



2018–2019 Student Handbook

DR. PALLAVI PATEL COLLEGE OF HEALTH CARE SCIENCES

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 2018–2019. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

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

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Message from the President



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

At NSU, you join more than 21,000 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 109 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, organizations, and internship opportunities 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 177,000 graduates in all 50 states and in more than 100 countries around the world.

Enjoy your time at NSU, and go Sharks!

A handwritten signature in blue ink that reads "George L. Hanbury II". The signature is written in a cursive, flowing style.

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

Foreword/Reservation of Power

Foreword

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

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

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

Students who engage in conduct that endangers their health or safety, or the health or safety of others, may be required to participate and make satisfactory progress in a program of medical evaluation and/or treatment if they are to remain at the university. The determination as to the student’s participation and progress is to be made by the NSU Student Behavioral Concerns Committee. The university reserves the right to require the withdrawal of a student from either enrollment and/or university housing, whose continuation in school, in the university’s judgment, is detrimental to the health or safety of the student or others. Students who withdraw for reasons of health or safety must contact the Office of Student Conduct and Community Standards before seeking readmission to NSU. Decisions made under this policy are final.

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

Reservation of Power

The *NSU Student Handbook* is not intended to be a contract or part of a contractual agreement between NSU and the student. From time to time, it may be advisable for the university to alter or amend its procedures or policies. Reasonable notice may be furnished to the university community of any substantive changes, but is not required.

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

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

University Vision Statement, Mission Statement, and Core Values

Vision 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.

NSU Core Values

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

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

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

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

DIVERSITY Diversity includes, but is not limited to, race, ethnicity, culture, religion, philosophy, gender, physical traits, socioeconomic status, age, and sexual orientation. Differences in views, interpretations, and reactions derived from diversity are important. Diversity enriches a learning environment focused on preparing individuals to live and work in a global society.

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

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

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

(The NSU Mission Statement, Vision 2020 Statement, and Core Values were adopted by the NSU Board of Trustees on March 28, 2011.)

Statement on Student Rights

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.

Nova Southeastern University students enjoy the right to learn, both within and outside of the classroom, in an environment that is free from discrimination based on the University Equal Opportunity/Nondiscrimination Policy included below.

While it is not possible to address all eventualities, it is important that rights of Nova Southeastern students be embraced by the community and observed in the spirit of the university's mission. These rights include, but are not limited to,

- **the right to scrupulous respect for the equal rights and dignity of others**
- the right to be treated equally in academic and social settings
- the right to live and/or attend classes in a physically safe environment
- the expectation of a positive living/learning environment
- the right to hold other students accountable to the Code of Student Conduct and Academic Responsibility

- **the rights of personal and intellectual freedom which are fundamental to the idea of a university**
- the right of dedication to the scholarly and educational purposes of the university
- the right to participate in promoting and ensuring the academic quality and credibility of the institution.

- **the right to provide service to our community and beyond**
- the right to engage in service opportunities that enhance learning outcomes, both on and off campus
- the right to associate with student organizations of one's own choosing

University Equal Opportunity/Nondiscrimination Policy

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

or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

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

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

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

Laura Bennett

Title IX Coordinator

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

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

Alexis Martinez, Ed.D., J.D.

Assistant Dean for Student Development

(954) 262-7281 • amartinez1@nova.edu

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) 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 Office of the University Registrar a written request that identifies the record(s) the student wishes to inspect. The Office of the University Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. A student who believes that his or her education records contain information that is inaccurate or misleading, or is otherwise in violation of the student's privacy or other rights, may discuss his or her concerns informally with the Office of the University Registrar. If the decision is in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period that the records will not be amended and will be informed by the Office of the University Registrar of his or her right to a formal hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the school official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university may disclose educational records, without consent, to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment and transfer.
- The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605 concerning alleged failures by Nova Southeastern University to comply with the requirements of FERPA.

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

Conduct Notifications

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

Deceased Student Records

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

Health Care Privacy (HIPAA) Statement

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

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

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

Statement on Student Responsibilities

Nova Southeastern University's mission is to foster academic excellence and intellectual inquiry, as well as to provide service to our community and beyond. Committed to excellence and proud of the diversity of our university family, we strive to develop our students in a lifelong learning environment.

Students at Nova Southeastern University enjoy the right to exercise freedom of conduct that is consistent with the mission and values of the university. Protection of academic and social freedom is both an individual and community responsibility. Standards of behavior have been established by the university and are intended to ensure that the exercise of individual rights does not deny rights to other individuals or the community.

Admission to Nova Southeastern University is a privilege, and the values, principles, rules and regulations of the university are accepted by each student upon his or her voluntary registration. Central to the educational experience is the trust that all students will learn in, and benefit from, an academic environment that is rigorous. All Nova Southeastern University students are responsible for upholding the Code of Student Conduct and Academic Responsibility and promoting the Core Values of the university.

While it is not possible to address all eventualities, it is important that responsibilities of Nova Southeastern University students be embraced by the community and observed in the spirit of the university's mission. Specific standards of behavior are outlined in the Code of Conduct. General responsibilities include, but are not limited to:

Personal responsibility

- responsibility to cultivate personal growth and development through academic, civic, and social engagement
- responsibility to pursue educational opportunities to the best of one's ability
- responsibility for academic progression and career planning
- responsibility to participate in intellectual discourse/attainment or advancement of knowledge
- responsibility to explore personal growth and development
- responsibility to partner and/or cooperate with faculty and staff in the promotion of a positive living and learning environment

Responsibility to other students

- responsibility to participate in student government
- responsibility to approach differing and diverse views and opinions with an open mind
- responsibility to recognize the value of diversity and an exchange of ideas within a university community
- responsibility for showing respect to other students

Responsibility to the community

- responsibility to engage in appropriate service learning experiences that improve the quality of life of those around them
- responsibility to comply with laws, rules and regulations
- accountability for one's own actions
- responsibility to maintain the property and facilities of the university
- responsibility to maintain a positive image of the university

Student Code of Conduct

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

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college or center. Violations of conduct standards, university policies, and/or procedures will be handled by the Office of the Vice President of Student Affairs, or through the individual college when appropriate. An academic unit, as a result of professional education standards/requirements, may have additional procedures to address student misconduct. Violations of sexual misconduct/discrimination will be handled by the Office of the Vice President of Student Affairs, following an investigation by the Title IX Coordinator. Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs website. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

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

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

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

Academic Standards

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

The following acts violate the academic honesty standards:

- cheating—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise

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

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

Students are expected to comply with the following academic standards:

- Original Work—Assignments such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center’s recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, re-examination, and/or remediation.
- Referencing the Works of Another Author—All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each program center’s specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students’ work must comport with the adopted citation manual for their particular center. At Nova Southeastern University, it is plagiarism to represent another person’s work, words, or ideas as one’s own without use of a center-recognized method of citation. Deviating from center standards (see above) are considered plagiarism at Nova Southeastern University.
- Tendering of Information—All academic work must be the original work of the student. Knowingly giving or allowing one’s work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
- Prohibited Acts—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:
 - plagiarism
 - any form of cheating

- conspiracy to commit academic dishonesty
 - misrepresentation
 - bribery in an attempt to gain an academic advantage
 - forging or altering documents or credentials
 - knowingly furnishing false information to the institution
- Additional Matters of Ethical Concern—Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

Conduct Standards

Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws. Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off the Fort Lauderdale/Davie Campus or at any NSU sites. Additional information about specific violations of the Student Code of Conduct are included in this handbook under Section B Specific Conduct Violations.

A. General Administrative Policies and Guidelines

A.1 Alcohol Policy

Nova Southeastern University, as an institution of higher education, is dedicated to the well-being of all members of the university community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), 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 younger than 21 years of age.

1. The university will not authorize the use of student activity fees or other student funds collected and administered by the university to provide alcoholic beverages for any student event.

2. The sale, delivery, possession, and/or consumption of alcoholic beverages on any property owned and controlled by NSU is strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.

3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the Residential Living Guide.

4. The president, or an appropriate designee, may approve other exceptions to this prohibition, to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.

5. The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages.

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

Guidelines for the Use of Alcohol at University Student Events

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

screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having had enough alcohol before or during the event.

- Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.
- It shall be at the discretion of the Office of the Vice President of Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.
- Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Vice President of Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

A.2 Appropriate Conduct and Consensual Relationships Policy

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.

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

A.3 Drug-Free Schools and Campuses

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

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

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

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

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

NSU Programs	Community Programs
<p>Henderson Student Counseling Center For an appointment, call (954) 424-6911 or (954) 262-7050 3538 South University Drive (in University Park Plaza) Davie, Florida 33328 nova.edu/healthcare/student-services/student-counseling.html</p>	<p>Florida Department of Education, Office of Safe Schools 325 West Gaines Street, Room 1444 Tallahassee, Florida 32399 (850) 245-0416 • SDFS@fldoe.org fldoe.org/schools/safe-healthy-schools/safe-schools/index.shtml</p>
<p>Healthy Lifestyles Guided Self-Change Program For an appointment, call (954) 262-5968 or email gsc@nova.edu 3301 College Avenue Fort Lauderdale, Florida 33314-7796 nova.edu/gsc</p>	<p>Florida Department of Children and Families Substance Abuse Program Office 1317 Winewood Boulevard Bldg. 6, Room 299 Tallahassee, Florida 32399 (850) 487-2920 myffamilies.com/service-programs/substance-abuse</p>
	<p>Broward Behavioral Health Coalition 1715 SE 4th Avenue Fort Lauderdale, Florida 33316 (954) 622-8121 bbhcflorida.org</p> <p>Alcoholics Anonymous: (954) 462-0265 Narcotics Anonymous: (954) 476-9297</p>

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

A.4 Health Policies

Health Insurance

Students enrolled in certain programs are required to carry adequate health insurance coverage. Generally, this applies to most programs in the Health Professions Division (HPD), all traditional undergraduate day students, and all on-campus residential students.

Students in a mandatory program will automatically be enrolled in the NSU Student Health Insurance Plan, and their student account will be charged accordingly. Students insured under another insurance plan must opt out of the NSU Student Health Insurance Plan each academic year by the given waiver deadline for their program. The effective dates for coverage under the NSU Student Health Insurance Plan will coincide with the academic year, not the calendar year. For more information on the NSU Student Health Insurance, waiver deadlines, and access to the online waiver process, students should visit the [Bursar's website](#).

Immunization Requirements

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

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

- Meningococcal meningitis
- Hepatitis B: You must show proof of one of the following:
 - immunization with three doses of hepatitis B vaccine
 - blood test showing the presence of hepatitis B surface antibody
HPD requires substantiation of immunity.
- Measles (rubella): You must show proof of one of the following:
 - immunization with two doses of measles vaccine, the first given on or after the first birthday, the second given at least 30 days after the first, and BOTH in 1958 or later
 - blood test showing the presence of the measles antibody
- Rubella: You must show proof of one of the following:
 - one dose of rubella vaccine on or after the first birthday, and in 1969 or later
 - blood test showing the presence of the rubella antibody
- MMR (Measles, Mumps, Rubella)
 - two doses of the vaccine may be given instead of individual immunizations
 - one dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later

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

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

- 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

Communicable Diseases Guidelines

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

- NSU will make available to the university community detailed information concerning the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.
- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.
- An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, academic center, and the associate dean of 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.

A.5 Holds on Student Records

A Bursar Hold is placed on a student's account on the 30th day of the semester if a balance is still due. The Bursar Hold prevents students from obtaining grades, registering for classes, and accessing the university's RecPlex until the balance is paid in full. Other university entities, such as the Office of the University Registrar and the Office of Student Conduct, may place a hold on your account for different reasons. Please contact the office that initiated the hold (as displayed on your account on WebSTAR) to discuss what requirements must be met to have the hold removed.

A.6 Indebtedness to the University

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 NSU RecPlex, academic credentials, grades, and future registrations. It will remain on the student's account until the balance has been paid in full. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. Students with delinquent accounts will be liable for any costs associated with the collection of unpaid charges, including attorney fees and court costs. All registration agreements shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Broward County, Florida, regardless of the student's domicile.

Information regarding payment plans, tuition assistance plans, refunds, and other frequently asked questions are available through the Office of the [University Bursar's website](#).

A.7 International Travel Registration Requirement and Program

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

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

A.8 Jurisdiction of University Policies and Procedures

All students, full- and part-time, attending Nova Southeastern University, shall be subject to this code.

A.9 Off-Campus Residency

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

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

A.10 Student Organization Rights and Responsibilities

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

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

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

The policies and procedures for establishing a new fraternity or sorority on campus can be obtained by contacting the Office of Campus Life and Student Engagement, which grants approval for the establishment of all fraternal organizations on campus. Additional information regarding the policies for Greek organizations is available through the Office of Fraternity and Sorority Life OrgSync page: <https://orgsync.com/43518/files/1088830/show>.

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

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

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

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

A.11 University Computer and Telecommunications Use Policy

The following five sections detail NSU policy related to the use of computers, email, and the Internet. The information is available at <https://www.nova.edu/portal/oit/policies>.

Acceptable Use of Computing Resources and All Other Policies

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

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

In addition to the policy contained herein, usage must be in accordance with applicable university policies (see Related policies listed at the end of this section) and applicable state and federal laws. Among the more important laws are the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU copyright policy may be examined in the Office of Academic Affairs. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities.

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

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

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

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

- improper peer-to-peer file sharing
- viewing, distributing, downloading, posting or transporting child or any pornography via the web, including sexually explicit material for personal use that is not required for educational purposes
- using university resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
- violating federal copyright, intellectual property, and/or trademark laws or the NSU copyright, intellectual property, and/or policy

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

Enterprise Username and Password Policy

Policy Rationale

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

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

Policy Statement

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

Remedies

The university reserves the right to

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

Electronic Mail Communications

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

Web Pages—Use of Material

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

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: Copyright 2005 by (name of the copyright owner). Used with permission.

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

- web pages
 - Copyright 2005 (your name). All rights reserved.
- organization web pages (examples)
 - Copyright 2005 Cornell Law Review. All Rights Reserved.
 - Copyright 2005 Nova Southeastern University. All Rights Reserved.
 - Copyright 2005 NSU College of Engineering and Computing. All Rights Reserved.

A.12 University Copyright and Patent Policy

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

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

A.13 University Sexual Misconduct Policy

Sexual misconduct is prohibited by Nova Southeastern University. NSU will respond within the scope of its policy and procedures when sexual misconduct is reported to have occurred:

- on NSU owned or controlled property
- at a university or university-recognized program or activity
- regardless of location on or off campus, when the conduct 1) may pose an obvious and serious threat of harm to or 2) may have the effect of creating a hostile educational environment for, any member(s) of the university community

This policy applies to the behaviors of all students, employees (including faculty, staff, and part-time employees), visitors, and others affecting the university community. To report a violation or learn more about the sexual misconduct policy, procedures, and resources, visit the [Title IX website](#). Individuals who have experienced a crime of sexual violence, including sexual assault, stalking, and dating/domestic violence, can learn more about their options for getting support on and off campus, as well as for reporting to NSU and local law enforcement.

NSU takes all reports of sexual misconduct seriously, and retaliation will not be tolerated toward anyone who reports sexual misconduct and/or participates in an investigation or resolution of a report. Information about confidential resources, rights of all parties, and the procedures for investigating and resolving complaints is available on the Title IX website. Individuals may also contact Laura Bennett, NSU's Title IX Coordinator, directly at laura.bennett@nova.edu or call (954) 262-7858. The Title IX Coordinator also assists students looking for information about other protections under Title IX, such as those for pregnant or parenting students, transgender or gender non-conforming students, or others who feel they may have experienced discrimination based on their actual or perceived sex or gender in an NSU course, program, or activity.

Additional information regarding the specific violations are included in Section C of this handbook.

B. Specific Conduct Violations

B.1 Alcoholic Beverages

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

- possession of beverage(s) containing alcohol by any person younger than the age of 21, including residue or remnants of alcohol that may be found in glassware (this includes the presence of the aforementioned within a student's room or contained within their possessions or vehicle)

- consumption or use of alcohol by any person younger than the age of 21
- intoxication requiring evaluation and/or treatment by emergency personnel
- possession or use of any paraphernalia that enables the playing of “drinking games” or other activities that encourage binge drinking
- unlicensed distribution of beverage(s) containing alcohol, including the purchase for and/or delivery of alcohol to any individual(s) younger than the age of 21
- operating a motor vehicle while under the influence of beverage(s) containing alcohol, or possession of open containers of beverage(s) containing alcohol, while in a vehicle, or while parked or in operation
- public intoxication on campus or at university sponsored events or programs, regardless of age

B.2 Animals

No pets or animals, other than fish, are permitted on campus, including all residence halls, with the exception of assistance animals (trained service animals or approved emotional support animals). The service animal policy can be found on the [Disability Services website](#). Students seeking an approved emotional support animal can refer to the housing accommodation request process online. Students are responsible for the actions of any authorized animal that either they or one of their guests bring onto the campus grounds or into one of the campus facilities.

- Students must adhere to the related policies specific to any building or classroom where an animal may or may not be taken.
- Damage to property caused by the animal is prohibited.
- Injuries to others caused by the animal are prohibited.

B.3 Assault

To threaten bodily harm—or discomfort to another person or commit or aid in the commission of an act that causes bodily harm and/or 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.

B.4 Bribery

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

B.5 Cheating

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

B.6 Complicity

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

B.7 Contracting on Behalf of the University

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

B.8 Damage or Vandalism to Property

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

B.9 Dangerous Items (Explosives, Firearms, Fireworks, and Weapons)

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.

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

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

B.10 Disorderly Conduct

Disorderly conduct that is prohibited includes

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

B.11 Distributing or Posting Printed Media

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

B.12 Drugs, Drug Paraphernalia

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

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

B.13 Emergency Equipment and Procedures

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

B.14 Facilitating Academic Dishonesty

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

B.15 False Information (Including Fabrication, Fraud, and Falsification of Records)

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

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

In addition, falsification of university records is prohibited. University records include, but are not limited to, admission, enrollment, registration, financial aid, student disciplinary, academic, health records, parking decals/hang tags, and student employment records. Inappropriate conduct and violations of this policy will

be addressed by the appropriate procedures and agents (e.g., the Office of the Vice President for Academic Affairs or the Office of Human Resources) depending on the individual's affiliation with the university.

B.16 Fire

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

B.17 Gambling and/or Games of Chance

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

B.18 Guests

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

B.19 Harassment or Harm to Others

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

B.20 Hazing

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

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

B.21 Health and Safety

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

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

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

B.22 Identification Cards

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

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

B.23 Interference with University Investigations, Disciplinary Proceedings, or Records

Interference with university investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by the Department of Public Safety, Office of the Vice President of Student

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

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

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

B.24 Lake Swimming

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

B.25 Littering/Projecting Objects

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

B.26 Misuse of Computers or Telecommunications (Technology)

Violation of University Computer and Telecommunications policy is prohibited (as detailed in Section A10).

B.27 Noise

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

B.28 Online/Internet Social Networking Usage

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

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

B.29 Parking and Motor Vehicle Policy

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

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

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

Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of public safety. The maximum speed on any NSU driveway or roadway—excluding those owned and managed by the town of Davie, Broward County, or the state of Florida—is 15 miles per hour or less. All vehicle operators must obey public safety and police direction and instructions regarding operating and parking motor vehicles. Please visit the [Public Safety](#) website for additional information.

B.30 Plagiarism

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

B.31 RecWell Center Policies and Procedures

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

B.32 Removal or Ejection from a University-Sponsored Event

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

B.33 Requests or Orders

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

B.34 Residential Life Policies and Procedures

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

B.35 Retaliation

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

B.36 Smoking/Tobacco-Free Policy

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

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

B.37 Solicitation

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

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

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

B.38 Sorority and Fraternity Life Manual/Policies

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

B.39 Theft or Unauthorized Possession

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

B.40 Unauthorized Entry

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

B.41 Unauthorized Possession of University Property

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

B.42 Video and/or Audio Copyright Violation

Federal copyright law restricts the use and/or distribution of copyrighted video and audio recordings with appropriate licenses or permission. Any use or distribution of audio or video recordings without appropriate approvals is prohibited.

B.43 Violation of Disciplinary Status/Conditions

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

B.44 Worthless Checks

Students who make and/or deliver checks to Nova Southeastern University or any of its affiliates that are not honored by a bank for proper cause shall be subject to a charge for administrative costs, restitution, and disciplinary action.

C. University Sexual Misconduct Policy/Title IX

The *Nova Southeastern University Sexual Misconduct Policy* is available online. While specific violations are included in the material that follows, complete definitions of each term are available on the university website. Please refer to the information online for complete and updated definitions of the terms/violations listed.

C.1 Dating Violence

is violence, including sexual or physical violence or the threat of such violence, committed by a person who is, or has been, in a social relationship of a romantic or intimate nature with the victim.

C.2 Gender-Based Harassment

is unwelcome conduct of a nonsexual nature based on a person's actual or perceived gender, gender identity, gender express, nonconformity with gender stereotypes, or sexual orientation.

C.3 Hostile Environment

is the effect of sexual or gender-based harassment that is sufficiently serious to deny or limit a person's ability to participate in or benefit from a university program or activity.

C.4 Relationship Violence

is violence or the threat of violence between those in a sexual and/or comparably personal and private relationship. Violence may be sexual in nature (such as sexual assault), or it may be physical violence, such as making death threats, punching, kicking, or using a weapon. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship.

C.5 Retaliation

is an action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in any investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct.

C.6 Sexual Assault

is actual or attempted physical sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to,

1. intentional touching of another person's intimate parts without that person's consent
2. other intentional sexual contact with another person without that person's consent
3. coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent
4. rape, which is penetration, no matter how slight, of
 - a. the vagina or anus of a person by any body part of another person or by an object
 - b. the mouth of a person by a sex organ of another person, without that person's consent
5. acquaintance rape, which is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance

C.7 Sexual Violence

is physical acts of a sexual nature perpetrated against a person's will or where a person is incapable of giving consent. This includes violent behaviors that may also constitute rape, sexual assault, sexual abuse, and sexual coercion.

C.8 Sexual Exploitation

is behavior where one person takes sexual advantage of another person for the benefit of anyone other than that person, without that person's consent. Examples include prostituting another person; photographing or recording another person's sexual activity, intimate body parts, or nakedness without consent; distributing sexual images of someone without consent; and viewing a person's intimate body parts without consent when someone has a reasonable expectation to privacy.

C.9 Sexual Harassment

is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, unwelcome verbal sexual comments, and other forms of sexual misconduct.

C.10 Stalking

is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for safety or suffer substantial emotional distress.

C.11 Unwelcome Conduct

is considered “unwelcome” if the person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name calling, graphic or written statements (including the use of cell phones or the internet), or other conduct that may be physically threatening, harmful, or humiliating.

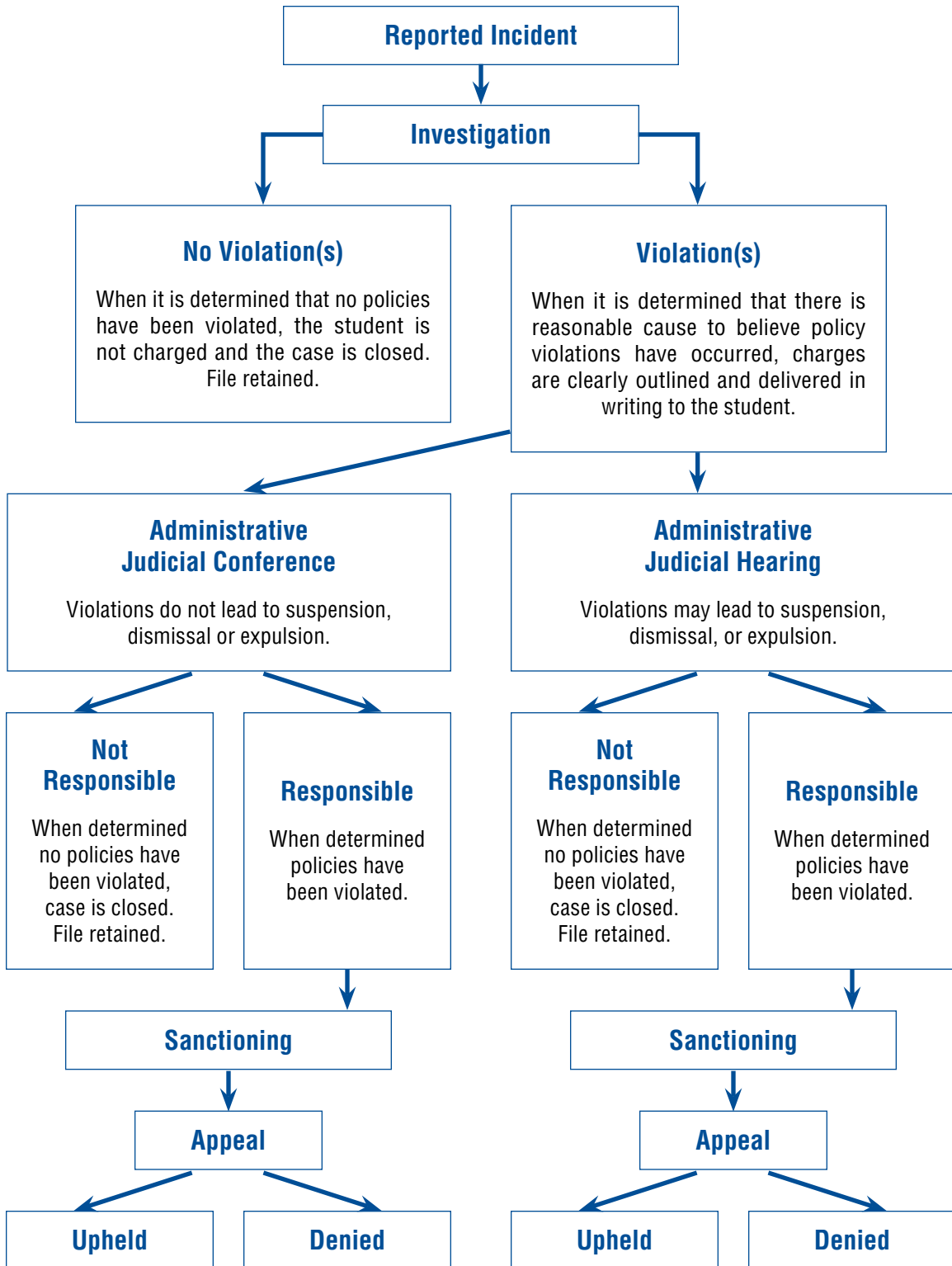
D. University Disciplinary Procedures

D.1 Introduction

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

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

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



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

- a. Right to abstain from verbal participation—Students are not required to share their version of the incident in question, but must understand that their nonparticipation will not preclude a discipline officer from making a decision on charges or responsibility.
- b. Right to review related information and question witnesses, and provide the same on his or her own behalf.
- c. Right to an adviser—For any alleged violation that will impact student enrollment status, students may choose to seek out an adviser. That individual may be present with the student during all meetings and/or hearings. An adviser must be either a full-time member of the university staff or faculty. The adviser should be someone who understands the policies and procedures used in the student discipline process. An adviser may not “represent” a student or speak for him or her at any point. Rather, an adviser may be present to answer questions the involved student poses directly to the adviser. Regardless of whether a student chooses to utilize an adviser or not, every effort will be made by the discipline officer adjudicating the process to answer any questions a student may have before or after any meetings or hearings.

Adjudication Process

Notification

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

- the university conduct/academic responsibility standard(s) alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood
- a statement of the respondent student’s rights
- the name of the person(s), group, or university office filing the complaint
- a request to schedule a conference/hearing within five business days

For any graduate or professional student who is alleged to have violated the Student Code of Conduct, a copy of the notification of charges will be provided to the dean’s office of the student’s college. A student and/or organization that is alleged to have violated the Student Code of Conduct shall have the matter adjudicated by either an administrative conference or hearing based on the alleged violations.

Every effort will be made to have the accused student and/or organization misconduct considered expeditiously. If a student withdraws from the university or is no longer an active student, reentry shall not occur until all cases are resolved.

D.2 Judicial Conference

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

Conference Procedures

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

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

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

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

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

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

Sanctions

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

Final Disciplinary Probation is a disciplinary sanction serving notice to a student that his or her behavior is flagrant violation of university standards, under which the following conditions exist:

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

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

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

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

Fines are penalty fees payable to the university for violation of certain regulations with the code of conduct and academic responsibility.

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

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

Termination or Change of Residence Hall Agreement/Accommodation is a disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president of student affairs/assistant dean for student development/director of residential life or designee.

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

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

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

Appeal Process

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

- The student has new evidence that was not available prior to the original conference. The matter will be returned to the discipline officer for reconsideration.
- The judicial process as outlined was not adhered to during the student's conference.
- The sanction(s) do not relate appropriately to the violation.

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

D.3 Judicial Hearing

A Judicial Hearing is a conducted for violation(s) that could result in suspension, dismissal, or expulsion.

Hearing Procedures

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

The hearing is for the purpose of discussing the alleged violation(s) of the Student Code of Conduct. The hearing will only be open to the accused student, their adviser (should they choose to have one), and the discipline officer and a "recorder." All hearings will be digitally recorded. An individual "recorder" will be present during the hearing to ensure this process. The individual has no other role in the hearing. The recording will be used only for the appellate process. The record will be the property of the university.

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

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

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

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

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

Sanctions

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

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

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

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

Final Disciplinary Probation is a disciplinary sanction serving notice to a student that his or her behavior is flagrant violation of university standards, under which the following conditions exist.

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

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

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

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

Fines are penalty fees payable to the university for violation of certain regulations with the code of conduct and academic responsibility.

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

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

Termination or Change of Residence Hall Agreement/Accommodation is a disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president of student affairs/assistant dean for student development/director of residential life or designee.

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

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

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

Appeal Process

An appeal of disciplinary action taken following a judicial hearing must be in writing to the vice president of student affairs within five business days of the receipt of the written disposition of the hearing. In appealing a judicial decision, the appeal must fall into one of the following categories.

- The student has new evidence that was not available prior to the original hearing. The matter will be returned to the discipline officer for reconsideration.
- The judicial process as outlined was not adhered to during the student's hearing.
- 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 of the appeal request. The decision of the vice president of student affairs will be final.

D.4 University Sexual Misconduct Disciplinary Procedures

In addition to any criminal or civil actions that may be pending or in progress, the university has the obligation to investigate and address incidents that adversely affect its community, and/or otherwise may constitute a violation of university policy. This means that the university reserves the right to pursue its own administrative and accountability processes for students and employees and others impacting the campus.

Members of the university community (i.e., students and employees) found responsible for sexual misconduct may receive disciplinary actions that could include suspension, expulsion, and/or termination from the university. Such disciplinary action and institutional proceedings will proceed independently of any criminal and/or civil cases involving the victim and/or the responding party. The institutional accountability procedures will provide a fair, prompt, and impartial process from investigation to final result.

The process used to investigate and resolve reports of sexual misconduct exhibited by students, once the Title IX Coordinator has determined that a formal investigation is warranted, is available through the [Title IX website](#), including possible sanctions should a student be found responsible.

E. Additional Grievance Procedures Available

E.1 Grievance Procedure for Discrimination Based on Disability

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

Under applicable disability laws, an individual with a disability is a person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of such an impairment,

or (3) is regarded as having such an impairment. Temporary, nonchronic impairments that do not last for a long time and that have little or no long-term impact usually are not disabilities. The determination of whether an impairment is a disability is made on a case-by-case basis.

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

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

b. What does “qualified” mean?

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

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

c. Disability Harassment

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

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

d. Hostile Environment

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

Grievance Procedures for Complaints of Disability Discrimination

a. Filing a Complaint

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

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

Alexis Martinez
Assistant Dean for Student Development
(954) 262-7281 • amartinez1@nova.edu

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

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

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

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

b. Referral or Dismissal of Reports

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

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

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

d. Informal/Early Resolution of Student Complaints

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

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

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

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

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

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

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

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

g. Determinations by the Assistant Dean for Student Development

The following is a description of the potential determinations made by the assistant dean for student development upon the conclusion of the investigation process.

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

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

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

2. Determination of Violation of the University's Discrimination Policy by the Assistant Dean for Student Development.

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

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

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

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

1. Notification to Complainant

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

2. Notification to Respondent

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

i. Appeals

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

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

- The student has new evidence that was not available prior to the original proceeding.
- The disciplinary process was not adhered to during the student's proceeding.
- The sanction(s) do not relate appropriately to the violation.

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

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

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

j. Remediating Disability Discrimination

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

k. Retaliation

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

E.2 Nonacademic Grievance Procedure

Except for grievances and/or complaints involving sexual misconduct, discrimination and disability accommodations, this process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school. Academic grievances should be

referred to the student's academic center. The purpose of these grievance procedures is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of Nova Southeastern University. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution.

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

NSU Resources and Administrative Offices

Alumni Association

The *Nova Southeastern University Alumni Association* is your connection to more than 177,000 alumni living in all 50 states and more than 100 countries around the world. It is committed to engaging and enriching the lives of alumni while creating meaningful relationships to assist in the continued development of its members. All graduates of Nova Southeastern University receive a complimentary membership in the NSU Alumni Association with access to special members-only benefits and services.

ATMs

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

Bookstore

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

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

Campus Shuttle

The *Shark Shuttle* provides free transportation on a fixed route within the NSU campus for students and faculty and staff members. The Shark App can be utilized to access real-time arrival data. Daily scheduled service to Publix supermarket, Walmart, and the Westfield Broward Mall is also offered for students. Shark Shuttle buses are monitored by a GPS, called NextBus. Students can access bus arrival times via their smart phone, PC, iPad or other compatible electronic devices. Our Shark App makes this process very easy. Full Shark Shuttle route information can be found at nova.edu/locations/shuttle. To gain access to Real Time bus arrival predictions access the NextBus webpage at 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.

Division of Student Affairs and The College of Undergraduate Studies

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

Office of Undergraduate Admissions

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

Office of International Affairs

The *Office of International Affairs* (OIA) serves as a base for the university's international initiatives, international student services, international risk management travel registration procedures, and undergraduate international recruitment and admissions. The office includes the Office of International Students and Scholars (OISS), the Office of Education Abroad (OEA), and the Office of International Undergraduate Admissions (OIUGA). The OIA also provides ongoing assistance and support for all members of the university community engaged in campus internationalization, global partnerships and exchanges, and other globalization efforts.

- OISS provides immigration, orientation, counseling, and overall assistance to all new and continuing international students, visiting scholars, and faculty members on and off campus.
- OEA provides comprehensive assistance to those students (domestic and international) who want to travel overseas and experience an academic semester, a summer, or year abroad.
- OIUGA provides comprehensive international student recruitment and admission support for prospective international students.

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

Office of Orientation

The *Office of Orientation* focuses on providing positive and smooth transitions into the university and college life for new NSU students. Orientation, a multiple-day program facilitated by student orientation leaders prior to the beginning of the fall term, supplies new 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 an orientation for nursing students on the Fort Lauderdale/Davie Campus and the Fort Myers and Miami campuses. In addition, the office provides orientation programs for transfer and 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 advice 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, an orientation for online students, and programs and resources for commuter students.

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 one-on-one consulting and career-related resources, the center strives to educate students and alumni on how to develop an individualized career life plan, from choosing a major to conducting a job search. The center also strives to explore career and/or graduate/professional school and other opportunities. Additional programs and services available include career assessments, internship and experiential learning opportunities, job fairs, career-related speakers, and monthly networking events with employers and alumni.

Office of Testing and Tutoring

The *Office of Testing and Tutoring* supports the academic progress of all NSU students. The center provides supplemental learning assistance and an array of testing services. It assists students in meeting their academic goals with one-on-one tutoring across the disciplines, evening study labs, supplemental instruction, testing and study resources.

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 students' needs and inquiries.

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. 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 students and graduate students.

Office of Campus Life and Student Engagement

The *Office of Campus Life and Student Engagement* 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 a key role 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 Campus Life and Student Engagement, the *Office of Special Events and Projects* coordinates, hosts, and sponsors university-wide events such as the Student Life Achievement Awards and CommunityFest. The office is also responsible for Weekend Programming and our Sharks on the Scene (S.O.S.) Program, offering students exclusive discounted tickets to some of the largest events South Florida has to offer.

Office of Recreation and Wellness

The *Office of Recreation and Wellness* (NSU RecWell) strives to enhance transformative learning and quality of life for the NSU community through diverse programs and services in an inclusive environment. Programs and services include: intramural and club sports, fitness and wellness programming, scuba and rescue certifications, and outdoor adventures.

NSU RecWell oversees the RecPlex, located within the Don Taft University Center and the Aquatic Center, housing the largest pool in South Florida. The RecPlex is more than 100,000 square feet and houses 15,000 square feet of cardiovascular and strength requirement, two indoor basketball courts, three racquetball courts, an indoor climbing wall, a leisure pool, three multipurpose rooms, and men's and women's locker rooms—equipped with showers and saunas.

Office of Student Leadership and Civic Engagement

The *Office of Student Leadership and Civic Engagement* provides NSU students with the opportunity to become involved in a variety of leadership programs and volunteer activities in the community. Programs include service days, alternative breaks, the Leadership Conference, and the Emerging Leaders Experience. The office also houses NSU's premier leadership program, *Razor's Edge*, a dynamic leadership development program for high-performing student leaders who participate in a four-year curriculum that includes curricular and co-curricular elements. Students in the program graduate with a minor in Experiential Leadership.

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). In addition, Student Media annually hosts the NSU Multimedia Conference and Multimedia Camp. The office also supports the promotion of all campus events and programs to inform students about activities at the university.

Office of Student Conduct

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

Office of Student Disability Services

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

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 units. The office also oversees the Shark Fountain Brick Campaign and publishes an *enewsletter*, *SharkFins*, that reaches more than 21,000 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 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.

Enrollment and Student Services

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

Office of Student Financial Assistance

The *Office of Student Financial Assistance* is dedicated to helping students make informed 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 paycheck. Please remember that students interested in federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) and meet general eligibility criteria. More detailed information on the financial aid process, sources of aid, and other resources are available on the office website.

Office of the University Bursar

The *Office of the University Bursar* is responsible for billing students, collecting and depositing payments, sending invoices and receipts, distributing student educational tax forms, issuing refunds from excess financial aid funds, and verifying students’ eligibility for financial aid funds. The office also assists borrowers of Federal Perkins and Health and Human Services Loans with repayment options.

Office of the University Registrar

The *Office of the University Registrar* offers a variety of services to the university community. These services include, but are not limited to, course registration, transcript processing, name and address change, loan deferment, enrollment and degree verification, grade processing, commencement, degree conferral, transfer of credit services, and general university information.

One-Stop Shop

The *One-Stop Shop* is the central point of contact for information and service for walk-in prospective, new, and continuing students. Staff members are cross-trained to answer inquiries about financial aid, registrar, and bursar functions. Students can also obtain their SharkCard and parking decal at the One-Stop Shop, which is located in the Horvitz Administration Building as well as on the first floor of the Terry Administration Building on the Fort Lauderdale/Davie Campus.

SharkCard Services

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 biometrics are stored on the internal SmartChip and used to calculate time and attendance for both students and staff members. The magnetic stripe allows users to add funds in increments of \$1, \$5, \$10, or \$20 to an online account that can be used for copying, printing, vending machines, and much more. Students are able to add money at the One-Stop Shop, as well as at Cash to Card Value stations that are available in various locations throughout the Fort Lauderdale/Davie Campus, including the first and second floors of the Alvin Sherman Library, Research, and Information Technology Center. Students can also add money online using a credit or debit card. The SharkCard office is located in the Horvitz Administration Building in the One-Stop Shop and also in the Terry Administration Building, room 1134.

University Call Center

The University Call Center is available to answer financial aid, bursar, and registrar questions.

For questions:

Office of the University Bursar, (954) 262-5200

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

Office of the University Registrar, (954) 262-7200 or 800-806-3680

HPD Admissions, (954) 262-1101

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

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 include diversity, sportsmanship, fair play, and equitable opportunity for all. In its short 34-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 215 All-Americans, 195 Scholar All-Americans, and has won 57 conference championships among 10 women's and 7 men's sports. Men's sports include baseball, basketball, cross country, golf, soccer, swimming and diving, and track and field. Women's sports include basketball, cross country, golf, rowing, soccer, softball, swimming and diving, tennis, track and field, and volleyball. As a 14-year member of NCAA DII, NSU Athletics has experienced an unprecedented amount of success in the past decade. Since 2008, the Sharks have

earned 7 NCAA Division II team national championships, 27 Sunshine State Conference titles, and produced 7 individual national champions. 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.

NSU Student Counseling (Henderson)

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, breakup/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.

Office of Innovation and Information Technology

The *Office of Innovation and Information Technology's* unit maintains 50 computing facilities: 30 at the Fort Lauderdale/Davie Campus and 20 located among the other NSU campuses in Fort Myers, Jacksonville, Miami, Miramar, Orlando, Palm Beach, Tampa, and Puerto Rico. 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.

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.

SharkPrint

NSU provides students with laser printing capabilities in the libraries, computer laboratories, and on regional campuses. NSU Card print release stations, located adjacent to each of the university printers in the public and student areas, control the process. Each registered NSU full-time and part-time student receives a credit of \$75.00 per fiscal year (July 1 through June 30) on his or her 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. 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 SharkCards.

Student Medical Center

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

Public Safety

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

NSU Alert: Stay informed of all campus emergencies.

- Program the NSU Emergency Hotline number, 800-256-5065, into your cell phone to stay informed and updated during actual or potential crisis/emergency situations. Call 9-1-1 for any emergency while on campus, then call Public Safety at (954) 262-8999.
- Sign up for NSU's Emergency Notification System. This is done by updating your emergency contact information at nova.edu/emergency. Program the NSU Emergency Hotline number, 800-256-5065, and SMS@blackboard.com as contacts into your cell phone so you will recognize NSU ALERT messages sent to your phone from the NSU Emergency Notification System.

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

Shark Dining Services

An integral feature to campus life undoubtedly lies within dining services. The passion and pride of *Shark Dining* is undeniable as the team has one objective in delivering an unforgettable dining experience through the highest quality, menu ingenuity, pure value, and building community through its culinary expertise. The team embraces health and wellness as proper nutrition, takes special dietary requests, and offers the freshest ingredients. With 15 distinctive dining venues, including popular national brands such as Starbucks, Subway, and Einstein Bros. Bagels, a range of flavor and variety will surely satisfy any craving at Nova Southeastern University's Fort Lauderdale/Davie Campus. Shark Dining is always looking to enhance its services and encourages feedback and suggestions.

University Health Care Centers

The Division of Clinical Operations oversees the administration and oversight of the university's 20 health care centers in Miami-Dade and Broward counties. The centers offer health care services to the community, some not available elsewhere, and community outreach programs in the form of free health care education and assessments for vision, medical, speech, behavioral health, physical and occupational therapy, and dental services. Specific information about the clinics and services available to enrolled students are included on the *Health Care Centers website*.

University Libraries

The *university library* system is composed of the *Alvin Sherman Library, Research, and Information Technology Center*, the *Health Professions Division Library*, the *Panza Maurer Law Library*, the *Oceanography Library*, and four school libraries. The 325,000-square-foot Alvin Sherman Library is a joint-use facility with the Broward County Board of County Commissioners. It serves students and faculty and staff members of NSU, as well as residents of Broward County. The five-story structure encompasses electronic classrooms, group-study rooms, a café, and service desks with staff trained and ready to serve library users. Collections of electronic resources support the research of students and faculty and staff members. A large spacious atrium houses educational art pieces. The reference desk is on the second floor clearly visible to students, and it is enhanced by the NSU Glass Garden created by glass artist Dale Chihuly for the Sherman Library. Overall, the university's libraries house more than one million items. Interlibrary agreements through organizations such as the Online Computer Library Center, the Southeast Florida Library Information Network, the Consortium of Southeastern Law Libraries, and the National Library of Medicine provide broad access to a wide range of materials.

Veterans Resource Center

Nova Southeastern University's *Veterans Resource Center* welcomes all past and present members of our nation's armed forces and their families. The center is the operational heart of all military- and veteran-related information, resources, opportunities, and events. The center is on the second floor of the Rosenthal Building, Room 218.

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. Information and instructions for registering for NSU WINGS is available online.

University Administrators

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

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

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

Irving Rosenbaum, D.P.A., Ed.D.—Interim Health Professions Division Chancellor

H. Thomas Temple, M.D.—Senior Vice President for Translational Research and Economic Development

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

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

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

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

Ronald J. Chenail, Ph.D.—Associate Provost for Undergraduate Academic Affairs

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

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

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

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

Meline Kevorkian, Ed.D.—Associate Provost for Academic Quality, Assessment, and Accreditation

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

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

Michael Mominey, M.S.—Director of Athletics

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

Robert Oller, D.O.—Interim Vice President for 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 K. Silva, M.AC., CPA—Vice President for Finance and Chief Financial Officer

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

Thomas 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

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

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

Colleges and Academic Units

Abraham S. Fischler College of Education, (954) 262-8500

College of Arts, Humanities, and Social Sciences, (954) 262-3000

College of Dental Medicine, (954) 262-7319

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

College of Medical Sciences, (954) 262-1301

College of Optometry, (954) 262-1402

College of Pharmacy, (954) 262-1300

College of Psychology, (954) 262-5750

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

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

Dr. Pallavi Patel College of Health Care Sciences, (954) 262-1101

Farquhar Honors College, (954) 262-2031

Halmos College of Natural Sciences and Oceanography

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

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

Mailman Segal Center for Human Development, (954) 262-6900

NSU University School

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

Ron and Kathy Assaf College of Nursing, (954) 262-1205

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

Deans

Lisa M. Deziel, Pharm.D., Ph.D.—College of Pharmacy

Richard E. Dodge, Ph.D.—Halmos College of Natural Sciences and Oceanography

Kimberly Durham, Psy. D.— Interim Dean, Abraham S. Fischler College of Education

Jon M. Garon, J.D.—Shepard Broad College of Law

Karen Grosby, Ed.D.—College of Psychology

J. Preston Jones, D.B.A.—H. Wayne Huizenga College of Business and Entrepreneurship

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

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 Honors College

Marcella M. Rutherford, Ph.D.—Ron and Kathy Assaf College of Nursing

Yong X. Tao, Ph.D.—College of Engineering and Computing

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

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

Stanley H. Wilson, PT, Ed.D.—Dr. Pallavi Patel College of Health Care Sciences

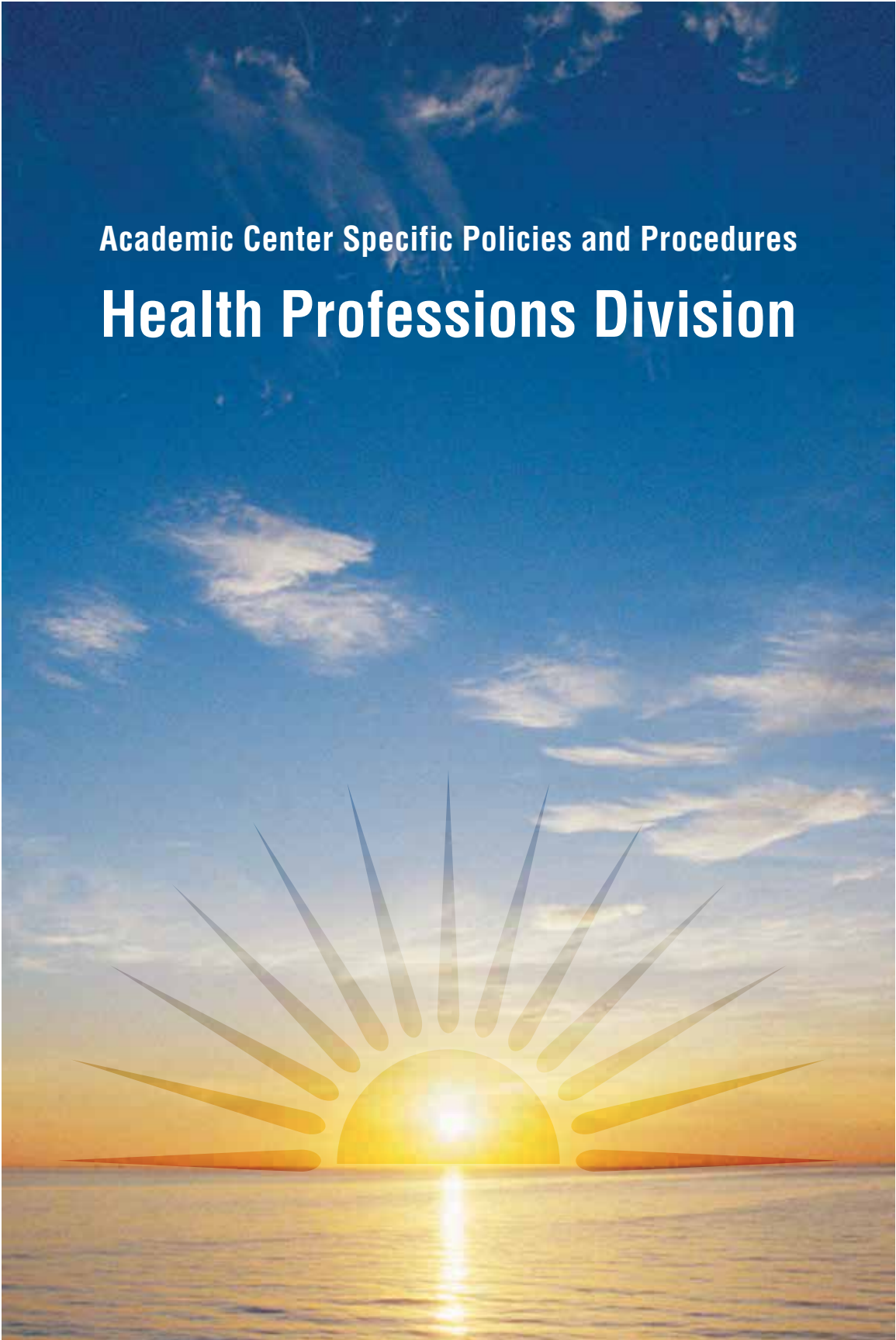
Honggang Yang, Ph.D.—College of Arts, Humanities, and Social Sciences

Accreditation

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

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, except holidays that are noted in the NSU Academic Calendar. The Health Professions Division Library maintains its own hours. (See the Health Professions Division Library section that follows.) **Some areas such as laboratories may be closed or accessible during posted hours. Refer to each program's policies.**

Charges and Payments

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

Late Payment Fee

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

Tuition Credit Policy—Voluntary Drops and Withdrawals

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

Drops during the first week of the semester in which classes begin75 percent

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

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

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

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

Students may not be given refunds for portions of tuition paid by financial aid funds. As appropriate, the respective financial aid programs will be credited in accordance with federal regulations. Students should notify the Office of Student Financial Assistance prior to withdrawing to determine the effect this will have on financial aid. For complete withdrawals, please refer to the Return of Title IV Funds policies located at nova.edu/financialaid/apply-for-aid/title-iv-return.

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 20 days after the semester ends.

Short-Term Preloans

The Office of Student Financial Assistance at HPD administers preloans for students who encounter emergency situations prior to receipt of financial aid refunds. Students must be enrolled for the 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 to three business days, if the student has a direct deposit authorization on file with the Office of the University Bursar. If a direct deposit authorization is not on file, it may take up to two weeks for the student to receive the loan funds in the form of a check sent through the U.S. Postal Service.

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 17,000 print volumes, 700+ electronic books, and 8,000+ 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 210 medical/health databases are available 24/7 to meet the needs of the eight 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, Nursing Consult, and First Consult), Lexi-Comp, UpToDate, Web of Science, and Access Pharmacy, as well as many databases specific to individual programs. The Interlibrary Loan/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 (nova.edu/hpdlibrary). In addition, free notary service is available during business hours.

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 informal seating. There are 50 individual/small group study rooms in the library and adjacent Assembly II Building. Rooms may be checked out for three hours and renewed if no one else is waiting for them. Pagers may be checked out to secure a place in line for the next available room. All rooms are equipped with white boards and Wi-Fi. Markers are available for checkout at the Circulation Desk. Individual, small white boards are available for checkout as well. A small teaching lab is available for group instruction and open to students when not in use for groups.

One 50-station computer lab is open in the Assembly II building 24/7 with NSU Student ID badge access. Laptop computers and iPads are available for checkout at the library circulation desk. Wireless printing stations are available in the Collaboration Room.

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

- a digital production room/studio for video recording and editing, along with cameras and other production equipment which can be taken from the library
- 3-D scanning and printing services for students involved in curricular and faculty projects.
- two Mediascape collaboration units for using multiple personal laptops/tablets with single or double monitor displays for group work and instruction.
- a large collaboration area for group study with large touch-screen monitors for interactive apps and other digital resources
- print editions of required textbooks on reserve for use in the library
- on-site technology assistance
- laptop computers and iPads loaded with 100+ medical and production apps for short term checkout
- individual apps for checkout on personal digital devices

Other library services:

- binding, faxing, and scanning services
- free notary service
- anatomy models and skeletons
- individual, small whiteboards and markers
- earplugs and school supplies for sale
- chargers and extension cords for checkout
- writing assistance for students
- coffee service
- sports equipment for use in the student lounge (Ping-Pong, Foosball, and pool)

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. From September through May, the study rooms in the Assembly II building are open 24/7.

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

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

Lost and Found

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

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

Computer Labs

The Office of Information Technologies maintains two separate computer laboratories at the Health Professions Division. Lab A is adjacent to the circulation desk of the HPD Library. This is a collaborative zone, with group study tables, displays of new and emerging technology for hands-on experimentation, as well as four printers designated for wireless printing. Here, students may also fax and scan for free. Lab A is open the same schedule as the HPD Library which is as follows:

Monday–Thursday: 7 a.m.–midnight

Friday–7 a.m.–9 p.m.

Saturday and Sunday: 10 a.m.–midnight

(Hours extended during exams.)

Lab B is located in Room 202 of the Assembly II building. This area is a traditional computer lab with 52 new PC's loaded with the Microsoft Office Suite, as well as course-specific and test-taking software. The lab also contains two networked printers and office supplies for student use. This lab is accessible via tapping a valid SharkCard, and it is open 24/7 other than during scheduled classes or university holidays.

Both labs are monitored by attendants who can provide assistance.

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

Student Lounge/Student Area

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, pool table, and other games are provided for student use. Additional student lounges are available at the Miami, 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, respiratory therapy, nursing, dentistry, public health, nutrition/dietician, athletic training, or speech-language therapists. It is a violation of the law and contrary to the policy of this university for any unlicensed person to attempt to engage in the professional practice of health care. Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by law.

HIV/AIDS Policy

See Communicable Disease section in the NSU portion of the student handbook.

Attendance Policy

At Nova Southeastern University's Health Professions Division, attendance at all scheduled instructional and clinical periods is mandatory. **Students are required to refer to 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 designated office, in writing, according to their specific policies. Students whose reasons are unacceptable may 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 designated office 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 college 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 designated office 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 designated office 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 or designee with a copy to be placed in the student's permanent file, which may incur loss of 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 or in accordance with the specific college's policies.

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 is mandatory and may follow different procedures and policies according to each college. **Students are responsible for referring to their specific college's policy manual, handbook, clinic policy manual, course syllabi, and any other related distributed policies.**

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 weekend and evening hours, or deviate from published schedules with advanced notice.

5. Religious holidays

Absences for major religious and ethnic holidays may be excused at the discretion of each college's 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.

Acceptance to an NSU Health Professions Division program does not guarantee that a student with information of a concern will be accepted by clinical training facilities to which they may be assigned.

Students enrolled in the NSU Health Professions Division have a continuing duty to disclose any arrest, conviction, guilty or no contest plea, or participation in a pretrial diversion program, or its equivalent, for any criminal offense. Students are required to notify their dean's office within 10 days of any arrest or subsequent conviction, guilty, or no contest plea, or participation in a pre-trial diversion program, or its equivalent, for any criminal offense.

Health Forms Requirements

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 from nova.edu/smc/immunization-forms.

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

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

Immunization Requirements

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

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

The following immunizations/vaccinations are required of 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:

Hepatitis B

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

Influenza Vaccination

Administered annually. (An annual, seasonal influenza vaccine is required by most clinical sites.)

Measles, Mumps and Rubella (MMR)

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

PPD Skin Test (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 12 months. It should be noted that some rotation sites may not accept the blood test.

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

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

Varicella (Chicken Pox)

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

Arrangements: Students may request that the Student Medical Center or the NSU Clinic Pharmacy 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 other NSU campuses, 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.

Urine Drug Screen

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

Dress Code

Students in the Health Professions Division must maintain a neat and clean appearance befitting those attending professional school. Therefore, attire should convey a professional appearance whenever the student is on the division campus and in classes or laboratory or on an experiential rotation or program. The dress code is to be observed at all times including midterms and examination periods. **Students are expected to consult their specific program handbooks for compliance with any program-specific and clinical rotation site-supplemental dress code policies.**

Food in the Lecture Halls, Laboratories, and Clinics

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

Identification Requirements and Fieldwork Prerequisites

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

Email

University assigned email addresses must be used for all email communications between students, administration, faculty, and staff members concerning university-related business. It should be noted that forwarding (either automatic or manual forwarding) of emails containing patient/protected health information (PHI) or other sensitive information to non-NSU managed email addresses is strictly prohibited and may result in disciplinary action. PHI or other sensitive information may be emailed within the University utilizing an NSU 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. For security reasons, NSU ID numbers should never be used in the subject line of an email. Please refer to the Distributing or Posting Printed Material section of the NSU portion of the student handbook.

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 One-Stop Shop in the Health Professions Division, the Horvitz Administration Building, or the Office of Student Affairs (at regional campuses).** Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for administrators, visitors, and patients only. Parking in spaces other than those appropriated may result in a ticket violation or towing of the vehicle. 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, laboratories, or clinics 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.

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/Davie Campus is to immediately contact Infection Control at (954) 262-7352 to report such an incident. After the student contacts Infection Control the student is to contact the Student Medical Center (8:30 a.m. to 5:00 p.m.) at (954) 262-1270 to receive appropriate care. If the student is on rotation or at a regional campus, the student must go to the nearest local emergency room or urgent care center for evaluation and treatment.

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

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

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

Return of University Property

Any Health Professions Division or university property issued to you must be returned at the time of your dismissal or graduation, or whenever it is requested by administration, the department in control of the item, or the program. You are responsible to pay for any lost or damaged items. The value of any property issued and not returned may be charged to your financial account, and you may be required to deal with the bursar's office for this purpose. Also, diplomas 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 Manager of Events and Academic Support Systems can assign a room, and no meeting announcements may be made until approval is received. At that time, a specific room will be assigned for the function. No announcements can be posted unless authorization is given.

Student Assistance Program

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

The objective of the Student Assistance Program is to assist students in need of substance abuse services 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 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 M.P.H., athletic training undergraduate, exercise and sport science, respiratory therapy (first-professional), and speech-language pathology students must carry adequate personal health insurance. Other online program students may not be required to submit proof of personal medical and hospitalization insurance. It is the student's responsibility to check with the Student Health Insurance Department to find out if health insurance is required. It is strongly suggested that students avail themselves of the insurance plan obtainable through the university. Information about the policy can be obtained by accessing the website at nova.edu/studentinsurance. Please note that students will see a charge for health insurance appear on their student account as part of the registration process.

Affirmative Opt-Out Required

For those students who already have adequate health insurance coverage and do not need the NSU-endorsed insurance plan, this charge will be removed from their account once proof of coverage has been submitted by completing the online waiver. To complete the waiver form, go to nova.edu/bursar/health-insurance. 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 at the start of 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.

Cell Phones, Computers, Tablets, and Electronic Devices

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

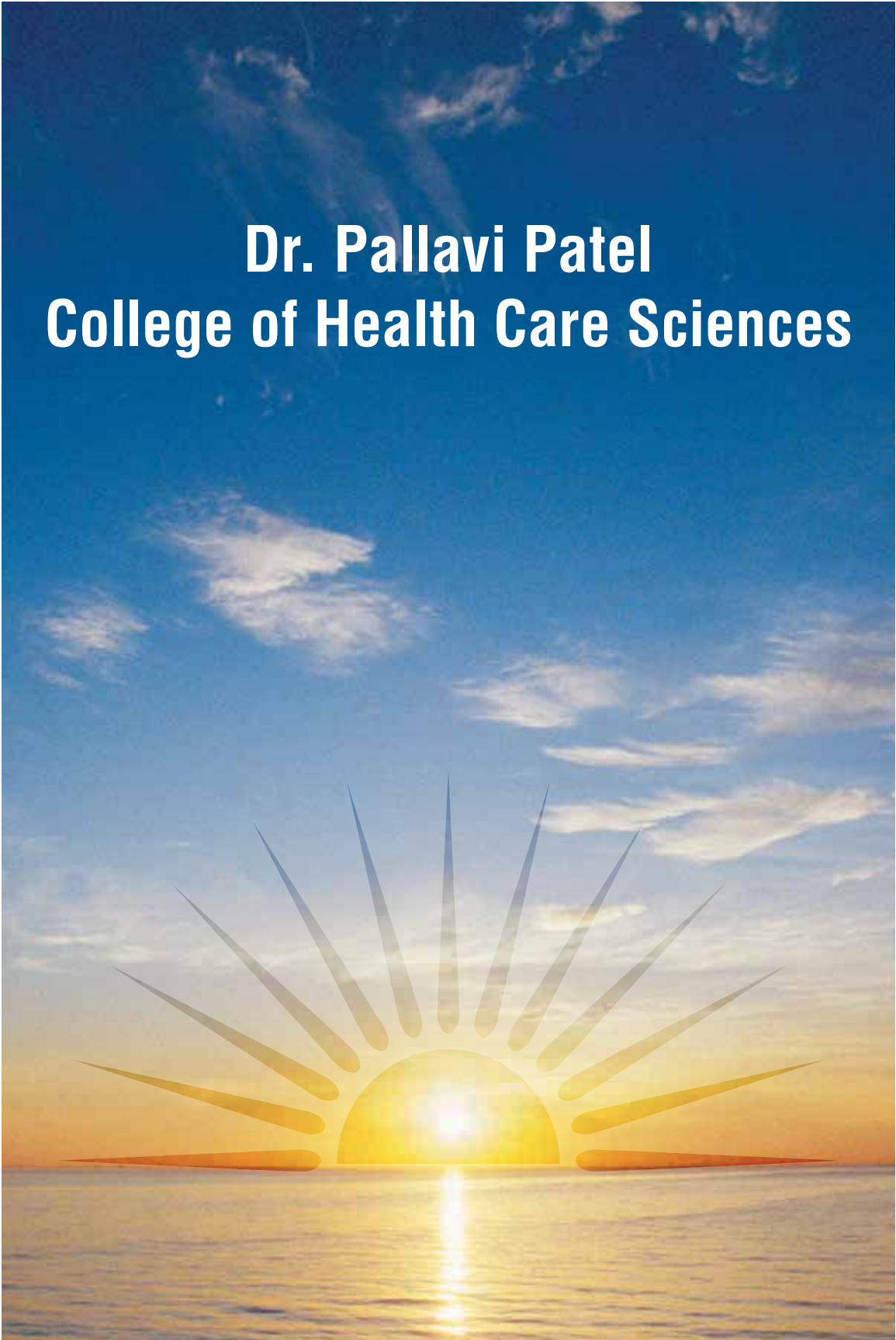
Visitors

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 or graduate school student, any health-related institution (hospital, pharmacy, practitioner's office, clinic, industry, government agency, etc.) or any health school without express permission of the dean or authorized representative. Students may not use their enrollment in an HPD college as a professional or graduate school student to gain expanded access to any health-related institution beyond what is granted to the general public. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all hospital rules are observed.

Dr. Pallavi Patel
College of Health Care Sciences



Dr. Pallavi Patel College of Health Care Sciences

Administration

Stanley H. Wilson, Ed.D., PT, CEAS

Dean, Dr. Pallavi Patel College of Health Care Sciences
Room 1203/Ext. 21200

William H. Marquardt, M.A., PA, DFAAPA

Associate Dean and Chair, Department of Physician Assistant
Room 1206/Ext. 21028

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Associate Dean for Academic Affairs
Room 1227/Ext. 21867

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TBA

Assistant Dean for Professional Development and Education
Room 1218/Ext. 21305

Olufemi A. Okubadejo, M.B.A.

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Room 1205/Ext. 21707

Chrystal Randle, M.S.

Director of Employee Services
Room 1207/Ext. 21701

Department Chairs

Rebecca I. Estes, Ph.D., OTR/L, CAPS

Chair, Department of Occupational Therapy
Room 1243/Ext. 21229

Erica B. Friedland, Au.D.

Chair, Department of Audiology
Room 1210/Ext. 27765

Lisa Farach, D.H.Sc., M.S., R.N., RRT

Chair, Department of Cardiopulmonary Sciences
Director, Bachelor of Science in Respiratory Therapy
(561) 805-2230

Brianna Black Kent, Ph.D.

Chair, Department of Health Science
Room 1216/Ext. 21296

Wren Newman, SLP.D., CCC-SLP

Chair, Department of Speech-Language Pathology
Room 336 /Ext. 27740

Shari Rone-Adams, D.B.A., M.H.S.A., PT

Chair, Department of Physical Therapy
Room 1266/Ext. 21470

Robert Wagner, M.M.Sc., AA-C

Chair, Department of Anesthesia—Fort Lauderdale and Tampa
Ext. 45307

Program Directors

Jose Antonio, Ph.D., FNCSA, FISSN

Director, Exercise and Sport Science
Ext. 28140

Llalando Austin, Ed.D., AA-C, RRT

Director, Master of Science in Anesthesia Program—Tampa
Ext. 45304

Mary Blackinton, Ed.D., PT, GCS, CEE, AA

Director, Professional Doctor of Physical Therapy Program—Tampa
Ext. 45311

Charlene Bolton, Ed.D., M.M.S., PA-C

Director, Physician Assistant Program—Jacksonville
(904) 245-8975

Lorilee H. Butler, D.H.Sc., M.P.A.S., PA-C, DFAAPA

Director, Physician Assistant Program—Orlando
(407) 264-5151

Jennifer Canbek, PT, Ph.D.

Director, Professional Doctor of Physical Therapy Program—Fort Lauderdale
Room 1284/Ext. 21967

Ricardo C. Carrasco, Ph.D., OTR/L, FAOTA

Director, Occupational Therapy Doctorate Program—Tampa
Room 3012/(813) 574-5429

M. Samuel Cheng, Sc.D., PT

Director, Physical Therapy Doctor of Philosophy Program
Room 1264/Ext. 21273

Rick D. Davenport, Ph.D., OTR/L

Director, Occupational Therapy Doctor of Philosophy Program
Room 1221/Ext. 21265

Debra A. Dixon, D.H.Sc., M.S., RDH

Director, Master of Health Science Program
(954) 612-3865

Rachelle Dorne, M.Ed., Ed.D., OTR/L, CAPS

Director, Master of Occupational Therapy Program
Room 1220/Ext. 21221

Melissa W. Edrich, Ed.D., CCC-SLP

Director, Speech-Language and Communication Disorders
Ext. 27782

Calvin R. Finley, Ed.D., PA-C, DFAAPA

Director, Physician Assistant Program—Fort Lauderdale
Room 1252/Ext. 21252

Jorge Han, M.D., RDMS, RDCS, RVT

Director, Medical Sonography
Room 4333B/Ext. 21994

Jermaine Leclerc, M.H.Sc., AA-C

Director, Master of Science in Anesthesia Program—Fort Lauderdale
Ext. 21241

Bini Litwin, Ph.D., D.P.T., M.B.A., PT

Director, Transition Doctor of Physical Therapy Program
Room 1272/Ext. 21274

Christopher Mitchell, M.S., B.A.

Director, Bachelor of Health Science Program
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Kyrus Patch, D.H.Sc., M.S.P.A.S., PA-C

Director, Physician Assistant Program—Fort Myers
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Cathy Peirce, Ph.D., OTR/L

Director, Postprofessional Doctor of Occupational Therapy Program
Room 1224/Ext. 21223

Akiva Turner, Ph.D., J.D., M.P.H.
Director, Doctor of Health Science Program
Room 1232/Ext. 21862

Pradeep Vanguri, Ph.D., ATC
Director, Athletic Training
Ext. 28166

Steven P. Vertz, M.S., CCC-SLP
Director, Speech-Language Pathology
Ext. 27735

Rachel M. Williams, Ph.D., CCC-SLP
Director, Doctor of Speech-Language Pathology
Ext. 27718

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

TBA
Director, Doctor of Health Science Program

Yearly Fees and Expenses (fees subject to change)

NSU Student Services Fee.....	\$1,350
HPD General Access Fee	\$145
Registration Fee.....	\$30 per semester
Anesthesiologist Assistant Clinic Support Charge (divided equally among each of the five clinical semesters)	\$2,375
Physician Assistant Clinical Support Charge (assessment divided equally among each of the three semesters of clinical training)	\$1,200
Degree Application Fee (seniors only).....	\$100
Commencement Fee (seniors only).....	\$175
Late Payment Fee	\$100
I.D. Replacement	\$25
Diploma Replacement	\$30
Official Transcripts (each)	\$10

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

Reservation of Power

The *Dr. Pallavi Patel College of Health Care Sciences Student Handbook* is not intended to be a contract or part of a contractual agreement between Nova Southeastern University and the student. The *Dr. Pallavi Patel College of Health Care Sciences Student Handbook* is available online. Changes in the content of the *Dr. Pallavi*

Patel College of Health Care Sciences Student Handbook may be made at any time by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The *Dr. Pallavi Patel College of Health Care Sciences Student Handbook* is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the *Dr. Pallavi Patel College of Health Care Sciences 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 the *NSU Student Handbook*, Statement on Student Rights section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Additional Grievance Procedures Available section for the Nonacademic Grievance Procedure as well as the Grievance Procedure for Discrimination based on Disability.

Harassment

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

Health Care Privacy (HIPAA) Statement

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

Disability

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

Academic Affairs

Requirements for Graduation

In order to be eligible for a degree from Nova Southeastern University Dr. Pallavi Patel 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 Dr. Pallavi Patel 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)
- complete general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attain a 2.0 cumulative grade point average
- attain a 2.25 grade point average in the major area
- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office

Bachelor of Science—Athletic Training

- successfully complete all academic courses and achieve a *C* or higher
- maintain good standing with the university according to NSU student policies and procedures
- satisfactorily meet all financial and library obligations
- attend the commencement program in person

Bachelor of Science—Cardiovascular Sonography Course of Study

- be of good moral character
- demonstrate professional behavior and required attendance throughout the program
- comply with all university, Health Professions Division, Dr. Pallavi Patel 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 Science—Exercise and Sport Science

- successfully complete 63 credits within the Exercise and Sport Science major
- meet standards and guidelines of academic nonprofit organizations such as the National Strength and Conditioning Association (NSCA), the International Society of Sports Nutrition (ISSN), and the American College of Sports Medicine (ACSM)

Bachelor of Science—Medical Sonography Course of Study

- be of good moral character
- complete general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 125 semester hours
- attain a 2.0 cumulative grade point average
- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office
- attend the graduation ceremony
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year

Bachelor of Science—Respiratory Therapy First-Professional Program of Study

- satisfactorily complete the program of 80 semester hours (minimum) of study in the BSRT major required for the degree (not including CLEP, proficiency examinations, nor prior experiential learning credits)
- complete general education, prerequisite, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attain a 2.0 cumulative grade point average
- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office
- attend the commencement ceremony

Bachelor of Science—Respiratory Therapy Post-Professional Program of Study

- satisfactorily complete the program of 45 semester hours (minimum) of study in the BSRT major required for the degree (not including CLEP, proficiency examinations, nor prior experiential learning credits)

- complete general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attain a 2.0 cumulative grade point average
- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office

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 Dr. Pallavi Patel College of Health Care Sciences
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
- attend the graduation ceremony
- have a 3.0 cumulative GPA or better

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 Dr. Pallavi Patel College of Health Care Sciences

Master of Science in Anesthesia

- 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, Dr. Pallavi Patel College of Health Care Sciences, Department of Health Science, and student handbook policies and procedures, including dress code

Master of Science in Athletic Training

- successfully complete all academic and clinical courses and degree requirements with a minimum 3.0 cumulative GPA or better
- satisfactorily meet all financial and library obligations
- attend the commencement program in person

Dual Degree Bachelor of Science—Cardiovascular Sonography and Master of Health Science Program

- be of good moral character
- satisfactorily complete the 159 credits in the program (includes 30 credits of general education requirements, 27 credits of open electives from prior bachelor's degree, 65 credits of cardiovascular 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 all M.H.Sc. program requirements
- receive a recommendation by the M.H.Sc. program director to the dean of the Dr. Pallavi Patel 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 Dr. Pallavi Patel 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
- satisfactorily complete the program of study required for the degree (102 semester hours) with a minimum grade of 78 percent in each occupational therapy course and a minimum cumulative GPA of 2.3
- successfully complete the clinical internships within 24 months of completion of didactic courses
- fulfill 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
- submit Praxis Examination in Audiology score (passing score not a degree requirement)
- complete the program of study required for the degree with an overall minimum GPA of 2.7
- successfully complete clinical externship experience
- satisfactorily complete the department's knowledge and skills markers
- successfully pass a comprehensive examination
- fulfill 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
- fulfill 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 (*P*)
- successfully complete the D.H.Sc. internship, practicum, and doctoral analysis
- be of good moral character

Doctor of Philosophy in Health Science

- successfully complete all core and research courses, as well as required electives
- complete a minimum of 67 credit 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.O.T.)

- be of good moral and ethical character
- complete 39 credits in the program specifically approved to meet NSU doctoral program requirements within four years
- successfully complete the capstone course series OCT 7910, 7920, and 7921, which includes a capstone residency and project, and culminates in the capstone paper
- 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

(O.T.D.)

- be of good moral character
- satisfactorily complete 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
- fulfill 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 within four years from passing the qualification examination (seven years to complete degree from first day of classes)
- 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
- satisfactorily meet all financial and library obligations
- submit dissertation to UMI/ProQuest for publishing

Professional Doctor of Physical Therapy—Fort Lauderdale

- maintain student APTE membership throughout the program
- successfully complete the required credits of didactic and clinical coursework
- successfully pass a comprehensive examination
- successfully complete a professional D.P.T. student portfolio
- perform all required hours of service learning
- demonstrate professional behavior consistent with the APTA core values
- attend all required professional meetings
- attend graduation

For the degree to be conferred, students must

- be in good standing with the university
- have all outstanding fees paid, library books returned, and assignments turned in
- have all graduation paperwork completed
- complete the on-campus Wrap Up and Review Week

Professional Doctor of Physical Therapy Program—Tampa

- maintain student APTE membership throughout the program
- successfully complete the required credits of didactic and clinical coursework
- successfully pass a comprehensive examination
- complete, present, and pass the Values Portfolio
- complete, present, and pass the Evidence-based Capstone Project
- perform all required hours of service learning
- demonstrate professional behavior consistent with the APTA core values
- attend all required professional meetings
- attend graduation

For the degree to be conferred, students must

- be in good standing with the university
- have all outstanding fees paid, library books returned, and assignments turned in
- have all graduation paperwork completed
- complete the on-campus Wrap Up and Review Week

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 complete 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

Master of Science in Speech-Language Pathology

- successfully complete all required courses
- successfully complete the required clinical experiences totaling a minimum of 400 supervised clinical contact hours (including 25 hours of clinical observation) as required for ASHA certification with experience across a diverse client base
- have a cumulative grade point average of 3.0 or higher
- successfully complete the required Capstone course
- successfully complete of the required portfolio
- have a minimum cumulative grade point average (CGPA) of 3.0
- successfully demonstrate 2014 Standards and Implementation Procedures for the Certificate of Clinical Competence in Speech-Language Pathology of the Council for Clinical Certification in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association (ASHA)
- complete the Praxis II Exam adopted by ASHA for the purposes of certification in speech-language pathology
- complete the application for degree and satisfaction of all Dr. Pallavi Patel College of Health Care Sciences and Nova Southeastern University financial obligations

Doctor of Speech-Language Pathology

- participate in the Summer Residency (Institute) in Florida
- satisfactorily complete all required courses
- successfully complete an applied dissertation
- have a cumulative grade point average of 3.0 or higher
- complete an application for degree and satisfaction of all NSU/CHCS financial obligations

Attendance

In the Dr. Pallavi Patel 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 Dr. Pallavi Patel 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 updating your account forwarding settings located at sharkmail.nova.edu.

Further information about email can be obtained from the NSU Help Desk at (954) 262-4357 or at nova.edu/help. NSU mail can be checked from any Internet browser at sharkmail.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 <https://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 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 Dr. Pallavi Patel College of Health Care Sciences programs, failing grades will be included in calculating the GPA for the term in which the grade was received and in the cumulative 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>I</i>	Incomplete
<i>IF</i>	Incomplete Fail
<i>IP</i>	Incomplete Pass or In Progress
<i>IW</i>	Incomplete Withdraw
<i>W</i>	Withdrawal
<i>WP</i>	Withdrawal Passing
<i>WF</i>	Withdrawal Failing
<i>WU</i>	Administrative Withdrawal
<i>AU</i>	Audit
<i>P</i>	Pass
<i>PH</i>	Pass with Honors
<i>F</i>	Fail
<i>LE</i>	Leave of Absence
<i>E</i>	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>I</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)
<i>C(E)</i>	Passed Course by Remediation
<i>C(E)</i>	Credit by Exam
<i>CL</i>	CLEP
<i>AP</i>	Academic Probation
<i>AW</i>	Academic Warning
<i>DA</i>	Academic Dismissal
<i>AS</i>	Academic Suspension
<i>CD</i>	Conditional Dismissal
<i>DI</i>	Disciplinary Probation (may also be used to indicate issues related to unprofessional behavior)
<i>DU</i>	Disciplinary Suspension (may also be used to indicate issues related to unprofessional behavior)
<i>DE</i>	Disciplinary Expulsion (may also be used to indicate issues related to unprofessional behavior)
<i>EQ</i>	Credit awarded based on prior experience
<i>RA</i>	Readmitted
<i>RS</i>	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 or 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 program'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 request must include: 1) the reason for the request for the leave of absence (LOA) and the length of time the student is requesting, 2) a statement that he/she is in good academic standing, and 3) any documentation substantiating the need for the LOA such as a letter from a physician or other entity. If the request for the LOA is after the fourth week of the term, he/she will not be eligible to receive any tuition refund. 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. Satisfactory performance of essential functions may be used to grant a leave or reentry into the program. Prior to returning from the LOA, the student may be required to audit courses.

Chancellor's List

Students receiving a 3.8 GPA or better are placed on the Chancellor's List for that semester. (Effective fall 2016, the undergraduate GPA requirement will be 3.8.) An annual 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. (The undergraduate GPA requirement is 3.8.) 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 Dr. Pallavi Patel College of Health Care Sciences has one or more Committee(s) 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 or designee, who determines the final status of the individual student. All examinations of individual cases are informal proceedings conducted by the CSP. Legal representation is not permitted; rules of evidence will not be used.

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.
- 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 or designee.
- The department chair or designee shall review the committee's recommendations and shall notify the student of the outcome in writing by certified mail (return receipt requested), by email with response requested, or by hand delivery.
- The recommendations of the CSP and all reports, letters, and investigative records shall be maintained by the program 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 department chair or designee, except in cases of grade disputes, in which the department chair or designee is the final appeal. A request for appeal must follow the procedures outlined in the *Dr. Pallavi Patel 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 Dr. Pallavi Patel 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 Dr. Pallavi Patel 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 Dr. Pallavi Patel 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 Dr. Pallavi Patel 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 *NSU Student Handbook*, under Student Code of Conduct.

The following policy and procedure applies specifically to the Dr. Pallavi Patel College of Health Care Sciences as a supplement to the policy in the *NSU 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 or designee. If the student appeals the decision of the department chair or designee, 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 or designee'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 or designee of each departments or individual programs of the Dr. Pallavi Patel College of Health Care Sciences. The Academic Honesty Hearing is an informal proceeding conducted by the 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 Dr. Pallavi Patel College of Health Care Sciences. 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 Dr. Pallavi Patel 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 or designee 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 will notify the student and the department chair or designee in writing of the final disciplinary decision.
- The decisions of the AHC are final.

Disciplinary Warning/Probation/Suspension/Dismissal

The purpose of this policy is to ensure adherence to the university's **Student Code of Conduct** 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. The Dr. Pallavi Patel 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 Student Code of Conduct. 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 **Student Code of Conduct** 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."

A student who violates the Student Code of Conduct will be referred to the program's Committee on Student Progress. Please see the Committee on Student Progress procedures in the Dr. Pallavi Patel 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 Student Code of Conduct will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation."

A student who violates the Student Code of Conduct will be referred to the program's Committee on Student Progress. Please see the Committee on Student Progress procedures in the Dr. Pallavi Patel 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 Student Code of Conduct 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 Student Code of Conduct will be referred to the program's Committee on Student Progress. Please see the Committee on Student Progress procedures in the Dr. Pallavi Patel 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 **Student Code of Conduct** and/or do not meet the conditions of their probation, as described above.

A student who violates the Student Code of Conduct will be referred to the program's 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 **Student Code of Conduct** 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 **Curriculum Change Form** when probation, etc., is to be notated on a transcript.

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 Professional 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 may be asked to 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 preremediated 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 program director. 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 Dr. Pallavi Patel 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 Dr. Pallavi Patel 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 or designee of each of the departments or individual programs of the Dr. Pallavi Patel 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 Dr. Pallavi Patel College of Health Care Sciences have been followed. If a student appeals the decision of the department

chair or designee, 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 or designee 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 program 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 program committee to expedite a response.

Appeals Committee Membership

The Appeals Committee shall consist of the executive dean of the Health Professions Division or designee; six faculty members from the Dr. Pallavi Patel 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 program director 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 program Committee on Student Progress's failure to adhere to the policies and procedures of the university, HPD, and/or the Dr. Pallavi Patel 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 program 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 program 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 or designee. 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 Dr. Pallavi Patel 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 Dr. Pallavi Patel 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 Dr. Pallavi Patel 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 Dr. Pallavi Patel College of Health Care Sciences Dean's Office.

Accreditation, National Examinations, and Licensure

Department of Anesthesia

Anesthesiologist Assistant programs in Fort Lauderdale and Tampa are accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP is recognized by the Council for Higher Education Accreditation (CHEA) and is also a member of the Association of Specialized and Professional Accreditors (ASPA). The certification process for anesthesiologist assistants includes an initial certifying examination, ongoing registration of continuing medical education, and interval examinations for continued demonstration of qualifications through the National Commission for Certification of Anesthesiologist Assistants (NCCAA).

Department of Audiology

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.

Department of Cardiopulmonary Sciences

Nova Southeastern University Bachelor of Science in Respiratory Therapy First-Professional Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC). Our CoARC Program Reference # is 200615. The Program is not accredited in polysomnography. The Commission on Accreditation for Respiratory Care is located at 1248 Harwood Road, Bedford, Texas 76021-4244; Phone: (817) 283-2835; Fax: (817) 354-8519.

Department of Health and Human Performance

The Athletic Training Program (ATP) offers a Master of Science in Athletic Training (M.S.A.T.) degree with the first cohort enrolled in May 2018. This follows a mandate from the Commission on Accreditation of Athletic Training Education (CAATE) that degree programs must be offered only at the Master's degree level after fall 2022. The program is awaiting a decision from CAATE following submission of the substantive change of degree application in August 2017. Students will not be accepted into the existing B.S. program after the 2017–18 admissions cycle. NSU's ATP, originally established in 2003, is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and is currently on a 10-year accreditation cycle through 2021. Athletic training students enrolled in the B.S. degree will graduate with a Bachelor of Science degree in Athletic Training and will be eligible to sit for the Board of Certification (BOC) examination. Students graduating from the M.S.A.T. program will be eligible for the BOC examination pending final approval from CAATE. The athletic training programs are designed to ensure that students who graduate from the program meet all requirements necessary to pass the BOC examination.

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 Dr. Pallavi Patel College of Health Care Sciences of Nova Southeastern University.

The Bachelor of Science in Cardiovascular Sonography at the NSU Tampa Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review committee on Education in Cardiovascular Technology (JRC-CVT). Graduates are eligible to apply for the national registry examinations in both Adult Echocardiography and Vascular Technology as offered by the American Registry for Diagnostic Medical Sonography (ARDMS), and/or the corresponding credentials offered by Cardiovascular Credentialing International (CCI).

Department of Occupational Therapy

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 Program—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.

Department of Physical Therapy

The Professional Doctor of Physical Therapy Program—Fort Lauderdale 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. website: 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.

The Professional Doctor of Physical Therapy Program—Tampa (DPT-Tampa) is accredited by the Commission on Accreditation of Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314 (703) 706-3245; accreditation@apta.org capteonline.org Graduates of the DPT-Tampa Program are eligible to take the National Physical Therapy Examination (NPTE) administered by the Federation of State Boards of Physical Therapy.

Department of Physician Assistant

The Nova Southeastern University Physician Assistant Programs in Fort Lauderdale, Jacksonville, Orlando, and Fort Myers are 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.

Department of Speech-Language Pathology

The Master of Science in Speech-Language Pathology Program is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA). Graduates will have completed the academic and clinical requirements necessary to apply for a Certificate of Clinical Competence (CCC) from the American Speech-Language-Hearing Association (ASHA).

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.

Department of Audiology

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.

Alpha Upsilon Delta Audiology Honor Society

Alpha Upsilon Delta is an audiology honor society that promotes and recognizes significant scholarship, leadership and service to the audiology profession, and to advance the science of hearing and vestibular disorders.

Department of Health and Human Performance

Athletic Training Students' Organization (ATSO)

The Athletic Training Students' Organization is a part of the NSU Student Government Association and provides opportunities for ongoing professional development and interaction with allied health care professionals for those interested in the field of athletic training and sports medicine.

Exercise Science Student Organization (ESSO)

The goals and intent of this organization are to: (1) create camaraderie between students and peers interested in the field of exercise and sport science, (2) prepare undergraduate students for graduate programs in the field of exercise and sport science, (3) help undergraduate students build their foundations in the subject of movement sciences, for example biomechanics, and (4) expose undergraduate students to various employment options in the areas of their chosen career paths.

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.

Department of Occupational Therapy

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.

Pi Theta Epsilon Beta Delta Tampa

The newest chapter of the national honor society for occupational therapy students and faculty members, Pi Theta Epsilon Beta Delta Tampa's mission is to encourage research, scholarship, and service among its inducted members.

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.O.T.) and Doctor of Philosophy (Ph.D.) in Occupational Therapy programs through building a supportive network and developing a distance student community.

Department of Physical Therapy

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

There is a Student Physical Therapy Association (SPTA) at each campus—Fort Lauderdale and Tampa. Student physical therapists are members of the SPTA throughout their curriculum and clinical internships. 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.

Department of Physician Assistant

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 Fort Myers, 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 Speech-Language Pathology

NSU Affiliate Chapter of the National Student Speech-Language-Hearing Association (NSSLHA)

The National Student Speech-Language-Hearing Association (NSSLHA) is a pre-professional membership association for students interested in the study of communication sciences and disorders. NSU-NSSLHA, a

chapter in Region 3, is a “for students, by students” organization that offers each student in NSU’s Department of Speech-Language Pathology and Department of Audiology with enriched professional, academic, and social experiences. Each year, the NSU-NSSLHA selects community service projects or charities to support through volunteering or fund-raising. NSU-NSSLHA also hosts educational workshops, community service projects, and social events.

NSU’s Affiliate Chapter of the National Black Association for Speech-Language and Hearing (NSU-NBASLH)*

The National Black Association for Speech-Language and Hearing (NBASLH) is the premier professional and scientific association addressing the communication interests and concerns of black communication science and disorders professionals, students, and consumers. The mission of the NBASLH is to maintain a viable mechanism through which the needs of black professionals, students, and individuals with communication disorders can be met. The association is the model for other organizations addressing the concerns of diverse populations. Affiliates are the grassroots of the NBASLH. The objective of an affiliate is to increase the unity and effectiveness of all those in its local or regional area who are interested in or concerned with the needs and interests of black speech-language and hearing professionals and students, appropriate service delivery to black individuals with communication disorders, and research in culturally and linguistically diverse populations. NSU’s Affiliate Chapter of NBASLH was established in February 2006 and has actively participated with the national organization by holding meetings, participating in educational efforts, and providing community service for its members and for various public groups. In addition, NSU’s Affiliate of NBASLH has the distinction of being the only affiliate chapter with professional and student members from three different regional areas: online across the country, at NSU campuses throughout the state of Florida and locally at the Fort Lauderdale/Davie Campus.

**Please note the term Black originally used in 1979 continues to be used by this organization to refer primarily to the populations in America having African ancestry.*

Department of Anesthesia

Master of Science in Anesthesia

Fort Lauderdale and Tampa

Grading Policies and Procedures

Grading for academic and clinical-year AA students is based on the following alpha scale:

Alpha Grade	Scale	Percent
<i>A</i>	4.0	94–100
<i>A-</i>	3.7	90–93
<i>B+</i>	3.3	87–89
<i>B</i>	3.0	83–86
<i>B-</i>	2.7	80–82
<i>C+</i>	2.3	77–79
<i>C</i>	2.0	75–76
<i>F</i>	0.0	0–74

In addition to alpha grading, the anesthesiologist assistant course of study may use transcript notations outlined in the Dr. Pallavi Patel 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.

Advanced Placement and Transfer of Credits

Because of its highly integrated and compact curriculum, the anesthesiologist assistant (AA) programs require matriculants to complete the entire curriculum at the specified campus. No advanced placement, transfer of credit, or credit for experiential learning will be granted.

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous satisfactory academic and professional performance. The Master of Science in Anesthesia is a lock-step program. The sequence of the courses has 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. 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

ANAT 5420 Anatomy

PHST 5400 Physiology

Below are the core clinical courses of the Master of Science in Anesthesia program.

ANES/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 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.)

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 for any reason, the student will be sent to the Committee on Student Progress which may result in course repeat, course failure, program extension, and/or immediate dismissal from the program (even without any prior failure on record). If a student fails a clinical course, the student will be sent to the Committee on Student Progress and may be dismissed. A student may remediate no more than two courses during his or her enrollment in the program. If a student fails three or more courses while in the program, the student will be dismissed from the program.

- 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 Dr. Pallavi Patel 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 may involve several specialty areas in anesthesia, including, but not limited to, 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 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 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.

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, cheek, or tongue, is NOT permitted. Tattoos must be covered by clothing.

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 *Dr. Pallavi Patel 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.

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 an altered plan of study if the student does not satisfactorily progress each semester. This may extend the student's program beyond 11 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. In order to graduate, each student must pass a comprehensive examination.

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 5003	Neuroanatomy for Audiology	AUD 5301L	Diagnostics I Laboratory
AUD 5301	Diagnostics I	AUD 5304	Anatomy and Physiology
AUD 5302	Acoustics and Instrumentation	AUD 5403L	Electrophysiology Laboratory
AUD 5402	Introduction to Auditory Electrophysiology		
AUD 5404	Introduction to Vestibular Evaluation		
AUD 5405	Overview of Amplification I	AUD 5405L	Amplification I Laboratory
AUD 6402L	Diagnostics II Laboratory	AUD 6402	Diagnostics II
AUD 6404	Auditory/Vestibular Pathologies		

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.

Students must earn a passing grade in all clinical courses (AUD 6510, 6511, 6512, 7607, 7608, 7610, 7611, 7612, 7613). If a failing grade 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, 7613) or externship (AUD 7610, 7611, 7612), the student will fail the internship or externship and immediately be referred to the Committee on Student Progress (CSP) for review. Students may not begin externships until all didactic and clinical coursework (AUD 6510, 6511, 6512, 7607, 7608, 7613) has been successfully completed. Didactic courses in the program are only offered one time per year. If a student must retake a course, there will be a delay in the plan of study.

Grading Policies, Procedures, and Course Failures

Alpha Grade	Quality Points	Percent
<i>A</i>	4.0	90–100
<i>B</i>	3.0	80–89
<i>F</i>	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 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. Where applicable, assignments, quizzes, and examinations are recorded to the first decimal point. Only the final course grade is rounded. Final course grades are calculated to two decimal points, but only the tenths position is considered. Grades are rounded up only if the grade is X.50 or higher. A grade of X.49 does not round up to X.50.

Students in clinical courses who do not earn a passing grade 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 11 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. Professional behavior is a prerequisite of the Doctor of Audiology program. These behaviors are specifically outlined in all clinical practicum syllabi. They include, but are not limited to, responsibility, punctuality, confidentiality, personal appearance, ethical practice, and professional interaction. Students must earn a "Satisfactory" in each professional behavior category in all clinical practicum. Any student that earns an "Unsatisfactory" in any area will automatically be referred to the Committee on Student Progress (CSP) for review of the circumstances and determination, which may include verbal warning, professional probation, course failure, and/or dismissal from the program. Course failure may alter a student's plan of study and extend his or her program beyond 11 semesters/four years. The student's transcript will reflect the professional behavior grade earned in each clinical practicum.

Withdrawal from a Course

A request for withdrawal from a course shall be made in writing to the program chair. A student may request withdrawal only if the student is in good academic/professional standing with the program. A withdrawal from a course requires approval from the program chair. A grade of *W* (withdrawal) or *WP* (withdrawal passing) will be recorded on the transcript. The grade of *W* or *WP* will be replaced by an earned grade only if the student retakes the course. Unofficial or poor standing withdrawals may result in a grade of *WF* (withdrawal failing) or *F* as determined by the faculty.

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

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, 11480 Commerce Park Drive, Suite 220, Reston, VA 20191. 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, Mail Stop 310, 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

A student’s clinic schedule is assigned at the beginning of each semester by the clinical director. Students are expected to be available as assigned. The program reserves the right to alter assignments during the semester as necessary. In the fourth year, the student must be available full time to complete his or her supervised professional experience. The externship placement is defined as no less than 12 months of full-time professional audiology related employment. A minimum of 1,820 contact hours of clinical work is expected to be completed during the externship.

Failure to adhere to scheduled clinical assignments 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 placement 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 the student's preceptor in collaboration with faculty. Faculty coordinating clinical placements will make the final determination of the student's grade.

Students are expected to adhere to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines for patient confidentiality. Any HIPAA violation will result in immediate referral to the Committee on Student Progress (CSP). Annual HIPAA training is required. Failure to comply will result in referral to the CSP.

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, Basic Life Support Training, 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.

The department adheres to the Dr. Pallavi Patel College of Health Care Science zero tolerance policy for drug use. Drug screening may be required at any time during matriculation in the program. When notified of a required drug screening, the student must complete the testing within 48 hours. If a drug screening result is positive, follow-up drug screening must be completed within 24 hours of notification. Failure to comply will result in referral to the CSP.

Affiliation Policy

Faculty members and students disseminating information that emanates from their work in the audiology program must list Department of Audiology, Dr. Pallavi Patel College of Health Care Sciences, Health Professions Division, Nova Southeastern University in the affiliation byline.

Attendance

Absences and tardiness are strongly discouraged. Students are encouraged 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.

Essential Functions of the Doctor of Audiology (Au.D.) Student

The Au.D. program has the responsibility to the public to assure that graduates will be fully competent audiologists—providing benefit and doing no harm. Students matriculating in the Au.D. program must possess the intelligence, integrity, compassion, humanitarian concern, physical and emotional capacity, communication skills, and professionalism necessary to practice audiology. To this end, all NSU Au.D. students must meet the requirements outlined in the Essential Functions of the Au.D. Student document while matriculating through the program. A complete copy of the document can be found at nova.edu/aud and is distributed at orientation.

Department of Cardiopulmonary Sciences

Palm Beach Gardens

The Dr. Pallavi Patel College of Health Care Sciences offers two programs in respiratory therapy. One program is designed for the first professional or entry-level student and the other for the practicing registered respiratory therapist (RRT) who meets the entry requirements.

Bachelor of Science—Respiratory Therapy Post-Professional Program

Bachelor of Science—Respiratory Therapy First-Professional Program

Bachelor of Science—Respiratory Therapy Post-Professional Program

The Bachelor of Science in Respiratory Therapy (BSRT) Post-Professional Program is delivered in a distance format. Policies that are not covered in this section are addressed in previous sections of the handbook.

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

BSRT students whose semester GPA falls below 2.0 (regardless of the cumulative GPA), or who fail a course, regardless of GPA, may be placed on academic warning.

Attendance

All of the BSRT Post-Professional 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 BSRT Post-Professional Program are graded on an alpha scale.

Alpha Grade	Scale	Percent
<i>A</i>	4.0	94–100
<i>A-</i>	3.7	90–93
<i>B+</i>	3.3	87–89
<i>B</i>	3.0	83–86
<i>B-</i>	2.7	80–82
<i>C+</i>	2.3	77–79
<i>C</i>	2.0	74–76
<i>C-</i>	1.7	70–73
<i>D+</i>	1.3	68–69
<i>D</i>	1.0	67–68
<i>F</i>	0.0	66 and below

In addition to alpha grading, the BSRT program may use transcript notations outlined in the Dr. Pallavi Patel College of Health Care Sciences section of this handbook. For purposes of retention in the BSRT Post-Professional 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 repeat the scheduled course and achieve 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 BSRT Post-Professional Program may be dismissed from the program. Passing a course through retake does not negate the original failure for purposes of retention in the program.

Assessment of Prior Experiences for Academic Credit

Students matriculating in the BSRT Post-Professional Program will be granted a block grant of 45 credits transferred in as HLSC 1999 Prior Learning in Health Science.

Academic Advising and Administrative Support

Students will be assigned an academic advisor upon admission into the program. The advisor will advise and assist the student during matriculation and throughout his or her studies in the program. Students may communicate with their advisor via phone or email.

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 online up until two weeks before the term is set to start. Any time after that, students must contact the program office to be registered/dropped. Students can use this option until the seventh day from the beginning of the term.

Withdrawal from a Course

A request for withdrawal from a course shall be made in writing to the program director. A student can withdraw from a course up to three weeks prior to the end of the term. 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 *F*.

Continuous Enrollment

The BSRT Post-Professional Program offers two courses each term. Although enrollment in both courses is not a requirement, the program strongly recommends that students enroll in at least one course per semester for the duration of their BSRT 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 BSRT 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 if the leave is granted and conditions under which the student may reenter 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 BSRT Program Office with a copy of his or her orders. Because the BSRT Post-Professional 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 / (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.), 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 Cardiopulmonary Science defers to the controlling NSU university-wide policy on acceptable use of computing resources.

Email

Since the BSRT Post-Professional Program is an online program, students shall check their email at least once per week.

Course Registration and WebSTAR

Students must register for classes online. 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 Innovation and Information Technology PIN Request Form webpage at <https://www.nova.edu/webforms/help/pinreq> and following the directions. BSRT students may only take BSRT classes during fall, winter, spring, and summer terms. However, BSRT students may take any missing general education during any term in which they are offered.

Online Course Access and Canvas

All of the BSRT online courses which a student has registered for will be accessed through Canvas. Students must use their NSU email login and password in order to log in to their courses posted on Canvas. The Canvas login can be accessed through the following *sharklearn.nova.edu*.

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 BSRT students use the online student center when communicating with the program. All class communication must take place through the Canvas 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 45 credits at NSU is eligible to receive the degree with distinction.

Bachelor of Science—Respiratory Therapy Professional Program

The BSRT Professional Program is a full-time, 24-month program offered at the Palm Beach Campus. The program prepares an individual to practice as a registered respiratory therapist. This format allows the student to perform hands-on skills based on applied knowledge and theories learned in the classroom. The BSRT Professional Program consists of didactic and clinical courses with extensive hands-on experiences.

Grading Policy

Didactic courses for the BSRT Professional Program are graded on an alpha scale. **Clinical courses are graded on a Pass/Fail scale.** Grades lower than a *C* or *P* will result in failure of the course.

Alpha Grade	Scale	Percent
<i>A</i>	4.0	94–100
<i>A-</i>	3.7	90–93
<i>B+</i>	3.3	87–89
<i>B</i>	3.0	83–86
<i>B-</i>	2.7	80–82
<i>C+</i>	2.3	77–79
<i>C</i>	2.0	74–76
<i>C-</i>	1.7	70–73
<i>D+</i>	1.3	68–69
<i>D</i>	1.0	67–68
<i>F</i>	0.0	66 and below

Academic and Clinical Promotion

Successful progress through the curriculum requires continuous, satisfactory, academic and professional performance. At the end of each semester, the academic director, department chair, and the Committee on Student Progress will evaluate a student's performance to determine timely promotion to the next term. Students must pass all courses with a grade of *C* or better. A grade lower than a *C* will result in failure of the course.

Retake/Repeat/Remediation

If a student fails a course, a comprehensive remediation examination, written and/or practical, will be administered. Grades on the transcript will be notated to indicate a repeated course or remediation examination.

A final course grade of less than *C* in any course will constitute a course failure. The grade from a remediation examination will be no higher than a *C*. Students who fail a course and the remediation examination will be referred to the Committee on Student Progress. Successful remediation does not negate the original course failure in terms of student retention in the program. A student who fails two or more courses, even with successful remediation, will be sent to the Committee on Student Progress and may be dismissed from the program.

Failure to pass any of the didactic and/or clinical components or their remediation may lengthen the student's time in the program, as this is a lock-step program. Failure may also delay progress in the program, incur additional tuition, or result in dismissal from the program.

Each course in any given semester must be successfully completed with a passing grade in order to move to the next semester. If this requirement is not met students can reenter the program upon approval of the program's administration, successful competency evaluations, and auditing of courses starting in the beginning of the academic year in which the failure took place. The student will be charged for retaking the course(s) that resulted in a failing grade.

Chancellor's List, Dean's List, and Graduation with Honors

The Bachelor of Science in Respiratory Therapy Professional Program follows the criteria and policies of the Dr. Pallavi Patel College of Health Care Sciences for recognizing outstanding student performance and academic excellence while enrolled in and upon graduation from the program. Please refer to the Dr. Pallavi Patel College of Health Care Sciences section of this student handbook for details.

Academic Advisors

Upon matriculation BSRT Professional students are formally assigned to a faculty member as an academic advisor. BSRT Professional students are expected to meet with his or her academic advisor at least once per semester to monitor the student's progress and assist in the student's successful completion of the program. BSRT Professional students may schedule this appointment, or additional appointments, at any time during the year.

Each student's academic advisor, being aware of many valuable resources, can assist each student in every facet of the program if the student is having problems that might interfere with his or her studies or progress. Students should not hesitate to contact their advisor. Also, it is expected that students respond to any email communication from his or her academic advisor within 24 hours of receipt.

Dress Code

Students in the BSRT program are expected to comply with the dress code outlined by the Dr. Pallavi Patel College of Health Care Sciences policy.

During clinical rotations, students **must wear pewter scrubs with matching tops and bottoms**. Drawstrings should be tied and tucked into the pants. White, gray, or black, rubber-soled shoes with a closed back must be worn. Crocs are not acceptable. **Solid color** T-shirts in black, gray, or white may be worn under scrubs. Lab coats **must** be worn over scrubs.

Lab Coats (can only be purchased from the NSU Bookstore) with prescribed patches and embroidery **must be worn over scrubs at all times during class hours, whenever students leave the classroom, and during all clinical rotations**. This includes during breaks and at lunch (on campus).

Course Failures/Remediation

If a student should fail a course, a remediation exam is offered. Remediation exams will be graded on the same standard as all other examinations, but the passing grade in the course is limited to the lowest passing grade (74 percent).

If a student fails to receive a passing grade on the remediation exam (<74 percent) the course failure remains and the student will be referred to the Committee on Student Progress. The committee will review the situation, and make recommendations to the department chair.

Only two course remediation examinations will be allowed for the duration of the program.

Clinical Rotations

Students participate in five consecutive clinical rotations to develop skills necessary to become competent respiratory care professionals. Students must comply with all policies and procedures of both the clinical sites and Nova Southeastern University.

BSRT First-Professional students on clinical rotations must maintain a functional cell phone at all times to facilitate communications between BSRT program faculty/staff and fellow BSRT students. BSRT students are required to document clinical experiences via a web-based program. Students will be given training on using the clinical software.

Department of Health and Human Performance

Bachelor of Science in Athletic Training
Bachelor of Science in Exercise and Sport Science
Minor in Exercise Science
Master of Science in Athletic Training

Accreditation

The Bachelor of Science in Athletic Training, originally established in 2003, is accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and is currently on a 10-year accreditation cycle through 2021. The CAATE provides peer review of the programs educational content based on educational standards adopted by national medical and health professional organizations:

- The American Academy of Family Physicians
- The American Academy of Pediatrics
- The American Orthopedic Society for Sports Medicine
- The Commission on Accreditation of Athletic Training Education
- The National Athletic Trainers Association

These organizations have cooperated to establish, maintain, and promote appropriate standards for quality for educational programs in athletic training and to provide recognition for exceptional programs. These standards and interpretations can be found at caate.net.

National Recognition

The Bachelor of Science in Exercise and Sport Science was approved by the National Strength and Conditioning Association (NSCA), in 2015. The NSCA, as the world wide authority on strength and conditioning, supports and disseminates research-based knowledge and practical application to improve athletic performance and fitness. More information is located at nscs.com.

Academic Calendar

The Department of Health and Human Performance adheres to an academic calendar that starts in the summer term of the respective academic year, and continues through the end of the school year with dates mandated by the academic calendars for Undergraduate Students. nova.edu/registrar/academic-calendars

Academic Progression

The progress of each student through the curriculum requires satisfactory academic performance. Each prerequisite course must be completed in sequence as outlined by the *Nova Southeastern Undergraduate Catalog*. All students must complete the general education coursework, major requirements, and electives for graduation eligibility.

Grading Policies

Each course will have specific requirements listed for grade completion in the course syllabus. The final grade submission will be based on the alpha scale below.

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	74–76
C-	1.7	70–73
D+	1.3	68–69
D	1.0	67–68
F	0.0	66 and below

Attendance

The Department of Health and Human Performance adheres to the same attendance policy as the Health Professions Division. Attendance at all scheduled instructional activities is mandatory. Please review each course syllabus for further details.

Clinical and Practicum Experience

Each program in the Department of Health and Human Performance has clinical/practicum experiences required for degree completion, including EXSC 4901 Practicum in Exercise and Sport Science, and Athletic Training Courses in sequence. Each major course has specific guidelines and requirements that are located in the Student Guidebook and course syllabi.

Academic Advising

Students should contact the Academic Advising Center at (954) 262-7990 or UGadvising@nova.edu. The Undergraduate Academic Advising Center provides comprehensive and developmental student support services to empower students to achieve academic success.

Textbooks

Each course will have textbook requirements in the syllabus and both rental and purchase options are available at the NSU bookstore, nsubooks.bncollege.com. Online textbooks and resources may also be required as part of the course materials.

Professional Dress Code

While on an NSU campus and during regular class hours, students are to comply with the Health Professions Division's Dress Code previously outlined in the Student Handbook. While students are in the Exercise and Sport Science Laboratory or at clinical/practicum experience sites, they are to adhere to the specific site requirements and the Athletic Training and Exercise and Sport Science program guidelines.

Student Grievance Policy

The purpose of 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. Students will follow the Dr. Pallavi Patel College of Health Care Sciences procedures for both academic and non-academic disputes.

Community Relations

The Department of Health and Human Performance depends on relationships with university, college, preceptors, supervisors, clinical sites, clients/patients, and the public at large. Each student and staff and faculty member represents the university, college, and department in daily interactions with the community. Students are expected to act as a professional and communicate respectfully at all times.

Student Organizations

The Athletic Training Student Organization (ATSO)

The purpose of the Nova Southeastern University Athletic Training Student Organization is to provide opportunities for ongoing professional development and interaction with allied health care professionals for those interested in the field of athletic training and sports medicine. This organization will be affiliated with the Nova Southeastern University Athletic Training Education Program.

The Exercise Science Student Organization (ESSO)

The mission of the Nova Southeastern University Exercise Science Student Organization is to educate, research, provide community service, and social outreach for the betterment of human health within the community is the organization's platform for success.

The goals this organization are to: (1) create camaraderie between students and peers interested in the field of exercise and sport science, (2) prepare undergraduate students for graduate programs in the field of exercise and sport science, (3) help undergraduate students build their foundations in the subject of movement sciences, for example biomechanics, and (4) expose undergraduate students to various employment options in the areas of their chosen career paths.

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 four distance online programs at the bachelor's, master's, and doctoral levels for working health professionals and two on-campus courses of study (medical sonography and cardiovascular sonography), 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 Science—Medical Sonography (B.S.—M.S.)
- Dual-Degree B.S.-M.S./M.H.Sc.
- Dual degree BS-CVS/ M.H.Sc
- Master of Health Science (M.H.Sc.)
- Accelerated Dual-Degree M.H.Sc./D.H.Sc.
- Doctor of Health Science (D.H.Sc.)
- Doctor of Philosophy in Health Science (Ph.D.)

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 Innovation and Information Technology PIN Request Form webpage: <https://www.nova.edu/webforms/help/pinreq> and following the directions.

Online Course Access and Canvas

Online courses, as well as the student center will be accessed through Canvas. Students must use their NSU email login and password to login to their courses posted on Canvas. The Canvas login can be accessed through the following web address: sharklearn.nova.edu.

Email and Course Communication

For online programs and courses, students will register for all classes online. Students need an NSU email account to access their courses and emails. Once students are officially accepted into a program, they must request an NSU email account online by visiting the NSU Office of Innovation and Information Technology web page at nova.edu/oijt. On the web page, students will click on the “Students” tab, then will click on the “Email Setup” tab. On the “Student Help Desk” web page, students will click on the “Student Support” tab, then will click on the “SharkMail Setup” tab. Students must follow the instructions on setting up access to a new NSU email account. All online students must use the Canvas student center when communicating with their program. Course communication will occur through the particular course that the student is attending.

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 / (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, 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 all leaves 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. Since the medical and cardiovascular sonography programs are lock-step programs, 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 Dr. Pallavi Patel 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
<i>A</i>	4.0	94–100
<i>A-</i>	3.7	90–93
<i>B+</i>	3.3	87–89
<i>B</i>	3.0	84–86
<i>B-</i>	2.7	80–83
<i>C+</i>	2.3	77–79
<i>C</i>	2.0	74–76
<i>C-</i>	1.7	70–73
<i>D+</i>	1.3	67–69
<i>D</i>	1.0	60–66
<i>F</i>	0.0	Below 60

In addition to alpha grading, the B.H.Sc. program may use transcript notations outlined in the Dr. Pallavi Patel 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 undergraduate admissions 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.

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. 21222, ext. 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 up until two weeks before the term is set to start. Any time after that, they would have to contact the program office to be registered/dropped. Students can use this option until the seventh day from the beginning of the term. During that time frame, no academic or financial penalties will be assessed. During the second week, they can still drop the course, but it will be a 75 percent drop.

Withdrawal from a Course

A student can withdraw from a course up to three weeks prior to the end of the term. 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 / (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 Innovation and Information Technology page nova.edu/oiiit, 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 Innovation and Information Technology PIN Request Form webpage at <https://www.nova.edu/webforms/help/pinreq> 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 undergraduate admissions during any term in which they are offered.

Online Course Access and Canvas

All of the B.H.Sc. online courses which a student has registered for will be accessed through Canvas. Students must use their NSU email login and password in order to log in to their courses posted on Canvas. The Canvas login can be accessed through the following sharklearn.nova.edu.

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 Canvas 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 Science—Cardiovascular Sonography

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 after remediation, of less than a *C*, in any core sonography didactic course will be referred to the Committee on Student Progress and may be dismissed from the program. The following are considered core courses: Physics of Ultrasound I, Introduction to Cardiovascular Instruments, Correlative Imaging & Anatomy, Abdominal Vascular Testing, Venous Testing, Peripheral Arterial Testing, Echocardiography I, Echocardiography II, Echocardiography III, and Cerebrovascular Testing. The following are also core courses, however, remediation is not available: Externship I, Externship II, and Externship III.
- **Academic Progress in the Program:** Students enrolled in the Bachelor of Science—Cardiovascular Sonography Program with the M.H.Sc. dual option, who withdraw or are dismissed from the cardiovascular

sonography program, will automatically be withdrawn from all M.H.Sc. courses. Students who meet the M.H.Sc. admissions requirements will need to apply directly to the M.H.Sc. program if they wish to continue to earn the M.H.Sc. degree.

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 Bachelor of Science in 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 student must successfully remediate the first failed course to have the opportunity to use the second remediation if needed. (Please see the list of core courses in the preceding section.)
- 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 remediated course grade awarded as a result of any remediation exam can be no higher than a *C*, regardless of the actual graded outcome of the remediation exam itself.
- Students who fail a core sonography course and the remediation will be referred to the Committee on Student Progress and may be dismissed.
- Students in the B.S.—CVS program also take courses online. These online 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 online 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 in a core sonography course or an online course 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, and may result in delay of progress through the program. Failure of any single core course will be cause for referral to the CSP and may be cause for dismissal from the program.

Alpha Grade	Scale	Percent
<i>A</i>	4.0	94–100
<i>A-</i>	3.7	90–93
<i>B+</i>	3.3	87–89
<i>B</i>	3.0	83–86
<i>B-</i>	2.7	80–82
<i>C+</i>	2.3	77–79
<i>C</i>	2.0	74–76
<i>C-</i>	1.7	70–73
<i>D+</i>	1.3	67–69
<i>D</i>	1.0	60–66
<i>F</i>	0.0	0–59

Chancellor’s List, Dean’s List, and Graduation with Honors

The Bachelor of Science in Cardiovascular Sonography follows the criteria and policies of the Dr. Pallavi Patel College of Health Care Sciences for recognizing outstanding student performance and academic excellence while enrolled in and upon graduation from the program. Please refer to the Dr. Pallavi Patel College of Health Care Sciences section of this student handbook for details.

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 Dr. Pallavi Patel 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 specific requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, drug screening, criminal background checks, orientation sessions and/or paperwork, and approved daily clinical shift hours. 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. In addition, a Student Absentee Report must be completed within the Trajecsyst online clinical management system within 24 hours of an absence. All missed hours must be made up unless otherwise approved by the clinical coordinator and/or the program director.

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, Trajecsyst. 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.

Online Course Access, Canvas, 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 Canvas online learning environment. Students must use their NSU email login and password in order to log in to their courses posted on Canvas. Orientation to the online Canvas 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 Innovation and 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

Program Objectives

Minimum Expectations “to prepare entry-level general sonographers in the cognitive (knowledge) psychomotor (skills) and affective (behavior) learning domains” and “to prepare competent, entry-level vascular technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

Academic Calendar 2018–2019

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 Dr. Pallavi Patel 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 *C* or less in any core didactic course 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, Abdominal Sonography II, Ob-Gyn Sonography I, Ob-Gyn Sonography II, Small Parts Ultrasound, Venous and Arterial Ultrasound Testing, and Cerebrovascular Ultrasound Testing. The following are also core courses, however, remediation is not available: Clinical Externship I, Clinical Externship II, and Clinical Externship III.

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 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. A student must successfully remediate the first failed course to have the opportunity to use the second remediation if needed.
- Students in the B.S.—MS program also take courses online. These online 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 online 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
<i>A</i>	4.0	94–100
<i>A-</i>	3.7	90–93
<i>B+</i>	3.3	87–89
<i>B</i>	3.0	83–86
<i>B-</i>	2.7	80–82
<i>C+</i>	2.3	77–79
<i>C</i>	2.0	74–76
<i>C-</i>	1.7	70–73
<i>D+</i>	1.3	67–69
<i>D</i>	1.0	60–66
<i>F</i>	0.0	0–59

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 in a core sonography course or an online course 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 and may result in delay of progress through the program. Failure of 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.—M.S.

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.-M.S. program, a grade of incomplete is issued because of unexpected emergencies and must be made up within a maximum of one semester, 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 BMS 4500, 4600, and 4700. Clinical Externships consist of 3 terms 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.
- Clinical assignments during the second year will be determined by the clinical coordinators and students are requested to honor those assignments. Clinical sites may be local in-state, non-local in-state, and/or out-of-state.
- 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 externship is completed through the clinical reporting system, Trajecsys. The student will be given instructions on the use of the system during the Clinical Introduction course 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.
- Clinical extension of program: If, for any reason, the student does not fulfill the requirements for clinical externships (BMS 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 Dr. Pallavi Patel 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 during the first lab session of BMS 3110 Introduction to Diagnostic Medical Sonography. 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 and general tracks of the program are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates will be eligible to take the national registry examinations under the rules for new programs, as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS) located at 51 Monroe Street, Plaza East One, Rockville, Maryland 20850.

CAAHEP contact and address: Kerry Weinberg (CAAHEP commissioner for JRC-DMS), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763. Phone: 727-210-2350; Fax: 727-210-2354.

JRC-DMS contact and address: Cindy Weiland or Molly Markey at 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 Innovation and Information Technology PIN Request Form webpage at www.nova.edu/webforms/help/pinreq and following the directions.

Online Course Access and Canvas

All of the Bachelor of Science in Medical Sonography online courses that a student has registered for will be accessed through Canvas. Students must use their NSU email login and password in order to log in to their courses posted on Canvas. The Canvas login can be accessed through sharklearn.nova.edu.

Bachelor of Science—Medical Sonography/Master of Health Science

Academic Calendar 2018–2019

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 Dr. Pallavi Patel 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: Ultrasound Physics I and II; Ultrasound Cross-Sectional Anatomy; Introduction to Diagnostic Medical Sonography; Cerebrovascular Testing; Venous Testing; Peripheral Arterial Testing; Abdominal Sonography I and II; Obstetrics and Gynecology Ultrasound I and II; Clinical Preparation; Clinical Externship I, II, and III.
- **Academic Progress in Program:** Students enrolled in the Bachelor of Science in Medical Sonography with the M.H.Sc. option who withdraw, or are dismissed, from the medical sonography program will automatically be withdrawn from all M.H.Sc. courses. Students who meet the M.H.Sc. admissions requirements will need to apply directly to the M.H.Sc. program if they wish to continue to earn the M.H.Sc. degree.

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
<i>A</i>	4.0	94–100
<i>A-</i>	3.7	90–93
<i>B+</i>	3.3	87–89
<i>B</i>	3.0	83–86
<i>B-</i>	2.7	80–82
<i>C+</i>	2.3	77–79
<i>C</i>	2.0	74–76
<i>C-</i>	1.7	70–73
<i>D+</i>	1.3	67–69
<i>D</i>	1.0	60–66
<i>F</i>	0.0	0–59

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 semester, 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 BMS 4500, 4600, and 4700. Clinical Externships consist of 3 terms 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 guide-lines outlined above.
- Clinical assignments during the second year will be determined by the clinical coordinators and students are requested to honor those assignments. Clinical sites may be local in-state, non-local in-state, and/or out-of-state.
- 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.
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- Time keeping: Time keeping during clinical externship is completed through the clinical reporting system, Trajecsys. The student will be given instructions on the use of the system during the Clinical Introduction course 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.
- Clinical extension of program: If, for any reason, the student does not fulfill the requirements for clinical externships (BMS 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

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 - 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 Dr. Pallavi Patel 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 during the first lab session of BMS 3110 Introduction to Diagnostic Medical Sonography. 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 and general tracks of the program are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates will be eligible to take the national registry examinations under the rules for new programs, as administered by the American Registry of Diagnostic Medical Sonographers (ARDMS) located at 51 Monroe Street, Plaza East One, Rockville, Maryland 20850.

CAAHEP contact and address: Kerry Weinberg (CAAHEP commissioner for JRC-DMS), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763. Phone: 727-210-2350; Fax: 727-210-2354.

JRC-DMS contact and address: Cindy Weiland or Molly Markey at 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 Innovation and Information Technology PIN Request Form webpage at www.nova.edu/webforms/help/pinreq and following the directions.

Online Course Access and Canvas

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 Canvas. Students must use their NSU email login and password in order to log in to their courses posted on Canvas. The Canvas login can be accessed through sharklearn.nova.edu.

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. 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, higher education, health care risk management, patient safety, and compliance tracks; 39 required hours for the forensic investigative technology and clinical research track; 41 hours for the health law track; or 42 hours for the bioethics track.) Information regarding the degree application process can be found on the M.H.Sc. Student Center on Canvas. 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.

A cumulative GPA of a minimum of 3.0 is required for graduation for the MHS program. Students completing the coursework for graduation, but not achieving the required minimum GPA for graduation will be required to enroll in additional coursework at additional costs to bring their cumulative GPA up to the minimum requirement for graduation. (Note: Please bold the following sentence, only) 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 requirement 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.

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 Dr. Pallavi Patel 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 a week.

Continuous Enrollment

The D.H.Sc. program requires students to enroll in at least one course per semester for the duration of their D.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 with justification, and a plan to resume studies, to the program director, and will be subject to approval of the dean's office. Approval of leaves of absence longer than two consecutive semesters or repeated leave of absence requests will not be granted. Students who require time beyond what is stated (two consecutive semesters) or request repeated leaves of absence that exceed the stated time (two consecutive semesters) will be administratively withdrawn (*WU*) from the program and will need to reapply to the program when able to fully devote the time and energy to successfully complete the D.H.Sc. program.

Continuing Service

The D.H.Sc. 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 D.H.Sc. program or they may be dismissed.

Dress Code

When on an NSU campus attending residential institutes, D.H.Sc. students will follow the dress code identified in the Department of Health Science section of this handbook.

Grading Policies and Procedures

Grading for the Doctor of Health Science Program is based on pass/fail.

<i>P</i>	Pass (80 percent or above)
<i>F</i>	Fail (Below 80 percent)
<i>I</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 a week. 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 a transfer of up to 8 credit hours into the program. These credits can be transferred from doctoral courses taken at regionally accredited colleges or universities. All courses to be transferred must be substantially equivalent to courses taught in the program, as determined by the program director and appropriate faculty. A student who wishes to have a course taken at another institution reviewed for transfer credit must submit a copy of the course syllabus to the program office. Each petition for transfer credit will be reviewed on an individual basis.

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 submissions and exams. Students will attend a minimum of three on-campus seminars over the course of their Ph.D. studies. Attendance at the on-campus component for the courses with summer or winter institutes is mandatory. Students who do not attend the on-campus component will receive an incomplete for the course until the on-campus requirements are met at the next semester in which the course is offered. Students can assume that all on-campus classes are scheduled from 9:00 a.m. to 5:00 p.m. unless otherwise indicated by the course instructor. Return flights should be scheduled no earlier than the evening of the last day of the institute course. Course instructors may assign an incomplete to students who do not complete a full day of on-campus classes. Ph.D. candidates will present an oral final dissertation defense in person. The oral defense can be done at the Summer or Winter Institute, or on the Fort Lauderdale/Davie Campus. This must be arranged with the Ph.D. program office at least 45 days in advance.

Continuous Enrollment

The Ph.D. program requires students to enroll in at least one course per semester for the duration of their Ph.D. studies. If a student needs to take a semester off during the academic year, a leave of absence request form must be submitted to the program director, and will be subject to approval by the Dean of Academic Affairs. Students must contact the Ph.D. program office 30 days prior to returning from leave.

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 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.

Withdrawal from a Course

A request for withdrawal from a course shall be made in writing to the program director up to 21 days prior to the end of the term 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*.

Grading Policies and Procedures

Grading for the Ph.D. in Health Science program is based on pass/fail.

<i>P</i>	Pass (80 percent or above)
<i>F</i>	Fail (below 80 percent)
<i>I</i>	Incomplete
<i>PR</i>	Progress

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 Ph.D. in 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. See the policies and procedures regarding Student Progress Committee and Student Appeals in the college section of this handbook.

Incomplete Coursework

A grade of Incomplete (*I*) is issued because of unexpected emergencies and must be made up within one term following courses that are excluded from this policy. Students requesting extensions of the 30 day period due to medical or military reasons are expected to provide official documentation. If the incomplete grade 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. See the procedures on Incomplete Coursework in the Department of Health Science section of this handbook.

HSP 9007 Research Practicum is a Ph.D. program exception to the incomplete coursework policy. Students, who do complete HSP 9007 in the required 16 weeks, must enroll in HSP 9010 Research Practicum Continued. A grade of In Progress (*PR*) will be transcribed for HSP 9007. A charge of 2 credits for continuing services will be made for HSP 9010 to maintain students' full time status in the program. Students who successfully complete HSP 9010 in one semester will pass HSP 9010 and the HSP 9007 in progress grade will be converted to Pass (*P*). Students who do not successfully complete HSP 9010 in one semester will fail HSP 9010 and the HSP 9007 in progress grade will be converted to Fail (*F*).

Students who failed HSP 9007 and HSP 9010 will be counted as two course failures in the Ph.D. program. Any such student 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 the dismissal. See the procedures on Student Appeals in the college section of this handbook.

Comprehensive Examination

The comprehensive examination is a written examination that students take after the completion of all the required Ph.D. in Health Science coursework, and before beginning the dissertation phase of the Ph.D. program. It is designed to evaluate the 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 Fort Lauderdale/Davie Campus. 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 center 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 family issues—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 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 who fail to take the examination, 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 examination are referred to the Committee on Student Progress (CSP). The CSP will examine the student's individual case and will make appropriate recommendations to the department chair. See the procedures for the Committee on Student Progress and Student Appeals in the college section of this handbook.

The grading of the Comprehensive Examination is on a pass/fail basis. Students are notified of their results on the comprehensive examination by certified mail (return receipt requested) and a copy of the letter is sent to students' NSU email account with response requested. Following the successful completion of the comprehensive examination, students can register for dissertation credits and begin the dissertation process.

Students are allowed to take the complete comprehensive exam one time only.

Students who fail one or two of the three categories on the comprehensive examination have failed the exam, and are referred to the CSP. The CSP will examine the student's individual case and may recommend that the student be allowed to retake a failed category or categories at the next scheduled institute and will be required to enroll in an additional 1-credit continuation course. If students are allowed to retake a failed category, they have one opportunity to pass all failed categories. Students who have failed the exam may register for the next semester, although they may not be eligible for federal funds. Failure of one or two categories on retake results in the student's second failure of the comprehensive examination. Students who fail the comprehensive examination on retake are referred to the CSP for possible dismissal from the Ph.D. program.

All college-wide policies regarding academic honesty, student progress committee, and appeals apply to the comprehensive exam. Students are required to familiarize themselves with academic standards and the academic honesty policy and procedure as described in the college section of this handbook.

Students who wish to dispute their grades must contact the Ph.D. program director as there is no direct communication between graders and students. Grade disputes must be in writing within five business days from notification of the comprehensive examination results. 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.

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 on the Fort Lauderdale/Davie 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 *F* (fail) grade. Students who earn an *F* in any dissertation course are referred to the CSP. The CSP will examine the individual student's case and will make appropriate recommendations to the department chair. See the procedures for Committee on Student Progress and Student Appeals in the college section of this handbook. Students who earn an *F* 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 required degree credits.

On-Campus Institutes

These one-week sessions are located either at the Fort Lauderdale/Davie Campus or the Tampa Campus. A minimum of institutes are required to complete the Ph.D. degree. DHS 8080 and DHS 8170 will be offered as Summer Institutes. HSP 9007 will be offered as the Winter Institute.

Dress Code

When on the NSU main or regional campuses during regular business hours, Monday through Friday, 8:30 a.m.–5:00 p.m., Ph.D. students will follow the Dress Code identified in the Department of Health Science section of this handbook.

Online Student Center

All students are required to log into the Ph.D. in Health Science online student center at least once a week. Students should check their NSU email accounts at least once a week.

Department of Occupational Therapy

Accreditation, National Examinations, and Licensure

The entry-level Master of Occupational Therapy (M.O.T.) 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, Maryland 20814-3449. ACOTE's telephone number, care of AOTA, is (301) 652-AOTA. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Grading Policies and Procedures

Grading for Master of Occupational Therapy students is based on a scale of 0–100 percent.

P or Pass *C+* (78 percent) or above for all OCT prefix courses to maintain progress in the academic curriculum. Exception: a grade of *C* (70 percent) for the anatomy, physiology, and neuroanatomy courses.

F or Fail Below a *C+* (78 percent) for each OCT prefix and below a *C* (70 percent) for anatomy, physiology, and neuroanatomy courses

Grading for all OCT prefix courses is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
<i>A</i>	4.0	94–100
<i>A-</i>	3.7	90–93
<i>B+</i>	3.3	87–89
<i>B</i>	3.0	83–86
<i>B-</i>	2.7	80–82
<i>C+</i>	2.3	78–79
<i>F</i>	0.0	0–77

Master of Occupational Therapy students must maintain at a minimum an overall grade point average of *C+*, which is 78 percent, to show continuous satisfactory academic performance. See Academic Promotions and Progression. The maximum final grade that M.O.T. students may earn on any didactic course after any remediation will be a *C+(E)*.

Chancellor's List and Dean's List

The Master of Occupational Therapy program follows the policies of the Dr. Pallavi Patel College of Health Care Sciences for recognizing outstanding student performance and academic excellence while enrolled in and upon graduation from the program. Please refer to the Dr. Pallavi Patel College of Health Care Sciences section of this student handbook for details.

Academic Promotions and Progression

The Master of Occupational Therapy program follows the policies regarding Academic Standing in the Dr. Pallavi Patel College of Health Care Sciences (PCHCS) section in the handbook. The courses in the Master of Occupational Therapy curriculum have been carefully sequenced to promote optimal learning and skill development. The progress of each student through the curriculum requires continuous satisfactory academic performance. Progression from one term to the next is based on successful completion of the courses offered in prior terms. No student may advance to the second year of study without satisfactorily completing all first-year courses. For first- and second-year courses that are offered only once each year, a student who fails such a course will be required to suspend his or her studies and request a Leave of Absence in writing to the program director and/or department chair, following the Leave of Absence policy stated in the college section of this handbook, for permission to retake the course when it is offered the next academic year. In the second year, students who fail courses that are offered twice a year may be allowed to continue in the program and repeat the course the next time that it is offered, as determined by the recommendation of the CSP and the decision of the department chair. A course failure may significantly extend the length of the program of study, which is typically 29 months. A course may be repeated only once. Students will be dismissed from the program after two course failures.

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.

Fieldwork Experiences

The NSU M.O.T. program offers four Level I fieldwork experiences and two three-month, full-time-equivalent Level II fieldwork experiences. These experiences provide students with opportunities to further develop and utilize critical thinking and problem solving skills in a wide variety of real practice settings. All policies and procedures related to both Level I and Level II fieldwork experiences are outlined in the *M.O.T. Fieldwork Manual*. Students are required to read the manual and sign a document acknowledging their understanding of these policies and procedures.

Level I fieldwork experiences

Level I fieldwork experiences are associated with didactic coursework and are completed during the second year of the curriculum. Such experiences allow students to apply concepts and skills learned in the classroom to individuals and populations in the community. OCT 6206, OCT 6207, and OCT 6208 are separate clinical

practicum courses with separate pass/fail course grades that offer Level I experiences, whereas in OCT 6350, fieldwork experiences and practicum grades are incorporated within the overall course. During these Level I experiences, student performance is rated by onsite supervisors. Due to the interactive nature of fieldwork experience, there is no mechanism to take a comprehensive examination following a failed experience. The course faculty, along with the Academic Fieldwork Coordinator, are ultimately responsible for determining the final grade for the practicum courses. A student who fails 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. Upon the final decision of the department chair, students who fail a Level I fieldwork course and are subsequently approved for continuing in the program will be required to repeat the fieldwork once a placement is arranged. This must be successfully completed prior to beginning their Level II fieldwork course. Should the student fail a second Level I fieldwork experience, the student will be automatically dismissed from the program.

Level II fieldwork experiences

Level II fieldwork experiences are offered in the third year of the program. It is recommended that students choose placements with different settings and populations representing two different practice areas in the occupational therapy profession. 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 repeated fieldwork experience. Due to the interactive nature of fieldwork experience, there is no mechanism to take a comprehensive examination following a failed experience. As with other course failures, students who fail a Level II fieldwork experience will be required to meet with CSP for recommendations for a course of action. The occupational therapy chair will have the final decision whether to accept the recommendations of the CSP or to provide an alternate, based on his or her discretion. Students who desire a leave of absence due to personal circumstances are required to follow the college policy regarding the Leave of Absence in the college section of this handbook. All students must successfully complete Level II fieldwork within 24 months of completion of didactic courses in order to graduate from the M.O.T. program. Students may only retake one Level II fieldwork experience. Should students fail a second Level II 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 I and level II fieldwork experiences. The maximum final grade in Level II fieldwork experiences is a pass (*P*), as numerical scores are not assigned in those courses.

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/she arrives after the designated class time. Students are ultimately responsible for any information missed. In addition, attendance is required for course lab experiences, field trips, and fieldwork activities. It is possible that these activities cannot be made up and any points or grades assigned to that activity will be lost.

Students who are repeatedly tardy or absent will be referred to the CSP, which may result in disciplinary warning, probation, suspension, or dismissal from the program. In the case of a planned or unplanned absence or tardiness, students are required to notify the professor by email or phone within 24 hours of the occurrence.

Absences for observance of major religious holidays are permitted but also require prior professor notification. Students are required to notify the faculty two weeks in advance of a religious holiday if religious holiday conflicts with a scheduled assignment or exam, so that prior arrangements may be made. After any absence and per the discretion of the professor, students may need to complete a makeup assignment due within two class periods.

Attendance is mandatory for all exams and quizzes. Faculty members are not obligated to reschedule examinations based on a student's circumstances. Due to concerns about security of test items, faculty members will not administer tests earlier or later for absences that are related to family vacations, weddings, flight schedules, and other personal events. If a student is too ill to take an exam, the student needs to bring a doctor's note to the professor in order to be granted an opportunity to take the exam at another time. Illness and other health concerns should be discussed with the program director.

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 if the leave is granted and conditions under which the student may reenter the program. Please refer to Leave of Absence in the college section of this handbook for details.

Academic Advising and Professional Development

Each M.O.T. student is assigned an academic advisor at matriculation in the program. The role of an academic advisor is to provide students with assistance and support to attain the most from their educational experiences; mentor professional behavior self-assessment and development through the M.O.T. LIVE program; provide academic guidance, direction, and encouragement; monitor the overall progress; and identify appropriate resources. Each student should schedule a meeting with his or her adviser at least once a semester. Each student's academic advisor, being aware of many valuable resources, can assist in every facet of the program if the student is having problems that might interfere with his or her studies or progress. Students should not hesitate to contact their advisor. Also it is expected that students will respond to any email communication from his or her academic advisor within 24 hours of receipt.

Students are required to document completion of a minimum of 16 hours of combined volunteer and professional development hours within each of the first two years of the program, with the content of those hours guided by their professional development needs. A minimum of eight hours must be composed of volunteer experiences. During the third year, students are mentored in their professional development by their onsite fieldwork educators. The Academic Fieldwork Coordinator serves as the academic advisor and provides additional support while the student is participating in these two Level II fieldwork experiences.

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. The Master of Occupational Therapy Program complies with the Health Professions Division Core Performance Standards for Admission and Progress through its documentation of essential functions. Essential functions refer to those abilities required for satisfactory completion of all aspects of the M.O.T. curriculum, including fieldwork education and the professional attributes required of all M.O.T. students for degree completion. Students will be introduced to the essential functions during orientation and are required to perform those

functions with or without accommodation in order to progress through the program in a satisfactory manner. Failure to demonstrate those essential functions may result in a referral to the departmental Committee on Student Progress.

Dress Code

The Occupational Therapy Department observes the HPD policy regarding dress code whether on or off campus. In addition, occupational therapy students should wear occupational therapy polo shirts and either khaki or dark-colored trouser-, boot-, or straight-legged pants, 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 program. Maintaining AOTA membership will ensure access to necessary professional resources required throughout the curriculum 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 (see Academic Advising and Professional Development above). Failure to complete these requirements will result in a referral to the CSP and may affect the student's standing in the program.

Mobile Device Use

No phone/device use is permitted in the classroom (texting, calling, online access for activities unrelated to the course, etc.). Phones/devices should be turned to vibrate or off. Use of computer devices (laptop, notebook, tablets, etc.) during class time is limited to class-related tasks such as taking notes and collaborating on group assignments during a designated time. Use of computer devices or phones for non-classroom activities during class may result in referral to the CSP due to lack of professional behavior.

Email

Students are expected to check their NSU email daily, Monday through Friday, and respond to faculty members' emails within 24 hours during the work week.

Postprofessional Doctor of Occupational Therapy (Dr.O.T.) and Occupational Therapy Doctor of Philosophy (Ph.D.)

Doctoral students should refer to the *Occupational Therapy Doctoral Student Manual* for guidelines and procedures pertaining to doctoral coursework, residency, capstone and dissertation, and other professional expectations.

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous satisfactory academic performance. Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress (CSP). A course may be repeated only once. **Two course failures will result in program dismissal.** See information regarding the Committee on Student Progress in the Academic Standing section of this handbook.

Grading Policies and Procedures

Grading for doctor of occupational therapy students (Ph.D. or Dr.O.T.) is based on an alpha scale as shown below. Some courses may be pass/fail. Doctoral students must maintain an overall grade point average of 3.0. Ph.D. and Dr.O.T. students must pass all coursework with a *B* (80 percent) or higher.

Alpha Grade	Percent
<i>A</i>	90–100
<i>B</i>	80–89 (A grade of <i>B</i> /80 percent or above is required to pass in all courses)
<i>F</i>	0–79

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 residency 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.

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.
 - *The Department of Occupational Therapy, Dr. Pallavi Patel College of Health Care Sciences, Nova Southeastern University* is the institutional affiliation.
- Authors must obtain approval from the program director 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 program director 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 current students of the Department of Occupational Therapy, 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. (icmje.org)

Doctor of Occupational Therapy (O.T.D.)—Tampa

Accreditation, National Examinations, and Licensure

The entry-level Doctor of Occupational Therapy 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, Maryland 20814-3449. ACOTE's telephone number, care of AOTA, is (301) 652-AOTA. Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

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	Quality Points	Percent
<i>A</i>	4.0	90–100
<i>B</i>	3.0	80–89
<i>C</i>	2.0	70–79
<i>F</i>	0.0	0–69

Remediation/Retake Policy, if Applicable

The O.T.D. Program abides by the CHCS Remediation Policy. Review the Academic Standing section of this handbook for details. 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 Campus or online in a proctored environment and at the cost of the student. Practical remediation reexamination must occur at the Tampa Campus. The student is responsible for any associated cost for returning to the regional campus for this purpose.

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 (FWE-I). The student must pass the didactic portion of the corresponding intervention course in order to progress to the FWE I placement (e.g., a student who fails the didactic portion of an intervention course will not begin the FWE-I). Any remediation of the didactic portion will delay the start of the FWE-I, and possibly subsequent Level II fieldwork experiences (FWE-II). Furthermore, a student who appeals course grades may not begin FWE-I during the appeal process. Retaking any of the three intervention courses will follow the policy on course failures, and such retake, when applicable, should include both 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 O.T.D. 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 O.T.D. program. Additional tuition will be charged for repeated courses, including Level II fieldwork experiences. The maximum final grade O.T.D. 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 Blended (Hybrid) O.T.D. Program

The student is responsible for keeping track of information posted in Canvas, 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 Canvas 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. Unavoidable changes in the schedule will be communicated in a timely fashion. 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—an immediate family member is defined as a spouse, mother, father, aunt, uncle, mother-in-law, father-in-law, sister, brother, grandparent, son, or daughter). 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 program director. 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 Research 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: Research Project I; OTD 8363L: Research Project I Lab; and OTD 8464: Research Project II—Reflections and Dissemination 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 Annual Research Colloquium at the NSU Tampa 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.

Assignment Resubmission

The course instructor has the discretion to provide the students with the opportunity to resubmit a failed assignment with revisions as indicated and within the timeline specified by the course instructor. In cases where an assignment resubmission is permitted, the maximum possible score will be 75 percent.

Incomplete Coursework

A student may receive a grade of / (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*.

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 program director 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 Canvas Student Center.

Computer Requirements, 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, preferably a laptop, that they will need to participate during the institutes for taking quizzes or exams, searching databases, and doing interactive and individual writing exercises. Computers and/or laptops acquired must meet specifications according to the Hardware Guidelines for Computing at NSU, available at <https://www.nova.edu/publications/it-standards>. 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.

Mobile Device Use

Cell phones, tape recorders, laptops/cameras etc. will be turned off during campus sessions unless otherwise directed by the class instructor. Use of computer devices or phones for nonclassroom activities during class may result in referral to the CSP, due to lack of professional behavior.

Email

Students are expected to check their NSU email daily, Monday through Friday, and respond to faculty members' emails within 24 hours during the workweek.

Travel, Housing, and Parking

Although the NSU Tampa O.T.D. program is primarily online, four-day on-campus institutes are held approximately once per month, except for the entrance colloquium for entering Year I students, which is part of their six-day initial on-campus institute. 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 Fort Lauderdale/Davie 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 program director 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 Entry-Level O.T.D. program has a responsibility to the public to assure that its graduates can become fully competent and caring occupational therapists who are capable of providing benefit and doing no harm. Individuals admitted and retained in the O.T.D. program must possess the intelligence, integrity, compassion, humanitarian concerns, physical and emotional capacity, cognitive and communication skills, and professionalism necessary to practice occupational therapy. To this end, all Entry-Level O.T.D. students must meet the requirements outlined in the O.T.D. program's Essential Functions Policy for Admission, Retention, and Graduation. Find the O.T.D. Essential Functions document at healthsciences.nova.edu/ot/orientation/forms/otd-essential-functions-policy.pdf.

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 program director, 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, Dr. Pallavi Patel College of Health Care Sciences, Nova Southeastern University* is the institutional affiliation.
- Authors must obtain approval from the program director, 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 program director (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 apa.org/ethics/code.

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 icmje.org.

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 and doctoral residency component of the program during the New Student Orientation weekend, and continues throughout the program through ongoing communication with the clinical, doctoral, and community relations administration and staff member comprising the clinical education director (academic fieldwork coordinator), the doctoral transformation director, 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.

Professional Membership

Students are required to obtain membership with the American Occupational Therapy Association (AOTA) and their state association, Florida Occupational Therapy Association (FOTA) in Florida, sustaining those memberships throughout the duration of the program. Maintaining AOTA and FOTA (or other state association) membership will ensure access to necessary professional resources required throughout the curriculum and will facilitate development of a professional identity. Students must submit proof of such membership on an annual basis.

Program Leave of Absence

A student desiring a voluntary leave of absence must first submit a written request to the program director and/or the department chair as stated in the section of the student handbook titled Leave of Absence. Determination to grant the request and conditions of return will also follow procedures from the same source.

Textbooks

Students will receive information about course textbooks prior to the start of the semester in the O.T.D. Student Center on Canvas. 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 Dr. Pallavi Patel College of Health Care Sciences policy, and as stated in each course syllabus. In addition, individual courses may require lab or other attire as determined by the course professor.

Department of Physical Therapy

Professional D.P.T. Programs—Fort Lauderdale and Tampa

Level I and II Background Checks

Level I and Level II background checks are required for clinical practicum and internship placement. Some citations on the background checks may prevent a student from being assigned to or result in the student being denied placement at clinical sites. A student who cannot be placed at required clinical sites due to information of concern on his/her background check(s) may not be able to complete the program. Students are required to inform the program director immediately if any circumstance has occurred in the past or occurs during the student's tenure in the program, which may impact the background check.

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/Davie Campus and four years for the Tampa Campus, students 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 http://healthsciences.nova.edu/pt/forms/NSU%20DPT%20Essential%20Functions_languageupdates2-2017.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.

Grading Policies and Procedure

Grading for physical therapy doctoral students is based on a scale of 0–100 percent. Some courses may be pass/fail.

P or Pass 75 percent or above

F or Fail below 75 percent

Grading for all physical therapy courses is based on an alpha scale as shown.

Alpha Grade	Quality Points	Percent
<i>A</i>	4.0	90–100
<i>B</i>	3.0	80–89
<i>C</i>	2.0	70–79
<i>F</i>	0.0	0–69

Information regarding the calculation and disposition of a student's final course grade is found in each course syllabus. At midterm, students will receive a midterm memo if the midterm course grade is less than 75 percent (*C* or better). Students must follow the program policies for responding to the midterm memo and seek assistance from the course instructor and faculty adviser.

A final course grade of less than 75 percent in any given course will constitute a course failure. Students who are eligible will take a comprehensive remediation exam for the failed course three–five days after receiving notice of the failure. Following a successful remediation exam, the final grade for that course will be recorded as *C(E)* to indicate that the course was passed via remediation. Students who fail a course and/or the remediation examination will be sent to the Committee on Student Progress (CSP) and may be dismissed.

While matriculating through the D.P.T. program, each student is permitted to remediate a total of two didactic 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 or she must successfully remediate the first course failure 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.**

Students who fail a clinical internship may be given one opportunity to retake the internship at a time and place determined by the director of clinical education (DCE). Students who fail a clinical internship will be sent to the CSP. If a student fails a clinical internship a second time, he or she may be dismissed from the program.

A student who is dismissed based on inadequate academic performance or unprofessional conduct will be required to reapply to the program 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.

Professional 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 assigned for courses passed by remediation.

Communication with Faculty Members

Outside of class, the primary modes of communication with faculty members is email and Canvas. Students are responsible for checking and replying to all faculty member communication through email and Canvas 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.

Professional D.P.T. Program Student Dress Code

Students are expected to strictly adhere to dress code standards as established by the program. 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) 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.

Students are expected to come to all weekend institutes with the requisite lab equipment indicated by the course instructor. Students who are unprepared for class may be asked to leave the class or may receive a deduction in the course grade.

Professional D.P.T. Program—Tampa

Academic Progression

In the Professional D.P.T. Program—Tampa, 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. Students with a pattern of having to retake psychomotor examinations may be asked to meet with the Program Director or the Committee on Student Progress for guidance and advisement. 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.

Professional D.P.T. Program—Tampa Student 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 during school hours. Additionally, the dress code is applicable during class hours on all weekend institutes, but not during the evenings or non-weekend institute times. 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.

When in PT Lab classes, students are to wear the NSU PT T-shirts (those sold by the NSU Bookstore and those sold by the SPTA) and navy blue shorts (NSU Shorts or basketball-type shorts that have an elastic waist and are no shorter than 2 inches above the knee). Female students are expected to wear athletic bras under their PT shirts. When students are in non-lab courses, they should wear professional dress. If students have lab for a portion of the day, they can keep their lab uniform on throughout the day (assuming it is clean) unless there is a guest speaker in the didactic course. *Students must wear their SharkCard on campus.*

The following constitutes acceptable and professional attire:

- white clinical jackets when requested by instructor
- shirts, ties, slacks, and regular shoes for men
- professional business dress: slacks, pants, or skirts with blouses, dresses, close-toed shoes for women
- grey scrub sets ONLY when in the cadaver lab at St. Petersburg College or in performing dissections
- during Integrated Patient Experiences (IPE), students must wear an NSU Polo shirt (collared) and/or a white lab jacket per the instructor's directions

On-Campus Institutes for Professional D.P.T. Students

The Professional D.P.T.—Tampa 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. 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 Campus and bear any associated costs associated with returning to the Tampa Campus. For written remediation examinations, students may take the examination online in a proctored environment.

Course, Instructor, Guest Instructor, and Lab Assistant Evaluations

All students are required to complete the instructor and course evaluations for all courses, as well as guest instructor and lab assistant evaluations, using the online course evaluation system. Failure to complete these evaluations may result in a notice of unprofessional behavior. Students are expected to provide constructive feedback in a professional manner.

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 Canvas. 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, Canvas, 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 Canvas.

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 respective program's 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 800-541-6682, ext. 24357, for international students, or by email at *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. Contact the program office at (954) 262-1806 for information on nearby hotels. 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 SharkCard

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.

On-Campus Institutes for Professional D.P.T. Students in Tampa

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 scheduled 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. In some instances, students can select courses from another program. Approval by the Program Director must be received prior to registration for courses taken outside the primary area of study.

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 Dr. Pallavi Patel 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 or Pass 80 percent or above

F or Fail below 80 percent

Grading for all Postprofessional physical therapy courses is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
<i>A</i>	4.0	90–100
<i>B</i>	3.0	80–89
<i>F</i>	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 to complete course work, in writing, from the course instructor with a copy to the program director. A grade of *I* can only be assigned if 50 percent or more of the coursework has been completed. If the extension is approved by the program director, the student must complete and submit an Incomplete Grade Agreement Form via email to the course instructor prior to the end of the course. The subject line of the email must include the student's name and Incomplete Grade Agreement.

The instructor will not accept assignments received after the date indicated on the agreement, and the students' 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. Incomplete grades that have not been changed by the official date in this agreement will be converted to an *F*. Students requesting extensions due to medical or military reasons are expected to provide official documentation.

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.

Comprehensive Examination

The Ph.D. student will be allowed to take the comprehensive examination after completion of all required courses or earlier with permission from the program director. A student must pass the examination before officially entering the dissertation phase. Failure to successfully pass all components of the comprehensive exam after three attempts will result in dismissal from the program.

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 the *NSU Student Handbook*, Statement on Student Rights and Statement on Student Responsibilities.

Specific University Policy and Procedures

See the *NSU Student Handbook* for additional university policies and procedures.

Department of Physician Assistant

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 Dr. Pallavi Patel 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 course 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

A final course grade of less than 75 percent in any PAC given course, or less than 70 percent in any basic science course will constitute a course failure. If a student fails a course, a remediation examination will be administered according to the CHCS remediation policy. 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.

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 utilize 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 program's formal student organization. This organization was established to benefit PA students, PA professionals, the college's PA program in 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 program'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 *Dr. Pallavi Patel 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.

Fort Myers

The Nova Southeastern University Physician Assistant Program—Fort Myers 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 Myers are expected to comply with the dress code as outlined by the Dr. Pallavi Patel 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.

Dress shall be medical business attire during class hours, Monday through Friday. Casual business attire is acceptable on weekends and evenings (after class hours). 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. Programmatic scrubs in Caribbean blue will NOT be permitted during classroom lectures and examinations. Caribbean blue scrubs (scrub top and bottom must be Caribbean blue and match) may be worn during certain

times or events during the academic year and while on certain clinical rotations during the clinical year, as directed by the department.

Lab coats (short, intern style) with prescribed patches and embroidery must be worn when attending off campus clinical assignments during both the didactic and clinical years. Lab coats are ordered during orientation week and will be received approximately one month later.

All coats, scrubs 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.

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
<i>A</i>	4.0	94–100
<i>A-</i>	3.7	90–93
<i>B+</i>	3.3	87–89
<i>B</i>	3.0	83–86
<i>B-</i>	2.7	80–82
<i>C+</i>	2.3	77–79
<i>C</i>	2.0	75–76
<i>F</i>	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, one selective rotation, and two elective rotations. All core rotations must be completed in the state of Florida, primarily within 80–100 miles from NSU's Fort Myers 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 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 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.

Orlando

The Nova Southeastern University Physician Assistant Program at Orlando is fully accredited by the Accreditation Review Commission for Physician Assistant Education (ARC-PA) and is a member of the Physician Assistant Education Association (PAEA).

Dress Code

Students in the NSU PA Program—Orlando are expected to comply with the dress code as outlined by the Dr. Pallavi Patel 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-	3.75	90–93
B+	3.50	87–89
B	3.0	83–86
B-	2.75	80–82
C+	2.50	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 cumulative 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.

During the clinical year, PA students will be required to document clinical experiences via a web-based program. Students will be responsible for completing their electronic patient logs on a daily basis. All students will be given training on using the clinical experience software during the advanced didactic semester.

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 *Dr. Pallavi Patel 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.

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 Dr. Pallavi Patel College of Health Care Sciences policy. Dress 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.

Daily dress code shall be medical business attire during class hours, Monday through Friday. Casual business attire is acceptable on weekends and evenings (after class hours). 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. Institutional, hospital, clinic, or nonclinic scrubs are not permitted at the NSU Jacksonville Campus.

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, short-sleeved T-shirt and 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.

For all clinical setting-encounters in the didactic year, students are required to wear an approved NSU navy polo shirt and gray pants.

- No active wear, denim, crop, or capri pants may be worn.
- Skirts with a skirt length no shorter than two inches above the knee may be worn.
- Shoes with heels no greater than two inches may be worn.

Students in the clinical phase of the curriculum will be required to wear lab coats (short, intern style) with prescribed patches and embroidery while attending all clinical-year rotations and activities, including end-of-rotation activities on campus.

Initial purchase and subsequent replacement of any uniform items and lab coats are the responsibility of the student.

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 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-	3.75	90–93
B+	3.50	87–89
B	3.0	83–86
B-	2.75	80–82
C+	2.50	77–79
C	2.0	75–76
F	0.0	0–74

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 Jacksonville CSP policies included in the *Jacksonville PA Student Handbook*.) 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 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: seven core rotations and two elective rotations. PA students on clinical rotations must maintain a functional cell phone at all times at the student's expense. Clinical rotations will likely entail traveling within a 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 Dr. Pallavi Patel 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 Speech-Language Pathology

Bachelor of Science in Speech-Language and Communication Disorders (B.S. in SLCD)

Academic Calendar

The B.S. in SLCD follows the same term schedule, starting in the summer term of the respective academic year, and continuing through the end of the school year with dates mandated by the academic calendars for Undergraduate Students. nova.edu/registrar/academic-calendars

Academic Progression

The progress of each student through the curriculum requires satisfactory academic performance. Each prerequisite course must be completed in sequence as outlined by the Nova Southeastern Undergraduate catalog. All students must complete the General Education coursework, Program Requirements, Major Requirements, and Electives for Graduation eligibility.

Grading Policies

Each course will have specific requirements listed for grade completion in the course syllabus. The final grade submission will be based on the alpha scale below.

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	74–76
C-	1.7	70–73
D+	1.3	68–69
D	1.0	67–68
F	0.0	66 and below

Attendance

The B.S. in SLCD Program adheres to the same policy as the Health Professions Division. Attendance at all scheduled instructional activities is mandatory. Please review each course syllabus for further details.

Academic Advising

Students should contact the Academic Advising Center at (954) 262-7990 or UGadvising@nova.edu. The Undergraduate Academic Advising Center provides comprehensive and developmental student support services to empower students to achieve academic success.

Transfer Credits

Students who have earned college credits at other regionally accredited colleges or universities can transfer these credits into the B.S. in SLCD major. Students should contact their NSU academic advisor to discuss how prior college credits can be used to obtain their 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.

Add/Drop

Students can add or drop courses during the first week of the term. To add/drop a course, students must contact their advisers to complete the add/drop process. For information regarding course refunds please consult the Undergraduate Catalog.

Withdraw from Course

Students can withdraw from a course up to three weeks prior to the end of the term. To withdraw from a course, it is not sufficient to stop attending class or to inform the instructor of your intention to withdraw. Students must contact their advisers to begin the withdrawal process. Financial aid recipients and international students should both be mindful about how the change in credit hours in the term might affect their status.

Incomplete Coursework

For the B.S. in SLCD, 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 an Incomplete Grade Agreement Form prior to the end of the course. A grade of incomplete (*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 the agreement will be converted to an *F* by the administrative staff members of the B.S. in SLCD Department.

Chancellor's List, Dean's List, and Graduation with Honors

The Bachelor of Science degree in Speech-Language and Communication Disorders follows the criteria and policies of the Dr. Pallavi Patel College of Health Care Sciences for recognizing outstanding student performance and academic excellence while enrolled in and upon graduation from the program. Please refer to the CHCS section of this student handbook for details.

NSU Email Policy

All students are expected to use their university assigned email address to send notices to faculty and staff members. 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.

Textbooks

All courses will have the textbook requirements on the syllabus and both rental and purchase options are available at the NSU Bookstore—*nsubooks.bncollege.com*. Online textbooks and resources may also be required as part of the course materials.

Professional Dress Code

While at an NSU campus and during regular class hours, students are to comply with the Health Professions Division's dress code previously outlined in the Student Handbook. While students are at observation sites, they are to adhere to the specific site requirements and the individual program student guidelines.

Student Grievance Policy

The purpose of 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. Students will follow the Dr. Pallavi Patel College of Health Care Sciences procedures for both academic and non-academic disputes.

Community Relations

The B.S. in SLCD depends on relationships with university, college, supervisors, clinical sites, clients/patients, and the public at large. Each student and staff and faculty member represents the university, college, and department in daily interactions with the community. Students are expected to act as a professional and communicate respectfully at all times.

Student Organization

The B.S. in SLCD Program has an affiliate chapter of the National Student Speech-Language-Hearing Association (NSSLHA).

Master of Science in Speech-Language Pathology Program (M.S.-SLP)

Accreditation, National Examinations, and Licensure

The Master of Science in Speech-Language Pathology Program (M.S.-SLP) is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA). Graduates will have completed the academic and clinical requirements necessary to apply for a Certificate of Clinical Competence (CCC) from the American Speech-Language-Hearing Association (ASHA).

M.S.-SLP Program Outcomes

The M.S.-SLP graduate entering the profession will be able to do the following:

1. integrate and apply information from the physical, biological, social, and behavioral sciences to the field of communication sciences and disorders
2. demonstrate clinical proficiency in screening and assessment skills with a variety of clinical populations
3. develop and implement a plan of intervention with a variety of clinical populations across the age span
4. evaluate and critically apply current research to determine and enhance clinical efficacy
5. recognize and apply the knowledge of cultural diversity across professional activities
6. use written, oral, and nonverbal communication means to communicate clearly, effectively, and appropriately
7. collaborate and/or counsel effectively with clients, family members, caregivers, and other professionals
8. demonstrate professional behavior that exemplifies knowledge of ethical, legal, regulatory, and financial aspects of professional practice
9. demonstrate skills for lifelong learning, professional development, and self-assessment
10. demonstrate the ability to use technology to accomplish research, client diagnosis, and treatment

New Student Orientation

New students must attend a mandatory three-day orientation meeting on campus. Students are responsible for any expenses that may be incurred in order to attend. During the meeting, students will be oriented to Nova Southeastern University, the Dr. Pallavi Patel College of Health Care Sciences (hereafter referred to as the college), and the M.S.-SLP program; meet faculty members; and participate in speech-language-hearing screenings. Prior to the orientation meeting, students will review the M.S.-SLP website (healthsciences.nova.edu/slp/masters/index.html) and this handbook and are responsible for familiarizing themselves with departmental policies and procedures.

Instructional Delivery System

The Master of Science in Speech-Language Pathology Program (M.S.-SLP) operates year-round and is divided into three terms: fall, winter, and summer. Coursework for the M.S.-SLP is available online (for eligible* students) and at many of NSU's campuses throughout Florida. The online delivery option allows students to receive and submit coursework and interact with participants and professors via the Internet. The site-based delivery option allows students to take classes in the evenings at NSU facilities around the state. At times, certain courses are not available through the site-based/distance delivery option. Rather, a hybrid-based delivery option will be available, whereby students will take a portion of the course via a site-based, face-to-face format over a weekend, with the remainder of the course completed online. Occasionally, some classes are delivered in weeklong formats in intersessions scheduled within one term a year.

*(*To be eligible for the online delivery option, a student must live more than 50 miles from one of our campuses.)*

Professional Dress Code

While on an NSU campus, at any off-campus educational sites, and during regular class hours, students are to comply with the dress code of the college previously outlined in this handbook.

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous satisfactory academic, clinical, and professional performance. Substandard performance in any course or failing to exhibit satisfactory professional behavior will be referred to the Committee on Student Progress (CSP). Lack of progress in any academic or clinical course will result in a change to the student's original plan of study (POS) and may extend the student's time in the program.

Grading Policies, Procedures, and Course Failures

Academic Courses

Current grading plan for academic courses through summer 2018*

Alpha Grade	Quality Points	Percent
<i>A</i>	4.0	91–100
<i>B+</i>	3.3	86–90
<i>B</i>	3.0	80–85
<i>C</i>	2.0	70–79
<i>F</i>	0.0	Below 70

Grading plan for academic courses beginning fall 2018†

Alpha Grade	Scale	Percent
<i>A</i>	4.00	94–100
<i>A-</i>	3.75	90–93
<i>B+</i>	3.50	87–89
<i>B</i>	3.00	83–86
<i>B-</i>	2.75	80–82
<i>C+</i>	2.50	77–79*
<i>C</i>	2.00	70–79† 73–76*
<i>C-</i>	1.75	70–72*
<i>F</i>	0.0	Below 70
<i>P</i>	0.0	Pass*

Clinical Courses (which include the following courses: SLP 6101 Clinical Lab I Practicum, SLP 6102 Clinic II Lab Practicum, SLP 6005 Diagnostics II Practicum, SLP 6110 Externship: Adults, SLP 6120 Externship: Pediatric School, and SLP 6130 Externship: Pediatric Nonschool)

Current grading plan for clinical courses through summer 2018

Alpha Grade	Quality Points	Score on CALIPSO Performance Rating Scale
<i>A</i>	4.0	4.20–5.00
<i>B+</i>	3.5	3.85–4.15
<i>B</i>	3.0	3.50–3.80
<i>C</i>	2.0	Below 3.50

Grading plan for clinical courses beginning fall 2018

Alpha Grade	Quality Points	Score on CALIPSO Performance Rating Scale
<i>A</i>	4.00	4.50–5.00
<i>A-</i>	3.75	4.20–4.49
<i>B+</i>	3.50	3.90–4.19
<i>B</i>	3.00	3.70–3.89
<i>B-</i>	2.75	3.50–3.69
<i>C+</i>	2.50	3.00–3.49
<i>C</i>	2.00	2.50–2.99
<i>C-</i>	1.75	2.00–2.49
<i>F</i>	0.00	Below 2.00

A minimum grade of *B-* must be earned in each course in the curriculum. If a student achieves a grade below a *B-* in any course, the student must repeat the course during the next semester in which the course is offered. The course must be repeated through M.S.-SLP. Students must repay for the course. A course may be repeated only one time. When repeating a course, the student must earn a grade of *B-* or better in the repeated course. Furthermore, students must successfully repeat the course before moving on to other courses that have the repeated course as a prerequisite.

Where applicable, assignments, quizzes, and examinations are recorded to the first decimal point. Final course grades are calculated to two decimal points, but only the tenths position is considered. Grades are rounded up only if the final grade is X.50 or higher. A grade of X.49 does not round up to X.50.

Withdrawal from an Academic Course

A request for withdrawal from a course shall be made in writing to the program director or his or her designee. A student may request withdrawal only if he or she is in good academic/professional standing with the program. A withdrawal from a course requires approval from the program director or his or her designee. A grade or notation of *W* (withdrawal) will be recorded on the student's transcript. The grade of *W* will be replaced by an earned grade only when the student retakes the course.

Withdrawal from a Clinical Course/Placement

Students in clinical courses are not permitted to withdraw from the placement nor the clinical course EXCEPT on rare occasions. Exceptions are made on a case-by-case basis and require a written request by the student with accompanying documentation as appropriate and the written approval of the clinical director and the program director or his or her designee and/or department chair. In making the request, the student understands that he or she may not be eligible to repeat the clinical course until a suitable placement has been secured.

Incomplete Grades

A grade of Incomplete (*I*) is issued only at the request of the student after approval by the course instructor and the completion of the Incomplete Grade Assignment form. The initiation of the process is the student's responsibility *prior* to the end of the course.

In order to receive a grade of Incomplete, the student must

1. have completed at least two-thirds of the course with a grade equivalency of 80 percent or better
2. complete an Incomplete Grade Agreement form and send it to the instructor

Once an Incomplete Grade Agreement form has been submitted and the grade of Incomplete issued, the coursework must be finalized and submitted to the instructor according to the agreed-upon timeline, as outlined on the Incomplete Grade Agreement form. This date can be no later than the last day of the term following the final class date of the course. The instructor will not accept assignments submitted after the date indicated on the agreement, and the student's grade will be assigned according to the work the student submitted by the due date.

An Incomplete (*I*) grade which has not been changed by the official date in the agreement will be converted to an *F* by the program director or his or her designee.

Course Failure

Students who achieve a grade below 80 percent will be referred to the Committee on Student Progress (CSP) to review the circumstances which resulted in the referral (see the Committee on Student Progress in the college section of this handbook).

Academic Warning

Students who achieve a grade between 70–79 percent in a single academic course will receive an **Academic Warning**. As a result of receiving an **Academic Warning**, students will be directed to meet with a member of the Committee on Student Progress (CSP) to review the circumstances that resulted in the unsuccessful outcome. The discussion will include identification of areas to target to increase the likelihood of positive outcomes in future courses with the goal of completing the program.

Academic Probation

Students will be referred to the Committee on Student Progress (CSP) for **Academic Probation** for any one of the following occurrences:

- cumulative GPA falling below a 3.0
- a grade of *F* in any academic course

- grades below *B-* in any two academic courses
- a grade below *B-* in a clinical course

Dismissal

Students will be referred to the Committee on Student Progress (CSP) for **Dismissal** for any one of the following occurrences:

- a third grade below a *B-* in an academic course
- a grade below *B-* in any course after a student has been placed on **Academic Probation**
- a grade below *B-* in any repeated course
- not passing SLP 6200 Capstone after three attempts

Note: Notification of **Academic Probation** or **Dismissal** may occur during the succeeding term, whereby, students may be administratively withdrawn from courses in progress with a refund of all tuition paid. Students who are recommended for **Dismissal** have the option to appeal (see **Student Appeal Process** under the college section of this handbook).

Student Conduct

Students are expected to comply with the ethical, professional, and legal standards of Nova Southeastern University, the NSU Code of Student Conduct and Academic Responsibility, the Code of Ethics of the American Speech-Language-Hearing Association (<https://www.asha.org/code-of-ethics/>), and/or the manual for externship and clinical policies and procedures. Any student suspected of violation of any of these standards and codes will be referred to the Committee on Student Progress (CSP). Any student found in violation of any of these standards or codes may forfeit all past and future academic honors.

Note: Students who achieve a grade below 80 percent must follow the updated Plan of Study (POS) created for them. Failure to do so will result in a referral to the Committee on Student Progress (CSP) as a result of not following directives from program administration.

International Students

International students living in the United States must present verification of student visa or residency status. Due to the limited availability of ASHA-certified supervisors internationally, students who live outside of the United States will not be eligible for admission to M.S.-SLP. Furthermore, students accepted to M.S.-SLP may not relocate outside of the United States before the completion of the degree. Students are required to complete all clinical practicum experiences within the United States and/or Puerto Rico.

Transfer of Credit

In order for a student to receive transfer credit, courses taken previously must be equivalent to those described in the *HPD Catalog*, must have been completed within five years prior to admission, and cannot have been used toward a prior degree. Approval of transfer credit will be granted only after the student has submitted a written request for consideration with the program director or his or her designee. The student must provide a catalog course description and course syllabus for each course. Only courses completed at regionally accredited universities or colleges, or their foreign equivalents, will be considered for transfer credit into the

master's degree program. No more than nine semester hours of credit may be transferred into the M.S.-SLP. In order to be considered for transfer credit, a grade equivalent of 3.0 or better must have been recorded on the student's transcript for each course. No clinical course credits will be transferred.

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school. Students who wish to transfer credit should contact the admissions office of the receiving school for information.

Program Requirements Regarding the SLP Praxis Examination and Capstone

1. Students must take SLP 6200 Capstone with the first externship semester. Exceptions to this course sequence must be requested by the student and approved in writing by the program director or his or her designee.
2. Students must pass Capstone before taking the Praxis. Students taking the Praxis without having successfully completed Capstone will be referred to the Committee on Student Progress (CSP) for review for disciplinary sanctions. In addition, they will be required to fulfill the Capstone course requirement.
3. Students must pass Capstone in order to graduate. Students who do not pass Capstone on the first attempt must repeat it. This may delay completion of the program. Students have a maximum of three attempts to pass Capstone. Students who are unable to pass Capstone after three attempts will be dismissed from the program.
4. Praxis scores must be received by M.S.-SLP in order for students to graduate.
5. Students must register for the Praxis using the process described in the Capstone course and must take the Praxis as directed by their course instructor.
6. Students who are required to take the Praxis prior to their scheduled time as a condition of employment must provide official documentation of that requirement to program administration at least two semesters prior to externship I.

Course Load and Program Completion Time Line

The M.S.-SLP may be completed in 8 terms/semesters, but the program expectation is to complete the program within 12 terms/semesters. Students must complete the program within 6 years. Students who are unable to complete all degree or program requirements within the established time frame will be dismissed from the program.

Note: Full-time graduate study is 6 credits per term. Clinical credits are each equivalent to full-time status.

Computer Requirements

The M.S.-SLP uses the Canvas platform for all courses and for submission of all coursework. Therefore, the following is a MINIMUM requirement for the M.S.-SLP:

1. PC or Macintosh, 2 GHz minimum processor

If Macintosh, the computer must be able to run select Windows programs. This will require a program such as Parallels, Boot Camp, or equivalent and a Windows operating system. (NOTE: Macs post 2012 have the ability to dual boot Windows with Boot Camp.)

2. microphone with headset
3. Internet access
4. Office 2007 or higher with PowerPoint and Word (or Office replacement such as Open Office or iWork)
5. Adobe Reader

Telecommunications: SharkMail and Internet Access Account

Each student is assigned a SharkMail account; this account is the key to effective communication while enrolled in M.S.-SLP. **Students are required to check SharkMail daily.** The M.S.-SLP administration, the faculty, and the staff will use SharkMail routinely to communicate with individual students, entire classes, or groups of students. **A student's failure to check his or her email will not be accepted as a reason for missed communication.**

Photographs, Recordings

No one may take photographs or record audio or video in either virtual or physical classrooms without prior permission of the instructor and the students within those facilities. Students wishing to record lectures must obtain permission from the instructor. Consent forms may be obtained from the office of your academic center.

Clinical Experience and Placement

Clinical Practicum

Clinical and externship experiences are held during the weekdays. Students should plan to devote full-time participation to two externship experiences.

Clinical practicum hours are obtained in the campus-based Speech-Language Pathology Clinic and in affiliate off-campus practicum sites. Clinical hours may only be counted toward ASHA certification requirements when the student earns a passing grade for each clinical assignment. Only clinical practicum hours earned while the student is enrolled in the university program and under the supervision of an ASHA-certified and state-licensed speech-language pathologist (SLP) or audiologist (for hearing hours, only) may be counted toward the degree and certification. A student may not use his or her own site of employment or previous employment as a clinical site for credit. Students are to follow all supervisory requirements. Students are required to complete all clinical practicum experiences within the United States or Puerto Rico.

Students registering for clinical practicums must have the appropriate availability in order to be scheduled for direct contact experiences in the given assigned clinical placements.

All students must maintain grades of *B-* or better in academic and clinical courses in order to participate in further clinical courses and continue in M.S.-SLP. Once a student has been accepted to begin the sequence of clinical courses, the courses will continue each successive semester. If for ANY reason the student wishes to postpone a clinical course, his or her faculty contact must be told in writing at least one semester before the course is to begin. If a student leaves or is asked to leave a clinical course for any reason, the student will receive a grade of *F* for that clinical course and will be reviewed by the Committee on Student Progress (CSP) for Academic Probation.

Student Organizations

A variety of organizations in which students may participate are available.

NSU Affiliate Chapter of the National Student Speech-Language-Hearing Association (NSSLHA)

The National Student Speech-Language-Hearing Association (NSSLHA) is a pre-professional membership association for students interested in the study of communication sciences and disorders.

NSU-NSSLHA, a chapter in Region 3, is a “for students, by students” organization that offers each student in NSU’s Department of Speech-Language Pathology and Department of Audiology enriched professional, academic, and social experiences. Each year, the NSU-NSSLHA selects community service projects or charities to support through volunteering or fund-raising. NSU-NSSLHA also hosts educational workshops, community service projects, and social events.

NSU’S Affiliate Chapter of the National Black Association for Speech-Language and Hearing (NSU-NBASLH)*

The National Black Association for Speech-Language and Hearing (NBASLH) is the premier professional and scientific association addressing the communication interests and concerns of black communication science and disorders professionals, students, and consumers. The mission of the NBASLH is to maintain a viable mechanism through which the needs of black professionals, students, and individuals with communication disorders can be met. The association is the model for other organizations addressing the concerns of diverse populations.

Affiliates are the grassroots of NBASLH. The objective of an affiliate chapter is to increase the unity and effectiveness of all those in its local or regional area who are interested in, or concerned with, the needs and interests of black speech-language and hearing professionals and students; appropriate service delivery to black individuals with communication disorders; and research in culturally and linguistically diverse populations.

NSU’s Affiliate Chapter of NBASLH was established in February 2006 and has actively participated with the national organization by holding meetings, participating in educational efforts, and providing community service for its members and for various public groups. In addition, NSU’s Affiliate Chapter of NBASLH has the distinction of being the only affiliate chapter with professional and student members from three different regional areas: online across the country, at NSU campuses throughout the state of Florida, and locally at the Fort Lauderdale/Davie Campus.

**Please note the term Black, originally used in 1979, continues to be used by this organization to refer primarily to the populations of Americans having African ancestry.*

Council of Academic Accreditation in Audiology and Speech-Language Pathology (CAA)

Complaint Policy

Nova Southeastern University's M.S.-SLP has been awarded accreditation by CAA. Students enrolled in a program accredited by the CAA are eligible to apply for the ASHA Certificate of Clinical Competence (CCC). Should a student enrolled in the program wish to file a grievance against the program, he or she should contact CAA at

Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology
American Speech-Language-Hearing Association
2200 Research Boulevard, #310
Rockville, Maryland 20850

800-498-2071 • caa.asha.org

Doctor of Speech-Language Pathology (SLP.D.)

Because the Doctor of Speech-Language Pathology Program is delivered in distance format, not all of the policies contained in this handbook are applicable to SLP.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 Speech-Language Pathology Program.

Credit Transfer

A maximum of 9 semester hours of post-master's degree, doctoral-level credit, earned from a regionally accredited institution within the past 5 years, will be considered toward meeting the doctoral program's degree requirements. Grades for courses transferred must be at the grade of *A* or *B* or equivalent. Acceptance of transfer credit is not guaranteed. Current doctoral candidates should request and receive prior written approval from the chair of the department of speech-language pathology before enrolling in any other institution's courses that are intended to be submitted for transfer credit. This request should include an explanation and related course description(s).

Attendance

The SLP.D. courses are designed in distance-learning formats (i.e., online and hybrid weekend classes). Each student holds the responsibility to fulfill class requirements, access recommended resources, and meet the designated deadlines for assignment submissions. Students will attend one on-campus residency (summer institute) over the course of their SLP.D. studies. Attendance of the full day of on-campus classes within the summer institute is mandatory. Students who cannot attend the summer institute when first offered must attend the next summer that it is offered. Students can assume that all on-campus classes are scheduled from 8:30 a.m. to 5:00 p.m. unless otherwise indicated by the course instructor. Return flights and travel arrangements should be scheduled no earlier than the last evening of the last day of the summer institute course. Course instructors may assign an incomplete to students who do not complete a full day of on-campus classes.

The time of online chat sessions and hybrid weekend class meeting dates are scheduled according to the availability of the course instructors. Any absence from any of the online chat sessions or hybrid weekend classes that is anticipated by a student (excused or planned) must be approved by the course instructor. If

an absence is anticipated, the student is required to contact the course instructor and the field associate prior to the first day of class or no later than two weeks before the date of the online chat sessions or hybrid weekend class that will be missed. If an emergency arises and the student cannot reasonably alert the course instructor prior to the missed class, the student should contact the course instructor and field associate as soon as possible. It is the responsibility of the student to contact the course instructor after the emergency to determine how the missed class requirements and/or assignments can be made up.

Students are required to access and participate in their online classes at least once per week. Students are expected to attend and participate in all online chat sessions as scheduled by the course instructor. Every student is expected to be on time for all online chat sessions. Each course instructor will advise students as to the repercussions that may be incurred as a result of absence from the online chat sessions. Grade reductions may be imposed, if a student demonstrates a pattern of tardiness to the online chat sessions (more than five minutes late more than once) or if more than one absence occurs from the online class. Such a reduction in grade will be reported to the student in writing at the time it is imposed. Missed assignments may be made up solely at the discretion of the course instructor.

Attendance and participation in the hybrid weekend component of each designated class is mandatory. Students can assume that all hybrid weekend classes are scheduled from 8:30 a.m. to 5:00 p.m. unless otherwise indicated by the course instructor. Students are required to attend the full day of class for each of the hybrid weekend class sessions (Saturday and/or Sunday). If a student has received prior approval from the course instructor to miss any day of the hybrid weekend class sessions (excused or planned), he or she must contact, in writing, the field associate in order to request a copy of the DVD recording from the missed hybrid weekend class day. If a student experiences any technical difficulties that cannot be resolved during the hybrid weekend class sessions, the field associate will make note of the student and a copy of the DVD recording will be sent to her or him within 10 business days following the end of that specific hybrid weekend class sessions.

Continuous Enrollment

The SLP.D. program requires students to enroll in at least one course per semester per the duration of their SLP.D. studies. If a student needs to take a semester off during the academic year, a formal, written request for a leave of absence must be submitted to the program director and chair of the department of speech-language pathology. The request for a leave of absence will be subject to approval.

Add/Drop Period

Students can add or drop courses during the first week of the semester. To add/drop a course, students must contact their advisors to complete the add/drop process. For information regarding add/drop period and tuition refund, see **Tuition Credit Policy—Voluntary Drops and Withdrawals**, previously located in this handbook.

Continuing Services

SLP.D. students are allotted seven years from the initial term of enrollment in which to complete all program and degree requirements. Students unable to complete all program and degree requirements within this seven year timeframe will be subject to dismissal.

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 SLP.D. program. If a student

is administratively withdrawn from the program, he or she would need to reapply for entrance into the SLP.D. program.

Withdrawal from a Course

Students can withdraw from a course up to three weeks prior to the end of the term. To withdraw from a course, it is not sufficient to stop attending class or to inform the instructor of your intentions to withdraw. The student must request to withdraw from the course in writing. A withdrawal from a course requires approval from the program director and/or department chair (see Academic Withdrawal from a Course/Program).

Grading Policies and Procedures

Grading for the SLP.D. program is based on the following grading scale and/or pass/fail.

Alpha Grade	Scale	Percent
<i>A</i>	4.0	90–100
<i>B</i>	3.0	80–89
<i>F</i>	0.0	0–79
<i>P</i>	Pass (80 percent or above)	
<i>I</i>	Incomplete	
<i>PR</i>	Progress	
<i>NPR</i>	No Progress	

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. Students who have been placed on academic probation and earn a failing grade in a repeated course, or any other course (i.e., a second grade of *F*) may be dismissed from the program. A student with two or more course failures while in the Doctor of Speech-Language Pathology program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through the retake does not negate the original failure for the purposes of retention in the program. The procedures and deliberative bodies that implement these policies and procedures are described in the Student Progress Committee and Student Appeals in the college section of this handbook.

Incomplete Grades

A grade of Incomplete (*I*) is issued only at the request of the student after approval by the instructor and the completion of the Incomplete Grade Assignment form. The initiation of the process is the student's responsibility prior to the end of the course. In order to receive a grade of Incomplete, the student must

1. have completed at least 60 percent of the course with a grade of *B* (80 percent or better)
2. complete an Incomplete Grade Agreement form and send it to the instructor

Once an Incomplete Grade Agreement has been submitted and the grade of incomplete issued, the course work must be finalized and submitted to the instructor according to the agreed upon timeline, as outlined on the Incomplete Grade form. This date can be no later than the last day of the term following the final class date of the course. The instructor will not accept assignments submitted after the date indicated on the agreement and the student's grade will be assigned according to the work that the student submitted by the due date. An incomplete (*I*) grade that has not been changed by the official date in the agreement will be converted to an *F* by the program director and department chair.

Applied Dissertation

The applied dissertation is a detailed, accurate, and cohesive account of a scholarly investigation designed to answer a research question directed toward the improvement of practice in the field of speech-language pathology. Research is distinguished by a theory-to-practice model encompassing a diversity of disciplines. Each student is assigned a faculty committee to facilitate and supervise the process.

There are three benchmarks in the completion of the applied dissertation: (1) the concept paper, (2) the dissertation proposal and Institutional Review Board (IRB) approval, and (3) the dissertation.

On-Campus Residency (Summer Institute)

During the first summer semester in the program, all students are required to attend a weeklong on-campus residency (summer institute) and/or an SLP.D. course. The one-week session and class is located either on the Fort Lauderdale/Davie Campus or the NSU Tampa Campus.

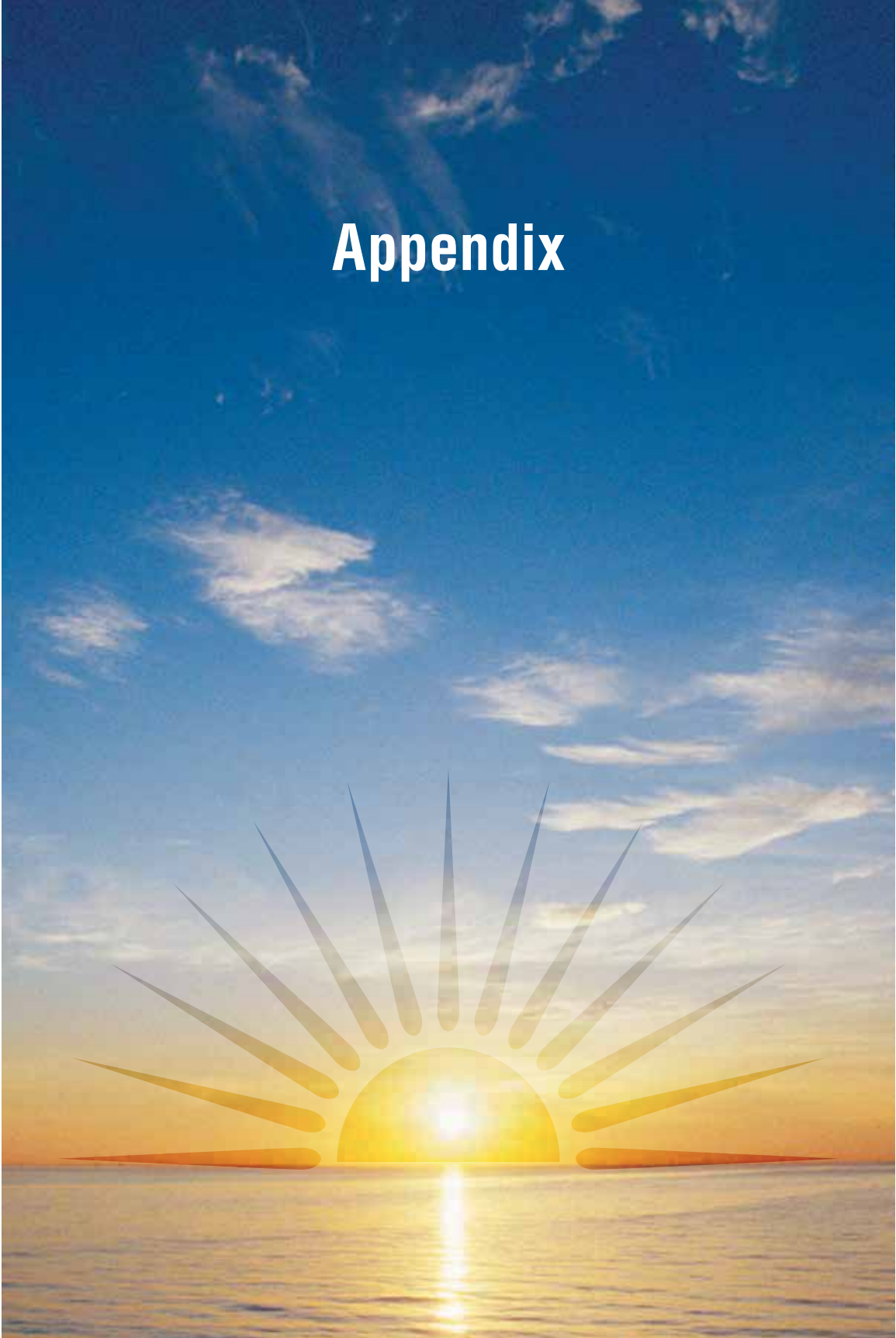
Dress Code

When at any NSU campuses during regular business hours, Monday through Friday 8:30 a.m.–5:00 p.m., SLP.D. students will follow the dress code identified in the Dr. Pallavi Patel College of Health Care Science section of this handbook. When participating in the courses during in any of the distance learning formats (online chat sessions or hybrid weekend classes), students must maintain a neat and clean appearance befitting scholars attending a professional program. Those students failing to comply may be dismissed from the class.

Online Course Access, Canvas, and NSU Email

SLP.D. courses for which a student has registered, both purely online and hybrid weekend classes, will be accessed through the Canvas online learning environment. Students must use their NSU email login and password in order to log in to their courses posted on Canvas. Orientation to the online Canvas 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 Innovation and 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.

Appendix



NSU Fort Lauderdale/Davie Campus Map



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

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