester hours) with a minimum grade of 75 percent in each occupational therapy course and a minimum cumulative GPA of 2.0
- successfully complete the clinical internships within 24 months of completion of didactic courses
- fulfillment of all financial and library obligations to the university

### **Doctor of Audiology**

- be of good moral and ethical character
- satisfactorily complete 119 credit hours of didactic and clinical coursework required for the degree
- complete the program of study required for the degree with an overall minimum GPA of 2.7
- successfully complete a 37.5-hour-per-week, 50-week clinical externship experience
- satisfactorily complete the department's knowledge and skills markers
- fulfillment of all obligations to the university

### **Doctor of Audiology—UK**

- be of good moral and ethical character
- satisfactorily complete the prescribed didactic coursework required for the degree
- complete the program of study required for the degree with an overall minimum GPA of 2.7
- fulfillment of all obligations to the university

### **Doctor of Health Science**

- satisfactorily complete the program of a minimum 61 semester hours for the generalist curriculum as required for the degree with a minimum grade in each course of 80 percent as represented by a grade of *Pass*
- successfully complete the D.H.Sc. internship, practicum, and doctoral analysis
- be of good moral character

### **Doctor of Philosophy in Health Science (Ph.D.)**

- successfully complete all core and research courses, as well as required electives
- complete a minimum of 75 semester hours of prescribed coursework in the program
- successfully complete the research practicum
- successfully pass all three questions on the comprehensive exam after completion of all courses
- successfully complete a dissertation based on original research in an area of the student's expertise or concentration, as approved by the program chair and dissertation committee
- successfully defend the dissertation, as determined by the dissertation committee

### **Doctor of Occupational Therapy (Dr.OT)**

- be of good moral and ethical character
- complete 39 credits in the program specifically approved to meet NSU doctoral program requirements within six years
- successfully complete the capstone course OCT 7007, which includes a capstone paper and OCT 7003, clinical residency
- complete the program of study required for the degree with a minimum overall GPA of 3.0 and a minimum grade of 80 percent in all coursework
- satisfactorily meet all financial and library obligations

### **Entry-Level Doctor of Occupational Therapy (O.T.D.)**

- be of good moral character
- have satisfactorily completed the program of study required for the degree (122 semester hours) with a minimum grade of 75 percent in each occupational therapy course
- successfully complete clinical internships and residency within 24 months of completion of didactic courses
- fulfillment of all financial and library obligations to the university.

### **Doctor of Philosophy in Occupational Therapy**

- be of good moral and ethical character
- complete a minimum of 61 credits of graduate coursework, dissertation, and residency specifically approved to meet NSU doctoral program requirements within seven years from beginning of program
- complete the program of study required for the degree with a minimum overall of cumulative GPA of 3.0 and a minimum grade of 80 percent in all required and elective coursework
- successfully pass the entire qualifying process and examination within one year from completion of core courses
- successfully complete research residency
- successfully defend the dissertation in person or by face-to-face technology within four years from passing the qualification examination
- submit documented evidence that dissertation research will be, or has been, presented or published in a peer-reviewed venue at the national or international level
- provide four copies of the dissertation, bound in accordance with program requirements
- satisfactorily meet all financial and library obligations
- submit dissertation to UMI/ProQuest for publishing

### **Doctor of Physical Therapy**

- complete all academic requirements semester hours and coursework including self assessment
- satisfactorily complete the program of study required, in sequence and in prescribed time, with a minimum grade of 75 percent in all courses and a minimum cumulative GPA of 2.0
- successfully complete the TIER I and TIER II clinical internships
- successfully pass a comprehensive examination at the end of the didactic component of the program
- fulfill all professional activity requirements including professional association membership
- fulfill all community service requirements
- have satisfactorily complied with all university, Health Professions Division, College of Health Care Sciences, and Department of Physical Therapy policies and procedures including dress code and all student handbook policies and procedures
- demonstrate professional behavior and required attendance throughout the program
- compliance with other requirements as advised during curriculum

### **Doctor of Philosophy in Physical Therapy**

- satisfactorily complete the program of study required for the degree with a minimum of 80 percent in each course completed and a minimum cumulative GPA of 3.0
  - student has seven years to complete degree from the first day of classes
  - 60 credits are required to complete degree
- successfully complete a comprehensive exam
- successfully defend the dissertation before a dissertation committee

- provide minimum of four copies of approved dissertation
- submit dissertation to UMI/ProQuest for publishing

### **Transition Doctor of Physical Therapy**

- be of good moral character
- complete the required number of semester hours based on entry-level degree
  - NSU physical therapy graduates—24 credits
  - graduates with a master’s degree from another university—27 credits
  - graduates with a bachelor’s degree—45 credits
  - graduates with a postprofessional doctoral degree (e.g., Ph.D., Ed.D.)—20 credits
- satisfactorily completed all program requirements for the degree within six years from the first date of classes
- have a minimum grade of 80 percent in each D.P.T. course and a minimum cumulative GPA of 3.0
- complete a self-assessment and program evaluation

### **Cardiac Sonography Hybrid Certificate Program**

- be of good moral character
- satisfactorily complete the 42 credits in the program
- successfully complete clinical externship within the term of the curriculum
- fulfill all obligations to the library, the student’s program, and the bursar’s office

## **Attendance**

**In the College of Health Care Sciences**, attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes regularly and punctually. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice.

### **General Guidelines**

In general in the College of Health Care Sciences, students are graded on the basis of intellectual effort and performance, not on class attendance. It is recognized, however, that in some classes a student’s grade may be based wholly or in part on class participation (e.g., laboratory sessions), and thus absences may lower the student’s grade. In such cases, each course instructor will provide the course attendance policy, as well as any policy for making up missed assignments, in the course syllabus. Students are instructed to refer to their college’s individual program policies/syllabi regarding attendance, as exceptions or additional restrictions may apply.

### **Student Responsibility for Missed Assignments**

It is a student’s responsibility to complete all course requirements when a class is missed, but only at the convenience of the faculty member. Responsibility for materials presented in lectures, assignments, and tests/quizzes given in regularly scheduled classes lies solely with the student.

### **Faculty Member Responsibility for Missed Assignments**

Faculty members are under no obligation to provide make-up quizzes/tests/exams, etc. for students who are absent from classes in which those quizzes/tests/exams are administered. Although the course instructor should exercise a fair and consistent standard for resolving questions of missed assignments, the type, extent, manner, and time frame of any make-up assignments shall be at the discretion of the instructor.



### **Clinical Rotations, Placements, Fieldwork, or Externship**

Attendance, while on clinical rotations, follows different procedures. These are noted in the policy and procedures *Clinical Rotation Handbook* or *Fieldwork Externship Manual* distributed by the program or department prior to going on rotations.

### **Promptness**

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class and is thus markedly inconsiderate and rude. University class hours are from 8:00 a.m. to 10:00 p.m. daily, Monday through Friday.

Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice. Classes generally begin at 10 minutes after the hour unless otherwise specified by a particular department or degree program. Any student not seated in his or her assigned seat by the time class begins will be marked absent. Classes finish on the hour. If the student arrives within 20 minutes after the start of the class, the absence will be reduced to half absence. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person.

### **Religious Holidays**

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

### **Academic Advising**

Prior to the start of classes, each new entry-level student is assigned to a faculty adviser for academic counseling. Incoming students meet with their adviser during orientation period and are encouraged to meet periodically with their adviser to review coursework in order to avoid any academic problems.

### **Email Accounts**

Internet-based email is one of the primary communication methods between programs and students at NSU. All students are assigned an email account upon matriculation. Students must maintain and regularly check mail addressed to their NSU email address. NSU faculty and staff members will only use the student's NSU email address for correspondence.

As a convenience to the student, it is possible to have your NSU mail forwarded to an off-campus email address by using the NSU Email Forwarding System located at [www.nova.edu/commonlib/docs/emailfwd.html](http://www.nova.edu/commonlib/docs/emailfwd.html).

Further information about email can be obtained from the NSU Help Desk at (954) 262-4357 or at [www.nova.edu/help](http://www.nova.edu/help). NSU mail can be checked from any Internet browser at: <http://webmail2.nova.edu>.

### **Computer Requirements and Recommendations**

All students are REQUIRED to have ongoing access to a computer and an active account with an Internet service provider. Information regarding the minimum recommended specifications can be accessed at <http://www.nova.edu/publications/it-standards/>.

## Internet Service Provider

In order to access the university's computing resources, all Nova Southeastern University students must obtain Internet access through a suitable Internet service provider (ISP). There are many ISP providers across the country. It is the responsibility of each student to arrange for and maintain his or her Internet connection. You may choose any reliable provider of your choice. Students enrolled in online programs are recommended to access through a DSL or cable Internet connection subscription. Contact the NSU Help Desk with any questions at (954) 262-4357 or at [www.nova.edu/help](http://www.nova.edu/help).

## Audio and Videotaping

In some programs of study, students are audiotaped and/or videotaped in certain academic classes and clinical labs for teaching, learning, and/or grading purposes. Program offices will obtain authorization and releases from the student prior to any taping. Students wishing to videotape or audiotape lectures must first obtain written permission from the individual course instructor. However, absolutely no audio or videotaping is authorized during exam reviews and exams.

# EXAMINATIONS AND GRADING

## Policy on Returning Examinations

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

## Grading System

At the end of each course, the course director or course professor enters the grade in WebSTAR and submits a grade for each student to the office of the department chair or program director. Each program determines the method of grading using pass (P)/fail (F), numeric, or alpha (letter) grading scales. Grades will be issued for clinical rotations as well as didactic courses.

## Transcript Notations

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

When a student passes a course by remediation examination, the minimum passing grade for that degree program will be recorded as the final grade followed by the notation *E* (e.g., *C(E)*) next to the grade on the transcript.

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

I	Incomplete
IF	Incomplete Fail
IP	Incomplete Pass or In Progress

IW	Incomplete Withdraw
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing
WU	Administrative Withdrawal
AU	Audit
P	Pass
PH	Pass with Honors
F	Fail
LE	Leave of Absence
E	Exempt from GPA (If a student successfully repeats a failed course, an <i>E</i> may be noted after the prior failing grade, and the failing grade will then be exempt from GPA calculation)
I	Included in GPA (If a student successfully repeats a failed course, an <i>I</i> may be noted after the new grade, and the new grade will then be included in GPA calculation)
C(E)	Passed Course by Remediation
B-(E)	Passed Course by Remediation (Audiology Department Only)
C(E)	Credit by Exam
CL	CLEP
AP	Academic Probation
AW	Academic Warning
DA	Academic Dismissal
AS	Academic Suspension
CD	Conditional Dismissal
DI	Disciplinary Probation (may also be used to indicate issues related to unprofessional behavior)
DU	Disciplinary Suspension (may also be used to indicate issues related to unprofessional behavior)
DE	Disciplinary Expulsion (may also be used to indicate issues related to unprofessional behavior)
EQ	Credit awarded based on prior experience
RA	Readmitted
RS	Reinstated

## Grade Disputes

The responsibility for course examinations, assignments, and grades resides with the expertise of faculty members who are uniquely qualified by their training and experience. Such evaluations and grades are the prerogative of the instructor and are not subject to formal appeal unless there is compelling evidence of discrimination, arbitrary or capricious action, and/or procedural irregularities. Grievances and grade disputes must be in writing and directed to the course instructor within five business days prior to any retest. If unresolved, the dispute may be forwarded to the program director or department chair or designee of the chair within five business days. Failure to submit a timely appeal will be considered a waiver of the student's grade dispute appeal rights. The department chair is the final appeal for all grade disputes.

## Student Evaluation of Courses and Faculty

All courses and course instructors are subject to evaluation each time the course is offered, except courses of an individual or independent study nature (e.g., independent study courses, special research projects, theses, etc.). Students shall complete course and instructor evaluations.

## **ACADEMIC STANDING**

### **Transcripts**

Each student's academic achievement is reviewed each semester and a transcript is sent to the student, the department chair or program director, the dean's office, and the financial aid office, where applicable. The transcript includes

1. grades earned
2. deficiencies (Incompletes, Failures, Probation, etc.)
3. semester GPA and cumulative GPA
4. honors (Chancellor's List, etc.)
5. withdrawals

### **Course Failures**

Failing any course, didactic or fieldwork, will result in the matter being referred to the department's Committee on Student Progress and may lead to disciplinary action up to and including dismissal. In some programs, one or more courses may be designated as prerequisite or core competency coursework and critical for successful completion of the curriculum such that failure of a single prerequisite or core competency course may lead to dismissal. Course failures that require retakes may significantly extend the length of the program of study or require the student to withdraw from the program until the course is offered again. Students may be charged additional tuition for repeated courses.

A student will only be permitted to participate in a clinical rotation experience after successful completion of all required coursework up to that point. Failure to pass any of the didactic components or their remediations may lengthen the student's time in the program, delay graduation, or result in dismissal from the program. Further, a student who appeals course failures may not be allowed to begin any clinical rotation during the appeal process.

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

A student may withdraw from a course or program of study with consultation and approval of the adviser and program director and/or department chair. A grade or notation of *W* will appear on the student's transcript. Students on clinical placement, rotation, or internship require prior approval from the program director and/or department chair to withdraw from placement. Withdrawal from a clinical site may significantly extend the length of the program of study. In making the request, the student understands that he or she may not be eligible to return to the program before the next academic year and may be required to meet specified conditions prior to being permitted to return to the program. The failure to meet such specified conditions may result in the student's dismissal from the program.

### **Leave of Absence**

A student seeking a voluntary Leave of Absence must submit his or her request in writing to the program director and/or department chair. The dean, in collaboration with the director and/or the chair will review the written request, weigh the need for the request with the need for the student to continue in the program uninterrupted, review the student's academic standing and the length of the request, and determine whether the Leave of Absence is warranted. In collaboration with the dean, the director and/or chair will make this determination and then notify the student in writing whether a Leave of Absence will be granted and the conditions and timeframe under which the student may return to school.

## **Chancellor's List**

Students receiving a 3.8 GPA or better are placed on the Chancellor's List for that semester. A letter of commendation is sent from the chancellor to the student and the honor is recorded on the student's official transcript.

## **Dean's List**

Students receiving a 3.6 GPA or better are placed on the Dean's List for that semester. A letter of commendation is sent from the dean to the student, and the honor is recorded on the student's official transcript.

## **Graduation with Honors**

Students with a cumulative GPA of 3.8 or better will receive a diploma inscribed with Highest Honors. Students with a cumulative GPA of 3.6 to 3.79 will receive a diploma inscribed with Honors. Students should refer to their program-specific sections of this handbook for variations on these criteria.

## **Committee on Student Progress**

Each department within the College of Health Care Sciences has a Committee on Student Progress (CSP). It is the CSP's responsibility to conduct proceedings to examine the status of students who are experiencing academic problems or who have violated any regulation, policy, and/or professional or behavioral codes of conduct. The CSP examines individual cases and makes appropriate recommendations to the department chair, who determines the final status of the individual student. All examinations of individual cases are informal proceedings conducted by the CSP.

## **Process and Procedure**

- When informed of the alleged violation or academic deficiency by the department chair or program director, the chair of the Committee on Student Progress, (CSP) will conduct a preliminary investigation.
- The CSP chair will then call a meeting of the committee and shall notify the student in question. The student shall receive written notice of the time, place, and subject of the meeting. Legal representation or any other form of representation is prohibited during the hearing.
- If necessary, the student will provide the CSP chair with a list of any witnesses he or she may have, in writing, no less than two business days before the hearing date. The student will be responsible for ensuring the presence of his or her witness.
- Witnesses will be called in individually to be questioned and to provide any statements. Any witness may be asked to remain outside the meeting room for later recall. The student will not be present during the questioning of any witness.
- The student will be given ample opportunity to present his or her statements to the committee. The student will only be present during his or her statement and to respond to any questions from the committee.
- The CSP chair will dismiss the student and any witnesses and close the meeting for discussion.
- At the conclusion of the discussion, the committee shall make recommendations to the department chair.
- The department chair shall review the committee's recommendations and shall notify the student in writing by certified mail (return receipt requested), and by email with response requested.

- The recommendations of the CSP and all reports, letters, and investigative records shall be maintained by the department for not less than five years. This information is not part of the student's permanent record or the student's transcript.

Students have the right to appeal the decision within five business days of notification from the chair of their department, except in cases of grade disputes, in which the department chair is the final appeal. A request for appeal must follow the procedures outlined in the *College of Health Care Sciences Handbook* section titled Student Appeals.

## **Academic Warning/Probation/Dismissal**

The purpose of this policy is to identify and provide assistance to students who are not making satisfactory academic progress. To enhance students' chances of achieving the best academic outcomes, the College of Health Care Sciences has adopted academic standards designed to identify those students who are experiencing academic difficulty, and to provide timely intervention through academic advising and academic support programs. The policy addresses academic discipline at three levels—academic warning, academic probation, and academic dismissal. The university reserves the right to take additional action as it deems appropriate. **Individual program policies may affect interpretation of these policies, and the student is therefore subject to his or her program's policies. For example, a program that dismisses students after one course failure will not need to adhere to the policies, outlined below, for Academic Probation and Academic Dismissal.**

### **Warning**

Academic Warning is the least severe of the three levels of academic discipline. Academic Warning will not appear on the official transcript, but will be placed in the student's program file. Academic Warning serves as an opportunity to address difficulties with the goal of preventing a student from being placed on Academic Probation. It is a written notification that any continuation of substandard academic performance may result in additional disciplinary action.

An Academic Warning will be issued when a student successfully remediates a single course failure in a semester. The Academic Warning will be effective the subsequent semester and will remain in effect if the student successfully remediates another course in the same or any subsequent semester. The Academic Warning may be lifted at the end of the subsequent semester if the student successfully completes all courses without any course remediation. **A student may only remediate two courses during his or her enrollment in the respective program.**

The issuance of an Academic Warning will result in the student being referred to his or her adviser and/or the Committee on Student Progress. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

### **Probation**

Academic Probation is one disciplinary level higher than Academic Warning and appears on the student's official transcript. Probation serves as an opportunity to address serious academic difficulties with the goal of preventing a student from Academic Dismissal. It is a trial period during which a student has the opportunity to demonstrate that he or she can succeed academically.

A student who fails any course in a program will be placed on Academic Probation. The Academic Probation may be lifted when the student successfully completes the failed course(s) the next time it is (they are) offered.

Upon being placed on Academic Probation, the student will be referred to his or her adviser and/or the Committee on Student Progress. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

### **Dismissal**

Academic Dismissal is the final and most severe step in the levels of academic discipline. Dismissal is stipulated when students are unable to improve their academic performance and meet the conditions of their probation, as described above.

A student who fails a course in a program will be referred to his or her adviser and/or the Committee on Student Progress and may be subject to dismissal from the program. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

A student who is dismissed on the basis of inadequate academic performance may be required to reapply to the program in order to be considered for readmission under the admissions standards applicable for the next class; however, **readmission is not guaranteed and is ultimately at the discretion of the program director.** The applicant will be treated as a first-time competitive applicant for the purposes of coursework and must repeat and pass all required coursework. Students are instructed to refer to their college's individual program policies regarding readmission, because exceptions or additional restrictions may apply.

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

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

The following policy and procedure applies specifically to the College of Health Care Sciences as a supplement to the policy in the university-wide student handbook. Faculty members, directors, and/or chairs, with reasonable cause to believe that a student has committed an act of academic dishonesty, must refer the infraction directly to the department CSP, whose recommendation must then be forwarded to the department chair. If the student appeals the decision of the department chair, the appeal must be in writing and submitted to the chair of the Academic Honesty Committee (AHC) within five business days (excluding holidays and weekends) after the date of receiving notification of the department chair's decision. The appeal must contain a concise statement of all relevant facts and the result sought. Participation by legal representatives with regard to preparation of the written appeal is prohibited. The appeal may be submitted in hard copy, including a mailing address, and should also be emailed to the chair of the AHC to expedite committee response.

The AHC will hear all student appeals of decisions recommended by the committee and concurred with by the department chair of each of the individual departments of the College of Health Care Sciences. The Academic Honesty Hearing is an informal proceeding conducted by the Academic Honesty Committee (AHC) upon the written request of the student in question. No rules of evidence will be used. The AHC will convene a hearing which shall be internal, private, and closed to those not associated with the university. Nonuniversity personnel are not available for consultation during these hearings. Legal representation or any other form of representation during the appeal hearing is prohibited. No recording devices will be permitted during the hearing process. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Health Care Sciences. Based on the review by the Academic Honesty Committee, a recommendation will be sent to the dean for final disposition. Actions taken in these cases may include, but are not limited to, no action, assignment failure, course failure, suspension, or dismissal.

The Academic Honesty Committee is composed of faculty representatives from each discipline within the College of Health Care Sciences.

- Once the student appeals to the AHC, the student is notified in writing as to his or her right to a formal hearing before the committee.
- The student's department chair is also notified once the hearing date and time are set or if the student waives his or her right to be heard.
- The AHC chair advises the dean of the committee's recommendations, following review of the testimony and evidence.
- The dean will review the recommendations of the AHC and notify the student, the program chair or director, and the AHC chair in writing of the final disciplinary decision.
- Students have the right to appeal the dean's decision only in cases resulting in dismissal of the students and must do within five working days of receipt of notification. The appeal must be submitted in writing to the chair of the college-wide appeals committee.
- Appeals not submitted within the aforementioned timeframe shall not be heard.
- Appeals must follow the procedures outlined in the section entitled Student Appeals, later in this section.

## **Disciplinary Warning/Probation/Suspension/Dismissal**

The purpose of this policy is to ensure adherence to the university's **Code of Student Conduct and Academic Responsibility** and provide guidance to students who may be in violation of the code. "This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership" (2010–2011 *College of Health Care Sciences Student Handbook*). The College of Health Care Sciences has adopted disciplinary standards designed to identify those students who are in violation of the student conduct policies, and to provide timely intervention through advising and support. The policy addresses disciplinary conduct at four levels—Warning, Probation, Suspension, and Dismissal. The university reserves the right to take appropriate action to impose sanctions at any level it deems appropriate based on the nature of the violation of the Code of Student Conduct and Academic Responsibility. The university also reserves the right to take additional disciplinary action as it deems appropriate.

### **Warning**

Disciplinary Warning is the least severe of the three levels of Disciplinary action and will not appear on the official transcript, but will be placed in the student's program file. Disciplinary Warning serves as an opportunity to address code infractions with the goal of preventing a student from being placed on Disciplinary Probation. It is a written notification that any violation of the **Code of Student Conduct and Academic Responsibility** may result in additional disciplinary action. It is a "disciplinary sanction serving notice to a student that his/her behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance, after which it is expunged from the student's file." (2010–2011 *College of Health Care Sciences Student Handbook*).

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the departmental Committee on Student Progress. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

### **Probation**

Disciplinary Probation is one disciplinary level higher than Disciplinary Warning and appears on the student's official transcript. Probation serves as an opportunity to address serious disciplinary difficulties



with the goal of preventing expulsion from the program. It is a “disciplinary sanction serving notice to a student that his/her behavior is in serious violation of university standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.” (2010–2011 *College of Health Care Sciences Student Handbook*).

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the departmental Committee on Student Progress. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

### **Suspension**

Suspension is one disciplinary level higher than Probation and appears on the student’s official transcript. It is a mandatory separation from the program for a period of time specified in an order of suspension. Suspension is stipulated when a student violates the Code of Student Conduct and Academic Responsibility and/or does not meet the conditions of his or her probation, as described above.

Readmission to the program will not be entertained until the period of separation indicated in the suspension order has elapsed and is subject to approval of the department chair/program director. During the period of suspension, the student may be subject to other restrictions, which will be outlined by the student’s program.

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the departmental Committee on Student Progress. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

### **Dismissal**

Dismissal is the final and most severe step in the levels of disciplinary recourse. Dismissal is stipulated when students violate the **Code of Student Conduct and Academic Responsibility** and/or do not meet the conditions of their probation, as described above.

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the departmental Committee on Student Progress, which will make recommendations to the department chair/program director.

The college reserves the right, and the student by his or her act of matriculation concedes to the college the right, to require withdrawal at any time the college deems it necessary to safeguard its standards of scholarship, professional behavior, and compliance with regulations, or for such other reasons as are deemed appropriate.

A student who is dismissed because of a violation of the **Code of Student Conduct and Academic Responsibility** may be required to reapply to the program in order to be considered for readmission under the admissions standards applicable for the next class. However, **readmission is not guaranteed and is ultimately at the discretion of the program director**. The applicant will be treated as a first-time competitive applicant for the purposes of coursework and must repeat and pass all required coursework. Students are instructed to refer to their college’s individual program policies regarding readmission, because exceptions or additional restrictions may apply.

Faculty members should use the **Data Change Form** when probation, etc., is to be notated on a transcript. The form can be accessed at [www.nova.edu/cwis/registrar/forms/data\\_change.pdf](http://www.nova.edu/cwis/registrar/forms/data_change.pdf) and should be sent to EPS data entry when completed.

## Course Remediation Cost

The cost of repeating a course is not covered in the regular tuition. Students who fail a course, didactic or fieldwork, will be required to repeat the course and will be charged a per semester hour rate as determined by the executive vice chancellor and provost.

## Course Remediation—Applies to Entry-Level Programs Only

The purpose of course remediation is to assure mastery of the material taught in a course, not only for earning good grades, but also to develop proficiency to guide decision-making in clinical and nonclinical situations. **Please note that the term “Examination” is being used generically throughout this document to imply any assessment method that is employed by a program.**

Individual programs may elect to allow remediation for all courses, core courses, or only specific courses. **Note:** Successful remediation of a course does not constitute a course failure. A course is considered failed when the final course grade as noted on the transcript is an *F*. When offered, the following guidelines should be followed:

1. A student who earns a grade less than the minimum passing grade for a final course grade will remediate the course through the appropriate mechanism (written examination, practical examination, oral presentations, etc.).
2. A course remediation examination will only be allowed one time per course, at a date no earlier than three business days or no greater than five business days after the course or semester ends. Justifiable exceptions, such as a student appeal process or semester breaks, may necessitate an adjustment to that timeline.
3. A student may remediate no more than two courses during his or her enrollment in the respective program.
4. Prior to a remediation examination, a student who fails a course will meet with his/her faculty adviser or designee to devise an appropriate remediation plan.
5. If a student is successful on course remediation, the highest grade achievable will be the minimum passing grade for that course, and an *E* will be notated after the remediated grade [e.g., *C(E)* or *75E*], on the student's transcript except in circumstances as notated in number seven.
6. A student who fails a course remediation will receive a failing grade for the course. The transcript should reflect the prerediated or the remediated course grade, whichever is higher. The program policies related to course failures will then be applied.
7. In courses with distinctly separate written and practical grade components, a student who fails that course may, at the discretion of the program chair/director, be required to remediate both components or only the failed component. If successfully remediated, the student will receive the minimum passing grade for that component as well as the course, rather than the actual grade received on the remediated exam.

## STUDENT APPEALS

### Policy and Procedure

The Student Appeals Hearing is an informal proceeding conducted by the College-Wide Appeals Committee (CWAC) upon the written request of the student in question. This written request must be received by the chair of the CWAC within five business days of student notification from the chair of the department. Participation by legal representatives with regard to preparation of the written request is prohibited. No rules of evidence will be used. The hearing shall be internal, private, and closed to those not associated with the university. Nonuniversity personnel are not available for consultation

during these hearings. Legal representation or any other form of representation during the appeal hearing is prohibited. No recording devices will be permitted during the hearing process. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Health Care Sciences. The purpose of the CWAC is to review decisions to ensure the policies and procedures of the University, HPD, and the College of Health Care Sciences have been followed. No new evidence which was not presented to the department will be considered by the CWAC.

## **Appeals Committee Responsibilities**

The CWAC will hear all student appeals of decisions recommended by the committee and concurred with by the department chair of each of the individual departments of the College of Health Care Sciences relating to dismissal or disciplinary actions involving professional issues. The CWAC will review the decision to ensure the policies and procedures of the University, HPD, and the College of Health Care Sciences have been followed. If a student appeals the decision of the department chair, the appeal must be in writing and submitted to the chair of the CWAC within five business days (excluding holidays and weekends) after the date of receiving notification of the department chair's decision. Any appeals not submitted to the chair of the Appeals Committee within this time frame shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought. The CWAC will not consider evidence which was not presented to the department or the Departmental Committee on Student Progress. The appeal may be submitted in hard copy, including a mailing address, and should also be emailed to the chair of the Appeals Committee to expedite committee response.

## **Appeals Committee Membership**

The Appeals Committee shall consist of the chancellor or vice chancellor of the Health Professions Division or designee; six faculty members from the College of Health Care Sciences, one of whom will be elected by the members of the committee to serve as chair; and one representative from the dean's office and/or Office of Student Affairs. The dean's office/student affairs representative is a nonvoting member and assures that policies and procedures are carried out to protect the rights of the student and to assure that the policies of the college are followed. Each department chair will be responsible for appointing one faculty representative. The chair of the CWAC will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

## **Hearings Protocol and Procedure**

- The student will be notified of the date, place, and time of the hearing via email to the student's NSU email address (read receipt requested) and via certified mail to the student's last known address, or via 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.
- The Appeals Committee hearing will proceed under the direction of the chair.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.
- The student will provide the committee chair with a list of any witnesses he or she may have, in writing, no later than two business days before the hearing date. Only witnesses with direct information that is related to the program director/department chair or the Department Committee on Student Progress's failure to adhere to the policies and procedures of the University, HPD, and/or the College of Health Care Sciences in making its decision will be considered.
- The student will be present only during his or her testimony.
- Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student.

- The Appeals Committee may question any witnesses present during the hearing.
- The Appeals Committee will have the option of calling more witnesses. The student shall not be present during the questioning of any witnesses.

### **Appeals Committee Hearing Process**

- The chair will convene the hearing with only committee members present.
- The chair will advise the committee members of the violation(s) and the department decision, review the evidence, respond to any questions, and provide opportunity for preliminary discussions.
- The chair will call the student into the hearing room and introduce the student to the committee members.
- The student will have an opportunity to present his or her appeal, provide statements, summarize his or her position, and respond to any questions from the committee members.
- The chair will then dismiss the student from the hearing.
- Witnesses will be called individually by the committee and questioned without the student being present.
- Witnesses may be asked to remain outside the hearing room for later recall or may be dismissed at the committee's discretion.
- The committee members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The committee may delay the vote if it determines that additional information or facts are needed before a vote.

Note: At the discretion of the committee, the chair of the respective department Committee on Student Progress and/or the respective program chair/director may also be called during the hearing.

### **Notification of the Appeals Committee Decision**

The decision of the committee will be forwarded in writing by the chair to the student by certified mail to his or her last official address or hand delivered with receipt. Copies will be delivered to the department chair. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.

## **BEHAVIORAL STANDARDS**

### **Dress Code**

Students must maintain a neat and clean appearance befitting students attending a professional program. Therefore, attire should convey a professional appearance whenever the student is on campus or at any off-campus educational site. The dress code is to be maintained at all times in the Administration Building, classrooms, laboratories, and all areas involved in providing patient care. Additionally, the dress code is in force Monday through Friday from 8:00 a.m. until 5:00 p.m. in the library and in other areas not mentioned above. Those failing to comply may be dismissed from the classroom and/or campus. A written warning describing the infraction will be entered into the student's file.

#### **The following constitutes acceptable and professional attire:**

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

- No institutional scrubs may be worn by any College of Health Care Sciences student at any time while on campus. Institutional scrubs are those that have the identification symbols or lettering from the institution that owns or issues them. Those scrubs are marked in locations that are easy to identify as being part of the inventory of that institution.

Students may not wear the following: shorts or cutoffs, miniskirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, T-shirts (as the outer shirt), jogging or exercise clothing, inappropriately mismatched garments, hats, or caps. Students must wear their approved NSU ID badges while on campus.

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 supplemental dress code policies.**

## **Classroom Behavior**

Talking during lectures to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone from class who is involved in disruptive behaviors while in class or laboratory. Hats, other than religious cover, are not to be worn indoors. Food and drinks are not permitted in auditorium, laboratories, or library.

## **Netiquette**

In a traditional classroom, students are reminded that behavior that disrupts the class or interferes with other students and their ability to learn is unacceptable. Any person engaged in disruptive behavior receives a written warning from the instructor. Students who continue to engage in disruptive behavior after this warning may be administratively withdrawn from the course. Similarly, in an online course, any electronic postings, emails, or electronic messages that disrupt the class or interfere with learning goals and objectives are unacceptable. Electronic communication—the backbone of online courses—must be civil, respectful, and cordial at all times. Any posting that disrupts or interferes with learning will be removed, and the author of the posting will receive a written warning. A second disruptive posting will cause the author to be administratively withdrawn from the course.

## **Drug Screening**

The College of Health Care Sciences maintains affiliation agreements with many health care institutions. These affiliation agreements allow for student clinical training experiences within these institutions. Students may be required to undergo random drug screening, at the request of these institutions, prior to entering the facility for training.

## **Drug Policy—Zero Tolerance**

The College of Health Care Sciences has a zero tolerance policy for drug use. This includes the use of illegal drugs; the use of controlled substances without a prescription; and the use of, or being under the influence of, alcohol while on rotation/clinical experience or in class. Should a student receive a positive drug or alcohol screen and follow-up screen, the student will be expelled from his or her program.

If a student reports to the academic program for help with a personal drug or alcohol concern prior to being informed of an impending drug test, the student will be required to report to the dean's office for referral to the HPD Student Assistance Program. The student will only be permitted to report to class or a rotation/clinical experience if cleared by the HPD Student Assistance Program and the College of Health Care Sciences Dean's Office.

## **ACCREDITATION, NATIONAL EXAMINATIONS, AND LICENSURE**

### **Audiology Department**

The Audiology Department is dually accredited by the Accreditation Commission for Audiology Education (ACAE) and the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA). Graduates will have completed the academic and clinical requirements necessary to be eligible to apply for a license as an audiologist and will have the option of a clinical placement that will make them eligible to pursue board certification in audiology from the American Board of Audiology, and the Certificate of Clinical Competence (CCC) from ASHA.

### **Physician Assistant Program**

The Nova Southeastern University Physician Assistant Programs in Fort Lauderdale, Jacksonville, Orlando, and Southwest Florida are fully accredited by the Accreditation Review Commission for Physician Assistant education (ARC-PA) and are members of the Physician Assistant Education Association (PAEA).

Application for licensure in the state of Florida is obtained through the Department of Health in Tallahassee. To be eligible for a Florida license, the PA must be a graduate of an ARC-PA-accredited program and must successfully pass the Physician Assistant National Certification Examination (PANCE).

Application for the PANCE is submitted to the National Commission on Certification of Physician Assistants (NCCPA) in Atlanta, Georgia, which works closely with the PA Department to coordinate eligibility and appropriate dates for testing.

### **Occupational Therapy Department**

The Master of Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE®) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Graduates of the program will be eligible to take the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this examination, the individual will become a registered occupational therapist (OTR). Most states require licensure in order to practice; however, state licenses are usually based on the results of the examination for occupational therapists administered by the NBCOT.

### **Occupational Therapy Department—Tampa**

The Doctor of Occupational Therapy Entry level Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE®) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Graduates of the program will be eligible to take the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this examination, the individual will become a registered occupational therapist (OTR). Most states require licensure in order to practice; however, state licenses are usually based on the results of the examination for occupational therapists administered by NBCOT.

## **Physical Therapy Department**

The Entry-Level Doctor of Physical Therapy Program was reaccredited in April 2011 for 10 years by the Commission on Accreditation of Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA), 1111 North Fairfax Street, Alexandria, Virginia 22314; (703) 706-3245; accreditation@apta.org. Web site: <http://www.capteonline.org>. Graduates of the entry-level program are eligible to take the National Physical Therapy Licensure Examination administered by the Federation of State Boards of Physical Therapy.

## **Department of Health Science**

The degree programs in the department—Bachelor of Health Science (B.H.Sc.), Master of Health Science (M.H.Sc.), Doctor of Health Science (D.H.Sc.), and Ph.D. in Health Science—are established programs within the College of Health Care Sciences of Nova Southeastern University. Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number: 404-679-4501) to award associate's, bachelor's, master's, educational specialist, and doctoral degrees. The Vascular Sonography course of study is accredited by the Commission for the Accreditation of Allied Health Programs (CAAHEP). The General Sonography course of study is a new offering at NSU in a combined format with the vascular course. This general course of study is currently seeking accreditation through CAAHEP.

The Master of Health Science—Anesthesiologist Assistant course of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates will be eligible to take the national certification examination administered by the National Commission for Certification of Anesthesiologist Assistants (NCCAA) in conjunction with the National Board of Medical Examiners (NBME).

The Cardiovascular Sonography program is a new offering at NSU. The program will be eligible for accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) after the first graduating class.

## **STUDENT ORGANIZATIONS OFFICIALLY RECOGNIZED BY THE UNIVERSITY**

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

### **Health Professions Division**

#### **Health Professions Division Student Government**

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

#### **Alpha Eta Society**

The Alpha Eta Society is a national scholastic honor society for allied health professionals. The purpose of the society is the promotion and recognition of significant scholarship, leadership, and contributions to the allied health professions by students, faculty members, and alumni.

## **Audiology Department**

### **Student Academy of Audiology (SAA)**

Becoming a professional in the field of audiology means becoming part of a community of dedicated scholars and practitioners. Students are encouraged to become members of our student chapter of SAA, which sponsors an annual conference with nationally recognized speakers, develops campaigns for social causes, and participates in the activities of the national organization.

## **Department of Health Science**

### **Doctor of Health Science Student Association**

This association is composed of all students in the Doctor of Health Science degree program and functions to enhance leadership and learning activities for the student body.

## **Occupational Therapy Department**

### **Student Occupational Therapy Association**

The Student Occupational Therapy Association is open to all students enrolled in the Occupational Therapy Department. The association promotes professional growth through education and service programs and provides its members with opportunities for organizational leadership.

### **Phi Theta Epsilon**

Phi Theta Epsilon is the occupational therapy national honorary society. The society recognizes and encourages superior scholarship among students enrolled in entry-level programs throughout the United States. Membership is based on academic excellence and professional promise.

### **Tampa Entry-Level O.T.D. Student Occupational Therapy Association (SOTA)**

Tampa O.T.D. SOTA facilitates student member professional development and leadership opportunities through various service and advocacy-based activities and experiences.

### **Occupational Therapy Doctoral Student Council**

The Occupational Therapy Doctoral Student Council will strive to enrich and improve the distance learning experience for students in the Doctor of Occupational Therapy (Dr.OT) and Doctor of Philosophy (Ph.D.) in Occupational Therapy programs through building a supportive network and developing a distance student community.

## **Physical Therapy Department**

### **American Physical Therapy Association (APTA)**

Membership is mandatory for all physical therapy students enrolled in the entry-level Doctor of Physical Therapy program. APTA membership allows students to connect with educators and clinicians to build lifelong contacts and friendships, build leadership skills, and make a difference.

### **Student Physical Therapy Association**

The Student Physical Therapy Association is composed of first-year, second-year, and third-year students currently attending NSU. The association provides a channel for communication with local and national organizations and allows students the opportunity to build leadership skills for the future. The association functions to benefit local charities and civic activities as well as the student body.

## **Physician Assistant Department**

### **The Benjamin J. Parvin Physician Assistant Student Society of NSU**

This formal organization was established to benefit the PA students, the PA profession, the college's PA department at Fort Lauderdale, and the surrounding communities.



### **The Sean P. Grimes Physician Assistant Student Society of NSU**

This formal organization was established to benefit PA students, the PA profession, the college's PA department in Southwest Florida, and surrounding communities.

### **John L. Shanklin Physician Assistant Student Society of NSU**

This formal organization was established to benefit PA students, the PA profession, the college's PA department in Orlando, and the surrounding communities.

### **Thomas J. Lemley Physician Assistant Student Society of NSU**

This formal organization was established to benefit PA students, the PA profession, the college's PA department in Jacksonville, and the surrounding communities.

## **DEPARTMENT OF AUDIOLOGY**

### **Academic Promotions and Progression**

The progress of each student through the curriculum requires continuous satisfactory academic and clinical performance. Since many of the curriculum's courses are offered only one time per year, a student may have to alter his or her plan of study if he or she does not satisfactorily progress each semester. This may extend the student's program beyond 12 semesters/4 years. There is a maximum six-year time limit for program completion, which includes any requested leave of absence and subsequent return to the program.

The curriculum is divided into core/foundation courses, clinical courses, and other academic courses. The following courses in the curriculum are considered core/foundation courses. Students who do not earn a grade of 80 percent or better in these courses may not continue in the program until the course is taken again at its next offering, which is typically two semesters later.

AUD 5301	Diagnostics I	AUD 5301L	Diagnostics I Laboratory
AUD 5302	Acoustics and Instrumentation	AUD 5304	Anatomy and Physiology
AUD 5403	Introduction to Auditory Electrophysiology	AUD 5403L	Electrophysiology Laboratory
AUD 5404	Introduction to Vestibular Evaluation		
AUD 5405	Overview of Amplification I	AUD 5405L	Amplification I Laboratory
AUD 5602	Intensive Clinical Laboratory	AUD 6402	Diagnostics II

Students must earn a grade of 80 percent or better in clinical courses AUD 6603, AUD 6604, AUD 6605, and AUD 6606 and a pass in clinical courses AUD 7607, AUD 7608, AUD 7609, AUD 7610, AUD 7611, and AUD 7612. If a grade below 80 percent or a fail is earned in a clinical course, the course must be repeated in the next semester, and this will alter the student's plan of study and may affect future clinic rotation and/or placement. If a student is terminated from an internship (AUD 7607, 7608, 7609) or externship (AUD 7610, 7611, 7612) at any point during the internship or externship, the student will fail the internship or externship and immediately be referred to the Committee on Student Progress (CSP) for review.

The remaining courses in the curriculum are not core/foundation or clinical courses and are termed other academic courses. If a student fails to earn a grade of 80 percent or better in any of these courses, the student must repeat the course in the next semester in which the course is offered. The student may continue in the program, but the plan of study may be altered as a result.

## Grading Policies, Procedures, and Course Failures

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
F	0.0	0–79

A minimum grade of 80 percent must be earned in each course in the curriculum. If a student achieves a grade below 80 percent in any course, the student therefore fails the course and must repeat the course during the next semester in which the course is offered. If the course is a core/foundation course, the student may not continue on in the program until the failed course is retaken and passed. Due to the course sequence in the curriculum, students may need to take a leave of absence from the program until the course is offered again. A course may be repeated only one time. When repeating a course, the student must earn a grade of 80 percent or better in the repeated course.

Students in clinical courses who do not earn a grade of 80 percent or better will be required to repeat the course the next semester. This may alter a student's plan of study and extend his or her program beyond 12 semesters/four years. A clinical course may be repeated only one time. If a student repeats a clinical course and does not earn a grade of 80 percent or better or a pass, the student will immediately be referred to the Committee on Student Progress (CSP) and may be dismissed from the program.

A student will be referred to the Committee on Student Progress (CSP) to review the circumstances of any course failure. While matriculating through the audiology program, a student is permitted to retake a total of two courses. When a third course grade below 80 percent is earned, the student will be referred to the CSP and may be dismissed from the program.

### Incomplete Coursework

Students who are unable to complete the requirements for a course within the term limits may request, in writing, a grade of *I* (incomplete) from the professor. This request must be made in writing to the professor, who has the sole discretion to accept or reject the request.

To be eligible for a grade of *I*, the student must be earning a grade of 80 percent or better at the time of the request. If the request is accepted by the professor, the professor shall provide to the student the terms and conditions of an "incomplete contract." It is the student's responsibility to complete the requirements of the incomplete contract within the prescribed time limits. Incomplete coursework must be completed by the end of the next semester the course is offered or within one year from the end of the course, whichever is sooner. Failure to successfully complete the contract automatically results in a failing grade.

### Accreditation

The NSU Department of Audiology Doctor of Audiology program is dually accredited by the Accreditation Commission for Audiology Education (ACAE) and the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA).

With respect to the ACAE, submission of any complaints relating directly to lack of compliance with the Accreditation Standards and requirements of accreditation must be made in writing and signed

by the complainant. The complainant's contact information including address and telephone number is to be included with the complaint. The submitted complaint must include specific details and documentation to support the complaint and should be sent to the executive director, Accreditation Commission for Audiology Education, 1718 M Street, NW #297, Washington, D.C. 20036-4504. The telephone number is (202) 986-9500, and the facsimile number is (202) 986-9550.

Upon receipt of the complaint, the executive director of ACAE will forward a copy to the department chair within 10 business days, for response and appropriate documentation. If the complainant identification is to be withheld, the complaint will be forwarded in a de-identified format. The department chair will then have 30 business days to respond to the complaint, including providing documentation to support the response.

With respect to CAA, grievances about the program must relate to the standards for accreditation of education programs in audiology and include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted all institutional grievance and review mechanisms before submitting a complaint to the CAA.

All grievances must be signed and submitted in writing to the chair, Council on Academic Accreditation, American Speech-Language-Hearing Association, 2200 Research Boulevard, Rockville, M.D. 20850-3289. The complaint must clearly describe the specific nature of the complaint and the relationship of the complaint to the accreditation standards, as well as provide supporting data for the charge. The burden of proof rests with the complainant. All written testimony must include the complainant's name, address, and telephone contact information, as well as the complainant's relationship to the program. Complaints will not be accepted by email or facsimile.

## **Clinical Experience and Placement**

Students registering for both on- and off-campus clinical activities must complete a schedule showing times that they are available for clinic placements. A minimum of 12 hours per week, including morning and afternoon time slots, must be made available in the first two years of the program. A minimum of two full days per week during the third year must be made available. This schedule will be used to determine the student's clinical assignments. The student's initial clinic schedule is assigned at the beginning of each semester. However, the program reserves the right to alter assignments during the semester using the student's schedule of available times as a reference. In the fourth year, the student must be available full time to complete his or her supervised professional experience.

Failure to meet scheduled appointments is considered unethical and unprofessional behavior. Students will be referred to the Committee on Student Progress (CSP) for unethical/unprofessional behavior. Review of the circumstances of the incident by the committee may result in the student's placement on disciplinary probation or dismissal from the program, which will be reflected on the student's transcript. Students will be assessed on expected clinical competencies. Each clinical activity and competency must be successfully completed before the student is allowed to progress to the next clinical level. Successful completion will be determined by an evaluation of the student's clinical performance by his or her preceptor(s) and faculty.

Confidentiality involves protection of the information obtained from conversation with patients and families, written information, and electronic communication. Conversations regarding any patient should not involve the name of the patient. Written work, including diagnostic reports and management, and treatment notes, including notes and reports from other professionals, should never be left in any

place where others may have access to the information. Grand rounds or class presentations must not include identifying information. Faxes must adhere to university policy. Electronic communication regarding patient information is not permitted.

Students in off-site clinical rotations or placements will be required to comply with all Department of Audiology requirements and the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, drug testing, and a background check. The program does not assume any responsibility other than informing the student of the requirements. The student must fully comply with all requirements of the Department of Audiology and the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility will result in the student not being allowed to complete the clinical experience during the assigned semester and may result in a failing grade for the clinical rotation for the semester. This may alter a student's plan of study. The program will not reassign a student who failed to meet the stated requirements of the facility during the semester in which the original assignment was made. If a student must be reassigned at the beginning of a new semester for failure to meet the facility's requirements, the student's individual timeline for completion of the program will be impacted.

Students are videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from professors to videotape or audiotape lectures. Verbal permission is acceptable.

### **Affiliation Policy**

Faculty members and students disseminating information that emanates from their work in the audiology program must list Department of Audiology, College of Health Care Sciences, Health Professions Division, Nova Southeastern University in the affiliation byline.

### **Attendance**

Absences and tardiness are strongly discouraged. Students are required to attend all classes and to arrive on time. A student is tardy if he or she arrives after the designated class time. The student is responsible for any information missed. Students who are repeatedly tardy or absent will be referred to the Committee on Student Progress (CSP), and it may result in Disciplinary Warning, Probation, Suspension, or Dismissal from the program.

## **OCCUPATIONAL THERAPY DEPARTMENT**

### **Academic Promotions and Progression**

The progress of each student through the curriculum requires continuous satisfactory academic performance. No student may advance to the second year of study without satisfactorily completing all first-year courses. Since most of the courses in the curriculum are offered only one time per year, a student who does not satisfactorily complete all first-year courses will have to suspend his or her studies by withdrawal in order to comply with the following academic policies.

## Grading Policies and Procedures

Grading for Master of Occupational Therapy students is based on a scale of 0–100 percent.

P or Pass	C (75 percent) or above for all OCT prefix courses (A grade of C for the anatomy and neuroanatomy courses is equivalent to 70 percent.)
F or Fail	Below a C (75 percent) for each OCT prefix and below a C (70 percent) for anatomy and neuroanatomy courses

Grading for all OCT prefix courses is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

A student who receives a failing course grade will have an opportunity to remediate the course by taking a comprehensive reexamination for that course.

Due to the nature of fieldwork experience, there is no mechanism to take a comprehensive examination following a failed fieldwork. Students who fail a level I fieldwork experience will be referred to the Committee on Student Progress (CSP). Based on the recommendations of the CSP and department chair, the student may be given the opportunity to repeat the level I experience. Should the student fail a second level I fieldwork, the student will be automatically dismissed from the program.

Students will only be permitted to participate in level II fieldwork experiences after successful completion of all required academic coursework. Students who fail a level II fieldwork experience will be required to meet with CSP to determine a course of action prior to scheduling a repeat fieldwork experience. The department chair will have the final decision whether to accept the CSP recommendation or provide an alternate one based on her discretion. Students may only retake one level II fieldwork experience. Should students fail a second fieldwork experience, they will be considered to have failed two level II fieldwork experiences and will be dismissed from the M.O.T. program.

Additional tuition will be charged for repeated courses, including, but not limited to, level II fieldwork experiences. The maximum final grade M.O.T. students may earn on any didactic course after any remediation will be a C(E). The maximum final grade in level II fieldwork experiences is a pass (P), as numerical scores are not assigned in those courses.

Grading for doctor of occupational therapy students (Ph.D. or Dr.OT) is based on an alpha scale as shown above. Some courses may be pass/fail. Doctoral students must maintain an overall grade point average of 3.0. Ph.D. and Dr.OT students must pass all coursework with a B (80 percent) or higher.

Alpha Grade	Percent
A	90–100
B	80–89 (A grade of B/80 percent or above is required to pass in all courses)

F	0–79
P or Pass	B (80 percent) or above in core courses and Dr.OT electives
F or Fail	Below a B (80 percent) in core courses and Dr.OT electives
I	Incomplete

## Incomplete Coursework

A student may receive a grade of *I* (incomplete) in a course if he/she is passing the course, based on all completed coursework to date, but is unable to complete all course requirements. An incomplete will be changed to an earned grade upon a student's satisfactory completion of the course or fieldwork requirements. A change from an incomplete to an earned grade must occur prior to the first day of the next academic year, or the student's grade will be converted to an *F*. The taking of incompletes is strongly discouraged and requires written approval of the course instructor.

## Dress Code

The Occupational Therapy Department observes the HPD dress code whether on or off campus. In addition, occupational therapy students may wear occupational therapy polo shirts and either khaki or dark-colored trouser-, boot-, or straight-legged pants only when engaged in pre-service or service learning experiences, or during special events, either on or off campus, at the discretion of the department. Slim or tight leg pants, including leggings, and shorts of any length are not acceptable.

## Professional Membership

Upon entry into the M.O.T. program, students are required to obtain membership with the American Occupational Therapy Association (AOTA) and sustain that membership throughout the duration of the curriculum. Maintaining AOTA membership will ensure access to necessary professional resources required throughout courses and will facilitate development of a professional identity.

## Professional Engagement

All M.O.T. students are required to attend at least one regional, state, or national conference or meeting per year while enrolled in the program. In addition, students must participate in 16 hours of volunteer service and professional development activities per year. Failure to complete these requirements will result in a referral to the Committee on Student Progress and may affect the student's standing in the program.

## Authorship Credit and Order Guidelines and Policy

- Principal authorship, order of authorship, and other publication credits should accurately reflect the relative scientific, technical, professional, or scholarly contributions of the individuals involved.
- No authorship credit should be given to someone whose suggestion/idea/feedback may have influenced a project, but did not actively participate in project development and implementation. This person could be acknowledged as described in bullet five (following).
- Authorship is not merited solely for administrative support, financial contribution, or a supervisor/adviser's position.
- Authorship credit should go to those who do the actual writing and to those who have made significant scientific or scholarly contributions to a study, such as formulating hypotheses, structuring the design, conducting the analysis, interpreting results, or writing a major portion of a manuscript.
- Those with minor contributions to the manuscript are appropriately acknowledged in footnotes, an introductory statement, or acknowledgements.

- Student as author
  - A student is usually listed as a principal author on a multiple-authored paper that is substantially based on the student’s dissertation, report, or project.
  - However, he or she is not automatically entitled to authorship if only some or minor material from the project is used in a paper, proposal, or progress or final report written by the student’s adviser, a faculty member, or supervisor. Reference to the material’s origin is sufficient in these cases.
  - If the student’s dissertation or project is based on data collected as part of a larger research project under the supervision of one or more faculty members, it is appropriate to include those supervisors or faculty members as coauthors.
  - Submissions for publication or professional presentations (to include posters) that originated from a previous class assignment (papers, reports, projects, etc.) should first be discussed and agreed upon with the course instructor.
- Coauthorship may be a complex issue in certain cases. It is suggested that authorship credit and order be discussed with all possible collaborators before and during the project. There should be an agreement, especially with projects that involve multiple key contributors, to minimize the chance of misunderstandings.
- Major revisions to a manuscript for publication or professional presentation may result in a change of responsibilities or work effort. This may require a revision in authorship order and/or credit. These changes should be discussed and agreed upon before and during any major revision process.
- Institutional Affiliation
  - Publishers usually require each author’s institutional affiliation.
  - Authors should acknowledge the department and institution where the primary work was done, as well the current institutional affiliation of each author.
  - *Occupational Therapy Department, College of Health Care Sciences, Nova Southeastern University* is the institutional affiliation.
- Authors must obtain approval from the chair, Occupational Therapy Department, Nova Southeastern University, prior to submitting an abstract or manuscript to a publisher or a conference committee. Department approval serves to (1) protect the department, college, and university by allowing the chair (or designee) to review all submissions for appropriateness and acceptable standards; (2) recognize and record all department-related publications and presentations as program outcomes; and (3) assure that submissions provide appropriate credit and recognition.

This policy applies to publication submissions; professional presentations; and posters by students, former students, alumni, and current and former faculty and staff members of the Occupational Therapy Department, Nova Southeastern University, when applicable.

### References

Guidelines for authorship credit and order from *APA’s Ethical Principles of Psychologists and Code of Conduct* (1992), Section 6.23, Publication Credit, states Uniform Requirement for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Updated November 2003. International Committee of Medical Journal Editors. ([www.icmje.org](http://www.icmje.org))

## OCCUPATIONAL THERAPY DEPARTMENT—TAMPA

### Entry-Level Doctor of Occupational Therapy (O.T.D.)

#### Academic Promotions and Progression

The progress of each student through the curriculum requires continuous satisfactory academic performance. Students must complete all courses according to the lockstep schedule. This means that

students must complete all requirements of the preceding semester before going to the next semester by complying with the following academic policies.

### **Grading Policies and Procedures**

Grading for Doctor of Occupational Therapy (O.T.D.) students is based on a scale of 0–100 percent.

P or Pass            75 percent or above for all courses

F or Fail            Below 75 percent for all courses

Grading for all OTD prefix courses is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

### **Remediation/Retake Policy, if Applicable**

The O.T.D. Program abides by the CHCS Remediation Policy. See page XX in this handbook for the CHCS Remediation Policy. A student who receives a failing course grade may be offered an opportunity to remediate the course through the appropriate mechanism, which may include taking and passing a comprehensive reexamination for that course. The opportunity to remediate an individual course is dependent upon the discretion of the course professor. Remediation examination must occur within five business days after the course ends, unless a justifiable exception necessitates adjustment to that timeline. Justifiable exceptions, such as a student appeal process or semester breaks, may necessitate an adjustment to that timeline. Written remediation examination may occur at the Tampa Regional Campus or online in a proctored environment and at the cost of the student. Practical remediation reexamination must occur at the Tampa Regional Campus. The student is responsible for any associated cost for returning to the regional campus for this purpose.

A student will be permitted to participate in a Level I fieldwork experience (FWE-I) only if he or she is passing or has passed all corresponding didactic coursework up to the point of the fieldwork experience. A student who fails the didactic portion of an intervention course will not begin his or her FWE-I. The remediation process will delay the start of his or her FWE-I, and possibly subsequent Level II Fieldwork Experiences (FWE-II). Furthermore, a student who appeals course grades will not be allowed to begin a FWE-I during the appeal process. The courses listed as Occupational Therapy Interventions I, II, III (OTD 8271, OTD 8272, and OTD 8273), all include didactic coursework as well as Level I fieldwork experiences (FEW-I). A student who fails any of the three courses must retake the entire course, including the didactic and fieldwork experiences.

Students will be permitted to participate in the first FWE-II, or OTD 8391 offered during the summer semester, only after successful completion of all required academic coursework prior to OTD 8391. Students who fail this first FWE-II rotation may or may not be offered the opportunity to retake the failed OTD 8391 immediately, which is during the fall semester. Upon the successful retake of the failed fieldwork rotation, the student will not be able to begin their coursework until the following



fall semester with the next OTD cohort. Therefore, the student will not be enrolled in the winter and summer semesters, but will be able to reenroll with the next cohort in the fall semester. The same requirement to immediately retake failed rotation for the FWE-II and Residency rotations will be enforced.

Students may retake only one FWE-II. Should students fail a second FWE-II (which includes failing the same FWE-II twice), they will be considered to have failed two FWE-II and will be dismissed from the OTD program. Additional tuition will be charged for repeated courses, including Level II fieldwork experiences. The maximum final grade OTD students may earn on any didactic course after any remediation will be 75 percent. The maximum final grade in Level II fieldwork experiences is a pass (P), as numerical scores are not assigned in those courses.

### **Participation in the Virtual Learning Environment of the Hybrid (Blended) O.T.D. Program**

The student is responsible for keeping track of information posted in BlackBoard, the university's learning management system (LMS), which includes, but is not limited to, the postings in the O.T.D. Student Center, contents of the course syllabi, items posted in BlackBoard Collaborate, course messaging, online examinations, the Respondus Lockdown Browser, etc. The program expects students to use effective time management and appropriate use of electronic communication and social media if necessary.

### **Participation During On-Campus Institutes**

O.T.D. students are required to be present and participate during four to five face-to-face institutes occurring every three or four weeks, strategically scheduled to have sessions occurring at the beginning, middle, and end of the semester. The institutes focus on application of learning and psychomotor skills, followed by active reflection and group/individual processing. Therefore, students are expected to have prepared according to individual faculty member instructions before coming to the institute. A make up for missed face-to-face institutes may be available at the discretion of the course faculty member.

Absence from on-campus institutes is either excused or unexcused. Absence is excused when it is due to a fortuitous event, such as a natural disaster or emergency (e.g., hurricanes, transportation delay outside control of the student, or if it involves death in the immediate family or severe acute or contagious illness of the student). In the case of illness, the student must submit a statement from an attending physician regarding the reason for absence. Students with an excused absence may make up their assignments/exams. The final decision for an excused absence rests with the department chair. An unexcused absence may occur for any reason other than those listed above. In such cases, the student will have to make up the time at the discretion of the course faculty member. In addition, the student will not be able to make up any graded assignment or exam that occurred during the on-campus institute and will receive a 0 for that assignment or examination.

### **Participation in Capstone Project**

The research sequence of the O.T.D. curriculum is embedded in seven courses of the curriculum, namely OTD 8101: Introduction to Didactic, Clinical and Capstone Experiences; OTD 8161: Evidence in Occupational Therapy Practice; OTD 8262: Research Design; OTD 8262L: Research Design Lab; OTD 8363: Capstone Project I; OTD 8363L: Capstone Project I Lab; and OTD 8464: Capstone Project II—Reflections and Exit Colloquium. This sequence allows the students to experience the research process from conceptualization to dissemination of results, thereby complying not only with the O.T.D. curriculum requirements, but also with the research component of the standards for doctoral-level occupational therapy education of the Accreditation Council for Occupational Therapy Education (ACOTE). O.T.D. students are responsible for completion of these sequences, including satisfaction of all course requirements for graduation. Likewise, the student is responsible for all expenses related to the research implementation, data analysis, and results dissemination, including, but not limited to, travel costs to conference sites and to the scheduled Exit Colloquium at the NSU Tampa Regional Campus.

## **Submission of Assignments**

Each course syllabus includes course-specific requirements and submission deadlines. Any assignment submitted after the assignment deadline will be subject to the consequences specified by the course instructor(s) and may affect the assignment grade and/or the final class grade as specified in the course syllabus.

## **Incomplete Coursework**

A student may receive a grade of *I* (incomplete) in a course if he or she is passing the course, based on all completed coursework to date, but is unable to complete all course requirements due to documented medical reasons or extenuating personal circumstances. An incomplete will be changed to an earned grade upon a student's satisfactory completion of the course or fieldwork requirements. A change from an incomplete to an earned grade must occur prior to the first day of the next academic year, or the student's grade will be converted to an *F*. The taking of incompletes is strongly discouraged and requires written approval of the course instructor. The course instructor's written approval will specify the timeframe during which the course requirements must be completed.

## **Conference Attendance and Service-Learning Requirements**

All O.T.D. students may be required to attend district, state, and/or national conferences or meetings as determined by the department chair or as required in certain courses. Participation in these conferences and meetings requires membership to state and/or national associations or societies, and provides membership benefits, as well as contributes to professional development.

O.T.D. students are also required to participate in service-learning activities approved by the program. Failure to complete these requirements may impact the student's progression in the program, if not the graduation date. The most current service-learning policy and procedures are published in the BlackBoard Student Center.

## **Computer Proficiency and Services**

Except for the weekend institutes, the majority of didactic experiences occur in the virtual environment. Therefore, all students are required to have a computer that meets the specifications according to the Hardware Guidelines for Computing at NSU, available at [www.nova.edu/publications/it-standard](http://www.nova.edu/publications/it-standard). See the orientation computer requirement document for specific video, audio, browser, and photography guidelines. All students need to be proficient in, at minimum, computer technology, word processing, data management, search engines, and resource utilization. Except for the first semester, students are required to register online for all courses. Students register through WebStar, which they can access from the university home page or through SharkLink.

The NSU Help Desk is an online resource available 24 hours a day to provide assistance for academic computer and technology problems. The Help Desk is available by phone at (954) 262-4357 or by email at [help@nova.edu](mailto:help@nova.edu).

## **Travel, Housing, and Parking**

Although the NSU Tampa O.T.D. program is primarily online, approximately three-to-four day on-campus institutes occur every three or four weeks during the semester. Students are required to arrange their own travel and housing based on the schedule provided by the program office. While on campus, students with cars should have a parking permit or a temporary pass for campus parking. Parking permits or passes for campus parking are the responsibility of each student. Travel to and from the airport is the responsibility of each student.

## **Student Identification Cards: The SharkCard**

NSU requires that students wear the NSU SharkCard (ID card) at all times. Students can complete an NSU SharkCard application (available online) and mail a passport-size photo to NSU Campus Card Services. Students can also obtain the SharkCard if they go to the main campus at the SharkCard Services Desk located in the Don Taft University Center (open Monday–Friday, 8:30 a.m.–6:00 p.m.) or at HPD in the One-Stop Shop located in the admissions area on the first floor of the Terry Building. The SharkCard provides access to all buildings, libraries, and the fitness center located in the Don Taft University Center. Each year, the NSU SharkCard provides students with \$75 toward printing costs associated with printing at the computer labs on campus.

## **Academic Advising and Administrative Support**

The department has a policy and procedure in place for academic advising. Prior to the mandatory orientation weekend, the chair assigns academic advisers to each student; an initial meeting between student advisees and their academic advisers occurs at a dedicated session during orientation. Students can access the current policy and procedure on student advising in the O.T.D. Student Center. Students are strongly encouraged to take advantage of this opportunity to develop a relationship with their adviser, and be proactive in their academic preparation.

## **Essential Functions**

Most educational programs have technical standards or essential function policies that guide and protect the program and its students regarding reasonable expectations for admission, retention, and graduation. Essential functions, as distinguished from fund of knowledge standards, refer to those abilities required for satisfactory completion of all aspects of a curriculum, including clinical education and the development of professional attributes required of all students at graduation. The essential functions required by the O.T.D. curriculum are observational, intellectual, cognitive, communication, cultural sensitivity, behavioral and social, physical, and professional functions. The most current Essential Functions Policy is in the BlackBoard O.T.D. Student Center.

## **Authorship Credit and Order Guidelines and Policy**

- Principal authorship, order of authorship, and other publication credits should accurately reflect the relative scientific, technical, professional, or scholarly contributions of the individuals involved.
- No authorship credit should be given to someone whose suggestion/idea/feedback may have influenced a project, but did not actively participate in project development and implementation. This person could be acknowledged as described in bullet five (following).
- Authorship is not merited solely for administrative support, financial contribution, or a supervisor/adviser's position.
- Authorship credit should go to those who do the actual writing and to those who have made significant scientific or scholarly contributions to a study, such as formulating hypotheses, structuring the design, conducting the analysis, interpreting results, or writing a major portion of a manuscript.
- Those with minor contributions to the manuscript are appropriately acknowledged in footnotes, an introductory statement, or acknowledgements.
- Student as author
  - Initially coauthorship between faculty member-student collaboration efforts may not clearly define who should be given authorship credit, and in what order the authors' names should appear on published work. Therefore it is especially important that all individuals involved in the project discuss authorship at the beginning of the project in order to complete the required Faculty Member-Student Agreement for Research and Authorship Form prior to substantial time on the project being invested.

- A student is not automatically entitled to authorship if only some or minor material from the project is used in a paper, proposal, or progress or final report written by the student’s adviser, a faculty member, or supervisor. Reference to the material’s origin is sufficient in these cases.
- If the student’s project is based on data collected as part of a larger research project under the supervision of one or more faculty members, it is appropriate to include those supervisors or faculty members as coauthors.
- Submissions for publication or professional presentations (to include posters) that originated from a previous class assignment (papers, reports, projects, etc.) should first be discussed and agreed upon with the course instructor with final approval granted by the chair, Department of Occupational Therapy, Nova Southeastern University—Tampa.
- Coauthorship may be a complex issue in certain cases. It is suggested that authorship credit and order be discussed with all possible collaborators before and during the project. The Authorship Agreement for Research Form must be completed, especially with projects that involve multiple key contributors, to minimize the chance of misunderstandings.
- Major revisions to a project may result in changes in authorship order and/or credit. Project changes may include, but are not limited to, addition of author(s) that provided needed expertise and omitting author(s) as expertise was not included after the revisions and/or where expected work effort was not delivered as originally expected or agreed upon. These changes should be discussed and agreed upon before, and during, any major revision process, and a new agreement form should be completed.
- Institutional Affiliation
  - Publishers usually require each author’s institutional affiliation.
  - Authors should acknowledge the department and institution where the primary work was done, as well the current institutional affiliation of each author.
  - *Occupational Therapy Department, College of Health Care Sciences, Nova Southeastern University* is the institutional affiliation.
- Authors must obtain approval from the chair, Department of Occupational Therapy, Nova Southeastern University—Tampa, prior to submitting an abstract or manuscript to a publisher or a conference committee. Department approval serves to (1) protect the department, college, and university by allowing the chair (or designee) to review all submissions for appropriateness and acceptable standards; (2) recognize and record all department-related publications and presentations as program outcomes; and (3) assure that submissions provide appropriate credit and recognition. This policy applies to publication submissions; professional presentations; and posters by students, former students, alumni, and current and former faculty and staff members of the Occupational Therapy Department, Nova Southeastern University, when applicable.

## References

- American Psychological Association. (2010). “Ethical principles of psychologists and code of conduct,” Section 8.12, Publication Credit. Retrieved February 2, 2014, from [www.apa.org/ethics/code/index.aspx](http://www.apa.org/ethics/code/index.aspx).
- Fine, Mark A., and Kurdel, Lawrence A. (1993). “Reflections on determining authorship credit and authorship order on faculty-student collaborations,” *American Psychologist*, 48(11), 1141.
- International Committee of Medical Journal Editors. (2013). “Roles and responsibilities of authors, contributors, reviewers, editors, publishers, and owners: Defining the role of authors and contributors,” retrieved February 2, 2014, from [www.icmje.org/#author](http://www.icmje.org/#author).

## **Participation in Fieldwork Experiences and Doctoral Residency**

The fieldwork component of the curriculum accumulates to more than 2,000 hours of clinical education comprising community field trips, level I and level II fieldwork experiences, and the culminating doctoral residency (called doctoral experiential component in ACOTE terms). Students are responsible for any travel or lodging expenses related to these clinical education experiences, which on certain occasions may require a short or long commute, across or out of state, depending on availability and program need.

The student receives information about the clinical education component of the program during the New Student Orientation weekend, and continues throughout the program through ongoing communication with the clinical and community relations administration and staff member comprising its director, the academic fieldwork coordinator, and the fieldwork support coordinator. The first course where the student receives information about clinical experiences is OTD 8101: Introduction to Didactic, Clinical, and Capstone Experiences, which introduces the student to the three major components of their doctoral education, one of which is clinical. The course provides not only information on community field trips related to coursework, level I fieldwork, and the doctoral residency, but also the paperwork process for fieldwork placement, required background checks and immunization, rules and regulations in health care, safety precautions, and preventive measures. OTD 8281: Business of Practice and Management and OTD 8282: Professional Leadership provide training in documentation and ethical and role delineation aspects of clinical practice, among other topics.

Three intervention courses prepare the student for level I fieldwork experiences, namely OTD 8271: Occupational Therapy Interventions I—Psychosocial and Community; OTD 8272: Occupational Therapy Interventions II—Children and Youth; and OTD 8273: Occupational Therapy Interventions III—Physical Disabilities. Subject to availability and agreement with the department's educational philosophy, facilities receive requests for placement of one or more NSU Tampa O.T.D. students for the three-week rotation. The course faculty member collaborates with the academic and clinical fieldwork educators in identifying suitable facilities and in setting site- and student-specific goals and objectives for the fieldwork experience. Supervision of level I fieldwork experience may or may not be supervised by an occupational therapist, and may involve experiences from observation to supervised patient care depending on the contracted facility.

Preparation for the doctoral residency or what ACOTE refers to as the doctoral experiential component starts in OTD 8101: Introduction to Didactic, Clinical, and Capstone Experiences, and continues throughout the curriculum. It is addressed directly in OTD 8392: Doctoral Certification and Introduction to the Residency Program; OTD 8391: Level II Fieldwork Experience; and OTD 8493: Level II Fieldwork Experience; culminating with OTD 8494: Doctoral Residency. The residency is much like level I and level II fieldwork experiences in the selection and placement process. Like level I fieldwork, the residency may or may not be supervised by an occupational therapist or a professional who will serve as mentor to the student (mentee), but who has demonstrated expertise in one or more areas identified as the student's focused area of study. The eight areas of study are clinical practice, research, administration, leadership, program and policy development, advocacy, education, or theory development.

## **Textbooks**

Students will receive information about course textbooks prior to the start of the semester in the O.T.D. Student Center on Blackboard. Students may order textbooks from any source. However, it is highly recommended that students order the texts before the first day of the semester in time to complete their readings.

## Dress Code

Students in the NSU Tampa O.T.D. Program are expected to comply with the dress code as outlined by the College of Health Care Sciences policy. In addition, individual courses may require lab or other attire as determined by the course professor.

# PHYSICAL THERAPY DEPARTMENT

## Entry-Level D.P.T. Programs—Fort Lauderdale and Tampa

### Academic Promotions and Progression

The progress of each student through the curriculum requires continuous satisfactory academic performance. In order to complete the D.P.T. program in the normally scheduled three years for the Fort Lauderdale campus and four years for the Hybrid program on the Tampa campus must successfully complete the courses in the time and sequence that they are offered and meet the requirements outlined in the Essential Functions of the D.P.T. student document at [www.nova.edu/chcs/pt/forms/nsu-dpt-essential-functions.pdf](http://www.nova.edu/chcs/pt/forms/nsu-dpt-essential-functions.pdf). Students who receive a final course grade of *F* in any didactic course will not be allowed to progress to the succeeding semester. In order to graduate from the program, each student must pass a comprehensive examination given at the end of the last year of the program.

If eligible and based on department policy, a student who fails a clinical education course (clinical internship) may be given one opportunity to retake the course at a time and place determined by the director of clinical education. If the student fails the clinical education course a second time, he or she may be dismissed from the program. Students failing a clinical education course may be eligible to progress to the succeeding semester, until the next time the course is offered; however, they will not be allowed to progress to the next clinical education course until they have successfully completed any previously failed clinical education course.

### Grading Policies and Procedures

Grading for physical therapy doctoral students is based on a scale of 0–100 percent. Some courses may be pass/fail.

P	Pass	75 percent or above
F	Fail	below 75 percent

Grading for all physical therapy courses is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

Grades on the transcript will be qualified to indicate a repeated course or a remediation examination. When a student passes a course by a remediation examination, a minimum passing grade of *C(E)* will be recorded as the final grade for the course on the transcript.

A final course grade of less than 75 percent in any given course will constitute a course failure. (This includes a grade achieved through a remediation examination.) The grade from a remediation examination can be no higher than 75 percent. As such, for the purpose of calculating a student's grade point average, a grade of 75 percent will be used for any course passed by remediation. Students who fail a course and/or the remediation examination will be sent to the Committee on Student Progress and may be dismissed. While matriculating through the entry-level D.P.T. programs, each student is permitted to remediate a total of two courses. Since a student who receives a final course grade of *F* in any course is not allowed to progress to the succeeding semester, he/she must successfully remediate the first course failure in order to be granted the opportunity to remediate a second course failure. A student will be allowed to sit for only one remediation examination per course. Information regarding the ultimate calculation and disposition of a student's final course grade may be found in the syllabus for each course.

A student who is dismissed on the basis of inadequate academic performance or unprofessional conduct will be required to reapply to the program in order to be considered for readmission under the admissions standards applicable to the next class.

### **Incomplete Coursework**

Contingent upon approval by the program director, a student who fails to complete all the requirements of a course because of documented medical reasons or extenuating personal circumstances may receive a grade of incomplete (*I*). An incomplete will be changed to an earned grade upon the student's satisfactory completion of the course requirements. A change from an incomplete to an earned grade must occur prior to the end of the next semester or the course grade will be converted to an *F* and the student will be dismissed from the program. Exceptions to this rule may be considered in cases in which the course is not offered the following semester or a medical leave is granted for more than one semester.

### **Attendance**

Attendance is mandatory for all scheduled instructional sessions and curricular activities.

### **Conferences and Community Service Requirements**

All D.P.T. students are required to attend district, state, and national conferences or meetings as determined by the program director. In addition, they must participate in service-learning activities organized by the program. Failure to complete these requirements may impact the student's graduation date.

### **Submission of Assignments**

Any assignment submitted after the assignment deadline will be subject to a percentage point deduction off the assignment grade and/or the final class grade as outlined in the course syllabus.

## **Entry Level D.P.T. Program—Fort Lauderdale**

### **Academic Progression**

For classes that combine both psychomotor practical exams and written exams/assignments, students must obtain minimum of both of the following in order to pass the class: a 75 percent average on the written exams/assignments and a 75 percent average on the practicals.

If at least a 75 percent is not obtained on both components, this will constitute a course failure, even if the overall course grade is above a 75 percent. If the student does not pass both components with at least a 75 percent, a cumulative remediation written and/or practical examination will be administered. A grade of 75 percent will be used for courses passed by remediation.

## **Communication with Faculty Members**

Outside of class, one of the primary modes of communication with faculty members is email and Blackboard. Students are responsible for checking and replying to all faculty member communication through email and Blackboard on a regular basis (i.e., at least daily). Failure to do so may result in the student being referred to the CSP for unprofessional behavior.

## **Entry-Level D.P.T. Program Student Dress Code**

Students are expected to strictly adhere to dress code standards as established in the student handbook. The official scrub sets for the D.P.T. program are charcoal gray. For labs, students must wear charcoal gray scrub sets or any brand of navy-colored shorts and NSU approved T-shirts or the class T-shirt (preapproved by the faculty). Women should wear sports bras so that the torso can be exposed when needed. The course leader and the lab activities will dictate whether scrubs or shorts and T-shirts are required for lab. Nonskid, closed-toe, supportive shoes with socks are required. If a student has long hair, it must be tied back. Nails should be one-eighth inch or less. Minimal, nondangling jewelry may be worn.

Wearing of navy-colored shorts and T-shirts will be limited solely to classroom lab hours and only on the second floor of the HPD Library Building. Students not dressed appropriately for lab may be asked to leave the class and an unexcused absence will be documented in the student's file.

Any time that students are not on the second floor of the HPD Library Building, they must be dressed in charcoal gray scrub sets (matching shirt and pants and no T-Shirt unless underneath the scrub top) with a lab coat or the approved-dress NSU clinic uniform with a lab coat, and nonskid, closed-toe, supportive shoes with socks.

The NSU clinic uniform/required professional dress is navy blue NSU polo-shirt and khaki slacks (no capris); nonskid, closed-toe, supportive shoes with socks; lab coat; student ID; wristwatch; and minimal, nondangling jewelry. If a student has long hair, it must be tied back. Nails should be one-eighth inch or less.

## **Hybrid Entry-Level D.P.T. Program—Tampa**

### **Academic Progression**

In the Hybrid Entry-Level D.P.T.—Tampa program, students must pass each psychomotor exam with a 75 percent or higher in order to pass the class. A psychomotor exam is defined as any test of physical skills including skills checks, practical exams, and triple-jump exams. Students will have one opportunity to retake each psychomotor exam. Retake exams will be scheduled at the discretion of the instructor. Retake exam scores greater than or equal to 75 percent will be recorded as a 75 percent in the course grade book for that exam. Should a student be unsuccessful on any retake practical exam, he or she will fail the course and will follow the college/department policies for course remediation.

### **Hybrid Entry-Level D.P.T. Capstone Projects**

There are two capstone projects required for graduation from the HE-D.P.T. Program: an Evidence in Practice capstone project and the Value Portfolio project. These projects are worked on over time and presented during PHTT 6930 and PHTT 6904 immediately preceding graduation. These assignments are presented during wrap up immediately preceding graduation. Students must successfully complete and pass these projects to graduate.



## **On-Campus Institutes for Hybrid Entry-Level D.P.T. Students**

The Hybrid Entry-Level D.P.T. (HE-D.P.T.) Program is a blend of online and face-to-face classes. Weekend institutes are four days per month, and the focus of these institutes is on application of learning and psychomotor (physical) skills. Based on this program design, attendance to weekend institutes is mandatory. All missed face-to-face time must be made up at the discretion of the course instructor(s), regardless of whether the absence is excused or nonexcused.

The following differentiates an excused from a nonexcused absence.

- **Excused:** Missed class because of natural disaster/emergency such as hurricanes, transportation delay outside control of the student, death in immediate family, severe acute or contagious illness. Students with an excused absence will be allowed to make up assignments/exams. The decision for an excused absence rests with the program director.
- **Nonexcused:** If a student is absent for any other reason than those listed above, he or she will have to make up the time (see above). In addition, he or she will not be able to make up any graded assignment or exam that occurred during the on-campus institute and will receive a 0 for that assignment or examination.

## **Scheduling of Remediation Examinations**

Students who are eligible for cumulative remediation examinations must abide by the CHCS remediation policies (see Page 128). Remediation examinations must be taken within five business days after the course ends unless a justifiable exception necessitates adjustment to that timeline. For practical remediation examinations, students will have to take the remediation practical examination at the Tampa Regional Campus and bear any associated costs associated with returning to the Tampa Regional Campus. For written remediation examinations, students will take the examination online in a proctored environment.

## **Physical Therapy Postprofessional Programs (Ph.D. and Transition D.P.T.)**

Students enrolled in either the Doctor of Philosophy in Physical Therapy (Ph.D.) or Transition Doctor of Physical Therapy (T-D.P.T.) programs must follow all university policies and procedures. The following paragraphs highlight policies specific to each postgraduate doctoral program in physical therapy.

### **Textbooks**

Students will receive information about course textbooks prior to the start of the semester in the respective Student Center on Blackboard. Students can order texts from any source; however, it is highly recommended that students order the texts before the first day of the semester.

### **Web Access and Registration: SharkLink, Email/WebMail, Blackboard, and WebStar**

Information on access to and utilization of email, registration processes, and electronic classes is provided in the respective program Student Handbook/Guidebook that is posted in the Student Centers on Blackboard.

### **Computer Services**

Distance students are required to register online for all courses each semester. Students register through the WebStar system that can be accessed from the home page or through the SharkLink system. The Help Desk is an online resource available 24 hours/day. There you can get assistance with academic computer and technology problems. The Help Desk is available by phone at (954) 262-4357 or by email at [help@nova.edu](mailto:help@nova.edu).

## **Travel, Housing, and Parking**

Although the postprofessional programs are primarily online, students in both programs are required to attend on-campus sessions each semester for most classes in which they are enrolled. Students are required to arrange their own travel and housing based on the schedule provided by the program office. Limited on-campus housing is available for these sessions. Contact the program office at (954) 262-1806 for more information. While on campus, students with cars should have a parking permit or a temporary pass that allows parking in any student area. NSU has a reliable, free on-campus shuttle system, and some of the nearby hotels offer free shuttle service as well. Travel to and from the airport is the responsibility of each student.

## **Student ID Cards: The Shark Card**

NSU requires that students wear the NSU Shark Card (ID card) at all times. Students can complete an NSU Shark Card application (available online) and mail a passport-size photo to NSU Campus Card Services. Students can also obtain the shark card when they arrive on campus at the Shark Card Services Desk located in the Don Taft University Center (open Monday–Friday, 8:30 a.m.–6:00 p.m.) or at HPD in the One-Stop Shop located in the admission area on the first floor of the Terry Building. The Shark Card provides access to all buildings, libraries, and the fitness center located in the University Center. Each year, the NSU Shark Card provides students with \$75 toward printing costs associated with printing at the computer labs on campus.

## **Attendance**

All postprofessional courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for assignment submission and exams. Students are required to access and participate in their Web-based class as defined by the course instructor. Policies regarding participation on discussion boards are usually defined in the course syllabus.

Attendance at the on-campus component for each class is mandatory. Students who do not attend the on-campus component will receive an incomplete for the class until the on-campus requirements have been met (in the subsequent semester in which the class is offered). Students can assume that all on-campus classes are scheduled from 9:00 a.m. through 4:30 p.m. unless otherwise indicated by the course instructor. Return flights should be scheduled no earlier than 6:00 p.m. on the last day of any course. Course instructors may assign an incomplete to students who do not complete a full day of on-campus classes.

## **Academic Advising and Administrative Support**

Each student is required to contact the program director for academic advising before beginning the program. The program director and her or his designee will advise the student during matriculation through the program. Students may communicate with the director via phone, fax, email, or in person.

## **Grading Policies and Procedures**

Grades for the Ph.D. and T-D.P.T. programs utilize an alpha letter grade designation based on a 0–100 scale; 90–100 is equivalent to an A, and 80–89 is equivalent to a B. Students are considered to have failed a course if they score below an 80. Failure of a course in the Ph.D. program may result in dismissal from the program. Failure of two courses in the T-D.P.T. program may result in dismissal from the program. In addition to alpha grading, the postprofessional programs may use transcript notations outlined in the College of Health Care Sciences section of the student handbook.

Grading for Physical Therapy Ph.D. and Transition D.P.T. students is based on a scale of 0–100 percent. Some courses may be pass/fail.

P	Pass	80 percent or above
F	Fail	below 80 percent

Grading for all physical therapy courses is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	90–100
B	3.0	80–89
F	0.0	0–79

### **Administrative Withdrawals**

Unless prior approval or a leave of absence has been granted, students who do not enroll in any classes for two consecutive semesters may be administratively withdrawn (*WU*) from the postprofessional program. If a student is administratively withdrawn from the program, he or she would be required to petition the program director in writing for reinstatement in the program.

### **Suspension/Dismissal**

Students enrolled in postprofessional programs have an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. Students can be suspended and/or dismissed from the postprofessional program for failure to meet academic standards, course failures, and/or unprofessional conduct. Please refer to the section of this handbook entitled Statement of Students Rights and Responsibilities.

### **Academic Promotion**

The progress of each doctoral student through the curriculum requires continuous, satisfactory academic performance. Students in the T-D.P.T. program who fail a course have one opportunity to repeat the course. If students elect to repeat the course, they are required to register and pay for the course the next time it is offered, and must complete it with an 80 percent or higher in order to continue in the program. A second course failure may result in dismissal from the program. Students in the Ph.D. program who fail a course may be dismissed from the program.

### **Incomplete Coursework**

A grade of incomplete (*I*) is issued only in cases of unexpected personal or professional emergencies, and must be made up within one term (or sooner) of the final class meeting of the course, as stipulated by the instructor. If the incomplete grade (*I*) is not made up accordingly, it will be converted into a failing grade (*F*). Courses that are only offered once per calendar year must be completed the next time the course is offered. Students must request any extension, in writing, from the course instructor with a copy to the program director.

Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form prior to the end of the course. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of *I* can only be assigned if 50 percent or more of the coursework has been completed. All assignments up to the date of the request must have been successfully completed. Incomplete grades that have not been changed by the official

date in this agreement will be converted to an *F*. The student must send this form via email to the instructor before the official end of the course. The subject line of the email must include the student's name and Incomplete Grade Agreement.

### **Withdrawal from a Course**

(The following is the controlling policy for the Ph.D. and T-D.P.T. programs only.)

The program adheres to the HPD tuition credit policy.

Requests to withdraw from a class will be considered a drop for the first 10 calendar days of the term and not recorded on the university transcript. Requests to withdraw between the 11th and 20th calendar days of the term must be placed in writing to the program director. Students may receive a *W*, *WP*, or *WF* on their transcript. If the student retakes the course, the grade of *W* will be replaced by an earned grade.

### **Dissertation**

The Ph.D. students are expected to conduct individual research, successfully defend their dissertation before a dissertation committee, and have verification of presentation or publication. Process and requirements are detailed in the *Dissertation Guide*.

### **Students Rights and Responsibilities**

See Nova Southeastern University Statement of Student Rights and Responsibilities.

### **Specific University Policy and Procedures**

See Nova Southeastern University, Specific University Policies and Procedures.

## **PHYSICIAN ASSISTANT DEPARTMENT**

### **Fort Lauderdale**

The Nova Southeastern University Physician Assistant Program at Fort Lauderdale-Davie is fully accredited by the Accreditation Review Commission for Physician Assistant Education (ARC-PA) and is a member of the Physician Assistant Education Association.

### **Dress Code**

Students in the NSU PA Program—Fort Lauderdale campus are expected to comply with the dress code as outlined by the College of Health Care Sciences policy. In addition, students in the didactic phase of the curriculum will be required to wear a uniform for physical diagnosis lab and other laboratory exercises throughout the curriculum. This uniform will include a gray, short-sleeved T-shirt with the PA program logo. No logo or writing should be on the back of the T-shirt. Pants must be navy blue gym-type shorts with an elastic waistband and drawstrings with the logo on the pant leg. All students must be prepared and able to remove their T-shirt for thoracic, cardiac, chest wall, and abdominal examinations. Therefore, female students must wear a sports bra beneath their T-shirt. Because of the nature of the exams, tank tops are not permitted in lieu of a sports bra. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor.

### **Academic Promotions and Progression**

The progress of each student through the curriculum requires continuous, satisfactory academic and professional performance. No student may advance to the clinical year of study without satisfactorily completing all of the requirements for the didactic year's courses. In addition, no student may complete

the clinical-year curriculum and graduate without satisfactorily completing all of the requirements for the clinical-year coursework.

Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress. (See information regarding the Committee on Student Progress in the Academic Standing section of this handbook.)

### **Grading Policies and Procedures**

Grading for all PAC prefix courses is based on an alpha scale as shown. Required courses directed by the College of Medical Sciences department use a different scale outlined on their respective syllabi.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

Additional tuition will be charged for repeated courses. A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant.

Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

### **Incomplete Coursework**

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of *I* (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an *F*.

### **Academic Advising**

Each student is assigned an academic adviser at matriculation. The goal of an academic adviser is to provide students with assistance in attaining the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor the overall progress; and identify appropriate resources. Each student in the academic and clinical year should meet with his or her adviser at least once a semester.

### **Clinical Rotations**

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine required rotations: six core rotations and three elective rotations. Students must comply with all policies and procedures of both the clinical sites and NSU.

PA students on clinical rotations must maintain a functional cell phone at all times. To facilitate communications, PA students must provide the PA Program with their cell phone number and inform the program of any changes.

During the clinical year, PA students will be required to document clinical experiences via a Web-based program. Students may elect to print out hard copies of the tracking tables and hand write these clinical experiences for input into the Web-based program at each day's end, or they may elect to purchase a laptop or tablet-device with wireless Internet connectivity and Webcam capability. Students will be given training on using the tracking software during the advanced didactic semester.

### **Student Organizations**

The Benjamin J. Parvin Physician Assistant Student Society of NSU is the department's formal student organization. This organization was established to benefit PA students, PA professionals, the college's PA department at Fort Lauderdale, and the surrounding communities. Each PA class also elects student representation within the Florida Academy of Physician Assistants and the American Academy of Physician Assistants.

### **Additional Specific Policies**

Students will have readily available access to the department's academic and clinical year handbook that will cover respectively all policies, procedures, courses, and rotations appropriate for the curriculum. These handbooks provide more specifics for guidance and governance of the students while in the program. The *College of Health Care Sciences Student Handbook* supersedes the Fort Lauderdale PA program handbooks if there are direct conflicts, although the program's handbooks may be more strict and/or detailed.

## **PHYSICIAN ASSISTANT DEPARTMENT**

### **Southwest Florida**

#### **Dress Code**

Students in the NSU PA Program—Southwest Florida are expected to comply with the dress code as outlined by the College of Health Care Sciences policy. Health professionals enjoy the respect of colleagues and patients largely due to their expertise, education, and performance. It has been shown that a degree of this respect comes from professional appearance and dress. To that end, the PA program has mandated a prescribed dress code for all PA students. The program has such a strong belief about professional dress, that a student can and will be sent home if not in proper attire.

All coats, scrub suits, and dress attire should be neat, pressed, and cleaned as necessary to affect a professional image and appearance. If staining does not permit complete cleaning, the clothing item should be immediately replaced. Initial purchase and subsequent replacement of any uniform items are the responsibility of the student.

Dress shall be either Caribbean blue scrubs or medical business attire. Sandals and open-toed shoes are not permitted at any time in clinical or practical areas, physical assessment lab, patient simulation, or other clinical sites.

Lab coats (short, intern style) with prescribed patches and embroidery must be worn when on the Fort Myers campus except when on the floor designated for the Physician Assistant Program. Lab coats are ordered during orientation week and will be received approximately one month later.

Scrubs may be worn at any time. They shall be Caribbean blue with matching tops and bottoms. Gray lab T-shirts and lab shorts are NOT to be worn outside the physical diagnosis lab sessions. No patterned or other color scrubs are permitted. Drawstrings should be tied and tucked into the pants. Lab coats must be worn over scrubs. Athletic shoes may be worn with scrubs. Only white or gray colored T-shirts may be worn under scrubs in lecture halls and labs.

Institutional, hospital, or clinic scrubs are NOT permitted at HPD. Institutional scrubs, as these are termed, are marked with the facility name. They are considered stolen property. Incidents will be handled as such.

### **Physical Exam (Physical Diagnosis) Lab Attire**

Students in the didactic phase of the curriculum will be required to wear a uniform for physical diagnosis lab. Students also may be required to wear this uniform during end-of-rotation seminars during the clinical year. This uniform will consist of T-shirt and shorts. The T-shirt will be a gray, short-sleeved T-shirt with the PA Program logo on the front of it. No logo or writing should be on the back of this T-shirt. Pants must be navy blue gym-type shorts with an elastic waistband and draw strings with the program logo on the pant leg.

All students must be prepared and able to remove the T-shirt for thoracic, cardiac, or chest wall and abdominal examination at any time during physical examination labs. Therefore, female students must wear a sports bra or similar under attire beneath the T-shirt. Athletic shoes and socks must be worn at all times in the lab except as dictated by the instructor. The physical diagnosis uniform is permitted to be worn only in the physical diagnosis lab.

### **Jewelry, Body Piercing, and Tattoos**

Only appropriate jewelry for professional business attire is permitted. Visible body jewelry, such as rings for the nose, eyebrow, lip, chin, or tongue, is NOT permitted. Tattoos must be covered by clothing.

### **Academic Promotions and Progression**

The progress of each student through the curriculum requires continuous, satisfactory academic performance. No student may advance to the clinical year of study without satisfactorily completing all of the didactic year's courses. In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the required clinical-year courses. Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress(CPS). (See Committee on Student Progress in the college section of this handbook).

The program's CSP meets at the end of each semester to review the progress of each student. The CSP makes recommendations to the program director/department chair (PD/DC) regarding the promotion of students. For students who are not promoted, the CSP may recommend any of the following:

- deceleration of the academic program, resulting in a delay of graduation
- repetition of the academic program, resulting in a delay of graduation
- dismissal from the program
- other appropriate actions

The decision of the program director/department chair is conveyed to the student in writing during a face-to-face meeting. A copy of the decision letter is placed in the student's file. The student may appeal the decision as outlined in the college section of the handbook entitled Student Appeals.

## Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component in order to pass the clinical rotation. Students receiving failing grades in clinical courses will be referred to the Committee on Student Progress (CSP) for disposition.

Additional tuition will be charged for repeated courses. A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant.

Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

### Incomplete Coursework

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of *I* (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an *F*.

### Clinical Rotations

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine required rotations: six core rotations and three elective rotations. All core rotations must be completed in the state of Florida, primarily within 80–100 miles from NSU's Fort Myers Regional Campus. Each student should expect to complete at least one clinical rotation in a rural or underserved area. This will likely entail traveling beyond the 80–100 mile radius of Fort Myers. For core rotations assigned by the program outside of the 100-mile radius, housing will be provided for the students.

During the clinical year, PA students will be required to document clinical experiences via a Web-based program. Students may elect to print out hard copies of the tracking tables and hand write these clinical experiences for input into the Web-based program at each day's end, or they may elect to purchase a laptop or tablet device with wireless Internet connectivity and Webcam capability. Students will be given training on using the tracking software during the advanced didactic semester.

All PA students on clinical rotations must maintain a functional pager or cell phone at all times during their clinical rotations. This expense will be the student's responsibility. To facilitate communications, PA students must provide the PA program with their pager or cell phone numbers and inform the program in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and NSU.



# PHYSICIAN ASSISTANT DEPARTMENT

## Orlando

### Dress Code

Students in the NSU PA Program—Orlando are expected to comply with the dress code as outlined by the College of Health Care Sciences policy. In addition, students in the didactic phase of the curriculum will be required to wear a uniform for physical diagnosis lab and other laboratory exercises throughout the curriculum. This uniform will include a program-approved gray, short-sleeved T-shirt. No logo or writing should be on the back of the T-shirt. Pants must be navy blue gym-type shorts with an elastic waistband and drawstrings. All students must be prepared and able to remove their T-shirt for thoracic, cardiac, chest wall, and abdominal examinations. Therefore, female students must wear a sports bra beneath their T-shirt. Because of the nature of the exams, tank tops are not permitted in lieu of a sports bra. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor.

### Academic Promotions and Progression

The progress of each student through the curriculum requires continuous, satisfactory academic and professional performance. No student may advance to the clinical year of study without satisfactorily completing all of the didactic year's courses, demonstrating required clinical skills, and passing the end-of-year academic comprehensive examination.

No student may complete the clinical-year curriculum and graduate without satisfactorily passing all of the components of the required clinical-year rotations, the graduate project courses, and the Comprehensive Summative Evaluation; meeting the Core Performance Standards listed in the Orlando PA program brochure and the *HPD Catalog*; and attending the NSU PA program's graduation ceremony. Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress (CSP). (See CSP in the college section of this handbook and Orlando CSP policies included in the *Orlando PA Student Handbook*.)

### Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

Academic courses, blocks, tests, retests, and remediation are graded in percentages with the final course grades converted to the alpha grade scale. For all classes, grades of less than 75 percent are failing grades and may result in additional testing, academic discipline, and/or possible dismissal. The syllabi of some courses define specific passing percentages for designated components.

During the clinical year, the clinical rotation grade is composed of several individual components. Students must attain a passing grade on the end-of-rotation examination, as well as a passing cumula-

tive score on all components in order to pass the clinical rotation. Students receiving failing grades in clinical rotations following retesting will be referred to the Committee on Student Progress (CSP) for disposition. (See CSP in the college section of this handbook and Orlando CSP policies included in the *Orlando PA Student Handbook*.)

Additional tuition will be charged for repeated rotations. An applicant reapplying to the program will be treated as a first-time competitive applicant for the purposes of coursework and must repeat and pass all required coursework.

### **Incomplete Coursework**

The course director, with the academic director or the clinical director, in concurrence with the program director, may determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of *I* (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an *F*.

### **Clinical Rotations**

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine total rotations: seven core required rotations, one selective rotation, and one elective rotation. The core and one selective rotation are each six weeks; the other elective rotation is four weeks. All PA students on clinical rotations must maintain, at their expense, a functioning cell phone and a laptop computer with Webcam capabilities and universal Internet access. To facilitate communications, PA students must provide the PA program with their cell phone numbers and their residence phone number and inform the PA program in advance of any changes. Students must comply with all policies and procedures of the clinical sites, assigned hospitals, and NSU.

### **Additional Specific Policies**

Orlando student handbooks, academic and clinical, cover respectively all policies, procedures, courses, and rotations appropriate for the two areas of the curricula. These handbooks elucidate more specifics for guidance and governance of the students while in the program. The *College of Health Care Sciences Student Handbook* supersedes the Orlando PA program handbooks if there are conflicts, although the program's handbooks may be more strict and detailed.

## **PHYSICIAN ASSISTANT DEPARTMENT**

### **Jacksonville**

The Nova Southeastern University Physician Assistant Program at Jacksonville is fully accredited by the Accreditation Review Commission for Physician Assistant Education (ARC-PA) and is a member of the Physician Assistant Education Association.

### **Dress Code**

Students in the NSU PA Program—Jacksonville are expected to comply with the dress code as outlined by the College of Health Care Sciences policy. In addition, students in the didactic phase of the curriculum will be required to wear a uniform for physical diagnosis lab and other laboratory exercises throughout the curriculum. This uniform will include a program approved gray, short-sleeved T-shirt. No logo or writing should be on the back of the T-shirt. Pants must be navy blue gym-type shorts with an elastic waistband and drawstrings. All students must be prepared and able to remove their T-shirt for thoracic, cardiac, chest wall, and abdominal examinations. Therefore,

female students must wear a sports bra beneath their T-shirt. Because of the nature of the exams, tank tops are not permitted in lieu of a sports bra. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor.

### **Academic Promotions and Progression**

The progress of each student through the curriculum requires continual, satisfactory academic performance. No student may advance to the clinical year of study without satisfactorily completing all of the didactic year's courses. In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the required clinical-year courses. Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress. (See the Committee on Student Progress in the college section of this handbook.)

### **Grading Policies and Procedures**

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component in order to pass the clinical rotation. Students receiving failing grades in clinical courses will be referred to the Committee on Student Progress (CSP) for disposition.

Additional tuition will be charged for repeated courses. A student who is dismissed on the basis of inadequate academic performance may reapply to the program at a later time. The application will be treated in the same manner as a first-time applicant.

Any student who is readmitted to the program will be considered a first-time student for the purposes of coursework and must repeat all required coursework, including courses completed previously.

### **Incomplete Coursework**

The course director will determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of *I* (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an *F*.

### **Clinical Rotations**

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine required rotations: six core rotations and three elective rotations. PA students on clinical rotations must maintain a functional cell phone at all times and at the student's expense. Clinical rotations will likely entail traveling within an 80–100 mile radius of Jacksonville. For core rotations assigned by the program outside of the 100-mile radius, housing will be provided for the students at the college's expense.

During the clinical year, PA students will be required to document clinical experiences via a Web-based program. Students may elect to print out hard copies of the tracking tables and hand write these clinical experiences for input into the Web-based program at each day's end, or they may elect to purchase an IBM-compatible laptop in order to electronically track the clinical experiences. All students will be given training on using the tracking software.

To facilitate communications, PA students must provide the PA Program with their cell phone number and inform the program in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and NSU.

### **Additional Specific Policies**

Students will receive the department's academic and clinical year handbook that will cover respectively all policies, procedures, courses, and rotations appropriate for the curriculum. These handbooks provide more specifics for guidance and governance of the students while in the program. *The College of Health Care Sciences Student Handbook* supersedes the Jacksonville PA program handbooks if there are direct conflicts, although the program's handbooks may be more strict and/or detailed.

## **DEPARTMENT OF HEALTH SCIENCE**

The Department of Health Science is an interdisciplinary group of programs offering educational opportunities from entry-level undergraduate to postprofessional doctoral education. Offering three distance online programs at the bachelor's, master's, and doctoral levels for working health professionals and two on-campus courses of study (vascular sonography and anesthesiologist assistant), the Department of Health Science uses innovative online and on-campus components to achieve its mission of preparing professionals for today's health care market.

- Bachelor of Health Science (B.H.Sc.)
- Bachelor of Science—Cardiovascular Sonography (B.S.—CVS)
- Bachelor of Health Science (B.H.Sc.)—General and Vascular Sonography
- Bachelor of Health Science (B.H.Sc.)—Vascular Sonography
- Bachelor of Science—Medical Sonography (B.S.—MS)
- Dual-Degree B.S.M.S./M.H.Sc.
- Master of Health Science (M.H.Sc.)
- Accelerated Dual-Degree M.H.Sc./D.H.Sc.
- Master of Science—Anesthesia (M.S.)
- Master of Health Science (M.H.Sc.)—Cardiovascular Sonography
- Master of Health Science (M.H.Sc.)—General and Vascular Sonography
- Master of Health Science (M.H.Sc.)—Vascular Sonography
- Doctor of Health Science (D.H.Sc.)
- Doctor of Philosophy in Health Science (Ph.D.)
- Cardiac Sonography Certificate Program (CSCP)

### **Departmental Policies for Online Health Science Degree Programs**

#### **Course Registration and WebSTAR**

Once students have been accepted to their program, they will be issued or can apply online for a WebSTAR personal identification number (PIN) that will give them access to register online.

The PIN also provides access to account information. Students can apply for their WebSTAR PIN by going to the NSU Office of Information Technology PIN Request Form Web page: <https://www.nova.edu/webforms/help/pinreq.html> and following the directions.

### **Online Course Access and Blackboard**

Online courses, as well as the student center will be accessed through Blackboard. Students must use their NSU email login and password to login to their courses posted on Blackboard. The Blackboard login can be accessed through the following Web address: <https://sharklearn.nova.edu/webapps/login>.

### **Email and Course Communication**

For online programs and courses, students will register for all classes online. In addition students need an NSU email account to access their courses and emails. Once students are officially accepted into the program, they must request an NSU email account online by visiting the NSU Office of Information Technology Web page at [www.nova.edu/cwis/oit/services.html](http://www.nova.edu/cwis/oit/services.html), clicking on the link “Create Your Email” and following the directions to request a new email account. All online students must use the Blackboard student center when communicating with their program. Course communication will be done through the particular course that the student is attending. A medical leave of absence is reviewed based on college policy.

### **Military Leave of Absence for Online Programs**

Students in the military—whether active, reserve, or National Guard—desiring to take a leave of absence because of military deployment or changes in orders may request a leave of absence for the duration of the time indicated in their orders. In order to request military leave of absence the student must contact and supply the Department of Health Science Program Office with a copy of the orders.

Because the B.H.Sc., M.H.Sc., D.H.Sc., and Ph.D. programs are distance based, students are encouraged, if at all possible, to continue their studies. Students who have coursework in progress and request a military leave of absence will be given a grade of *I* (Incomplete) for the duration of their deployment. Upon the completion of military duty and return to the program, the student will have 90 days to complete the incomplete coursework.

### **Academic Advising and Administrative Support**

Each student is required to contact the program director for academic advising prior to beginning the program. The program director and the department coordinator will advise and assist the student during their matriculation into the program. Students may communicate with the director and coordinator via phone, fax, email, or in person if they visit campus.

### **Graduation Ceremonies**

Attendance of graduation ceremonies is not a requirement for distance education students. It is, however, an option that we encourage that takes place once a year. The graduate programs (Master of Health Science, Master of Science in Anesthesia, Doctor of Health Science, and Ph.D. in Health Science) graduate in August. The undergraduate programs (Bachelor of Health Science, Bachelor of Science in Cardiovascular Sonography and Bachelor of Science in Medical Sonography) graduate in May.

## **Departmental Policies for All Health Science Programs**

### **Textbooks**

Specific recommendations can and will be made by the program and individual professors. Students may purchase their books from any convenient source.

## **Computer Use**

See the NSU policy for Acceptable Use of Computing Resources.

## **Program Leave of Absence**

The Department of Health Science programs follow the college policy on leave of absence.

## **Incomplete Coursework**

A grade of incomplete (*I*) is issued because of unexpected emergencies and must be made up within one semester following the final class date of the course, as stipulated by the course instructor and with approval of the program director. Students requesting extensions due to medical or military reasons are expected to provide official documentation.

It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available in each student center) prior to the end of the course. The form must be signed by the student and the course instructor and approved by the program director. The student must have completed at least 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an *F* by the program director and chair of the Department of Health Science.

## **Dress Code**

When on the NSU campus during regular business hours (Monday through Friday, 8:30 a.m.–5:00 p.m.) B.H.Sc., M.H.Sc., D.H.Sc., and Ph.D. in Health Science students are to comply with the Health Professions Division's dress code previously outlined in the Health Professions Division section of the student handbook. Students in the on-campus programs will also comply with the HPD dress code while on clinical rotations.

## **Additional Departmental Policies for On-Campus Programs**

### **Military Leave of Absence for On-Campus Programs**

Students in the military—whether active, reserve or National Guard—desiring to take a leave of absence because of military deployment or changes in orders may request a leave of absence for the duration of the time indicated in their orders. In order to request military leave of absence, the student must contact and supply the Department of Health Science and program director with a copy of his or her orders. As the B.H.Sc.—Vascular Sonography and the M.H.Sc.—Anesthesiologist Assistant are on-campus, lock-step specializations, students will be required to meet with the directors upon returning from leave in order to assess and determine the method in which they may continue their studies. Students who are in progress of coursework and require a military leave of absence will be given a grade of *I* (Incomplete) for the duration of their deployment and waiting period. Upon the completion of military duty and return to the program, the student will be required to start at the beginning of the courses that were in progress at the time of his or her leave.

### **Student Code of Conduct, Academic Dishonesty, Committee on Student Progress, and Student Disciplinary/Appeals Policies and Procedures**

The Health Science Department adheres to the Nova Southeastern University Code of Student Conduct and Academic Responsibility, the College of Health Care Sciences Committee on Student Progress, the Academic Honesty Policy and Procedure, and the Student Appeals Policy and Procedure sections located in the university and college sections of this handbook.

## Bachelor of Health Science—Online Degree Completion Program

Because the Bachelor of Health Science (B.H.Sc.) Online Degree Completion Program is delivered in a distance format, not all of the policies contained in this handbook are applicable to B.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to Bachelor of Health Science Online Degree Completion Program students.

### Academic Promotions and Progression

The progress of each student through the curriculum requires continuous satisfactory academic and professional performance. Substandard performance in any course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress. (See the Committee on Student Progress in the college section of this handbook.)

### Academic Warning

B.H.Sc. students whose semester GPA falls below 2.0 (regardless of the cumulative GPA), or who fail a course regardless of GPA may be given an academic warning.

### Attendance

All of the B.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for assignment submission and exams. Students are required to access and participate in their Web-based class at least once per week in order to complete assignments.

### Grading Policies and Procedures

Courses for the Bachelor of Health Science program are graded on an alpha scale.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

In addition to alpha grading, the B.H.Sc. program may use transcript notations outlined in the College of Health Care Sciences section of this handbook. Effective for new matriculants in or after January 2006, students will be required to obtain a grade of C or better (greater than or equal to 2.0 on a 4.0 scale) in every required core course. Students receiving a C-, D+, or D in a required core course will be required to take the course at its next scheduled offering. For purposes of retention in the B.H.Sc. online degree completion program, any core-course grade below a C will be considered a course failure. No more than two courses may be passed through remediation or retake.

All students receiving a failing grade in a required core course will be required to remediate it by repeating the scheduled course and achieving a C or better at its next scheduled offering. Upon achieving a C or better in a repeated course, an E will be noted after the original grade, and that grade will then be exempt from GPA calculation. The new course grade will be noted on the transcript followed by an I indicating the new grade will be included in the GPA calculation. Additional tuition will be charged for any repeated course.

A student who has experienced two or more course failures while in the Bachelor of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake does not negate the original failure for purposes of retention in the program.

### **Transfer Credits**

Students who have earned college credits at other regionally accredited colleges or universities can transfer these credits into the B.H.Sc. program. Students should contact the B.H.Sc. admissions counselor to discuss how prior college credits can be used to obtain the B.H.Sc. degree. An evaluation of transfer credit will be completed prior to the first semester of enrollment, and applicable credit will be transferred based on all final official transcripts received. Students will be advised to take courses based on the official evaluation in their file.

Transfer students must provide final official transcripts from all of their previous colleges; their previous academic work will then be evaluated. The B.H.Sc. program will transfer a maximum of 90 eligible semester credits (grades of C or better, GPA of 2.0 on a 4.0 grading scale), including credit for CLEP, proficiency exams, and prior experiential learning, toward a degree.

To be eligible to graduate with the B.H.Sc. degree, a student must have completed the required general education coursework in addition to the B.H.Sc. curriculum, with a resulting minimum total of 120 semester hours with a 2.0 cumulative grade point average and a 2.25 grade point average in the B.H.Sc. major. If the general education requirement is not met at the time of admission to the program, it can be obtained concurrently while enrolled in the B.H.Sc. program. A student can obtain and transfer these courses through NSU's Farquhar College of Arts and Sciences or another regionally accredited college or university.

Prior to matriculation, all applicants must have completed a minimum of three semesters hours (or the equivalent) of a college level written composition course from a regionally accredited college or university with a minimum grade of a C (GPA of 2.0 on a 4.0 grading scale).

Students must complete a minimum of 25 percent (30 semester hours) of their coursework within the B.H.Sc. program major.

Students with credits, health care or academic experiences, certificates, diplomas or degrees from nationally accredited colleges, military training, or other educational training/experiences should refer to the section below titled Assessment of Prior Experiences for Academic Credit in order to apply to convert these prior experiences in to academic credit.

### **Assessment of Prior Experiences for Academic Credit**

Students matriculated in the B.H.Sc. program may petition for transfer of credits to the program. Up to, and not exceeding, 90 credit hours may be considered for transfer from a regionally accredited or recognized allied health or related program. Students with either a diploma or certificate of completion in a field of health care may apply for credit based on prior experience by submitting a student prepared learning portfolio requesting Assessment of Prior Experiences for Academic Credit.

Nova Southeastern University has established four different mechanisms for students to convert their prior experiences into academic credit. Students must initiate all requests for experiential learning credit before they complete 24 credits at NSU. Credits will be transcribed after 12 credits are successfully earned at NSU. For additional information, contact the B.H.Sc. Program or the Office of Transfer Evaluation Services at (954) 262-8414 or 800-356-0026, ext. 28414, or via email at [miletsky@nsu.nova.edu](mailto:miletsky@nsu.nova.edu).



### **1. CLEP/DANTES/ACT-PEP/Computer Test-Out**

Students can demonstrate their knowledge in a variety of areas by taking objective tests. The coordinator of experiential learning can provide further information about these tests as can the testing office in Academic Services.

### **2. Nationally Accredited School Portfolios**

Students who have attended nationally accredited institutions have the opportunity to write school portfolios. The coordinator of experiential learning works with each student in reviewing the student's nationally accredited institutional transcript to identify courses that may be applied toward his or her academic goal.

### **3. Full Portfolio–Course Challenge**

The full portfolio is the process for challenging a college-level course for credit. Through this mechanism, a student presents his or her knowledge on a topic and has it evaluated by a faculty member. A maximum of 25 percent of a student's credits may be earned through the full portfolio process. This will describe all traditional, online, military, and other health care education, as well as work-related experience and health care related conferences attended. A resume or CV, transcripts, and/or official documentation of attendance must accompany all prior learning portfolios. The admissions committee will review the portfolio to determine the amount of credit given for prior learning.

### **4. Standard Grant**

Certain training courses, military experiences, or licenses may be converted into college credit. This can be done by supplying some very basic documentation. For military training programs, the recommendations contained in the *Guide to the Evaluation of Educational Experiences in the Armed Forces* from the American Council on Education will be utilized to evaluate such training for credit transfer. Examples include Combat Casualty and Flight Medicine Courses of training.

## **Academic Advising and Administrative Support**

Students should contact the B.H.Sc. program director for academic advising. The program director and the department coordinator will advise and assist the student during matriculation and throughout his or her studies in the program. Students may communicate with the director and coordinator via the online B.H.Sc. student center, phone, or email.

Administrative Support: 800-356-0026, ext. 21209, 21923, 21239

Academic Advising: (954) 288-9695

## **Textbooks**

Specific recommendations can and will be made by the program and individual professors. Students may purchase their books from any convenient source.

## **Add/Drop**

Students can add or drop courses on WebSTAR until the 10th calendar day from the beginning of the term. No academic or financial penalties will be assessed during that time frame. No grade notation will be entered on the transcript. No classes may be added or dropped after the 10th calendar day of the term. Dropping a course may affect the loans, scholarships, or grant aid that has been awarded prior to the drop. A student may have tuition refunded when dropping a course; however, this may cause a reduction in certain types of financial aid, which would possibly result in a balance due.

## **Withdrawal from a Course**

A request for withdrawal from a course shall be made in writing to the program director between the 11th and 20th days after the beginning of the class in which the student is enrolled. The student may request withdrawal only if he or she is in good standing. A withdrawal from a course requires approval from the program director. A grade of *W* (withdrawal) or *WP* (withdrawal passing) will be recorded. The grade of *W* or *WP* will be replaced by an earned grade only if the student retakes the course. Unofficial, late, or poor standing withdrawals may result in a grade of *WF* (withdrawal failing) or unearned *F*.

## **Continuous Enrollment**

Although continuous enrollment is not a requirement, the program strongly recommends that students enroll in at least two courses per semester for the duration of their B.H.Sc. studies.

## **Administrative Withdrawals**

Unless prior approval or a leave of absence has been granted, students who do not enroll in any classes for two consecutive semesters may be administratively withdrawn (*WU*) from the B.H.Sc. program. If a student is administratively withdrawn from the program, he or she would be required to petition the program director in writing for reinstatement in the program.

## **Program Leave of Absence**

A student desiring a voluntary leave of absence must first submit a written request to the program director, who will determine the time leave is granted and conditions under which the student may re-enter the program.

## **Military Leave of Absence**

Students in the military—whether active, reserve, or National Guard—who are required to take a leave of absence because of military deployment or changes in orders may request a leave of absence for the duration of the time indicated in their orders. To request military leave of absence, the student must contact and supply the B.H.Sc. Program Office with a copy of his or her orders. Because the B.H.Sc. program is distance based, students are encouraged, if at all possible, to continue their studies.

Students who are in progress of coursework and request a military leave of absence will be given a grade of *I* (Incomplete) for the duration of their deployment. Upon the completion of military duty and return to the program, the student will have 90 days to complete the incomplete coursework.

## **Dress Code**

When on the NSU campus during regular business hours (M–F, 8:30 a.m.–5:00 p.m.), B.H.Sc. students are to comply with the Health Professions Division’s dress code previously outlined in the Health Professions Division section of the student handbook.

## **Computer Use**

The Department of Health Science defers to the controlling NSU university-wide policy on acceptable use of computing resources.

## **Email**

Since the B.H.Sc. program is an online program, students shall register for all classes online. In order to do so, students need an NSU email account. Once students are officially accepted into the program they should request an NSU email account online by going to the NSU Office of Information Technology page [www.nova.edu/cwis/oit/services.html](http://www.nova.edu/cwis/oit/services.html), clicking on the ‘Create Your Email’ link, and following the directions to request a new email account.

## **Course Registration and WebSTAR**

Once students have been accepted into the program, they will be issued, or can apply online for, a WebSTAR personal identification number (PIN) that will give them access to register online. The PIN also provides access to account information. Students can apply for their WebStar PIN by going to the NSU Office of Information Technology PIN Request Form Web page at <https://www.nova.edu/webforms/help/pinreq.html> and following the directions. B.H.Sc. students may only take BHS classes during winter, spring, summer II, and fall terms. However B.H.Sc. students may take any missing general education classes through NSU's Farquhar College of Arts and Sciences during any term in which they are offered.

## **Online Course Access and Blackboard**

All of the B.H.Sc. online courses which a student has registered for will be accessed through Blackboard. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. The Blackboard login can be accessed through the following <https://sharklearn.nova.edu/webapps/login>

## **Online Student Center—Program and Course Communication**

All students are required to visit the online student center at least once every two weeks. All communication and programmatic information will be posted in the online student center. It is required that all B.H.Sc. students use the online student center when communicating with the program. All class communication must take place through the WebCT course itself.

## **Graduation with Honors**

A student eligible for graduation with a cumulative grade point average of 3.8 or higher who has completed at least 54 credits at NSU is eligible to receive the degree with distinction. Degree candidates must complete all of the requirements as specified above.

## **Nondegree-Seeking Students**

A nondegree-seeking student is one who wishes to take coursework in the Bachelor of Health Science Program, but does not intend to pursue the B.H.Sc. degree at the time of application. The nondegree-seeking student must meet the following admission requirements in order to take classes in the B.H.Sc. program:

- a minimum of an associate's degree or equivalent credit hours in a field of health from a regionally accredited college or university
- a diploma or certificate of completion in a field of health care

Due to the limited number of seats available in the program, preference for admission and registration will be given to degree-seeking students.

Nondegree-seeking students are limited to taking a maximum of 9 semester hours of B.H.Sc. coursework. Enrollment in these courses does not guarantee acceptance into the B.H.Sc. degree program or any other Nova Southeastern University program. If, after taking classes in the B.H.Sc. program, a nondegree-seeking student decides to pursue the B.H.Sc. degree, the student must resubmit an application to the program to be a degree-seeking student and must meet all the admission requirements for the B.H.Sc. degree program.

A nondegree-seeking student who, after taking classes in the B.H.Sc. program, decides to apply to be a degree-seeking student may request a transfer of credits taken as a nondegree-seeking student in accordance with the transfer policy of the B.H.Sc. program. All applicants must show evidence of computer skills through coursework or self-study prior to the end of the first term. Students may obtain instruction through the NSU Student Microcomputer Laboratory or other training facilities.

## **Bachelor of Health Science—Cardiovascular Sonography Master of Health Science—Cardiovascular Sonography**

(entering classes 2012 and 2013)

This entry-level course of study is designed to prepare students in the field of cardiovascular sonography. The cardiovascular sonography program, both at the bachelor's and master's degree levels, includes on-campus lectures; extensive, hands-on training in our ultrasound laboratory; online courses; and a 12-month focused or combined externship in a clinical laboratory setting. The graduating student will earn either a bachelor's or master's degree in health science with a specialization in cardiovascular sonography, depending on the program completed. Students will take a combination of general courses in the health science field and focused core courses in the cardiovascular technology field.

In the second year of the program, the student will complete a more than 1,600-hour clinical training program while continuing to take online courses. The student may have the option to perform his or her clinical externship in a vascular, adult echo, or combined vascular/echo clinical experience, based upon his or her interests and upon their demonstrated competencies in the didactic year. Upon graduation, the student will be eligible to sit for professional registry exams based upon completion of program and clinical requirements.

### **Academic Promotions and Progression**

- Academic progress: For each course offered within the program, contact information for that course will be available in the syllabus of the course. Students are strongly encouraged to consult with their professors and/or lab instructors regarding any issues affecting academic progress. Students are also strongly encouraged to contact the program director, if necessary.
- Academic progress in clinical externships: Clinical externships are assessed on criteria outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria may result in failure for the externship term, with similar consequences as for failure of any didactic course including possible dismissal from the program.
- Course Progression: The Bachelor of Health Science—Cardiovascular Sonography and Master of Health Science—Cardiovascular Sonography are lock-step programs. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is based on the successful completion of the courses offered in prior terms. The progress of each student through the curriculum requires continuous satisfactory academic performance. In order to complete the cardiovascular sonography program, students must successfully complete the core cardiovascular courses in the time and sequence that they are offered.

### **Retake/Repeat/Remediation**

- Retake of incremental or individual quizzes or periodic exams (e.g, a midterm) throughout a given course is not mandated by the university, college, or program, and if available at all will be solely at the discretion of the course instructor who has final say in such matters. The following remediation policies apply only to final grade outcomes and final exams for an entire course.
- If a student fails a core cardiovascular course, a cumulative remediation of written and/or practical examination will be administered at the end of the term. Grades on the transcript will be qualified to indicate a remediated course. A successful remediation will result in a final grade for the course not to exceed a minimum passing grade of a C on a grade-letter scale.
- While matriculating through the cardiovascular sonography program, each student is permitted to remediate a total of two core courses.
- A student will be allowed to sit for only one remediation examination per course.
- A final course grade of less than C in any given core cardiovascular course will constitute a course

failure (this includes a grade achieved through a remediation examination). The grade from any remediation examination can be no lower than a C.

- Students in the B.H.Sc.—Cardiovascular Sonography or M.H.Sc.—Cardiovascular Sonography program also take courses online. These courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost to the student and may delay graduation from the program. A student with one or more course failures will be referred to the Committee on Student Progress and may be dismissed from the program.
- Students who are dismissed on the basis of inadequate academic performance who wish to reenroll in the program will be required to reapply to the program in order to be considered for admission. The application will be treated in the same manner as a first-time applicant, under the admissions standards applicable to the next entering class. Any student who is readmitted to the program will be considered a first-time applicant for the purposes of coursework and must repeat all required coursework, including any courses completed previously, and will incur all course charges and expenses accordingly.
- Clinical externship courses cannot be remediated. If course requirements for that semester of clinical externship are not met by the end of the term, the externship may be extended as appropriate until satisfied, as determined by the program director. If upon completion of the extension period, the clinical requirements have still not been satisfied, the student will receive a failing grade for that course and be referred to the Committee on Student Progress and may be dismissed from the program.

If a clinical preceptor, mentor, supervisor, or lab director requests that a student be removed from a clinical site, the student will be automatically suspended pending a hearing by the Committee on Student Progress, which may result in course failure and/or dismissal from the program for academic performance and/or unprofessional conduct (even without any prior failure on record).

Students who are dismissed from the program on the basis of unprofessional conduct will not be considered for reenrollment in the program. All rules regarding academic honesty, cheating, attendance, and professionalism apply to the clinical externship courses.

### **Grading Policies and Procedures**

Courses for the Bachelor of Health Science and Master of Health Science with a specialization in Cardiovascular Sonography are graded on an alpha scale, following the grading standards of the college. Each student must pass all courses with a C or better in all required courses for the B.H.Sc.—Cardiovascular Sonography or the M.H.Sc.—Cardiovascular Sonography degrees. Any grade lower than a C will result in failure of the course. Students receiving a failing grade will be referred to the Committee on Student Progress (CSP). Any failed course may need to be repeated and additional tuition will be charged, and may result in delay of progress through the program.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

## Incomplete Coursework

For the **M.H.Sc.** program, a grade of incomplete (*I*) is issued because of unexpected emergencies and must be made up within **one month**, based on instructor recommendation and program director approval. For the **B.H.Sc.** program, the student will have **one semester** to complete a course after the conditions of the incomplete have been agreed to, based on instructor recommendation and program director approval. Students requesting extensions due to medical or military reasons are expected to provide official documentation.

It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available from the B.H.Sc. and M.H.Sc. student center) prior to the end of the course. The form must be signed by the student, instructor, and the program director. The student must have successfully completed at least 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by that predetermined date. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an *F* by the administrative staff members of the Department of Health Science.

## Dress Code

The cardiovascular sonography program complies with the College of Health Care Sciences' dress code.

In addition, students in the didactic phase of the curriculum will be required to wear a uniform for training in the ultrasound teaching lab. Students also may be required to wear this uniform during end-of-rotation seminars within the clinical year. This uniform will include a gray, short-sleeved T-shirt, either plain or with the cardiovascular program or NSU logo on the front. No logo or writing should be on the back of the T-shirt. Pants must be navy blue, gym-type shorts with an elastic waistband and draw strings, either plain or with the program or NSU logo on the pant leg. **All students must be prepared and able to remove the T-shirt for thoracic, cardiac, chest wall, and abdominal examination at any time during training in the ultrasound teaching lab.** Therefore, females must wear a sports bra or similar under attire beneath the T-shirt. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor for specific training purposes. This uniform is permitted to be worn only in the ultrasound teaching lab. Upon leaving a lab session, unless immediately leaving the NSU campus for the day, the program-specific white clinical jackets must be worn and students should change back into normal professional attire as described above.

Students in off-site clinical rotations must wear acceptable and professional attire consisting of clean and presentable matching scrub sets with appropriate closed-toe shoes and **the program specific white clinical jackets at all times.**

Students must wear their approved NSU ID badges in plain view while on campus and on clinical rotations at all times.

Students may not wear the following at any time either on campus or at a clinical externship location: shorts or cutoffs, miniskirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, or any other type of open-toed shoe; nonuniversity or nonprogram logo T-shirts (as the outer shirt), jogging or exercise clothing; any type of head-covering to include but not limited to hats, caps, scarves, shawls, or wraps of any kind, unless of a religious nature.

Failure to comply with dress code policies is considered to be unprofessional behavior and may result in the student's placement on professional probation and/or further disciplinary action including referral to the Committee on Student Progress for unprofessional behavior.

Students will be required to sign the Dress Code Policies Agreement form upon matriculation into the program, attesting to their understanding of and their agreement to follow all of the above dress code policies.

### **Clinical Externships and Assignment**

The second year of study in the Bachelor or Master of Health Science with a specialization in Cardiovascular Sonography consists of clinical externships. The student will be assigned an appropriate clinical externship site. Student placement in an appropriate clinical site will be based upon their demonstrated understanding and competency in both the cardiac and vascular portions of their didactic coursework in year one, and upon the student's stated interests. A clinical externship site may thus consist of work in cardiac, vascular, or both types of clinical environments, accordingly.

At any given campus location, there are a limited number of available local clinical externship sites. The university does, however, enjoy affiliation agreements for clinical externships with many excellent and renowned hospitals and learning facilities outside of the immediate campus area, across the state, region, and the country.

For the second year of clinical externship experience, the student must be prepared to accept assignment to a clinical externship location that may be out of the immediate area of the NSU campus, out of the region, or even out of state. The student's initial clinical externship placement is assigned during the fourth term (summer) of the first year of study. Refusal of a clinical site assignment by a student is equivalent to a request for suspension and/or withdrawal from the program.

The student may request a one-time hardship suspension of participation in the clinical externship portion of the program for one semester upon approval of a written request to the program director, and will be required to either resume their clinical externship the following semester, or be automatically administratively withdrawn from the program. Delay of the clinical externship, if granted, will not result in relief of the student's responsibility from other courses scheduled for that term (e.g., online courses) nor will it result in a tuition reduction or refund of any kind. Such delay, if approved, will result in the student not graduating with their original cadre of classmates and will delay the possible conferral of degree, and the student will be charged additional tuition for continuation.

Students will be required to sign the Clinical Externship Policies Agreement form upon matriculation into the program, attesting to their understanding of and their agreement to follow all of the above clinical externship policies.

### **Duties and Expectations in Clinical Externships**

The second year of study in the Bachelor or Master of Health Science with a specialization in Cardiovascular Sonography consists of clinical externships of three terms of approximately 16 weeks each, for a total of 48 weeks. The final clinical externship weekly schedule will be left at the discretion of the clinical site and the student, but must follow the guideline of 36 hours a week minimum for the three 16-week sessions, for a total of 48 weeks.

Students in clinical externships must follow all the rules and regulations of both the university and the clinical site, including but not restricted to, rules and regulations on confidentiality, job safety, dress code, attendance, and daily work activities.

Students in off-site clinical placements will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and drug screening. The college does not assume any responsibility other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical externship and may result in disciplinary action.

Absences or tardiness from the clinical externship site should be communicated verbally or in writing (including email) directly to the program clinical coordinator and the clinical instructor in the clinical site, preferably before the start of the shift assigned, but no later than the same day. Text messages, postings to the course, or other nonverbal communications are not acceptable.

To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the program clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility.

Clinical documentation, including clinical hours, is completed through the clinical reporting system, Trajecsys. The student will be given instructions on the use of the system prior to the first day in the clinical externship site. The student will be given a building code and an ID number, as well as instructions on the use of the system prior to the first day in the clinical externship site. Any student believed to be tampering with or manipulating the clock-in, clock-out, or documentation process will be sent to the Committee on Student Progress and may be subject to disciplinary action for unethical and unprofessional behavior including, but not limited to, receiving a failing grade for the clinical rotation.

Failure to meet clinical rotation obligations is considered to be unethical and unprofessional behavior and may result in the student's placement on professional probation and/or further disciplinary action.

### **Clinical Extension of Program**

If, for any reason, the student does not fulfill the requirements for a clinical externship course due to excessive absences, poor clinical evaluations and/or performance, or other reasons, the program has the authority to extend the student's clinical externship, which will result in additional cost to the student and delay in degree progress. (Please also refer to the section on Academic Promotions and Progression.) Patient safety is paramount. Any issues pertaining to student progress that are related to patient safety may supersede any policies and procedures on student progress.

Students will be required to sign the Clinical Externship Policies Agreement form upon matriculation into the program, attesting to their understanding of and their agreement to follow all of the above clinical externship policies.

### **Electronic Communications**

Electronic communications, including faxes and electronic mail, must adhere to the university policy. Work submitted as part of class assignments during any didactic or clinical externship courses should not include any identifying information on the patient in conformance with HIPAA regulations. Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the program clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility.



## Computer Requirements

All students are required to have access to a computer (PC or Apple equivalent) with the following minimum specifications:

- AMD or Intel dual-core processor
- Windows 7 or better
- 4 GB RAM
- 250 GB hard-drive
- CD-ROM drive (read-write)
- USB port
- high-speed Internet connection (cable, DSL, etc., 100 Mb/second or better)
- graphics printing capability
- video Web camera with microphone capability

The expense of the computer and its connectivity and function will be the student's responsibility.

## Training Laboratory

1. Foreword: The core sonography courses in the program have been developed to include a large and crucial hands-on training component in the program's ultrasound training laboratory. This model offers a considerable benefit to the learning process and acquisition of technical skills by the student before the start of clinical externships during the second year of study. The program strives to equip the student with fundamental skills and exam techniques through the use of state-of-the-art equipment for the acquisition of examination information. The program also ensures that the training environment in the ultrasound training laboratory is safe and that all students obtain the training benefits in an equitable manner.
2. Technical Standards: The profession of diagnostic medical sonographer includes, but is not limited to, the following physical, mental, auditory, and visual demands
  - a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices such as wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment
  - b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations
  - c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range
  - d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light
3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the didactic portion of study within the Bachelor of Health Science or Master of Health Science with a specialization in Cardiovascular Sonography is an essential and critical component of the program.
  - a. Conduct in the ultrasound training laboratory will follow the rules and policies outlined for the university and the college in an effort to create an environment adequate to foster optimal learning.
  - b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student's personal belongings and used during the breaks outside the laboratory).

- c. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors. Students are not allowed in the lab unless supervised by a professor or instructor.
  - d. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided at the first lab session in the first term on campus in the program. The rules will be explained by the professor assigned to the class. All students will sign a copy.
  - e. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the safety of the subject.
4. Participation and Equitable Training: The hands-on training in the lab by necessity consists of students practicing on each other, taking turns as designated “examiner” and as the “patient.” Participation in the role of “patient” for a given lab course or session is voluntary. Election not to participate will not affect grades directly. However, a student electing to not participate as a “patient” does not get to enjoy the benefit of training as an examiner on their fellow students, and will be required to provide their own patient model at their own expense to participate in the course.

### **Accreditation**

The Cardiovascular Sonography program is a new offering at NSU. The program will be eligible for accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) after the first graduating class.

### **Online Course Access, Blackboard, and NSU Email**

All of the B.H.Sc.—Cardiovascular Sonography and M.H.Sc.—Cardiovascular Sonography courses that a student has registered for, both purely online and classroom/lab-based courses, will be accessed through the Blackboard online learning environment. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. Orientation to the online Blackboard learning environment will be provided to students in the first semester, and its online assistance and tutorials are available at any time through the University Office of Information Technology and the SharkLink student portal. In addition, it is the students’ responsibility and is mandatory that students regularly check their NSU provided email accounts for important communications from both their course instructors and the university in general.

## **Bachelor of Science—Cardiovascular Sonography**

(entering class 2014 and future classes)

This entry-level course of study is designed to prepare students in the field of cardiovascular sonography. The cardiovascular sonography program includes on-campus lectures; extensive, hands-on training in our ultrasound laboratory; online courses; and a 12-month focused or combined externship in a clinical laboratory setting. The graduating student will earn a Bachelor of Science degree in Cardiovascular Sonography (B.S.—CVS). Students will take a combination of general courses in the health science field and focused core courses in the cardiovascular technology field.

In the second year of the program, the student will complete a more than 1,600-hour clinical training program while continuing to take online courses. The student may have the option to perform his or her clinical externship in a vascular, adult echo, or combined vascular/echo clinical experience, based upon his or her interests and upon their demonstrated competencies in the didactic year. Upon graduation, the student will be eligible to sit for professional registry exams based upon completion of program and clinical requirements.

## Academic Promotions and Progression

- Academic progress: For each course offered within the program, contact information for that course will be available in the syllabus of the course. Students are strongly encouraged to consult with their professors and/or lab instructors regarding any issues affecting academic progress. Students are also strongly encouraged to contact the program director, if necessary.
- Academic progress in clinical externships: Clinical externships are assessed on criteria outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria may result in failure for the externship term, with similar consequences as for failure of any didactic course including possible dismissal from the program.
- Course progression: The Bachelor of Science—Cardiovascular Sonography is a lock-step program. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is based on the successful completion of the courses offered in prior terms. The progress of each student through the curriculum requires continuous satisfactory academic performance. In order to complete the sonography program, students must successfully complete the core sonography courses in the time and sequence that they are offered. Students who receive a final course grade of F in any core sonography didactic course will not be allowed to progress to the next semester and will be referred to the Committee on Student Progress and may be dismissed from the program. The following are considered core courses: Physics Ultrasound I, Introduction to Ultrasound, Cross-Sectional Anatomy, Abdominal Sonography I, Ob-Gyn Sonography I, Small Parts Ultrasound, Venous and Arterial Ultrasound Testing, and Cerebrovascular Ultrasound Testing.

## Retake/Repeat/Remediation

- Retake of incremental or individual quizzes or periodic exams (e.g, a midterm) throughout a given course is not mandated by the university, college, or program, and if available will be solely at the discretion of the course instructor who has final say in such matters. The following remediation policies apply only to final grade outcomes and final exams for an entire course.
- If a student fails a core cardiovascular course, a cumulative remediation of written and/or practical examination will be administered at the end of the term. Grades on the transcript will be qualified to indicate a remediated course. A successful remediation will result in a final grade for the course not to exceed a minimum passing grade of a C on an alpha scale.
- While matriculating through the cardiovascular sonography program, each student is permitted to remediate a total of two core courses.
- A student will be allowed to sit for only one remediation examination per course.
- A final course grade of less than C in any given core cardiovascular course will constitute a course failure (this includes a grade achieved through a remediation examination). The grade from any remediation examination can be no lower than a C.
- Students in the B.S.—CVS program also take courses online. These courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost to the student and may delay graduation from the program. A student with one or more course failures will be referred to the Committee on Student Progress and may be dismissed from the program.
- Students who are dismissed on the basis of inadequate academic performance who wish to reenroll in the program will be required to reapply to the program in order to be considered for admission. The application will be treated in the same manner as a first-time applicant, under the admissions standards applicable to the next entering class. Any student who is readmitted to the program will be considered a first-time applicant for the purposes of coursework and must repeat all required coursework, including any courses completed previously, and will incur all course charges and expenses accordingly.

- Clinical externship courses cannot be remediated. If course requirements for that semester of clinical externship are not met by the end of the term, the externship may be extended as appropriate until satisfied, as determined by the program director. If upon completion of the extension period, the clinical requirements have still not been satisfied, the student will receive a failing grade for that course and will be referred to the Committee on Student Progress and may be dismissed from the program.

If a clinical preceptor, mentor, supervisor, or lab director requests that a student be removed from a clinical site, the student will be automatically suspended pending a hearing by the Committee on Student Progress, which may result in course failure and/or dismissal from the program for academic performance and/or unprofessional conduct (even without any prior failure on record).

Students who are dismissed from the program on the basis of unprofessional conduct will not be considered for reenrollment in the program. All guidelines regarding academic honesty, cheating, attendance, and professionalism apply to the clinical externship courses.

### **Grading Policies and Procedures**

Courses for the Bachelor of Science in Cardiovascular Sonography are graded on an alpha scale, following the grading standards of the college. Each student must pass all courses with a C or better in all required courses for the B.S.—CVS degree. Any grade lower than a C will result in failure of the course. Students receiving a failing grade will be referred to the Committee on Student Progress (CSP). Any failed course may need to be repeated and additional tuition will be charged, and may result in delay of progress through the program.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

### **Incomplete Coursework**

For the B.S.—CVS program, the student will have one semester to complete a course after the conditions of the incomplete have been agreed to, based on instructor recommendation and program director approval. Students requesting extensions due to medical or military reasons are expected to provide official documentation.

It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available from the B.H.Sc. and M.H.Sc. Student Center) prior to the end of the course. The form must be signed by the student, instructor, and the program director. The student must have successfully completed at least 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by that predetermined date. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an *F* by the administrative staff members of the Department of Health Science.

## **Dress Code**

The cardiovascular sonography program complies with the College of Health Care Sciences' dress code.

In addition, students in the didactic phase of the curriculum will be required to wear a uniform for training in the ultrasound teaching lab. Students also may be required to wear this uniform during end-of-rotation seminars within the clinical year. This uniform will include a gray, short-sleeved T-shirt, either plain or with the cardiovascular program or NSU logo on the front. No logo or writing should be on the back of the T-shirt. Pants must be navy blue, gym-type shorts with an elastic waistband and drawstrings, either plain or with the program or NSU logo on the pant leg. All students must be prepared and able to remove the T-shirt for thoracic, cardiac, chest wall, and abdominal examination at any time during training in the ultrasound teaching lab. Therefore, females must wear a sports bra or similar under attire beneath the T-shirt. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor for specific training purposes. This uniform is permitted to be worn only in the ultrasound teaching lab. Upon leaving a lab session, unless immediately leaving the NSU campus for the day, the program-specific white clinical jackets must be worn and students should change back into normal professional attire as described above.

Students in off-site clinical rotations must wear acceptable and professional attire consisting of clean and presentable matching scrub sets with appropriate closed-toe shoes and the program specific white clinical jackets at all times.

Students must wear their approved NSU ID badges in plain view while on campus and on clinical rotations at all times.

Students may not wear the following at any time either on campus or at a clinical externship location: shorts or cutoffs, miniskirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, or any other type of open-toed shoe; non-university or non-program logo T-shirts (as the outer shirt), jogging or exercise clothing; any type of head-covering to include but not limited to hats, caps, scarves, shawls, or wraps of any kind, unless of a religious nature.

Failure to comply with dress code policies is considered to be unprofessional behavior and may result in the student's placement on professional probation and/or further disciplinary action including referral to the Committee on Student Progress for unprofessional behavior.

Students will be required to sign the Dress Code Policies Agreement form upon matriculation into the program, attesting to their understanding of and their agreement to follow all of the above dress code policies.

## **Clinical Externships and Assignment**

The second year of study in the Bachelor of Science in Cardiovascular Sonography program consists of clinical externships. The student will be assigned an appropriate clinical externship site. Student placement in an appropriate clinical site will be based upon their demonstrated understanding and competency in both the cardiac and vascular portions of their didactic coursework in year one, and upon the student's stated interests. A clinical externship site may thus consist of work in cardiac, vascular, or both types of clinical environments, accordingly.

At any given campus location, there are a limited number of available local clinical externship sites. The university does, however, enjoy affiliation agreements for clinical externships with many excellent and renowned hospitals and learning facilities outside of the immediate campus area, across the state, region, and the country.

For the second year of clinical externship experience, the student must be prepared to accept assignment to a clinical externship location that may be out of the immediate area of the NSU campus, out of the region, or even out of state. The student's initial clinical externship placement is assigned during the fourth term (summer) of the first year of study. Refusal of a clinical site assignment by a student is equivalent to a request for suspension and/or withdrawal from the program.

The student may request a one-time hardship suspension of participation in the clinical externship portion of the program for one semester upon approval of a written request to the program director, and will be required to either resume their clinical externship the following semester, or be automatically administratively withdrawn from the program. Delay of the clinical externship, if granted, will not result in relief of the student's responsibility from other courses scheduled for that term (e.g., online courses) nor will it result in a tuition reduction or refund of any kind. Such delay, if approved, will result in the student not graduating with his or her original cohort and will delay the possible conferral of degree, and the student will be charged additional tuition for continuation.

Students will be required to sign the Clinical Externship Policies Agreement form upon matriculation into the program, attesting to their understanding of and their agreement to follow all of the above clinical externship policies.

### **Duties and Expectations in Clinical Externships**

The second year of study in the Bachelor of Science in Cardiovascular Sonography program consists of clinical externships of 3 terms of approximately 16 weeks each, for a total of 48 weeks. The final clinical externship weekly schedule will be left at the discretion of the clinical site and the student, but must follow the guideline of 36 hours a week minimum for the three 16-week sessions, for a total of 48 weeks.

Students in clinical externships must follow all the rules and regulations of both the university and the clinical site, including but not restricted to, rules and regulations on confidentiality, job safety, dress code, attendance, and daily work activities.

Students in off-site clinical placements will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and drug screening. The college does not assume any responsibility for compliance with these requirements other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical externship and may result in disciplinary action.

Absences or tardiness from the clinical externship site should be communicated verbally or in writing (including email) directly to the program clinical coordinator and the clinical instructor in the clinical site, preferably before the start of the shift assigned, but no later than the same day. Text messages, postings to the course, or other nonverbal communications are not acceptable.

To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the program clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility.

Clinical documentation, including clinical hours, is completed through the clinical reporting system, Trajecsys. The student will be given instructions on the use of the system prior to the first day in the clinical externship site. Any student believed to be tampering with or manipulating the clock-in, clock-out, or documentation process will be sent to the Committee on Student Progress and may be

subject to disciplinary action for unethical and unprofessional behavior including, but not limited to, receiving a failing grade for the clinical rotation.

Failure to meet clinical rotation obligations is considered to be unethical and unprofessional behavior and may result in the student's placement on professional probation and/or further disciplinary action.

### **Clinical Extension of Program**

If, for any reason, the student does not fulfill the requirements for a clinical externship course due to excessive absences, poor clinical evaluations and/or performance, or other reasons, the program has the authority to extend the student's clinical externship, which will result in additional cost to the student and delay in degree progress. (Please also refer to the section on Academic Promotions and Progression.) Patient safety is paramount. Any issues pertaining to student progress that are related to patient safety may supersede any policies and procedures on student progress.

Students will be required to sign the Clinical Externship Policies Agreement form upon matriculation into the program, attesting to their understanding of and their agreement to follow all of the above clinical externship policies.

### **Electronic Communications**

Electronic communications, including faxes and electronic mail, must adhere to the university policy. Work submitted as part of class assignments during any didactic or clinical externship courses may not include any identifying information on the patient in conformance with HIPAA regulations. Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the program clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility.

### **Computer Requirements**

All students are required to have access to a computer (PC or Apple equivalent) with the following minimum specifications:

- AMD or Intel dual-core processor
- Windows 7 or better
- 4 GB RAM
- 250 GB hard-drive
- CD-ROM drive (read-write)
- USB port
- high-speed Internet connection (cable, DSL, etc., 100 Mb/second or better)
- graphics printing capability
- video Web camera with microphone capability

The expense of the computer and its connectivity and function will be the student's responsibility.

### **Training Laboratory**

1. Foreword: The core sonography courses in the program have been developed to include a large and crucial hands-on training component in the program's ultrasound training laboratory. This model offers a considerable benefit to the learning process and acquisition of technical skills by the student

before the start of clinical externships during the second year of study. The program strives to equip the student with fundamental skills and exam techniques through the use of state-of-the-art equipment for the acquisition of examination information. The program also ensures that the training environment in the ultrasound training laboratory is safe and that all students obtain the training benefits in an equitable manner.

2. Technical Standards: The profession of diagnostic medical sonography includes, but is not limited to the following physical, mental, auditory, and visual demands:
  - a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices, such as wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment.
  - b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations.
  - c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range.
  - d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light.
3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the didactic portion of study within the program is an essential and critical component of the program.
  - a. Conduct in the ultrasound training laboratory will follow the rules and policies outlined for the university and the college in an effort to create an environment adequate to foster optimal learning.
  - b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student's personal belongings and used during the breaks outside the laboratory).
  - c. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors. Students are not allowed in the lab unless supervised by a professor or instructor.
  - d. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided at the first lab session in the first term on campus in the program. The rules will be explained by the professor assigned to the class. All students will sign a copy.
  - e. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the safety of the subject.
4. Participation and Equitable Training: The hands-on training in the lab by necessity consists of students practicing on each other, taking turns as designated “examiner” and as the “patient.” Participation in the role of “patient” for a given lab course or session is voluntary. Election not to participate will not affect grades directly. However, a student electing to not participate as a “patient” does not get to enjoy the benefit of training as an examiner on their fellow students, and will be required to provide their own patient model at their own expense to participate in the course.

## Accreditation

The Cardiovascular Sonography program is a new offering at NSU. The program will be eligible for accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) after the first graduating class.



## **Online Course Access, Blackboard, and NSU Email**

All of the B.S.—CVS courses that a student has registered for, both purely online and classroom/lab-based courses, will be accessed through the Blackboard online learning environment. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. Orientation to the online Blackboard learning environment will be provided to students in the first semester, and its online assistance and tutorials are available at any time through the University Office of Information Technology and the SharkLink student portal. In addition, it is the students' responsibility and it is mandatory that students regularly check their NSU provided email accounts for important communications from both their course instructors and the university in general.

## **Concurrent Master of Health Science Option**

Students who already hold a bachelor's degree from an accredited institution with a minimum GPA of 3.0 are eligible to apply for the concurrent Master of Health Science (M.H.Sc.) option. Students who enroll in this concurrent M.H.Sc. program will graduate with a Bachelor of Science—Cardiovascular Sonography and a Master of Health Science. Both programs will be completed in 27 months.

If interested in the concurrent Master of Health Science option, please contact an admissions counselor or the program office for further details.

## **Bachelor of Science—Medical Sonography**

### **Academic Calendar 2014–2015**

The Bachelor of Science in Medical Sonography program follows the same term schedule, starting in the summer term of the respective academic year, and continuing through the end of the summer term two academic years later, for an overall program length of 27 months. The specific start and end dates are based on the overall schedule mandated by the university. Please refer to online university resources for specific calendar and term dates and holiday observances. All purely online courses at the bachelor's level are on a three-term calendar. Refer to the academic calendar published in this handbook and on Web-based resources by the online B.H.Sc. program for specific term dates.

The classroom and lab-based courses, including the clinical externships, are on a three-term calendar.

### **Academic Promotions and Progression**

- **Honors:** The students may receive academic honors per term based on the completed work for the term. The policy for dean's or chancellor's lists follows that in place for the College of Health Care Sciences. A notice will be sent to the student and notification will be entered on his or her transcript.
- **Academic Progress:** For each course offered within the program, contact information for the designated contact person for that course will be available in the syllabus of the course. Students are strongly encouraged to consult with their professors or lab instructors regarding any issues impeding academic progress. Students are also strongly encouraged to contact the program director, if necessary.
- **Academic Progress in Clinical Externships:** Clinical externships are assessed on different criteria outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria may result in failure for the externship, with similar consequences as for failure of any didactic courses including, but not limited to, possible dismissal from the program.
- **Academic Progression:** The Bachelor of Science in Medical Sonography is a lock-step program.

The sequence of the courses has been thoughtfully determined. Progression from one term to the next is, for sonography courses, based on the successful completion of the courses offered in prior terms. The progress of each student through the curriculum requires continuous satisfactory academic performance. In order to fully complete the sonography program, students must successfully complete the core sonography courses in the time and sequence that they are offered. Students who receive a final course grade of *F* in any core didactic course will not be allowed to progress to the next semester and will be referred to the Committee on Student Progress and may be dismissed from the program. The following are considered core courses: Physics Ultrasound I, Introduction to Ultrasound, Cross-Sectional Anatomy, Abdominal Sonography I, Ob-Gyn Sonography I, Small Parts Ultrasound, Venous and Arterial Ultrasound Testing, and Cerebrovascular Ultrasound Testing.

### **Retake/Repeat/Remediation**

- If a student fails a core sonography course, a cumulative remediation of written and/or practical examination will be administered. Grades on the transcript will be qualified to indicate a repeated course or a remediation examination.
- A final course grade of less than *C* in any given core sonography course will constitute a course failure (this includes a grade achieved through a remediation examination). The grade from a remediation examination can be no lower than a *C*. Students who fail a core sonography course and the remediation examination will be sent to the Committee on Student Progress with recommendation and may be dismissed.
- While matriculating through the Bachelor of Science in Medical Sonography program, each student is permitted to remediate a total of two core courses. A student will be allowed to sit for only one remediation examination per course.
- Students in the B.S.—MS program also take courses online. These courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost to the student and may delay graduation from the program. A student with one or more course failures will be referred to the Committee on Student Progress and may be dismissed from the program.
- A student who is dismissed on the basis of inadequate academic performance who wishes to reenroll in the program will be required to reapply to the program in order to be considered for admission. The application will be treated in the same manner as a first-time applicant, under the admissions standards applicable to the next entering class. Any student who is readmitted to the program will be considered a first-time applicant for the purposes of coursework and must repeat all required coursework, including any courses completed previously, and will incur all course charges and expenses accordingly.
- Clinical externship courses cannot be remediated. If course requirements for that semester of clinical externship are not met by the end of the term, the externship may be extended as appropriate until satisfied, as determined by the program director. If upon completion of the extension period, the clinical requirements have still not been satisfied, the student will receive a failing grade for that course and will be referred to the Committee on Student Progress and may be dismissed from the program.

If a clinical preceptor, mentor, supervisor, or lab director requests that a student be removed from a clinical site, the student will be automatically suspended pending a hearing by the Committee on Student Progress, which may result in course failure and/or dismissal from the program for academic performance and/or unprofessional conduct (even without any prior failure on record).

Students who are dismissed from the program on the basis of unprofessional conduct will not be considered for reenrollment in the program. All guidelines regarding academic honesty, cheating, attendance, and professionalism apply to the clinical externship courses.

## Grading Policies and Procedures

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

Courses for the Bachelor of Science in Medical Sonography are graded on an alpha scale (described above). Students must pass all courses with a grade of C or better. Any grade lower than a C will result in failure of the course. Students receiving a failing grade will be referred to the Committee on Student Progress (CSP). Any failed course may need to be repeated and additional tuition will be charged. Any single core course will be cause for referral to the CSP and may be cause for dismissal from the program.

### Graduation with Honors—B.S.—MS

A student eligible for graduation with a cumulative grade point average of 3.8 or higher who has completed at least 90 credits at NSU is eligible to receive the degree with distinction.

### Incomplete Coursework

For the B.S.—MS program, a grade of incomplete (*I*) is issued because of unexpected emergencies and must be made up within one month, based on instructor recommendation and program director approval. For the B.S.—MS program, the student will have one semester to complete a course after the conditions of the incomplete have been agreed to, based on instructor recommendation and program director approval. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available from the B.S.—MS. Student Center) prior to the end of the course. The form must be signed by the student, instructor, and the B.S.—MS program director. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an *F* by the administrative staff members of the Department of Health Science.

### Clinical Externships

- Clinical externships time frame: The second year of study in the Bachelor of Science in Medical Sonography program consists of clinical externships, i.e., courses designated as BHS 4500, 4600, and 4700. These externship timeframes follow the ARDMS (American Registry for Diagnostic Medical Sonography) guidelines, and consist of 3 sessions for a total of 48 weeks, with a minimum of 37 hours per week.
- Clinical externships placement: The student's initial clinical externship placement is assigned during the third term (summer) of the first year of study. The final clinical externship weekly schedule will be left at the discretion of the clinical site and the student, but must follow the guidelines outlined above.
- Students who have not taken the Sonography Principles and Instrumentations (SPI) Exam with the American Registry of Diagnostic Medical Sonography (ARDMS) will not be able to start

their clinical externships.

- Duties and expectations in clinical externships: Students in clinical externships must follow all the rules and regulations of the university and the clinical site, including but not restricted to, rules and regulations on confidentiality. Written work submitted as part of class assignments should not include any identifying information on the patient. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility. Absences or tardiness from the clinical externship site should be communicated to the clinical coordinator AND the clinical instructor in the clinical site, preferably before the start of the shift assigned, but no later than 24 hours.
- Time keeping: Time keeping during clinical externships is done through Chronotek—an automated telephone system subcontracted by the program. The student will be given a building code and an ID number, as well as instructions on the use of the system prior to his or her first day in the clinical externship site. Any student found to be tampering with or manipulating the documentation process may receive disciplinary action and/or fail the clinical rotation.
- Clinical extension of program: If, for any reason, the student does not fulfill the requirements for clinical externships (BHS 4500, 4600, and 4700), the program has the authority to extend the student's clinical externships, which may result in additional cost to the student. Please also refer to the section on Academic Promotions and Progression.

### **Electronic Communication**

Electronic communication, including faxes and electronic mail, must adhere to the university policy. The use of cellular phones and other unauthorized electronic devices are not permitted during the lectures or lab sessions. Students may be requested to step out of the auditorium or the laboratory if the student uses a cellular phone or any other unauthorized electronic device without authorization from the instructor. Recurrent behavior will be referred to the Committee on Student Progress for unprofessional behavior.

### **Clinical Site Requirements**

Students in off-site clinical sites will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and so on. The college does not assume any responsibility, other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation, if possible.

Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

### **Training Laboratory**

1. Foreword: Most of the core sonography courses in the program have been developed to include a large and crucial hands-on training component in the program's ultrasound training laboratory. This model offers a considerable benefit to the learning process of technical skills before students start clinical externships during the second year of study. The program strives to expose the students to state-of-the-art equipment for the acquisition of these skills. The program also ensures that the environment in the ultrasound training laboratory is safe. Extracurricular lab sessions are mandatory as they are

oriented to refine technical skills and prepare students for their clinical externships. Attendance and participation during these sessions will be considered when assigning clinical sites for externships.

2. Technical Standards: The profession of diagnostic medical sonographer includes, but is not limited to, the following physical, mental, auditory, and visual demands:
  - a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices such as wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment
  - b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations
  - c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range
  - d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light
  
3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the first year of study is an essential component of the program.
  - a. Conduct in the ultrasound training laboratory should follow the rules and policies outlined for the university and the College of Health Care Sciences, in an effort to create an environment adequate to foster optimal learning.
  - b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student's personal belongings and used during the breaks outside the laboratory).
  - c. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors.
  - d. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided at the first lab session in the first term on campus in the program (in Introduction to Ultrasound, or BHS 3220). The rules will be explained by the professor assigned to the class.
  - e. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the subject. Participation is voluntary. Election not to participate will not affect grades, however, alternate training will need to be arranged.

## Accreditation

The vascular sonography course of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). Graduates from this program will be able to sit for the ARDMS exams leading to the RVT (Registered Vascular Sonography) and the RDMS (Registered Diagnostic Medical Sonography) credentials.

CAAHEP contact and address: Kerry Weinberg (CAAHEP commissioner for JRC-DMS), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

JRC-DMS contact and address: Cindy Weiland or Molly Markey at [jrcdms@intersocietal.org](mailto:jrcdms@intersocietal.org); 6021 University Boulevard, Suite 500, Ellicott City, MD 21043; (443) 973-3251.

## **Course Registration and WebSTAR**

Once students have been accepted to the medical sonography program, they will be issued, or can apply online for, a WebSTAR personal identification number (PIN) that will give them access to online registration. The PIN also provides access to account information. Students can apply for their WebSTAR PIN by going to the NSU Office of Information Technology PIN Request Form Web Page at [www.nova.edu/webforms/help/pinreq.html](http://www.nova.edu/webforms/help/pinreq.html) and following the directions.

## **Online Course Access and Blackboard**

All of the Bachelor of Science in Medical Sonography online courses that a student has registered for will be accessed through Blackboard. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. The Blackboard login can be accessed through <https://sharklink.nova.edu/cp/home/displaylogin>.

## **Bachelor of Science—Medical Sonography/Master of Health Science**

### **Academic Calendar 2014–2015**

The Bachelor of Science in Medical Sonography with Master of Health Science option program follows the same term schedule, starting in the summer term of the respective academic year, and continuing through the end of the summer term two academic years later, for an overall program length of 27 months. The specific start and end dates are based on the overall schedule mandated by the university. Please refer to online university resources for specific calendar and term dates and holiday observances. All purely online courses at the master's level are on a three-term calendar. Refer to the academic calendar published in this handbook and on Web-based resources by the online M.H.Sc. program for specific term dates.

The classroom and lab-based courses, including the clinical externships, are on a three-term calendar.

### **Academic Promotions and Progression**

- **Honors:** The students may receive academic honors per term based on the completed work for the term. The policy for dean's or chancellor's lists follows that in place for the College of Health Care Sciences. A notice will be sent to the student and notification will be entered on his or her transcript.
- **Graduation with Honors:** A student graduating with a cumulative GPA of 3.74 or higher is eligible to receive the degree with honors. A student graduating with a cumulative GPA of 4.0 is eligible to receive the degree with high honors.
- **Academic Progress:** For each course offered within the program, contact information for the designated contact person for that course will be available in the syllabus of the course. Students are strongly encouraged to consult with their professors or lab instructors regarding any issues impeding academic progress. Students are also strongly encouraged to contact the program director, if necessary.
- **Academic Progress in Clinical Externships:** Clinical externships are assessed on different criteria outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria may result in failure for the externship, with similar consequences as for failure of any didactic courses including, but not limited to, possible dismissal from the program.
- **Academic Progression:** The B.S.—MS/M.H.Sc. is a lock-step program. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is, for sonography courses, based on the successful completion of the courses offered in prior terms. The progress of each student through the curriculum requires continuous satisfactory academic performance. In order to fully complete the sonography program, students must successfully complete the core sonography

courses in the time and sequence that they are offered. Students who receive a final course grade of *F* in any core didactic course will not be allowed to progress to the next semester and will be referred to the Committee on Student Progress and may be dismissed from the program. The following are considered core courses: Physics Ultrasound I, Introduction to Ultrasound, Cross-Sectional Anatomy, Abdominal Sonography I, Ob-Gyn Sonography I, Small Parts Ultrasound, Venous and Arterial Ultrasound Testing, and Cerebrovascular Ultrasound Testing.

### **Retake/Repeat/Remediation**

- If a student fails a core sonography course, a cumulative remediation of written and/or practical examination will be administered. Grades on the transcript will be qualified to indicate a repeated course or a remediation examination.
- A final course grade of less than *C* in any given core sonography course will constitute a course failure (this includes a grade achieved through a remediation examination). The grade from a remediation examination can be no lower than a *C*. Students who fail a core sonography course and the remediation examination will be sent to the Committee on Student Progress with recommendation and may be dismissed.
- While matriculating through the Bachelor of Science in Medical Sonography with Master of Health Science program, each student is permitted to remediate a total of two core courses. A student will be allowed to sit for only one remediation examination per course.
- Students in the B.S.—MS/M.H.Sc. program also take courses online. These courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost to the student and may delay graduation from the program. A student with one or more course failures will be referred to the Committee on Student Progress and may be dismissed from the program.
- A student who is dismissed on the basis of inadequate academic performance who wishes to reenroll in the program will be required to reapply to the program in order to be considered for admission. The application will be treated in the same manner as a first-time applicant, under the admissions standards applicable to the next entering class. Any student who is readmitted to the program will be considered a first-time applicant for the purposes of coursework and must repeat all required coursework, including any courses completed previously, and will incur all course charges and expenses accordingly.
- Clinical externship courses cannot be remediated. If course requirements for that semester of clinical externship are not met by the end of the term, the externship may be extended as appropriate until satisfied, as determined by the program director. If upon completion of the extension period, the clinical requirements have still not been satisfied, the student will receive a failing grade for that course and will be referred to the Committee on Student Progress and may be dismissed from the program.

If a clinical preceptor, mentor, supervisor, or lab director requests that a student be removed from a clinical site, the student will be automatically suspended pending a hearing by the Committee on Student Progress, which may result in course failure and/or dismissal from the program for academic performance and/or unprofessional conduct (even without any prior failure on record).

Students who are dismissed from the program on the basis of unprofessional conduct will not be considered for reenrollment in the program. All guidelines regarding academic honesty, cheating, attendance, and professionalism apply to the clinical externship courses.

## Grading Policies and Procedures

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

Courses for the Bachelor of Science in Medical Sonography with Master of Health Science are graded on an alpha scale (described above). Students must pass all courses with a grade of C or better. Any grade lower than a C will result in failure of the course. Students receiving a failing grade will be referred to the Committee on Student Progress (CSP). Any failed course may need to be repeated and additional tuition will be charged. Any single core course will be cause for referral to the CSP and may be cause for dismissal from the program.

### Graduation with Honors—M.H.Sc.

A student eligible for graduation with a cumulative grade point average of 3.74 or higher is eligible to receive the degree with honors. A student eligible for graduation with a cumulative grade point average of 4.0 is eligible to receive the degree with high honors.

### Incomplete Coursework

For the B.S.—MS/M.H.Sc. program, a grade of incomplete (*I*) is issued because of unexpected emergencies and must be made up within one month, based on instructor recommendation and program director approval. For the B.S.—MS/M.H.Sc. program, the student will have one semester to complete a course after the conditions of the incomplete have been agreed to, based on instructor recommendation and program director approval. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available from the B.S.—MS/M.H.Sc. Student Center) prior to the end of the course. The form must be signed by the student, instructor, and the B.S.—MS/M.H.Sc. program director. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an *F* by the administrative staff members of the Department of Health Science.

### Clinical Externships

- Clinical externships time frame: The second year of study in the Bachelor of Science in Medical Sonography with Master of Health Science program consists of clinical externships, i.e., courses designated as BHS 4500, 4600, and 4700. These externship timeframes follow the ARDMS (American Registry for Diagnostic Medical Sonography) guidelines, and consist of 3 sessions for a total of 48 weeks, with a minimum of 37 hours per week.
- Clinical externships placement: The student's initial clinical externship placement is assigned during the third term (summer) of the first year of study. The final clinical externship weekly schedule will be left at the discretion of the clinical site and the student, but following the guidelines outlined above.



- Students who have not taken the Sonography Principles and Instrumentations (SPI) Exam with the American Registry of Diagnostic Medical Sonography (ARDMS) will not be able to start their clinical externships.
- Duties and expectations in clinical externships: Students in clinical externships must follow all the rules and regulations of the university and the clinical site, including but not restricted to, rules and regulations on confidentiality. Written work submitted as part of class assignments should not include any identifying information on the patient. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility. Absences or tardiness from the clinical externship site should be communicated to the clinical coordinator AND the clinical instructor in the clinical site, preferably before the start of the shift assigned, but no later than 24 hours.
- Time keeping: Time keeping during clinical externships is done through Chronotek—an automated telephone system subcontracted by the program. The student will be given a building code and an ID number, as well as instructions on the use of the system prior to his or her first day in the clinical externship site. Any student found to be tampering with or manipulating the documentation process may receive disciplinary action and/or fail the clinical rotation.
- Clinical extension of program: If, for any reason, the student does not fulfill the requirements for clinical externships (BHS 4500, 4600, and 4700), the program has the authority to extend the student's clinical externships, which may result in additional cost to the student. Please also refer to the section on Academic Promotions and Progression.

### **Electronic Communication**

Electronic communication, including faxes and electronic mail, must adhere to the university policy. The use of cellular phones and other unauthorized electronic devices are not permitted during the lectures or lab sessions. Students may be requested to step out of the auditorium or the laboratory if the student uses a cellular phone or any other unauthorized electronic device without authorization from the instructor. Recurrent behavior will be referred to the Committee on Student Progress for unprofessional behavior.

### **Clinical Site Requirements**

Students in off-site clinical sites will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and so on. The college does not assume any responsibility, other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation, if possible.

Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

### **Training Laboratory**

1. Foreword: Most of the core sonography courses in the program have been developed to include a large and crucial hands-on training component in the program's ultrasound training laboratory. This model offers a considerable benefit to the learning process of technical skills before students start clinical externships during the second year of study. The program strives to expose the students to state-of-the-art equipment for the acquisition of these skills. The program also ensures that the environment in the ultrasound training laboratory is safe. Extracurricular lab sessions are mandatory as they are

oriented to refine technical skills and prepare students for their clinical externships. Attendance and participation during these sessions will be considered when assigning clinical sites for externships.

2. Technical Standards: The profession of diagnostic medical sonographer includes, but is not limited to, the following physical, mental, auditory, and visual demands:
  - a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices such as wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment
  - b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations
  - c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range
  - d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light
  
3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the first year of study is an essential component of the program.
  - a. Conduct in the ultrasound training laboratory should follow the rules and policies outlined for the university and the College of Health Care Sciences, in an effort to create an environment adequate to foster optimal learning.
  - b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student's personal belongings and used during the breaks outside the laboratory).
  - c. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors.
  - d. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided at the first lab session in the first term on campus in the program (in Introduction to Ultrasound, or BHS 3220). The rules will be explained by the professor assigned to the class.
  - e. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the subject. Participation is voluntary. Election not to participate will not affect grades, however, alternate training will need to be arranged.

## Accreditation

The vascular sonography course of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). Graduates from this program will be able to sit for the ARDMS exams leading to the RVT (Registered Vascular Sonography) and the RDMS (Registered Diagnostic Medical Sonography) credentials.

CAAHEP contact and address: Kerry Weinberg (CAAHEP commissioner for JRC-DMS), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

JRC-DMS contact and address: Cindy Weiland or Molly Markey at [jrcdms@intersocietal.org](mailto:jrcdms@intersocietal.org); 6021 University Boulevard, Suite 500, Ellicott City, MD 21043; (443) 973-3251.

## **Course Registration and WebSTAR**

Once students have been accepted to the medical sonography program, they will be issued, or can apply online for, a WebSTAR personal identification number (PIN) that will give them access to online registration. The PIN also provides access to account information. Students can apply for their WebSTAR PIN by going to the NSU Office of Information Technology PIN Request Form Web Page at [www.nova.edu/webforms/help/pinreq.html](http://www.nova.edu/webforms/help/pinreq.html) and following the directions.

## **Online Course Access and Blackboard**

All of the Bachelor of Science in Medical Sonography with Master of Health Science online courses that a student has registered for will be accessed through Blackboard. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. The Blackboard login can be accessed through <https://sharklink.nova.edu/cp/home/displaylogin>.

## **Bachelor of Health Science—Vascular Sonography Master of Health Science—Vascular Sonography**

This entry-level course of study is designed to prepare students in the field of vascular sonography and testing. Students spend the first year on NSU's main campus in Davie, Florida, and receive both didactic training in lecture halls and hands-on experience in our ultrasound training laboratory. During the second year, students will receive clinical training that focuses on vascular testing in a vascular laboratory or an ultrasound department under the supervision of a registered vascular technologist (RVT). In addition to the clinical training in the second year, students will be required to continue online courses.

## **Academic Calendar 2014–2015**

Both degree-level programs in vascular sonography follow the same term schedule, starting in the summer term of the respective academic year, and continuing through the end of the summer term two academic years later, for an overall program length of approximately 27 months over 7 16-week terms. The specific start and end dates are based on the overall schedule mandated by the university. Please refer to online university resources for specific calendar and term dates and holiday observances. All purely online courses at both the bachelor's and master's levels are on a four-term calendar (each term is approximately 12 weeks long). Refer to the academic calendar published in this handbook and on Web-based resources by the online B.H.Sc. and M.H.Sc. programs respectively for specific term dates. The classroom and lab-based courses, including the clinical externships, are on a three-term calendar (each term is approximately 16 weeks long).

## **Academic Promotions and Progression**

- **Honors:** The students may receive academic honors per term based on the completed work for the term. The policy for dean's or chancellor's lists follows that in place for the College of Health Care Sciences. A notice will be sent to the student and notification will be entered on his or her transcript.
- **Graduation with honors:** A student graduating with a cumulative GPA of 3.74 or higher is eligible to receive the degree with honors. A student graduating with a cumulative GPA of 4.0 is eligible to receive the degree with high honors.
- **Academic progress:** For each course offered within the program, contact information for the designated contact person for that course will be available in the syllabus of the course. Students are strongly encouraged to consult with their professors or lab instructors regarding any issues impeding academic progress. Students are also strongly encouraged to contact the program director, if necessary.
- **Academic progress in clinical externships:** Clinical externships are assessed on different criteria outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria

may result in failure for the externship, with similar consequences as for failure of any didactic courses including, but not limited to, possible dismissal from the program.

- Academic progression: The Bachelor and Master of Health Science degrees with a specialization in General and Vascular Sonography are lock-step programs. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is, for vascular courses (prefix BSV), based on the successful completion of the courses offered in prior terms. The progress of each student through the curriculum requires continuous satisfactory academic performance. In order to complete the vascular sonography program, students must successfully complete the core vascular courses in the time and sequence that they are offered. Students who receive a final course grade of *F* in any core vascular didactic course will not be allowed to progress to the next semester.

### **Retake/Repeat/Remediation**

- If a student fails a core vascular course, a cumulative remediation of written and/or practical examination will be administered. Grades on the transcript will be qualified to indicate a repeated course or a remediation examination.
- A final course grade of less than *C* in any given core vascular course will constitute a course failure (this includes a grade achieved through a remediation examination). The grade from a remediation examination can be no lower than a *C*. Students who fail a core vascular course and the remediation examination will be sent to the Committee on Student Progress and may be dismissed.
- While matriculating through the vascular sonography program, each student is permitted to remediate a total of two core courses. A student will be allowed to sit for only one remediation examination per course.
- Students in the B.H.Sc.—Vascular Sonography or M.H.Sc.—Vascular Sonography program also take courses online. These courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost and may delay graduation from the program. A student with two or more course failures will be referred to the Committee on Student Progress and may be dismissed.
- A student who is dismissed on the basis of inadequate academic performance or unprofessional conduct will be required to reapply to the program in order to be considered for readmission under the admissions standards applicable to the next class. The application will be treated in the same manner as a first-time applicant. Any student who is readmitted to the program will be considered a first-time applicant for the purposes of coursework and must repeat all required coursework, including courses completed previously.
- Clinical Courses—the following applies to the clinical externship courses (BSV 4500, 4600, and 4700): None of these courses can be remediated. If requirements are not met by the end of the course, the externship will be extended as appropriate, as determined by the program director.

If a preceptor or supervisor requests that a student be removed from a clinical site, the student will be automatically suspended pending a hearing by the Committee on Student Progress, which may result in course failure and/or dismissal from the program (even without any prior failure on record). All other rules regarding academic honesty, cheating, attendance, and professionalism apply to the clinical externship courses.

### **Grading Policies and Procedures**

Courses for the Bachelor and Master of Health Science with a Specialization in Vascular Sonography are graded on an alpha scale (described below). Students must pass all courses with a grade of *C* or better. Any grade lower than a *C* will result in failure of the course. Students receiving a failing grade will be

referred to the Committee on Student Progress (CSP). Any failed course may need to be repeated and additional tuition will be charged.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

Each student must pass all courses with a C or better in all required courses for the B.H.Sc.—Vascular Sonography or the M.H.Sc.—Vascular Sonography degree.

### **Graduation with Honors—B.H.Sc.**

A student eligible for graduation with a cumulative grade point average of 3.8 or higher who has completed at least 90 credits at NSU is eligible to receive the degree with distinction.

### **Graduation with Honors—M.H.Sc.**

A student eligible for graduation with a cumulative grade point average of 3.74 or higher is eligible to receive the degree with honors. A student eligible for graduation with a cumulative grade point average of 4.0 is eligible to receive the degree with high honors.

### **Incomplete Coursework**

For the **M.H.Sc.** program, a grade of incomplete (*I*) is issued because of unexpected emergencies and must be made up within **one month**, based on instructor recommendation and program director approval. For the **B.H.Sc.** program, the student will have **one semester** to complete a course after the conditions of the incomplete have been agreed to, based on instructor recommendation and program director approval. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available from the B.H.Sc. and M.H.Sc. Student Center) prior to the end of the course. The form must be signed by the student, instructor, and the B.H.Sc. or M.H.Sc. program director. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an *F* by the administrative staff members of the Department of Health Science.

### **Clinical Externships**

- Clinical externships timeframe: The second year of study in the Bachelor or Master of Health Science with a specialization in Vascular Sonography consists of clinical externships, i.e., courses designated as BSV 4500, 4600, and 4700. These externship timeframes follow the ARDMS (American Registry for Diagnostic Medical Sonography) guidelines, and consist of three sessions of 16 weeks each (for a total of 48 weeks), with a minimum of 35 hours per week.
- Clinical externships placement: The student's initial clinical externship placement is assigned during the third term (summer) of the first year of study. The final clinical externship weekly

schedule will be left at the discretion of the clinical site and the student, but following the guidelines outlined above (35 hours/week minimum for three 16-week sessions).

- Duties and expectations in clinical externships: Students in clinical externships must follow all the rules and regulations of the university and the clinical site, including but not restricted to, rules and regulations on confidentiality. Written work submitted as part of class assignments should not include any identifying information on the patient. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility. Absences or tardiness from the clinical externship site should be communicated to the clinical coordinator AND the clinical instructor in the clinical site, preferably before the start of the shift assigned, but no later than 24 hours.
- Time keeping: Time keeping during clinical externships is done through Chronotek. Chronotek is an automated telephone system subcontracted by the program. The student will be given a building code and an ID number, as well as instructions on the use of the system prior to his or her first day in the clinical externship site. Any student found to be tampering with or manipulating the documentation process may receive disciplinary action and/or fail the clinical rotation.
- Clinical extension of program: If, for any reason, the student does not fulfill the requirements for clinical externships (BSV 4500, 4600, and 4700), the program has the authority to extend the student's clinical externships, which may result in additional cost to the student.
- Please also refer to the section on Academic Promotions and Progression.

### **Electronic Communication**

Electronic communication, including faxes and electronic mail, must adhere to the university policy. Students in off-site clinical sites will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and so on. The college does not assume any responsibility, other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation, if possible.

Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

### **Training Laboratory**

1. Foreword: Most of the core sonography courses in the program, particularly BSV 3100, 3220, 3300, 3400, 3500, 3600, 3810, and 3820 have been developed to include a large and crucial hands-on training component in the program's ultrasound training laboratory. This model offers a considerable benefit to the learning process of technical skills before students start clinical externships during the second year of study. The program strives to expose the students to state-of-the-art equipment for the acquisition of these skills. The program also ensures that the environment in the ultrasound training laboratory is safe.
2. Technical Standards: The profession of diagnostic medical sonographer includes, but is not limited to, the following physical, mental, auditory, and visual demands
  - a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices such as

- wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment
- b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations
  - c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range
  - d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light
3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the first year of study within the Bachelor or Master of Health Science with a specialization in Vascular Sonography is an essential component of the program.
- a. Conduct in the ultrasound training laboratory should follow the rules and policies outlined for the university and the College of Health Care Sciences, in an effort to create an environment adequate to foster optimal learning.
  - b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student's personal belongings and used during the breaks outside the laboratory).
  - c. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors.
  - d. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided at the first lab session in the first term on campus in the program (in Introduction to Ultrasound, or BSV 3220). The rules will be explained by the professor assigned to the class.
  - e. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the subject. Participation is voluntary. Election not to participate will not affect grades, however, alternate training will need to be arranged.

## Accreditation

The vascular sonography course of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).

CAAHEP contact and address: Kerry Weinberg (CAAHEP commissioner for JRC-DMS), 1361 Park Street, Clearwater, FL 33756. Phone: (727) 210-2350

JRC-DMS contact and address: Cindy Weiland or Molly Markey at [jrcdms@intersocietal.org](mailto:jrcdms@intersocietal.org); 6021 University Boulevard, Suite 500, Ellicott City, MD 21043; phone: (443) 973-3251

## Course Registration and WebSTAR

Once students have been accepted to the vascular sonography program, they will be issued, or can apply online for, a WebSTAR personal identification number (PIN) that will give them access to online registration. The PIN also provides access to account information. Students can apply for their WebSTAR PIN by going to the NSU Office of Information Technology PIN Request Form Web page at [www.nova.edu/webforms/help/pinreq.html](http://www.nova.edu/webforms/help/pinreq.html) and following the directions.

## Online Course Access and Blackboard

All of the B.H.Sc.—Vascular Sonography and M.H.Sc.—Vascular Sonography online courses that a student has registered for will be accessed through Blackboard. Students must use their NSU email

login and password in order to log in to their courses posted on Blackboard. The Blackboard login can be accessed through <https://sharklearn.nova.edu/webapps/login>.

## Master of Health Science Program

Because the Master of Health Science Program is delivered in a distance format, not all of the policies contained in this handbook are applicable to M.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to Master of Health Science program students.

### Attendance

All M.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for assignment submission and exams. There are no on-campus requirements, except for students in the Health Law Track, who will have to attend an on-campus seminar twice over the course of their M.H.Sc. studies. The program reserves the right to administratively withdraw students who have registered for a course but have not logged into that course or contacted the program by the end of the first two weeks of the semester. All students are also required to log in to the student center at least once a week.

### Administrative Withdrawals

Unless prior approval or a leave of absence has been granted, students who do not enroll in any classes for two consecutive semesters may be administratively withdrawn (WU) from the M.H.Sc. program. If a student is administratively withdrawn from the program, he or she would be required to petition the program director in writing for reinstatement in the program.

### Grading Policies and Procedures

Grading for courses in the Master of Health Science program is based on an alpha scale. Students who receive a failing grade in a course will be referred to the Committee on Student Progress for disposition.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

### Requirements for Graduation

**Students are required to submit applications for degrees once they have enrolled in their final semester.** Exceptions to this policy can be granted on a case-by-case basis by the program director for students who wish to continue their studies to complete additional coursework or an additional specialty track. Students who plan to continue their studies to complete additional coursework or an additional specialty track, must submit their requests in writing and have documented plans to complete the educational program to which they were admitted within five (5) years from date of admission into the program. (Final semester is defined as the semester in which the student obtains the 37 required hours for the generalist, sports medicine, leadership in health care, or higher education tracks; 39 required hours for the forensic investigative technology track; or 41 hours for the health law track.). Information regarding the degree application process can be found on the M.H.Sc. Student Center on Blackboard.



A cumulative GPA of a minimum of 3.0 is required for graduation from the MHS program. Students completing the course work for graduation but not achieving the required minimum GPA for graduation will be required to enroll in additional course work at additional costs to bring their cumulative GPA up to the minimum requirement for graduation. **If you are receiving financial aid, you need to contact the financial aid office at (954) 262-3380 or toll free at 800-806-3680 to obtain their advice on how your decision to continue beyond your degree requirements may or may not affect your financial aid eligibility.**

### **Graduation with Honors**

A student graduating with a cumulative GPA of 3.74 or higher is eligible to receive the degree with honors. A student graduating with a cumulative GPA of 4.0 is eligible to receive the degree with high honors.

### **Retake Policy**

If a required course is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses. A student who has experienced two or more course failures while in the Master of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake does not negate the original failure for purposes of retention in the program.

### **Credit Transfer**

Students matriculated in the M.H.Sc. program may petition for transfer of credits to the program. Up to, but not to exceed, 6 credit hours of graduate work (of a grade B or higher) may be considered for transfer from a regionally accredited institution. The courses considered for transfer must meet the goals and objectives of the M.H.Sc. courses in question, and cannot have been previously applied toward another awarded degree in or outside of NSU.

### **Continuous Enrollment**

The program requires students to enroll in at least one course per semester for the duration of their M.H.Sc. studies. If a student needs to take a semester off during the academic year, a formal request for a leave of absence shall be submitted to the program director, and will be subject to approval.

### **Continuing Services**

The program is designed to be completed in three years. Continuing services fees will be imposed after 36 months in the program. All students must finish the program within five years of the date of acceptance, or they will be dismissed. After the 36th month in the program, students will be enrolled in the continuing services at a cost of \$990 per semester.

## **Bachelor and Master of Health Science—General and Vascular Sonography**

This entry-level course of study is designed to prepare students in the field of general and vascular sonography and testing. Students spend the first year on NSU's main campus in Davie, Florida, and receive both didactic training in lecture halls and hands-on experience in our ultrasound training laboratory. During the second year, students will receive clinical training that focuses on vascular testing in a vascular laboratory or an ultrasound department under the supervision of a registered diagnostic medical sonographer (RDMS) and/or registered vascular technologist (RVT). In addition to the clinical training in the second year, students will be required to continue online courses.

## Academic Calendar 2014–2015

Both degree-level programs in general and vascular sonography programs follow the same term schedule, starting in the summer term of the respective academic year, and continuing through the end of the summer term two academic years later, for an overall program length of approximately 27 months. The specific start and end dates are based on the overall schedule mandated by the university. Please refer to online university resources for specific calendar and term dates and holiday observances. All purely online courses at both the bachelor's and master's levels are on a four-term calendar (each term is approximately 12 weeks long). Refer to the academic calendar published in this handbook and on Web-based resources by the online B.H.Sc. and M.H.Sc. programs respectively for specific term dates.

The classroom and lab-based courses, including the clinical externships, are on a three-term calendar.

## Academic Promotions and Progression

- **Honors:** The students may receive academic honors per term based on the completed work for the term. The policy for dean's or chancellor's lists follows that in place for the College of Health Care Sciences. A notice will be sent to the student and notification will be entered on his or her transcript.
- **Graduation with Honors:** A student graduating with a cumulative GPA of 3.74 or higher is eligible to receive the degree with honors. A student graduating with a cumulative GPA of 4.0 is eligible to receive the degree with high honors.
- **Academic Progress:** For each course offered within the program, contact information for the designated contact person for that course will be available in the syllabus of the course. Students are strongly encouraged to consult with their professors or lab instructors regarding any issues impeding academic progress. Students are also strongly encouraged to contact the program director, if necessary.
- **Academic Progress in Clinical Externships:** Clinical externships are assessed on different criteria outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria may result in failure for the externship, with similar consequences as for failure of any didactic courses including, but not limited to, possible dismissal from the program.
- **Academic Progression:** The Bachelor and Master of Health Science degrees with a specialization in General and Vascular Sonography are lockstep programs. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is, for sonography courses, based on the successful completion of the courses offered in prior terms. The progress of each student through the curriculum requires continuous satisfactory academic performance. In order to complete the general and vascular sonography program, students must successfully complete the core sonography courses in the time and sequence that they are offered. Students who receive a final course grade of *F* in any core vascular didactic course will not be allowed to progress to the next semester.

## Retake/Repeat/Remediation

- If a student fails a core sonography course, a cumulative remediation of written and/or practical examination will be administered. Grades on the transcript will be qualified to indicate a repeated course or a remediation examination.
- A final course grade of less than C in any given core sonography course will constitute a course failure (this includes a grade achieved through a remediation examination). The grade from a remediation examination can be no higher than a C. Students who fail a core sonography course and the remediation examination will be sent to the Committee on Student Progress with recommendation and may be dismissed from the program.

- While matriculating through the B.H.Sc. or M.H.Sc. General and Vascular Sonography programs, each student is permitted to remediate a total of two core courses. A student will be allowed to sit for only one remediation examination per course.
- Students in the B.H.Sc.—General and Vascular Sonography or M.H.Sc.—General and Vascular Sonography program also take courses online. These courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost and may delay graduation from the program. A student with two or more course failures will be referred to the Committee on Student Progress and may be dismissed.
- A student who is dismissed on the basis of inadequate academic performance or unprofessional conduct will be required to reapply to the program in order to be considered for readmission under the admissions standards applicable to the next class. The application will be treated in the same manner as a first-time applicant. Any student who is readmitted to the program will be considered a first-time applicant for the purposes of coursework and must repeat all required coursework, including courses completed previously.
- Clinical Courses—the following applies to the clinical externship courses (BHS 4500, 4600, and 4700): None of these courses can be remediated. If requirements are not met by the end of the course, the externship will be extended as appropriate, as determined by the program director.

If a preceptor or supervisor requests that a student be removed from a clinical site, the student will be automatically suspended pending a hearing by the Committee on Student Progress, which may result in course failure and/or dismissal from the program (even without any prior failure on record). All other rules regarding academic honesty, cheating, attendance, and professionalism apply to the clinical externship courses.

## Grading Policies and Procedures

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

Courses for the Bachelor and Master of Health Science with a Specialization in General and Vascular Sonography are graded on an alpha scale (described above). Students must pass all courses with a grade of C or better. Any grade lower than a C will result in failure of the course. Students receiving a failing grade will be referred to the Committee on Student Progress (CSP). Any failed online course may need to be repeated and additional tuition will be charged. Failure of any single core course will be cause for referral to the CSP and may be cause for dismissal from the program.

Each student must pass all courses with a C or better in all required courses for the B.H.Sc.—General and Vascular Sonography or the M.H.Sc.—General and Vascular Sonography degree.

### Graduation with Honors—B.H.Sc.

A student eligible for graduation with a cumulative grade point average of 3.8 or higher who has completed at least 90 credits at NSU is eligible to receive the degree with distinction.

## **Graduation with Honors—M.H.Sc.**

A student eligible for graduation with a cumulative grade point average of 3.74 or higher is eligible to receive the degree with honors. A student eligible for graduation with a cumulative grade point average of 4.0 is eligible to receive the degree with high honors.

## **Incomplete Coursework**

For the M.H.Sc. program, a grade of incomplete (*I*) is issued because of unexpected emergencies and must be made up within one month, based on instructor recommendation and program director approval. For the B.H.Sc. program, the student will have one semester to complete a course after the conditions of the incomplete have been agreed to, based on instructor recommendation and program director approval. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available from the B.H.Sc. and M.H.Sc. Student Center) prior to the end of the course. The form must be signed by the student, instructor, and the B.H.Sc. or M.H.Sc. program director. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an *F* by the administrative staff members of the Department of Health Science.

## **Clinical Externships**

- **Clinical externships time frame:** The second year of study in the Bachelor or Master of Health Science with a specialization in General and Vascular Sonography consists of clinical externships, i.e., courses designated as BHS 4500, 4600, and 4700. These externship timeframes follow the ARDMS (American Registry for Diagnostic Medical Sonography) guidelines, and consist of three sessions for a total of 48 weeks, with a minimum of 37 hours per week.
- **Clinical externships placement:** The student's initial clinical externship placement is assigned during the third term (summer) of the first year of study. The final clinical externship weekly schedule will be left at the discretion of the clinical site and the student, but following the guidelines outlined above. Students who have not taken the Sonography Principles and Instrumentations (SPI) Exam with ARDMS will not be able to start their clinical externships.
- **Duties and expectations in clinical externships:** Students in clinical externships must follow all the rules and regulations of the university and the clinical site, including but not restricted to, rules and regulations on confidentiality. Written work submitted as part of class assignments should not include any identifying information on the patient. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility. Absences or tardiness from the clinical externship site should be communicated to the clinical coordinator AND the clinical instructor in the clinical site, preferably before the start of the shift assigned, but no later than 24 hours.
- **Time keeping:** Time keeping during clinical externships is done through Chronotek—an automated telephone system subcontracted by the program. The student will be given a building code and an ID number, as well as instructions on the use of the system prior to his or her first day in the clinical externship site. Any student found to be tampering with or manipulating the documentation process may receive disciplinary action and/or fail the clinical rotation.
- **Clinical extension of program:** If, for any reason, the student does not fulfill the requirements for clinical externships (BHS 4500, 4600, and 4700), the program has the authority to extend the student's clinical externships, which may result in additional cost to the student.
- Please also refer to the section on Academic Promotions and Progression.

## Electronic Communication

Electronic communication, including faxes and electronic mail, must adhere to the university policy. The use of cellular phones and other unauthorized electronic devices are not permitted during the lectures or lab sessions. A student may be requested to step out of the auditorium or the laboratory if the student uses a cellular phone or any other unauthorized electronic device without authorization from the instructor. Recurrent behavior will be referred to the Committee on Student Progress for unprofessional behavior.

## Clinical Site Requirements

Students in off-site clinical sites will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and so on. The college does not assume any responsibility, other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation, if possible.

Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

## Training Laboratory

1. Foreword: Most of the core sonography courses in the program have been developed to include a large and crucial hands-on training component in the program's ultrasound training laboratory. This model offers a considerable benefit to the learning process of technical skills before students start clinical externships during the second year of study. The program strives to expose the students to state-of-the-art equipment for the acquisition of these skills. The program also ensures that the environment in the ultrasound training laboratory is safe. Extracurricular lab sessions are mandatory as they are oriented to refine technical skills and prepare students for their clinical externships. Attendance and participation during these sessions will be considered when assigning clinical sites for externships.
2. Technical Standards: The profession of diagnostic medical sonographer includes, but is not limited to, the following physical, mental, auditory, and visual demands:
  - a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices such as wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment
  - b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations
  - c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range
  - d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light
3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the first year of study is an essential component of the program.
  - a. Conduct in the ultrasound training laboratory should follow the rules and policies outlined for the university and the College of Health Care Sciences, in an effort to create an environment adequate to foster optimal learning.

- b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student's personal belongings and used during the breaks outside the laboratory).
- c. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors.
- d. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided at the first lab session in the first term on campus in the program (in Introduction to Ultrasound, or BHS 3220). The rules will be explained by the professor assigned to the class.
- e. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the subject. Participation is voluntary. Election not to participate will not affect grades, however, alternate training will need to be arranged.

### **Accreditation**

The vascular sonography course of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS). Graduates from this program will be able to sit for the ARDMS exams leading to the RVT (Registered Vascular Sonography) and the RDMS (Registered Diagnostic Medical Sonography) credentials.

CAAHEP contact and address: Kerry Weinberg (CAAHEP commissioner for JRC-DMS), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

JRC-DMS contact and address: Cindy Weiland or Molly Markey at [jrcdms@intersocietal.org](mailto:jrcdms@intersocietal.org); 6021 University Boulevard, Suite 500, Ellicott City, MD 21043; (443) 973-3251.

### **Course Registration and WebSTAR**

Once students have been accepted to the general and vascular sonography or medical sonography program, they will be issued, or can apply online for, a WebSTAR personal identification number (PIN) that will give them access to online registration. The PIN also provides access to account information. Students can apply for their WebSTAR PIN by going to the NSU Office of Information Technology PIN Request Form Web Page at [www.nova.edu/webforms/help/pinreq.html](http://www.nova.edu/webforms/help/pinreq.html) and following the directions.

### **Online Course Access and Blackboard**

All of the B.H.Sc.—General and Vascular Sonography and M.H.Sc.—General and Vascular Sonography online courses that a student has registered for will be accessed through Blackboard. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. The Blackboard login can be accessed through <https://sharklink.nova.edu/cp/home/displaylogin>.

### **Cardiac Sonography Certificate Program**

This 12-month lock-step program is designed to prepare practicing sonographers for the cardiac registry exam. The courses will be delivered in a hybrid format, with online courses and on-campus lab sessions in the evenings or on weekends at the NSU main campus. A clinical externship is offered during the last two terms of the program. Graduates will be eligible to take the national examinations for the cardiac registry as administered by the American Registry of Diagnostic medical Sonographers (ARDMS) and/or the Cardiovascular Credentialing International (CCI).

## **Academic Calendar 2014–2015**

The program will start in the summer of the respective academic year and follow the three-term calendar (summer, fall, and winter) for an overall length of 12 months. The specific start and end dates are based on the overall schedule mandated by the university. Please refer to online university resources for specific calendar and term dates and holiday observances.

## **Academic Promotions and Progression**

- Academic progress: For each course offered within the program, contact information for that course will be available in the syllabus of the course. Students are strongly encouraged to consult with their professors and/or lab instructors regarding any issues affecting academic progress. Students are also strongly encouraged to contact the program director, if necessary.
- Academic progress in clinical externships: Clinical externships are assessed on criteria outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria may result in failure for the externship term, with similar consequences as for failure of any didactic course including, but not limited to, possible dismissal from the program.
- Academic progression: The Cardiac Sonography Certificate is a lock-step program. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is based on the successful completion of the courses offered in prior terms. The progress of each student through the curriculum requires continuous satisfactory academic performance. In order to complete the cardiac sonography certificate program, students must successfully complete the core sonography courses in the time and sequence that they are offered. Students who receive a final course grade of *F* in any core sonography didactic course will not be allowed to progress to the next semester.

## **Retake/Repeat/Remediation**

- If a student fails a core sonography course, a cumulative remediation of written and/or practical examination will be administered at the end of the term. Grades on the transcript will be qualified to indicate a repeated course or remediated course.
- A final course grade of less than *C* in any given core cardiovascular course will constitute a course failure (this includes a grade achieved through a remediation examination). The grade from any remediation examination can be no lower than a *C*. Students who fail a core sonography course and the remediation examination will be sent to the Committee on Student Progress and may be dismissed.
- While matriculating through the cardiac sonography program, each student is permitted to remediate a total of two core courses. A student will be allowed to sit for only one remediation examination per course.
- A student who is dismissed on the basis of inadequate academic performance who wish to reenroll in the program will be required to reapply to the program in order to be considered for admission. The application will be treated in the same manner as a first-time applicant, under the admissions standards applicable to the next entering class. Any student who is readmitted to the program will be considered a first-time applicant for the purposes of coursework and must repeat all required coursework, including any courses completed previously.

If a preceptor or supervisor requests that a student be removed from a clinical site, the student will be automatically suspended pending a hearing by the Committee on Student Progress, which may result in course failure and/or dismissal from the program (even without any prior failure on record). All other rules regarding academic honesty, cheating, attendance, and professionalism apply to the clinical externship courses.

## Grading Policies and Procedures

Courses for the Cardiac Sonography Certificate program are graded on an alpha scale. Each student must pass all courses with a C or better. Any grade lower than a C will result in failure of the course. Students receiving a failing grade will be referred to the Committee on Student Progress (CSP). Any failed course may need to be repeated and additional tuition will be charged.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

## Incomplete Coursework

The cardiac sonography course is a lock-step program. A grade of incomplete (*I*) is issued because of unexpected emergencies and must be made up within one month, based on instructor recommendation and program director approval. Students requesting extensions due to medical or military reasons are expected to provide official documentation. It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form prior to the end of the course. The form must be signed by the student, instructor, and the program director. The student must have successfully completed 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of *I* cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an *F* by the administrative staff members of the Department of Health Science.

## Clinical Externships

- Clinical Externship placement: Students who enroll into the program have the opportunity to perform their clinical externship in their own place of work or with another facility that has approved their externship. In either case, the program will verify the criteria of appropriateness and request a clinical affiliation agreement in accordance with the terms of Nova Southeastern University. Details will be provided during initial orientation into the program.
- For those students who are not considered in the above paragraph, the program will assign the clinical site. Students should be aware that a special fee applies in this case.
- Clinical externships will be performed during the second and third terms in the program. As this program is oriented to working sonographers, time flexibility during the weeks will be considered in coordination with the clinical mentors and students.
- Duties and expectations in clinical externships: Students in clinical externships must follow all the rules and regulations of the university and the clinical site, including but not restricted to, rules and regulations on confidentiality. Written work submitted as part of class assignments must not include any identifying information on the patient. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility. Absences or tardiness from the clinical externship site should



be communicated to the clinical coordinator AND the clinical instructor in the clinical site, preferably before the start of the shift assigned, but no later than 24 hours.

- Time keeping: Time keeping during clinical externships is done through Chrono-Tek—an automated telephone system subcontracted by the program. The student will be given a building code and an ID number, as well as instructions on the use of the system prior to his or her first day in the clinical externship site. Any student found to be tampering with or manipulating the documentation process may receive disciplinary action and/or fail the clinical rotation.
- Clinical extension of program: If, for any reason, the student does not fulfill the requirements for clinical externships, the program has the authority to extend the student's clinical externships, which may result in additional cost to the student.

### **Clinical Site Requirements**

- Students in off-site clinical sites will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, and proof of insurance. The college does not assume any responsibility for the student's compliance with these requirements, other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation, if possible.
- Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

### **Training Laboratory**

1. Foreword: Most of the core sonography courses in the program have been developed to include a crucial hands-on training component in the program's ultrasound training laboratory. This model offers a considerable benefit to the learning process and acquisition of technical skills by the student before the start of clinical externships during the second year of study. The program strives to equip the student with fundamental skills and exam techniques through the use of state-of-the-art equipment for the acquisition of examination information. The program also ensures that the training environment in the ultrasound training laboratory is safe and that all students obtain the training benefits in an equitable manner.
2. Students will have the opportunity to select their lab sessions during one week night or Saturday morning as pre-determined by the faculty.
3. Technical Standards: The profession of diagnostic medical sonography includes, but is not limited to, the following physical, mental, auditory, and visual demands:
  - a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices, such as wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment.
  - b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations.
  - c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range.
  - d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light.

4. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the didactic portion of study within the program is an essential and critical component of the program.
  - a. Conduct in the ultrasound training laboratory will follow the rules and policies outlined for the university and the college in an effort to create an environment adequate to foster optimal learning.
  - b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student's personal belongings and used during the breaks outside the laboratory).
  - c. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors. Students are not allowed in the lab unless supervised by a professor or instructor.
  - d. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided at the first lab session in the first term on campus in the program. The rules will be explained by the professor assigned to the class. All students will sign a copy.
  - e. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the safety of the subject.

### **Course Registration and WebSTAR**

Once students have been accepted to the cardiac sonography program, they will be issued, or can apply online for, a WebSTAR personal identification number (PIN) that will give them access to online registration. The PIN also provides access to account information. Students can apply for their WebSTAR PIN by going to the NSU Office of Information Technology PIN Request Form Web page at [www.nova.edu/webforms/help/pinreq.html](http://www.nova.edu/webforms/help/pinreq.html) and following the directions.

### **Online Course Access, Blackboard, and NSU Email**

All of the Cardiac Sonography Certificate online courses that a student has registered for will be accessed through Blackboard. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. The Blackboard login can be accessed through <https://sharklink.nova.edu/cp/home/displaylogin>.

### **Concurrent Master of Health Science Option**

Students who already hold a bachelor's degree from an accredited institution with a minimum GPA of 3.0 are eligible to apply for the concurrent Master of Health Science (M.H.Sc.) option. Students who enroll in this concurrent M.H.Sc. program will graduate with a Bachelor of Science—Cardiovascular Sonography and a Master of Health Science. Both programs will be completed in 27 months.

If interested in the concurrent Master of Health Science option, please contact an admissions counselor or the program office for further details.

### **Master of Health Science Program**

Because the Master of Health Science Program is delivered in a distance format, not all of the policies contained in this handbook are applicable to M.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to Master of Health Science program students.

### **Attendance**

All M.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for

assignment submission and exams. There are no on-campus requirements, except for students in the Health Law Track, who will have to attend an on-campus seminar once over the course of their M.H.Sc. studies. The program reserves the right to administratively withdraw students who have registered for a course but have not logged into that course or contacted the program by the end of the first two weeks of the semester. All students are also required to log in to the student center at least once a week.

### **Grading Policies and Procedures**

Grading for courses in the Master of Health Science program is based on an alpha scale.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

### **Requirements for Graduation**

Students are required to submit applications for degrees once they have enrolled in their final semester. Exceptions to this policy can be granted on a case-by-case basis by the program director for students who wish to continue their studies to complete additional coursework or an additional specialty track. Students who plan to continue their studies to complete additional coursework or an additional specialty track, must submit their requests in writing and have documented plans to complete the educational program to which they were admitted within five years from date of admission into the program. (Final semester is defined as the semester in which the student obtains the 37 required hours for the generalist, sports medicine, leadership in health care, or higher education tracks; 39 required hours for the forensic investigative technology track; or 41 hours for the health law track.) Information regarding the degree application process can be found on the M.H.Sc. Student Center on Blackboard. If you are receiving financial aid, you need to contact the financial aid office at (954) 262-3380 or toll free at 800-806-3680 to obtain their advice on how your decision to continue beyond your degree requirements may or may not affect your financial aid eligibility.

### **Graduation with Honors**

A student graduating with a cumulative GPA of 3.74 or higher is eligible to receive the degree with honors. A student graduating with a cumulative GPA of 4.0 is eligible to receive the degree with high honors.

### **Retake Policy**

If a required course is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses. A student who has experienced two or more course failures while in the Master of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake does not negate the original failure for purposes of retention in the program.

### **Credit Transfer**

Students matriculated in the M.H.Sc. program may petition for transfer of credits to the program. Up to, but not to exceed, 6 credit hours of graduate work (of a grade B or higher) may be considered for transfer from a regionally accredited institution. The courses considered for transfer must meet the goals

and objectives of the M.H.Sc. courses in question, and cannot have been previously applied toward another awarded degree in or outside of NSU.

### **Continuous Enrollment**

The program requires students to enroll in at least one course per semester for the duration of their M.H.Sc. studies. If a student needs to take a semester off during the academic year, a formal request for a leave of absence shall be submitted to the program director, and will be subject to approval.

### **Continuing Services**

The program is designed to be completed in three years. Continuing services fees will be imposed after 36 months in the program. All students must finish the program within five years of the date of acceptance, or they will be dismissed. After the 36th month in the program, students will be enrolled in the continuing services at a cost of \$990 per semester.

## **Master of Science in Anesthesia**

### **Fort Lauderdale and Tampa**

#### **Accreditation, National Examinations, and Licensure**

The Master of Science in Anesthesia course of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates will be eligible to take the national certification examination administered by the National Commission for Certification of Anesthesiologist Assistants (NCCAA) in conjunction with the National Board of Medical Examiners (NBME).

#### **Grading Policies and Procedures**

Grading for academic and clinical-year AA students is based on the following alpha scale:

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	83–86
B-	2.7	80–82
C+	2.3	77–79
C	2.0	75–76
F	0.0	0–74

In addition to alpha grading, the anesthesiologist assistant course of study may use transcript notations outlined in the College of Health Care Sciences section of this handbook.

A minimum grade of a C is required in all anesthesia specialization courses and all M.H.Sc. and College of Medical Sciences courses.

#### **Academic Promotions and Progression**

The Master of Science in Anesthesia is a lock-step program. The sequence of the courses have been thoughtfully determined. Progression from one term to the next is, for Master of Science in Anesthesia core courses, based on the successful completion of the courses offered in prior terms. The progress of each student through the curriculum requires satisfactory continuous academic performance. In order to complete the Master of Science in Anesthesia program in the normally scheduled 27 months, students must successfully complete the courses in the time and sequence that they are offered.

Students who receive a final course grade of *F* in any Master of Science in Anesthesia core course will not be allowed to progress to the next semester until the course is passed by remediation (core didactic courses only) or course repeat (core clinical courses only). Students who fail to pass course remediation or course repeat at the next scheduled offering will receive an *F* in that course and may be dismissed from the program.

Below are the core didactic courses of the Master of Science in Anesthesia program.

All courses with the ANES/ANET prefix and the following

ANA 5420      Anatomy  
PHS 5400      Physiology  
MHS 5103      Principals of Life Support

Below are the core clinical courses of the Master of Science in Anesthesia program.

ANET 5001, 5002      Clinical Anesthesia I, II  
ANES/ANET 6001, 6002, 6003      Clinical Anesthesia V, VI, VII

No student may advance to the clinical year of study without satisfactorily completing all of the requirements for the didactic years' core courses. In addition, no student may complete the clinical-year curriculum and graduate without satisfactorily completing all of the requirements for the clinical-year coursework.

Any student failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress.

### **Retake/Repeat/Remediation**

The Master of Science in Anesthesia program is in compliance with the Committee on Student Progress, and Course Remediation policies listed in the student handbook. The following policies apply to the program.

- Students who do not pass a core didactic course through initial offering or through remediation, will receive a final course grade of *F* and will be sent to the Committee on Student Progress and may be dismissed.
- Students in the Master of Science in Anesthesia program also take courses online. These courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost and may delay graduation from the program. Additional tuition will be charged for any repeated course.
- Clinical Courses—the following applies to the clinical core courses (ANES/ANET 5001, 5002, 6001, 6002, 6003): None of these courses can be remediated. If requirements are not met by the end of the course, the student will be sent to the Committee on Student Progress and the student's program will be extended as appropriate, until all course requirements are met. If all requirements are not met following the program extension period, the student will be sent to the Committee on Student Progress and will repeat the course. Grades on the transcript will be qualified to indicate a repeated course.
- If a preceptor or supervisor requests that a student be removed from a clinical site, the student will be automatically suspended pending a hearing by the Committee on Student Progress, which may result in course repeat, course failure, and/or immediate dismissal from the program (even without any prior failure on record).

### **Academic Warning/Probation/Dismissal**

The program complies with the College of Health Care Sciences policies related to academic warning, academic probation, and dismissal. Additional policies may apply at the discretion of the program director.

## **Clinical Rotations**

The first year of study focuses on the foundations of anesthesia practice through classroom, mock operating room scenarios and studies, and laboratory work. Clinical experience during the first year will increase as the year progresses.

The senior year (semesters five, six, and seven) will consist of clinical rotations assigned in intervals ranging from two weeks to two months. During the senior year, clinical rotations are full time and involve all specialty areas in anesthesia, including general surgery, pediatrics, obstetrics and gynecology, otolaryngology, orthopedics, neurosurgery, ophthalmology, genito-urinary surgery, vascular surgery, cardiac surgery, thoracic surgery, transplantation, and trauma. Clinical rotations include days, evenings, nights, weekends, and on-call—depending upon the rotation.

All AA students on clinical rotations must maintain a functional pager or cell phone at all times during their clinical rotations. This expense will be the student's responsibility. To facilitate communications, AA students must provide the AA program with their pager or cell phone numbers and inform the program in advance of any changes. Students must comply with all policies and procedures of both the clinical sites and Nova Southeastern University.

## **Additional Specific Policies**

Students will receive the program's clinical handbook that will cover respectively all policies, procedures, courses, and rotations appropriate for the curriculum. These handbooks provide more specifics for guidance and governance of the students while in the program. The *College of Health Care Sciences Student Handbook* supersedes the program handbooks if there are direct conflicts, although the program's handbooks may be more strict and/or detailed.

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

The Health Science Department adheres to the Nova Southeastern University Code of Student Conduct and Academic Responsibility, Academic Honesty Policy and Procedure, Student Appeals Policy and Procedure, and student disciplinary procedures sections located in the college and university sections of this handbook.

## **Accelerated Dual-Degree M.H.Sc./D.H.Sc. Program**

Students in the Accelerated Dual-Degree M.H.Sc./D.H.Sc. program fall under the policies of the M.H.Sc. and D.H.Sc. programs.

To be eligible to receive the M.H.Sc. and D.H.Sc. degrees, students must

- be of good moral character
- satisfactorily complete the 21 credits in the M.H.Sc. program and the 61 credits in the D.H.Sc. program
- receive a recommendation by the M.H.Sc. and D.H.Sc. program directors to the dean of the College of Health Care Sciences.

## **Course Requirements for Awarding the M.H.Sc. Degree in the Accelerated Dual-Degree**

The M.H.Sc. degree can be awarded upon completion of 44 credits (the 21 credits of the M.H.Sc. core courses and the D.H.Sc. ethics course, the D.H.Sc. research course, a 4-credit D.H.Sc. course of the student's choice, the D.H.Sc. internship/practicum preparation course, and the D.H.Sc. internship and practicum courses).

## **Doctor of Health Science Program**

Because the Doctor of Health Science Program is delivered in a distance format, not all of the policies contained in this handbook are applicable to D.H.Sc. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to the Doctor of Health Science Program students.

### **Attendance**

The D.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the designated deadlines for assignment submission and exams. Students will have to attend two on-campus seminars over the course of their D.H.Sc. studies. All students are also required to log in to the student center at least once every two weeks.

### **Grading Policies and Procedures**

Grading for the Doctor of Health Science Program is based on pass/fail.

P	Pass (80 percent or above)
F	Fail (Below 80 percent)
I	Incomplete

### **Retake Policy, Student Progress, Academic Probation, and Dismissal**

If a required course is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses. A student who has experienced one course failure may be placed on academic probation. A student with two or more course failures while in the Doctor of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake does not negate the original failure for purposes of retention in the program. The procedures and deliberative bodies that implement this policy are those described in the college section of this handbook that discusses student progress.

### **Credit Transfer**

Students matriculated in the D.H.Sc. program may petition for transfer of up to 8 credits to meet Core Block One, Core Block Two, or elective course requirements. Courses considered for transfer must be from a regionally accredited university and identified clearly as doctoral-level courses by the sponsoring university. Courses taken at the master's degree-level are not transferable. If a transferred course will replace a required course, the transferred course must fully meet the goals and objectives of the NSU D.H.Sc. course in question.

### **Online Student Center**

All students are required to visit the online student center at least once every two weeks. All communication and programmatic information will be posted in the online student center.

## **Doctor of Philosophy in Health Science (Ph.D.) Program**

Because the Doctor of Philosophy (Ph.D.) in Health Science Program is delivered in distance format, not all of the policies contained in this handbook are applicable to Ph.D. students. Policies that are not covered in this section are addressed in previous sections of the handbook. The following policies are specific to students in the Doctor of Philosophy Program.

## **Credit Transfer**

Students matriculated in the Ph.D. program may petition for transfer of up to, but not to exceed, 8 credit hours to meet D.H.Sc. Core Block One or Core Block Two course requirements from a regionally accredited doctoral program of study, but only if the transferred courses meet the goals and objectives of the course in question.

## **Attendance**

The Ph.D. courses are designed in distance-learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the designated deadlines for assignment submission and exams. Students will attend a minimum of three on-campus seminars over the course of their Ph.D. studies and will present an oral dissertation defense in person. The oral defense can be done at the summer or winter institute, or on the main campus. This must be arranged with the Ph.D. program office at least 45 days in advance. All students are required to log in to the doctoral programs in the health science student center at least once every two weeks.

## **Continuous Enrollment**

The Doctor of Philosophy in Health Science (Ph.D.) Program requires students to enroll in at least one course per semester for the duration of the Ph.D. studies. If a student needs to take a semester off during the academic year, a formal request for a leave of absence must be submitted to the program director, and will be subject to approval.

## **Continuing Services**

The Ph.D. program is designed to take no longer than seven years. All students must finish the program within seven years of their initial date of acceptance into the Ph.D. in Health Science Program, or they will be dismissed.

## **Academic Withdrawals**

Unless prior approval or a leave of absence has been granted, students who do not enroll in any classes for two consecutive semesters may be administratively withdrawn (*WU*) from the Doctor of Philosophy in Health Science (Ph.D.) Program. If a student is administratively withdrawn from the program, he or she would need to reapply for entrance into the Ph.D. program.

## **Grading Policies and Procedures**

Students must successfully complete and pass all Doctor of Health Science (DHS) core courses in order to register for core courses in the Doctor of Philosophy in Health Science (Ph.D.) Program. Grading for the Doctor of Philosophy in Health Science program is based on pass/fail.

P	Pass (80 percent or above)
F	Fail (below 80 percent)
I	Incomplete
PR	Progress
NPR	No Progress

## **Dismissal**

A student who has experienced one course failure in the Ph.D. program will be referred to the Committee on Student Progress for disposition, which may result in dismissal from the program. See the Committee on Student Progress procedures in the college section of this handbook. Students who are dismissed from the program may appeal the decision of dismissal to the College-Wide Appeals Committee of



the College of Health Care Sciences. (See procedures on student appeals in the college section of this handbook under Student Appeals.)

### **Incomplete Coursework**

A grade of incomplete (*I*) is issued because of unexpected emergencies and must be made up within one semester following the final class date of the course, as stipulated by the course instructor and with approval of the program director. If the incomplete grade (*I*) is not made up accordingly, it will be converted into a failing grade (*F*). Courses that are offered only once per calendar year must be completed by the end of the following calendar year. Students must request any extension, in writing, from the course instructor, with a copy to the program director.

### **Comprehensive Examination**

The comprehensive examination is a written examination that students take after the completion of all the required Ph.D. in Health Science course work, and before beginning the dissertation phase of the Ph.D. program. It is designed to evaluate a student's ability to demonstrate that he/she is a suitable candidate for a Ph.D. degree. Successful completion of the comprehensive examination is required for students to move to advanced standing and begin dissertation research. The comprehensive examination is given two times per academic year during the summer and winter semesters, and takes place on the Nova Southeastern University main campus in Fort Lauderdale, Florida. Students must take the comprehensive examination within one year of completion of all academic coursework. Failure to complete the requirements within the time frame may result in dismissal from the program. Students register with the Department of Health Science prior to the comprehensive exam and receive an examination number. Students who register for the comprehensive examination certify by this action that they are prepared to take the exam. However, participating in the comprehensive examination preparatory training does not mean that students will pass the comprehensive examination.

Students can withdraw from the comprehensive examination without a reason 10 days before the exam. Once this time has passed students with circumstances beyond their control such as, sickness, car accident, family illness or other extenuating circumstances, must notify the Ph.D. program director at the earliest possible time and provide documentation to support their need to withdraw from the exam. Students who have obtained approval from the Ph.D. Program Director to withdraw from the comprehensive examination, will be allowed to take the comprehensive examination at the next scheduled offering. Students who registered for the comprehensive examination and do not show, or students who do not contact the program director requesting to be excused from the examination will automatically fail the comprehensive examination. Students who have failed the comprehensive exam are referred to the Department of Health Science Committee for Student Progress (CSP) for possible dismissal from the Ph.D. program. The CSP then makes recommendations to the department chair. The department chair notifies the student of the decision by certified mail (return receipt requested) and by email with response requested. Students have the right to appeal the decision of dismissal from the Ph.D. program to the College of Health Care Sciences Appeals Committee within five business days of notification from the chair of their department.

The grading of the Comprehensive Examination is on a Pass/Fail basis. Students must pass all three categories on the comprehensive examination to move forward to the dissertation phase of the Ph.D. program. Students are notified of their results on the comprehensive examination by certified mail and a copy of the letter is sent to students' NSU email accounts. Following the successful completion of the comprehensive examination, students can register for dissertation credits and begin the dissertation process.

Students who pass two of the three categories may retake the one failed category at the next scheduled examination date. Students have one opportunity to pass the failed category. Students who wish to

dispute their grades must contact the Ph.D. program director, as there is no direct communication between graders and students. The program director will interact directly with the faculty who graded the exams and inform the student of the grader's comments. The grade dispute ends at the program director level. Failure to pass the comprehensive examination may result in dismissal from the program, irrespective of students' performance in other aspects of doctoral study.

Students who do not pass two, or all three categories, have failed the comprehensive exam and are referred to the Department of Health Science Committee for Student Progress. All college-wide policies regarding academic honesty, student progress committee, and appeals apply to the comprehensive exam. Students are strongly encouraged to familiarize themselves with the academic standards and the academic honesty policy and procedure as described in the *College of Health Care Science Student Handbook*.

### **Dissertation**

The dissertation is scheduled as six courses over two years. The dissertation will culminate with an oral final defense, which will occur in person at the Summer or Winter Institute, or on the main campus. The oral defense must be arranged with the Ph.D. program office at least 45 days in advance. Process and requirements are detailed in the Health Professions Division Dissertation Guide.

For any additional semester after the initial six courses, students will register for a dissertation continuation course with a continuing service charge to maintain the students' full time enrollment. At the end of each semester, students who demonstrate forward progress on their dissertation will earn a PR (in progress) grade. Students who do not demonstrate forward progress will earn an NPR (not in progress) grade. Students who earn an NPR grade in any dissertation course may register for the next semester, although they may not be eligible for Federal funds. Students' progress through dissertation continuation may increase their total number of degree credits beyond the required 75.

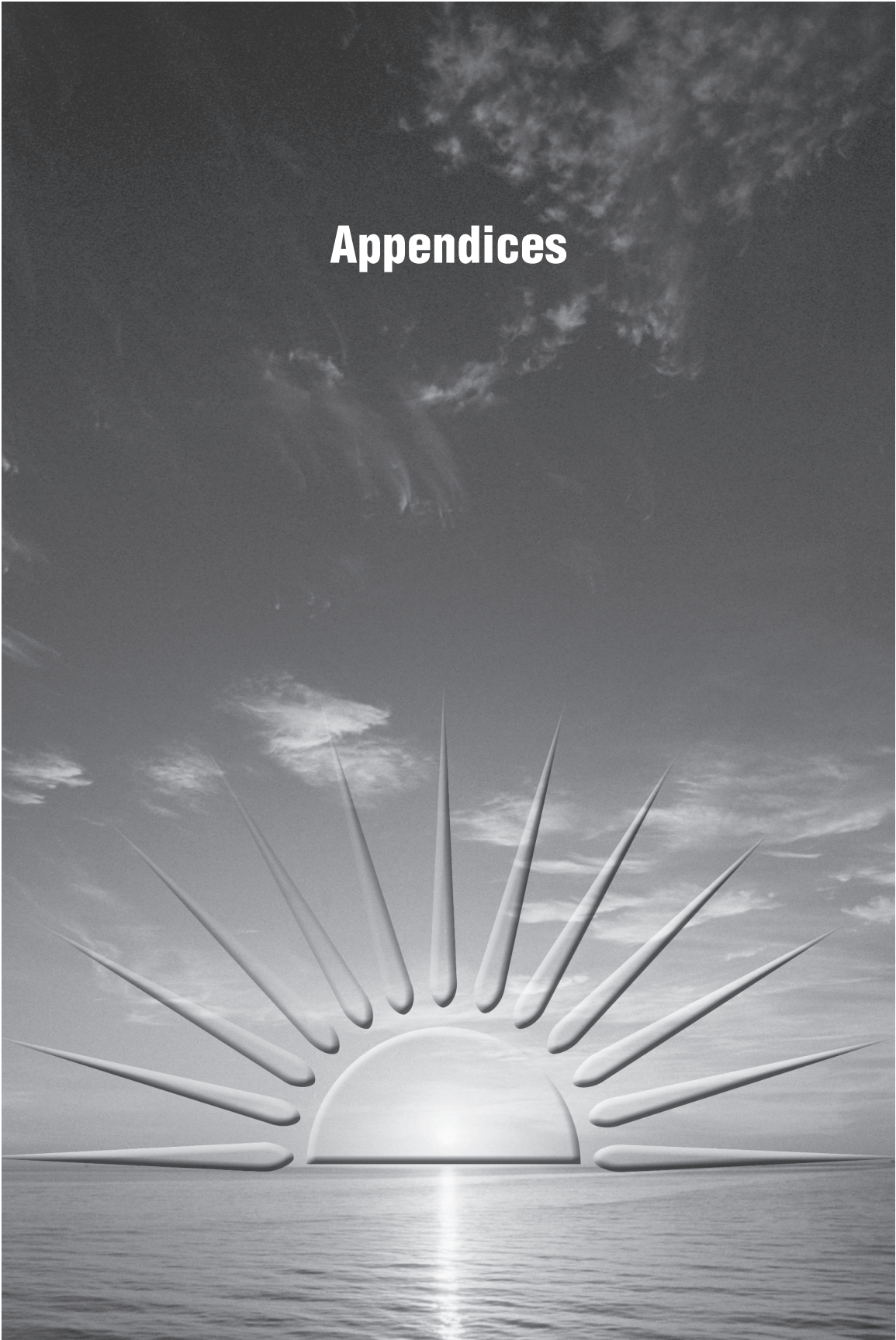
### **On-Campus Institutes**

These one-week sessions are located either on the Health Professions Division main campus in Fort Lauderdale, Florida; the regional campus in Orlando, Florida; or the regional campus in Tampa, Florida. Three such institutes are required to complete the Ph.D. degree. DHS 8010, 8080 and DHS 8170 will be offered as Summer Institutes. HSP 9007 will be offered as the Winter Institute.

### **Online Student Center**

All students are required to visit the online student center at least once every two weeks. All communication and programmatic information will be posted in the online student center.

# Appendices





## Appendix A

# Controlled Substances—Uses and Effects

Narcotics	Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
Opium	II, III, V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine	II, III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3-6	Oral, smoked, injected	see above	see above	see above
Codeine	II, III, V	Tylenol with codeine, Empirin with codeine, Robitussin A-C, Fiorinal with codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected	see above	see above	see above
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked	see above	see above	see above
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected	see above	see above	see above
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected	see above	see above	see above
Other Narcotics	I, II, III, IV, V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin*	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected	see above	see above	see above

\*Not designated a narcotic under the CSA.

<i>Depressants</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
Chloral Hydrate	IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5–8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II, III, IV	Anytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High–Moderate	High–Moderate	Yes	1–16	Oral	see above	see above	see above
Benzodiazepines	IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxexa, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4–8	Oral	see above	see above	see above
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4–8	Oral	see above	see above	see above
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4–8	Oral	see above	see above	see above
Other Depressants	III	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4–8	Oral	see above	see above	see above

<i>Cannabis</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
Marijuana	I	Pot, Grass, Acapulco Gold, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2–4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	I, II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish	I	Hash	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above

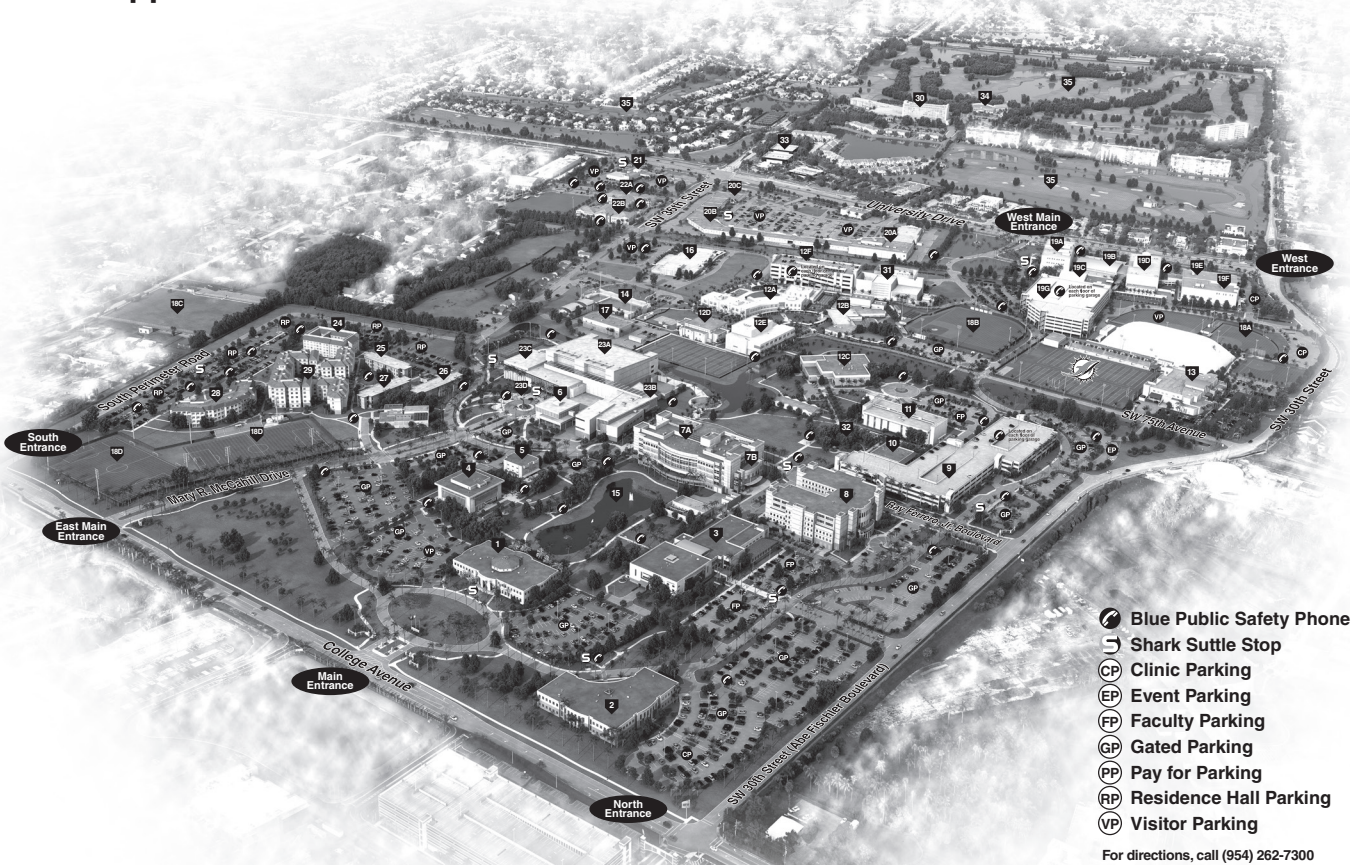
<i>Stimulants</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
Cocaine**	II	Coke, Flake, Snow, Crack, Big C, Blow, Lady, Rock	Local anesthetic	Possible	High	Yes	1–2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobese, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2–4	Oral, injected	see above	see above	see above
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2–4	Oral, injected	see above	see above	see above
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2–4	Oral, injected	see above	see above	see above
Other Stimulants	III, IV	Adipex, Cylert, Didrex, Ionamin, Mefliat, Plegine, Sanorex, Tenuate, Pepanil, Prelu-2	Weight control	Possible	Moderate	Yes	2–4	Oral, injected	see above	see above	see above

\*\*Designated a narcotic under the CSA.

<i>Hallucinogens</i>	<i>Schedules</i>	<i>Trade or Other Names</i>	<i>Medical Uses</i>	<i>Physical Dependence</i>	<i>Psychological Dependence</i>	<i>Tolerance</i>	<i>Duration (hours)</i>	<i>Usual Methods of Administration</i>	<i>Possible Effects</i>	<i>Effects of Overdose</i>	<i>Withdrawal Syndrome</i>
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8–12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer and more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8–12	Oral	see above	see above	see above
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected	see above	see above	see above
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Phencyclidine Analogues	I	PCP, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed	see above	see above	see above

# NSU Main Campus Map

## Appendix B



- Blue Public Safety Phone
  - Shark Shuttle Stop
  - Clinic Parking
  - Event Parking
  - Faculty Parking
  - Gated Parking
  - Pay for Parking
  - Residence Hall Parking
  - Visitor Parking
- For directions, call (954) 262-7300

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

Visit [www.nova.edu/locations/main-campus.html](http://www.nova.edu/locations/main-campus.html) to view campus map.



## Appendix C

# Telephone Resources

### Emergency Resources

NOVALERT .....	(954) 262-8999
Ambulance/Davie Police .....	9-911
Public Safety Office .....	(954) 262-8981
Broward Crisis Intervention Service.....	(954) 463-0911
Davie Mental Health Clinic .....	(954) 262-5730
Davie Police— Non-Emergency .....	(954) 693-8200
Hurricane Hotline .....	(954) 262-7300
Sexual Assault Treatment Division.....	(954) 765-4159
NSU Student Counseling.....	(954) 262-7050

### Departmental Listings

ADA Coordinator .....	(954) 262-7280
Admissions	
Undergraduate.....	(954) 262-8000
Health Professions Division .....	(954) 262-1101
Athletics .....	(954) 262-8250
Bursar's Office.....	(954) 262-5200
Business Services.....	(954) 262-8830
Call Center.....	(954) 262-7300
Computer Lab—Parker .....	(954) 262-4949
Computing Help Desk.....	(954) 262-4357
Dining Services .....	(954) 262-5300
Facilities Management.....	(954) 262-8881
Financial Aid.....	(954) 262-3380 or 800-806-3680
Innovation and Information Technologies.....	(954) 262-4920
International Students.....	(954) 262-7240
Mail Services—Goodwin .....	(954) 262-8875
Main Library.....	(954) 262-4601
NSU Bookstore .....	(954) 262-4750
NSU Student Counseling.....	(954) 424-6911
Office of Career Services .....	(954) 262-7201

Office of the Vice President of Student Affairs and the dean of the College of Undergraduate Studies .....	(954) 262-7280
Physical Plant.....	(954) 262-8800
Radio Station—WNSU .....	(954) 262-8457
Recreation and Wellness.....	(954) 262-7301
Registrar.....	(954) 262-7255
Residential Life and Housing... ..	(954) 262-7052
Student Activities and Leadership Development.....	(954) 262-7290
Student Engagement.....	(954) 262-7283
<i>The Current</i> Newspaper.....	(954) 262-8455
Title IX Coordinator.....	(954) 262-7280
Transfer Evaluation Services ....	(954) 262-8117
Travel Office.....	(954) 262-8888
Volunteerism/ Community Service.....	(954) 262-7297

### Centers, Colleges, and Schools

Abraham S. Fischler School of Education .....	(954) 262-8500
Center for Psychological Studies.....	(954) 262-5700
Farquhar College of Arts and Sciences .....	(954) 262-8000
Graduate School of Computer and Information Sciences.....	(954) 262-2030
Graduate School of Humanities and Social Sciences.....	(954) 262-3000
H. Wayne Huizenga School of Business and Entrepreneurship .....	(954) 262-5000
Health Professions Division .....	(954) 262-1000
Institute for the Study of Human Service, Health, and Justice.....	(954) 262- 7001
Oceanographic Center .....	(954) 262-3600
Shepard Broad Law Center .....	(954) 262-6100



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NOVA SOUTHEASTERN  
UNIVERSITY

Health Professions Division  
College of Health Care Sciences  
3200 South University Drive  
Fort Lauderdale, Florida 33328-2018

800-541-6682 • [www.nova.edu](http://www.nova.edu)