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 2017–2018. 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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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!

George L. Hanbury II, Ph.D.
President and Chief Executive Officer
Overview of
Nova Southeastern University
Overview of Nova Southeastern University

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

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

Core Values
Academic Excellence
Student Centered
Integrity
Innovation
Opportunity
Scholarship/Research
Diversity
Community

University Administrators
George L. Hanbury II, Ph.D.—President and Chief Executive Officer
Frederick Lippman, R.Ph., Ed.D.—Interim 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
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
Jessica Brumley, B.A.—Vice President for Facilities Management and Public Safety
Ronald Chenail, Ph.D.—Associate Provost for Undergraduate Academic Affairs
Bonnie Clearwater, M.A.—Director 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
Kelly Gregg, B.S.—Vice President for Clinical Operations
James Hutchens, M.L.S.—Interim 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 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.A.C., CPA—Vice President for Finance and Chief Financial Officer
Robin Supler, J.D.—Vice President for Compliance and Chief Integrity Officer
Tom West, M.B.A.—Vice President for Information Technologies and Chief Information Officer
Brad A. Williams, Ed.D.—Vice President for Student Affairs and Dean of the College of Undergraduate Studies
Jeff Williams, CCM, CCE—Manager, Grande Oaks Golf Course
Ray Ferrero, Jr., J.D.—University Chancellor

Deans
Lisa M. Deziel, Pharm.D., Ph.D.—College of Pharmacy
Richard E. Dodge, Ph.D.—Halmos College of Natural Sciences and Oceanography
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.—Head of School, NSU University 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 C. Niessen, D.M.D., M.P.H., M.P.P.—College of Dental Medicine
Don H. Rosenblum, Ph.D.—Farquhar Honors College
Marcella M. Rutherford, Ph.D.—College of Nursing
Kimberly Durham, Psy.D.—Interim Dean, Abraham S. Fischler College of Education
Yong X. Tao, Ph.D.—College of Engineering and Computing
Johannes W. Vieweg, M.D., FACS—College of Allopathic Medicine
Elaine M. Wallace, D.O., M.S., M.S., M.S.—College of Osteopathic Medicine
Stanley H. Wilson, PT, Ed.D.—College of Health Care Sciences
Honggang Yang, Ph.D.—College of Arts, Humanities, and Social Sciences

Centers, Colleges, and Schools

- Abraham S. Fischler College of Education, (954) 262-8500
- College of Allopathic Medicine, (954) 262-1737
- 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 Health Care Sciences, (954) 262-1101
- College of Medical Sciences, (954) 262-1301
- College of Nursing, (954) 262-1205
- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- College of Psychology, (954) 262-5750
- Farquhar Honors College, (954) 262-2031
- H. Wayne Huizenga College of Business and Entrepreneurship, (954) 262-5000
- Halmos College of Natural Sciences and Oceanography
  —Fort Lauderdale/Davie Campus, (954) 262-8301
  —Oceanographic Campus, (954) 262-3600
- 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
- Shepard Broad College of Law, (954) 262-6100

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.
NSU History

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

NSU is well known for innovation and quality in both traditional and distance education. The university serves large numbers of adult students and a growing population of traditional undergraduates. To date, the institution has produced more than 177,000 alumni.

Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with more than 21,000 students, and is the ninth largest independent institution nationally. NSU is one of 169 colleges and universities statewide and one of 29 independent four-year institutions in Florida.

The university awards associate's, bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields, including business, counseling, computer and information sciences, education, medicine, dentistry, pharmacy, various health professions, law, marine biology, psychology, and other social sciences. The university offers 66 undergraduate majors through the College of Arts, Humanities, and Social Sciences; the Abraham S. Fischler College of Education; the H. Wayne Huizenga College of Business and Entrepreneurship; the College of Health Care Sciences; and the College of Nursing.

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

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

The NSU Student Handbook is designed to provide all enrolled students, regardless of academic program, an overview of the universal rights and responsibilities provided and required as a member of our academic community. Through the Code of Conduct outlined in the NSU Student Handbook, information regarding academic integrity requirements, as well as behavioral expectations, are provided to all students. In addition, information about grievance, including discrimination procedures, are provided for all students through the NSU Student Handbook. Academic programs/colleges may enforce additional policies for academic progress and/or professional standards and are outlined in the individual college's catalog/handbook.

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. 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 defined within the NSU Student Handbook.

Students are required to comply with all university regulations as well as all local, city, county, state, and federal laws. All students, undergraduate, graduate, and professional, are subject to the policies and procedures as contained within the NSU handbook. 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 Florida law, the handbook’s definition shall supersede.

Students who engage in conduct that endangers their personal health or safety or the personal 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 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 the university. Decisions made under this policy are final.

Changes in the content of the NSU Student Handbook may be made, at any time, by the university. Adequate notice of anticipated changes will be given to the student, whenever possible. The NSU Student Handbook is the governing document for all enrolled students. You are expected to become familiar with the policies and procedures within the handbook. Failure to do so does not excuse students from the rules, policies, and procedures contained in it.

The most current version of the student handbook will always be available at nova.edu/student-handbook.
Reservation of Power

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

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

Nondiscrimination Statement

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

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

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

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

Robert Pietrykowski
Title IX Office/Vice President of Human Resources
(954) 262-7893 • rpietrykowski@nova.edu
Academic Center Specific Policies and Procedures

Health Professions Division
Health Professions Division

Building Hours
The executive and administrative offices of the Health Professions Division are open from 8:30 a.m. to 5:00 p.m., Monday through Friday, except holidays that are noted in the NSU Academic Calendar. The library maintains its own hours (see Library section). Some areas such as laboratories may be closed or accessible during posted hours. Refer to each program’s policies.

Yearly Fees and Expenses (Fees subject to change.)
NSU Student Services Fee ................................................................................................................. $1350
HPD General Access Fee .....................................................................................................................$145
Registration Fee..................................................................................................................$30 per semester
Core Clinical Rotation Fee (for first-year, second-year, third-year, and fourth-year Osteopathic Medicine students per year) ........................................................................ $1,000
Mandated Review Course and Clinical Laboratory Fee (for first-year Osteopathic Medicine students) .........................................................................................................................$563.25
Mandated Review Course and Clinical Laboratory Fee (for second-year Osteopathic Medicine students) ...................................................................................................................................... $564
Mandated Review Course Fee (for third-year Osteopathic Medicine students) ................................................................................................................................................ $522
Review Course Fee (only for Optometry third-year students) ...........................................................................................................................................................................$260
Testing Fee (only for third-year, advanced standing and fourth-year, entry-level Pharmacy students) ..........................................................................................................................$225
Nursing Program Lab Fee .....................................................................................................................$150
Nursing Skills Assessment ......................................................................................................................$86
Physician Assistant Clinical Support Charge (assessment divided equally among each of the three semesters of clinical training) .........................................................................................................................$1,200
Equipment/Lab Fee (only for Optometry students) .................................................................................... $50*
Equipment Fee (only for first-year Dental students) ................................................................................$13,200
Equipment Fee (only for second-year Dental students) ..........................................................................$10,400
Equipment Fee (only for International Dental Graduate students) ............................................................$20,400
Equipment Fee (only for third-year Dental students) ................................................................................$4,400
Equipment Fee (only for fourth-year Dental students) ................................................................................$3,400
Degree Application Fee (Seniors only) ......................................................................................................$100
Commencement Fee (Seniors only) ...........................................................................................................$175
Program Completion Certificate Fee (Postgraduate Dental students) .......................................................$150
Degree Application Fee (B.S./Vision Science) .............................................................................................$100
Late Payment Fee.................................................................................................................................... $100
I.D. Replacement .................................................................................................................................... $25
Diploma Replacement ..............................................................................................................................$30
Official Transcripts (each) ......................................................................................................................... $10
Immunization Certification Training Fee (first-year Pharm.D. students) .................................................... $90
Anesthesiologist Assistant Clinic Support Charge (per clinical semester) .............................................$475
Nursing A.P.R.N. Program Fee (per semester) ..........................................................................................$100
Nursing Level-Two Background Check Fee ..............................................................................................$57

Please note that courses may have additional fees associated with them.
*Per student, charge in fall, winter, and summer terms
Charges and Payments
Tuition charges are automatically calculated when students register for classes. Students are expected to pay in full at the time of registration, or have made acceptable NSU payment arrangements (e.g., financial aid or NSU payment plans) that cover the balance due. Students may pay for tuition by check or by using credit cards: MasterCard, VISA, or American Express. Credit card and electronic check payments may be made online through eBill or WebSTAR.

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

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

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

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

Those students who fail to meet financial obligations shall not receive an academic transcript or diploma and may be administratively removed from classes.

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 begin .......................................75 percent
Drops after the first week of the semester in which classes begin ............................................No refund

The withdrawal period starts with the second week of the semester and ends three weeks prior to the end of the semester.
Students enrolled in programs that have a drop/add period will have until 11:59 p.m., the first Sunday of the semester—which is the end of the drop/add period—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 in the undergraduate catalog.

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

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

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

Changes to a semester's registration will not be accepted 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 weeks of disbursement date.

**Health Professions Division Library**

The HPD Library is located on the first floor at the north end of the Terry Building Complex in the Library/Lab Building. The collection consists of more than 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 seven HPD colleges. All students have access to the full resources of all NSU libraries, both print and online. Medical/health databases include Medline, CINAHL, Clinical Key (which includes Procedures Consult and First Consult), 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 offers 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 48 individual/small group study rooms in the library and adjacent Assembly II Building. Rooms may be reserved for three hours and renewed if no one else is waiting for them. Pagers may be checked out to get 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.

Two 50-station computer labs are open when the library is open. A digital production room/studio is available for video recording and editing along with cameras and other production equipment which can be taken from the library. In addition, 3-D scanning and printing services are available for students involved in curriculum and faculty projects.

A common area provides space for collaborative projects and is equipped with two Mediascape units for collaboration—using multiple laptops/tablets with single or double monitor displays for group work and instruction. The library has both PC and Mac computers for student use, as well as iPads for short-term checkout, each loaded with 100+ medical and production apps. Other library services include binding, faxing and scanning services, anatomy models and skeletons, earplugs and school supplies for sale, coffee service, and sports equipment for use in the student lounge (ping-pong 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.

Free notary service is available during most library hours. For more information, please call (954) 262-3106.

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

Lost and Found

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

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

Computer Lab hours:

**HPD Assembly Building—HPD Lab B**
(During the academic semesters, fall and spring, this lab is a 24-hour lab for student use.)
Monday–Thursday, 7:00 a.m. to midnight
Friday, 7:00 a.m. to 9:00 p.m.
Saturday, 10:00 a.m. to midnight
Sunday, 10:00 a.m. to midnight
(954) 262-4868

On occasion, both laboratories are reserved for classes and may not be available for independent use by students. In both locations, full-time technicians and student employees are available to provide technical support.

**HPD Library computer laboratory—HPD Lab A**
Monday–Thursday, 7:00 a.m. to midnight
Friday, 7:00 a.m. to 9:00 p.m.
Saturday, 10:00 a.m. to midnight
Sunday, 10:00 a.m. to midnight
(954) 262-4945

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

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

**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**

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

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

**Attendance Policy**

At Nova Southeastern University's Health Professions Division, attendance at all scheduled instructional and clinical periods is mandatory. Students are required to follow their college section for specific center or program policies where these policies may differ from NSU HPD policy. Failure to consider any additional requirement—as set forth by the college, specific center, or program—is noted in the evaluation of a student's academic performance and professional attitude and may result in a failing grade for the course. Students shall report to the individual college's 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.

Following the initial background check(s), students will be asked annually to provide a certification relating to any convictions or guilty or no-contest pleas to any criminal offense other than traffic violations. Additionally, a Level 2 background check may be required of students completing certain rotations.
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.
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 the college’s Student Progress Committee for a Code of Conduct Violation.

Core Performance Standards for Admission and Progress

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

Regarding those students with verifiable disabilities, the university will not discriminate against such individuals who are otherwise qualified, but will expect applicants and students to meet certain minimal technical standards (core performance standards) as set forth herein, with or without reasonable accommodation. In adopting these standards, the university believes it must keep in mind the ultimate safety of the patients whom its graduates will eventually serve as well as the efficacy and safety in the learning environment. The standards reflect what the university believes are reasonable expectations required of health professions students and personnel in performing common functions. Any exceptions to such standards must be approved by the dean of the student’s particular college based upon appropriate circumstances.
The holders of health care degrees must have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. In order to carry out the activities described below, candidates for Health Professions Division degrees must be able to integrate consistently, quickly, and accurately all information received, and they must have the ability to learn, integrate, analyze, and synthesize data.

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

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

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

These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving—a critical skill—requires all of these intellectual abilities. Candidates and students must have critical thinking ability sufficient for good clinical judgment. This is necessary to identify cause-effect relationships in clinical situations and to develop plans of care. In addition, candidates and students should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. An individual is expected to be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging learning environment. Examples include and are not limited to: identification of cause/effect relationships in clinical situations, development of treatment plans, transferring knowledge from one situation to another, evaluating outcomes, problem solving, prioritizing, and using short- and long-term memory. All individuals are expected to meet their program requirements on a satisfactory level as determined by HPD administration or the applicable college/program administration.

Pharmacy and Osteopathic medical students must be able to perform multiple tasks in a diverse, dynamic, highly competitive, and challenging environment. They must be able to think quickly and accurately in an organized manner, despite environmental distractions.

**Interpersonal Communication**

Candidates and students must be able to interact and communicate effectively with respect to policies, protocols, and process, with faculty, students, staff, patients, patient surrogates, and administration during the student’s educational program. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but also reading and writing. Candidates and students must also be able to communicate effectively and efficiently in all written forms with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
A student must have sufficient proficiency with English to retrieve information from texts and lectures and communicate concepts on written exams and patient charts; elicit patient backgrounds; describe patient changes in moods, activity, and posture; and coordinate patient care with all members of the health care team. A student must be able to communicate or provide communication in lay language so that patients and their families can understand the patient’s conditions, treatment options, and instructions. The student must be able to accurately enter information in the patient’s electronic health record, according to his or her program’s requirements.

**Motor Skills**

Candidates and students must have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of some health care professionals are cardiopulmonary resuscitation (CPR), administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, and the ability to calibrate and use various pieces of equipment. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

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

Dental Medicine students must also possess gross and fine motor abilities sufficient for providing safe, effective dental care; the motor skills to perform palpation, auscultation, and other diagnostic maneuvers; as well as be able to perform basic laboratory tests and diagnostic, restorative, and surgical procedures. Such actions require coordination of gross and fine muscular movements, equilibrium, and functional uses of the senses of touch and vision. A student must be able to transfer and position patients and work in a sitting or standing position. The student must promote and support the ability of coworkers to perform prompt care. A student must be able to operate controls, safely use sharp instruments, high-speed or low-speed dental handpieces, and use hand instrumentation including scalpels for surgical procedures. Examples include, and are not limited to: calibration and use of equipment, grasping and manipulation of small objects/instruments, and using a computer keyboard.

**Strength and Mobility**

Candidates and students must have sufficient mobility to attend emergency codes and to perform such maneuvers as CPR when required. They must have the physical ability to move sufficiently from room to room and to maneuver in small places.

Osteopathic medical students must have the ability to position patients for the administration and delivery of osteopathic manipulative treatment in a variety of settings and to position and move patients when required.

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

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

Dental Medicine students must be able to maintain strength, posture, and reach and manipulate equipment to all positions in order to control the operating environment. The student must have the physical abilities sufficient for movement in a dental clinic setting, sitting or standing, and maintaining balance for long periods; twisting, bending, stooping; moving quickly in response to possible emergencies; pushing, pulling, lifting, or supporting a dependent patient; squeezing with hands and fingers; and repetitive movements.
**Hearing**
Candidates and students must have sufficient auditory ability to monitor and assess health needs. They must be able to hear information given by the patient in answer to inquiries; to hear cries for help; to hear features in an examination, such as the auscultatory sounds; and to be able to monitor equipment.

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

Dental Medicine students must be able to observe a patient accurately, at a distance and close up, interpreting non-verbal communications while performing dental procedures or administering medications. A student must be able to perform dental examinations and treatments that require the use of sight and touch. The student must be able to see fine detail, focus at a variety of distances, and discern differences and variations in color, shape, and texture that are necessary to differentiate normal and abnormal soft and hard tissues. A student must also possess the visual acuity to read charts, records, radiographs, small print, and handwritten notation.

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

The student must be able to use tactile senses to diagnose directly by palpation and indirectly by sensations transmitted through instruments.

The student must have tactile ability sufficient for physical assessment. Examples include, and are not limited to: detection of dental hard and soft tissue conditions, utilizing hand instruments, and performance of palpation for purposes of intra and extra oral exam.

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

Dental Medicine students must be able to acquire a predetermined level of required information through demonstrations and experiences in basic science and dental science courses. Such information includes, but is not limited to, information conveyed through: a) physiologic and pharmacologic demonstrations, b) microscopic images of microorganisms and tissues in normal and pathologic states, and c) demonstration of techniques using dental models. A student must be able to acquire information from written documents, and to evaluate information presented as images from digital platforms, paper, films, slides, or video. A student must be able to benefit from electronic and other instrumentation that enhances visual, auditory, and somatic sensations needed for examination or treatment.
Behavioral and Social Attributes
Candidates and students must possess the emotional health required for full use of their intellectual abilities; the exercise of good judgment; the ability to take responsibility for their own actions with respect to policies, protocols, and process, with faculty, students, staff, patients, patient surrogates, and administration during the student’s educational program; the prompt completion of all responsibilities attendant to the diagnosis, care, and treatment of patients; and the development of mature, sensitive, and effective relationships with the patients. Candidates and students must be able to physically tolerate taxing workloads, to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, diversity, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and education process.

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

1. Identification badges will be issued at the One-Stop Shop in the Health Professions Division, in the Don Taft University Center, or from the Office of Student Affairs for distance program students, and must be worn and visible at all times when the student is on campus or at a clinical rotation. Please note that ID badges are necessary for proper use of on-campus auditoriums, library and recreational facilities, offices, laboratories, and certain restricted parking areas. These badges are given to the students at no charge, except for replacement.

2. Students must wear their white consultation/clinical jackets with their names and appropriate college/program designation embroidered over or on the left breast pocket. A white jacket is to be worn daily over the prescribed attire, unless the student is in the College of Medical Sciences or College of Pharmacy master of science or doctor of philosophy students (where a professional dress code is still required at all times).

3. Shirt (approved college polo shirt for pharmacy students only), tie, slacks, socks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse (approved college polo shirt for pharmacy students only), or dress and appropriate shoes or matching scrub sets, socks, and shoes.

Students may not wear the following:

- shorts
- cut-offs
- mini-skirts (higher than mid-thigh)
- jeans
- see-through clothing or halter-tops
- open-toed shoes—including beach/flip-flops, sandals, thong footwear, or plastic clogs with holes on sides or top (Croc type)
- T-shirts (as the outer shirt)
- jogging or exercise clothing
- hats or caps, unless of a religious nature
All individuals who work or study in the clinic environment must be proactive in reducing the potential for workplace foot injuries. No open-toed shoes are to be worn in the clinics. These guidelines apply on campus and NSU-affiliated clinic sites from 8:00 a.m.–5:00 p.m., Monday through Friday, and while on duty on rotations.

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

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

Food in the Lecture Halls
Other than bottled water, food and beverages are not permitted in the lecture halls, laboratories, or university clinics.

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

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.

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 or laboratories without prior permission of the instructor and student(s) within those facilities. Absolutely no photographs or video may be taken in the anatomy laboratories. Students wishing to record lectures must obtain permission from the instructor.

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 or the Student Medical Center (8:30 a.m. to 5:00 p.m.) at (954) 262-1270 to report such an incident or 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 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](http://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) Zero Tolerance Drug Policy.

The objective of the Student Assistance Program is to assist students in need of substance abuse services in order to: 1) protect the public welfare and 2) encourage those students to pursue a life of recovery so that they may regain and maintain physical and psychological health, as well as academic success within the 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; students should check with their program office.) It is strongly suggested that students and their families avail themselves of the insurance plan obtainable through the university. Information about the policy can be obtained by accessing the website at nova.edu/bursar/health-insurance. Please note that students will see a charge for health insurance appear on their student account as part of the registration process.

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 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.
College of Health Care Sciences
College of Health Care Sciences

Administration

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

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Executive Associate Dean
Room 1505/Ext. 21590

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Associate Dean and Chair, Department of Physician Assistant
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Room 1207/Ext. 21701
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Chair, Department of Anesthesia—Fort Lauderdale and Tampa
Ext. 45307

TBA
Chair, Department of Health and Human Performance
Ext. 28334

TBA
Chair, Department of Occupational Therapy

Program Directors

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

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Associate Director, Professional Hybrid Doctor of Physical Therapy Program—Tampa
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Pradeep Vanguri, Ph.D., ATC
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Director, Speech-Language Pathology
Ext. 27735

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

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

Reservation of Power
The student handbook is not intended to be a contract or part of a contractual agreement between NSU and the student. The NSU College of Health Care Sciences Student Handbook is available online at https://www.nova.edu/publications/chcs/chcs_student_handbook. Changes in the content of the student handbook may be made at any time, by the university, division, or college administration. Whenever possible, adequate notice of anticipated changes will be given to the student. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.
Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in judgment of the administration such changes are required in the exercise of its educational responsibility.

**Discrimination**


**Harassment**


**Health Care Privacy (HIPAA) Statement**

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

**Disability**

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

**ACADEMIC AFFAIRS**

**Requirements for Graduation**

In order to be eligible for a degree from Nova Southeastern University College of Health Care Sciences, each student shall meet the program requirements (following) for his or her specific program. In order to graduate, students must be in good standing. Accordingly, a student who is on academic or disciplinary probation will not be cleared for graduation until the sanction is lifted. Students should consult with their program directors about the process for having any sanctions lifted. Please note that attendance at graduation ceremonies is mandatory for all students in entry-level programs in the College of Health Care Sciences.

**Bachelor of Health Science Online Degree Completion Program of Study**

- satisfactorily complete the program of 30 semester hours (minimum) of study in the B.H.Sc. major required for the degree (not including CLEP, proficiency examinations, or experiential learning credits)
- completion of general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
• attainment of a 2.0 cumulative grade point average
• attainment of a 2.25 grade point average in the major area
• submission of a degree application form before completing registration for the last semester
• fulfillment of all obligations to the library, the student’s program, and the bursar’s office

Bachelor of 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, 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—Medical Sonography Course of Study
• be of good moral character
• completion of general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 125 semester hours
• attainment of a 2.0 cumulative grade point average
• submission of a degree application form before completing registration for the last semester
• fulfillment of all obligations to the library, the student’s program, and the bursar’s office
• attendance at graduation ceremony
• completion of the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year

Bachelor of Science—Respiratory Therapy First-Professional Program of Study
• satisfactorily complete the program of 79 semester hours (minimum) of study in the BSRT major required for the degree (not including CLEP, proficiency examinations, nor prior experiential learning credits)
• completion of 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
• attainment of a 2.0 cumulative grade point average
• submission of a degree application form before completing registration for the last semester
• fulfillment of all obligations to the library, the student’s program, and the bursar’s office
• all students are required to 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)
• completion of general education, major, and elective requirements as specified by the program
  at time of admission resulting in a minimum total of 120 semester hours
• attainment of a 2.0 cumulative grade point average
• submission of a degree application form before completing registration for the last semester
• fulfillment of all obligations to the library, the student's program, and the bursar's office

Dual-Degree Bachelor of Science—Medical Sonography and Master of Health Science Program

• be of good moral character
• satisfactorily complete the 162 credits in the program (includes 30 credits of general education
  requirements, 27 credits of open electives from prior bachelor's degree, 63 credits of medical
  sonography core requirements, and 37 credits of the M.H.Sc. program)
• fulfill all obligations to the library, the student's program, and the bursar's office
• successfully complete the M.H.Sc. internship and practicum projects
• receive a recommendation by the M.H.Sc. program director to the dean of the College of Health
  Care Sciences
• complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
• attend the graduation ceremony
• 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 College of
  Health Care Sciences

Master of Science in Anesthesia Course of Study

• be of good moral character
• successfully complete and pass all anesthesia didactic and clinical coursework
• successfully complete and pass all M.H.Sc. courses that are in the M.S.A. program
• demonstrate professional behavior and required attendance throughout the program
• comply with all university, Health Professions Division, College of Health Care Sciences,
  Department of Health Science, and student handbook policies and procedures, including dress code

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 College of Health Care Sciences
• complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
• have a 3.0 cumulative GPA or better

Accelerated Dual-Degree M.H.Sc./D.H.Sc. Program
• be of good moral character
• satisfactorily complete the 20 credits in the M.H.Sc. program and the 61 credits in the D.H.Sc. program
• receive a recommendation by the M.H.Sc. and D.H.Sc. program directors to the dean of the College of Health Care Sciences

The M.H.Sc. degree can be awarded upon completion of 43 credits (the 20 credits of the M.H.Sc. core courses and the D.H.Sc. ethics course, the D.H.Sc. research course, a 4-credit D.H.Sc. course of the student’s choice, the D.H.Sc. internship/practicum preparation course, and the D.H.Sc. internship and practicum courses, 23 credits).

Master of Medical Science in Physician Assistant
• satisfactorily complete the program of study required for the degree with a minimum cumulative GPA of 2.0 (C)
• successfully complete all didactic and clinical coursework
• demonstrate professional behavior throughout the program

Master of Occupational Therapy
• be of good moral character
• have satisfactorily completed the program of study required for the degree (102 semester hours) with a minimum grade of 75 percent in each occupational therapy course and a minimum cumulative GPA of 2.0
• successfully complete the clinical internships within 24 months of completion of didactic courses
• fulfillment of all financial and library obligations to the university

Doctor of Audiology
• be of good moral and ethical character
• satisfactorily complete 119 credit hours of didactic and clinical coursework required for the degree
• 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
• fulfillment of all obligations to the university
Doctor of Audiology—UK
- be of good moral and ethical character
- satisfactorily complete the prescribed didactic coursework required for the degree
- complete the program of study required for the degree with an overall minimum GPA of 2.7
- fulfillment of all obligations to the university

Doctor of Health Science
- satisfactorily complete the program of a minimum 61 semester hours for the generalist curriculum as required for the degree with a minimum grade in each course of 80 percent as represented by a grade of Pass (P)
- successfully complete the D.H.Sc. internship, practicum, and doctoral analysis
- be of good moral character

Doctor of Philosophy in Health Science (Ph.D.)
- successfully complete all core and research courses, as well as required electives
- complete a minimum of 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 six years
- successfully complete the capstone course series OCT 7910, 7920, and 7921 7007, which includes a capstone residency, project, and culminates in the capstone paper and OCT 7003, clinical residency
- complete the program of study required for the degree with a minimum overall GPA of 3.0 and a minimum grade of 80 percent in all coursework
- satisfactorily meet all financial and library obligations

(O.T.D.)
- be of good moral character
- have satisfactorily completed the program of study required for the degree (122 semester hours) with a minimum grade of 75 percent in each occupational therapy course
- successfully complete clinical internships and residency within 24 months of completion of didactic courses
- fulfillment of all financial and library obligations to the university.
Doctor of Philosophy in Occupational Therapy

- be of good moral and ethical character
- complete a minimum of 61 credits of graduate coursework, dissertation, and residency specifically approved to meet NSU doctoral program requirements within seven years from beginning of program
- complete the program of study required for the degree with a minimum overall of cumulative GPA of 3.0 and a minimum grade of 80 percent in all required and elective coursework
- successfully pass the entire qualifying process and examination within one year from completion of core courses
- successfully complete research residency
- successfully defend the dissertation in person or by face-to-face technology within four years from passing the qualification examination
- submit documented evidence that dissertation research will be, or has been, presented or published in a peer-reviewed venue at the national or international level
- provide four copies of the dissertation, bound in accordance with program requirements
- satisfactorily meet all financial and library obligations
- submit dissertation to UMI/ProQuest for publishing

Doctor of Physical Therapy—Fort Lauderdale

- complete all academic requirements semester hours and coursework including self assessment
- satisfactorily complete the program of study required, in sequence and in prescribed time, with a minimum grade of 75 percent in all courses and a minimum cumulative GPA of 2.0
- successfully complete clinical internships
- successfully pass a comprehensive examination at the end of the didactic component of the program
- fulfill all professional activity requirements including professional association membership
- fulfill all community service requirements
- have satisfactorily complied with all university, Health Professions Division, College of Health Care Sciences, and Department of Physical Therapy policies and procedures including dress code and all student handbook policies and procedures
- demonstrate professional behavior and required attendance throughout the program
- compliance with other requirements as advised during curriculum

Requirements for Graduation: Hybrid D.P.T. Program—Tampa

All the following requirements must be met in order to graduate with a D.P.T. degree:

1. Maintain student APTA membership throughout entire student career at NSU
2. Complete and present Values Portfolio following program guidelines
3. Complete and present Evidence-Based Practice Capstone Project.
4. Attend the following professional meetings:
   a. 1 local meeting (district or similar meeting)
b. 1 state meeting
c. 1 national meeting
d. 1 disciplinary meeting

5. Perform 10 hours of supervised and preapproved service learning activities

For the degree to be conferred, students must be in good standing with the university, including all outstanding fees paid, graduation paperwork completed, no outstanding library books or assignments due, and have completed the on-campus Wrap Up and Review Week.

All students are required to attend graduation.

**Doctor of Philosophy in Physical Therapy**
- satisfactorily complete the program of study required for the degree with a minimum of 80 percent in each course completed and a minimum cumulative GPA of 3.0
  - student has seven years to complete degree from the first day of classes
  - 60 credits are required to complete degree
- successfully complete a comprehensive exam
- successfully defend the dissertation before a dissertation committee
- provide minimum of four copies of approved dissertation
- submit dissertation to UMI/ProQuest for publishing

**Transition Doctor of Physical Therapy**
- be of good moral character
- complete the required number of semester hours based on entry-level degree
  - NSU physical therapy graduates—24 credits
  - graduates with a master's degree from another university—27 credits
  - graduates with a bachelor's degree—45 credits
  - graduates with a postprofessional doctoral degree (e.g., Ph.D., Ed.D.)—20 credits
- satisfactorily completed all program requirements for the degree within six years from the first date of classes
- have a minimum grade of 80 percent in each D.P.T. course and a minimum cumulative GPA of 3.0
- complete a self-assessment and program evaluation

**Requirements for Graduation: Master of Science in Speech-Language Pathology**
- successful completion of all required courses
- successful completion of the required clinical experiences totaling a minimum of 400 supervised clinical contact hours (including 25 hours of directed observation) as required for ASHA certification with experience across a diverse client base
- cumulative grade point average of 3.0 or higher
- successful completion of the required Capstone course
- successful completion of the required portfolio
• completion of the Praxis II Exam adopted by ASHA for the purposes of certification in speech-language pathology
• completed application for degree and satisfaction of all College of Health Care Sciences and Nova Southeastern University financial obligations

Doctor of Speech-Language Pathology
• participation in the Summer Residency (Institute) in Florida
• satisfactory completion of all required courses
• successful completion of an applied dissertation
• cumulative grade point average of 3.0 or higher
• completed application for degree and satisfaction of all NSU/CHCS financial obligations

Attendance
In the College of Health Care Sciences, attendance is regarded as an obligation as well as a privilege, and students are expected to attend all classes regularly and punctually. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice.

General Guidelines
In general in the College of Health Care Sciences, students are graded on the basis of intellectual effort and performance, not on class attendance. It is recognized, however, that in some classes a student's grade may be based wholly or in part on class participation (e.g., laboratory sessions), and thus absences may lower the student's grade. In such cases, each course instructor will provide the course attendance policy, as well as any policy for making up missed assignments, in the course syllabus. Students are instructed to refer to their college's individual program policies/syllabi regarding attendance, as exceptions or additional restrictions may apply.

Student Responsibility for Missed Assignments
It is a student's responsibility to complete all course requirements when a class is missed, but only at the convenience of the faculty member. Responsibility for materials presented in lectures, assignments, and tests/quizzes given in regularly scheduled classes lies solely with the student.

Faculty Member Responsibility for Missed Assignments
Faculty members are under no obligation to provide make-up quizzes/tests/exams, etc. for students who are absent from classes in which those quizzes/tests/exams are administered. Although the course instructor should exercise a fair and consistent standard for resolving questions of missed assignments, the type, extent, manner, and time frame of any make-up assignments shall be at the discretion of the instructor.
Clinical Rotations, Placements, Fieldwork, or Externship

Attendance, while on clinical rotations, follows different procedures. These are noted in the policy and procedures Clinical Rotation Handbook or Fieldwork Externship Manual distributed by the program or department prior to going on rotations.

Promptness

Promptness is another trait a proper health care practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class and is thus markedly inconsiderate and rude. University class hours are from 8:00 a.m. to 10:00 p.m. daily, Monday through Friday.

Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign Saturday hours, or deviate from published schedules without notice. Classes generally begin at 10 minutes after the hour unless otherwise specified by a particular department or degree program. Any student not seated in his or her assigned seat by the time class begins will be marked absent. Classes finish on the hour. If the student arrives within 20 minutes after the start of the class, the absence will be reduced to half absence. Students will await the instructor's arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person.

Religious Holidays

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

Academic Advising

Prior to the start of classes, each new entry-level student is assigned to a faculty adviser for academic counseling. Incoming students meet with their adviser during orientation period and are encouraged to meet periodically with their adviser to review coursework in order to avoid any academic problems.

Email Accounts

Internet-based email is one of the primary communication methods between programs and students at NSU. All students are assigned an email account upon matriculation. Students must maintain and regularly check mail addressed to their NSU email address. NSU faculty and staff members will only use the student's NSU email address for correspondence.

As a convenience to the student, it is possible to have your NSU mail forwarded to an off-campus email address by 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 College of Health Care Sciences programs, except the undergraduate programs, failing grades will be included in calculating the GPA for the term in which the grade was received and in the cumulative GPA. In the College of Health Care Sciences undergraduate programs, if a student does not pass a course, the failing grade will be noted on the transcript. When the student successfully repeats the course, an E will be noted in a separate column, next to the prior failing grade, and the failing grade will then be exempt from GPA calculation. The course will then appear a second time on the transcript with the passing grade indicated followed by a notation of I in a separate column next to the passing grade, indicating this grade will be included in the calculation of the GPA.

When a student passes a course by remediation examination, the minimum passing grade for that degree program will be recorded as the final grade followed by the notation E (e.g., C(E)) next to the grade on the transcript.

Transcript Notations (in addition to numerical and alpha grades)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>IF</td>
<td>Incomplete Fail</td>
</tr>
<tr>
<td>IP</td>
<td>Incomplete Pass or In Progress</td>
</tr>
</tbody>
</table>
IW  Incomplete Withdraw
W   Withdrawal
WP  Withdrawal Passing
WF  Withdrawal Failing
WU  Administrative Withdrawal
AU  Audit
P   Pass
PH  Pass with Honors
F   Fail
LE  Leave of Absence
E   Exempt from GPA (If a student successfully repeats a failed course, an E may be noted after the prior failing grade, and the failing grade will then be exempt from GPA calculation)
I   Included in GPA (If a student successfully repeats a failed course, an I may be noted after the new grade, and the new grade will then be included in GPA calculation)
C(E) Passed Course by Remediation
C(E) Credit by Exam
CL  CLEP
AP  Academic Probation
AW  Academic Warning
DA  Academic Dismissal
AS  Academic Suspension
CD  Conditional Dismissal
DI  Disciplinary Probation (may also be used to indicate issues related to unprofessional behavior)
DU  Disciplinary Suspension (may also be used to indicate issues related to unprofessional behavior)
DE  Disciplinary Expulsion (may also be used to indicate issues related to unprofessional behavior)
EQ  Credit awarded based on prior experience
RA  Readmitted
RS  Reinstated

**Grade Disputes**

The responsibility for course examinations, assignments, and grades resides with the expertise of faculty members who are uniquely qualified by their training and experience. Such evaluations and grades are the prerogative of the instructor and are not subject to formal appeal unless there is compelling evidence of discrimination, arbitrary or capricious action, and/or procedural irregularities. Grievances and grade disputes must be in writing and directed to the course instructor within five business days prior to any retest. If unresolved, the dispute may be forwarded to the program director or department chair or designee of the chair within five business days. Failure to submit a timely appeal will be considered a waiver of the student’s grade dispute appeal rights. The department chair is the final appeal for all grade disputes.
Student Evaluation of Courses and Faculty
All courses and course instructors are subject to evaluation each time the course is offered, except courses of an individual or independent study nature (e.g., independent study courses, special research projects, theses, etc.). Students shall complete course and instructor evaluations.

ACADEMIC STANDING

Transcripts
Each student’s academic achievement is reviewed each semester and a transcript is sent to the student, the department chair or program director, the dean’s office, and the financial aid office, where applicable. The transcript includes

1. grades earned
2. deficiencies (Incompletes, Failures, Probation, etc.)
3. semester GPA and cumulative GPA
4. honors (Chancellor’s List, etc.)
5. withdrawals

Course Failures
Failing any course, didactic or fieldwork, will result in the matter being referred to the 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. 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.) A letter of commendation is sent from the chancellor to the student and the honor is recorded on the student’s official transcript.

Dean’s List
Students receiving a 3.6 GPA or better are placed on the Dean’s List for that semester. (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 program within the College of Health Care Sciences has a Committee on Student Progress (CSP). It is the CSP’s responsibility to conduct proceedings to examine the status of students who are experiencing academic problems or who have violated any regulation, policy, and/or professional or behavioral codes of conduct. The CSP examines individual cases and makes appropriate recommendations to the program director, 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 program director.

• The program director shall review the committee’s recommendations and shall notify the student in writing by certified mail (return receipt requested), and by email with response requested.

• The recommendations of the CSP and all reports, letters, and investigative records shall be maintained by the 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 program director, except in cases of grade disputes, in which the program director is the final appeal. A request for appeal must follow the procedures outlined in the College of Health Care Sciences Handbook section titled Student Appeals.

Academic Warning/Probation/Dismissal

The purpose of this policy is to identify and provide assistance to students who are not making satisfactory academic progress. To enhance students’ chances of achieving the best academic outcomes, the College of Health Care Sciences has adopted academic standards designed to identify those students who are experiencing academic difficulty, and to provide timely intervention through academic advising and academic support programs. The policy addresses academic discipline at three levels—academic warning, academic probation, and academic dismissal. The university reserves the right to take additional action as it deems appropriate. Individual program policies may affect interpretation of these policies, and the student is therefore subject to his or her program's policies. For example, a program that dismisses students after one course failure will not need to adhere to the policies, outlined below, for Academic Probation and Academic Dismissal.

Warning

Academic Warning is the least severe of the three levels of academic discipline. Academic Warning will not appear on the official transcript, but will be placed in the student's program file. Academic Warning serves as an opportunity to address difficulties with the goal of preventing a student from being placed on Academic Probation. It is a written notification that any continuation of substandard academic performance may result in additional disciplinary action.

An Academic Warning will be issued when a student successfully remediates a single course failure in a semester. The Academic Warning will be effective the subsequent semester and will remain in effect if the student successfully remediates another course in the same or any subsequent semester. The Academic Warning may be lifted at the end of the subsequent semester if the student successfully completes all courses without any course remediation. A student may only remediate two courses during his or her enrollment in the respective program.
The issuance of an Academic Warning will result in the student being referred to his or her adviser and/or the Committee on Student Progress. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

**Probation**

Academic Probation is one disciplinary level higher than Academic Warning and appears on the student’s official transcript. Probation serves as an opportunity to address serious academic difficulties with the goal of preventing a student from Academic Dismissal. It is a trial period during which a student has the opportunity to demonstrate that he or she can succeed academically.

A student who fails any course in a program will be placed on Academic Probation. The Academic Probation may be lifted when the student successfully completes the failed course(s) the next time it is (they are) offered.

Upon being placed on Academic Probation, the student will be referred to his or her adviser and/or the Committee on Student Progress. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

**Dismissal**

Academic Dismissal is the final and most severe step in the levels of academic discipline. Dismissal is stipulated when students are unable to improve their academic performance and meet the conditions of their probation, as described above.

A student who fails a course in a program will be referred to his or her adviser and/or the Committee on Student Progress and may be subject to dismissal from the program. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

A student who is dismissed on the basis of inadequate academic performance may be required to reapply to the program in order to be considered for readmission under the admissions standards applicable for the next class; however, readmission is not guaranteed and is ultimately at the discretion of the program director. The applicant will be treated as a first-time competitive applicant for the purposes of coursework and must repeat and pass all required coursework. Students are instructed to refer to their college’s individual program policies regarding readmission, because exceptions or additional restrictions may apply.

**Academic Honesty Policy and Procedure**

Academic dishonesty is addressed in the university-wide section of this student handbook, under NSU Code of Student Conduct and Academic Responsibility, Student Rights and Responsibilities, as defined under Academic Standards.

The following policy and procedure applies specifically to the College of Health Care Sciences as a supplement to the policy in the university-wide student handbook. Faculty members, directors, and/or chairs, with reasonable cause to believe that a student has committed an act of academic dishonesty, must refer the infraction directly to the department CSP, whose recommendation must then be forwarded to the program director. If the student appeals the decision of the program director, 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 program director’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 program director/chair of each of the individual programs of the 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 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 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 program director 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/program director 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 Code of Student Conduct and Academic Responsibility and provide guidance to students who may be in violation of the code. "This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership." The College of Health Care Sciences has adopted disciplinary standards designed to identify those students who are in violation of the student conduct policies, and to provide timely intervention through advising and support. The policy addresses disciplinary conduct at four levels—Warning, Probation, Suspension, and Dismissal. The university reserves the right to take appropriate action to impose sanctions at any level it deems appropriate based on the nature of the violation of the Code of Student Conduct and Academic Responsibility. The university also reserves the right to take additional disciplinary action as it deems appropriate.

**Warning**

Disciplinary Warning is the least severe of the three levels of Disciplinary action and will not appear on the official transcript, but will be placed in the student’s program file. Disciplinary Warning serves as an opportunity to address code infractions with the goal of preventing a student from being placed on Disciplinary Probation. It is a written notification that any violation of the Code of Student Conduct and Academic Responsibility may result in additional disciplinary action. It is a “disciplinary sanction serving notice to a student that his/her behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance, after which it is expunged from the student’s file.”
A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the program’s Committee on Student Progress. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

**Probation**

Disciplinary Probation is one disciplinary level higher than Disciplinary Warning and appears on the student’s official transcript. Probation serves as an opportunity to address serious disciplinary difficulties with the goal of preventing expulsion from the program. It is a “disciplinary sanction serving notice to a student that his/her behavior is in serious violation of university standards. A time period is indicated during which another violation of the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.”

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the program’s Committee on Student Progress. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

**Suspension**

Suspension is one disciplinary level higher than Probation and appears on the student’s official transcript. It is a mandatory separation from the program for a period of time specified in an order of suspension. Suspension is stipulated when a student violates the Code of Student Conduct and Academic Responsibility and/or does not meet the conditions of his or her probation, as described above.

Readmission to the program will not be entertained until the period of separation indicated in the suspension order has elapsed and is subject to approval of the department chair/program director. During the period of suspension, the student may be subject to other restrictions, which will be outlined by the student’s program.

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the program’s Committee on Student Progress. Please see the Committee on Student Progress procedures in the College of Health Care Sciences section of this handbook.

**Dismissal**

Dismissal is the final and most severe step in the levels of disciplinary recourse. Dismissal is stipulated when students violate the Code of Student Conduct and Academic Responsibility and/or do not meet the conditions of their probation, as described above.

A student who violates the Code of Student Conduct and Academic Responsibility will be referred to the 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 Code of Student Conduct and Academic Responsibility may be required to reapply to the program in order to be considered for readmission under the admissions standards applicable for the next class. However, readmission is not guaranteed and is ultimately at the discretion of the program director. The applicant will be treated as a first-
time competitive applicant for the purposes of coursework and must repeat and pass all required coursework. Students are instructed to refer to their college’s individual program policies regarding readmission, because exceptions or additional restrictions may apply.

Faculty members should use the 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 will meet with his/her faculty adviser or designee to devise an appropriate remediation plan.

5. If a student is successful on course remediation, the highest grade achievable will be the minimum passing grade for that course, and an E will be notated after the remediated grade [e.g., C(E) or 75E], on the student’s transcript except in circumstances as notated in number seven.

6. A student who fails a course remediation will receive a failing grade for the course. The transcript should reflect the 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 College of Health Care Sciences. The purpose of the CWAC is to review decisions to ensure the policies and procedures of the University, HPD, and the College of Health Care Sciences have been followed. No new evidence which was not presented to the department will be considered by the CWAC.

Appeals Committee Responsibilities
The CWAC will hear all student appeals of decisions recommended by the committee and concurred with by the program director of each of the individual programs of the College of Health Care Sciences relating to dismissal or disciplinary actions involving professional issues. The CWAC will review the decision to ensure the policies and procedures of the University, HPD, and the College of Health Care Sciences have been followed. If a student appeals the decision of the program director/chair, the appeal must be in writing and submitted to the chair of the CWAC within five business days (excluding holidays and weekends) after the date of receiving notification of the program director/chair 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 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 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 program director/chair. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.
BEHAVIORAL STANDARDS

Dress Code
Students must maintain a neat and clean appearance befitting students attending a professional program. Therefore, attire should convey a professional appearance whenever the student is on campus or at any off-campus educational site. The dress code is to be maintained at all times in the Administration Building, classrooms, laboratories, and all areas involved in providing patient care. Additionally, the dress code is in force Monday through Friday from 8:00 a.m. until 5:00 p.m. in the library and in other areas not mentioned above. Those failing to comply may be dismissed from the classroom and/or campus. A written warning describing the infraction will be entered into the student’s file.

The following constitutes acceptable and professional attire:
• white clinical jackets at all times for students enrolled in all entry-level programs
• shirts, tie, slacks, and regular shoes for men
• professional business dress, which includes slacks, pants, or skirts with blouses, or dresses, and appropriate shoes for women
• matching scrub sets and shoes
• No institutional scrubs may be worn by any College of Health Care Sciences student at any time while on campus. Institutional scrubs are those that have the identification symbols or lettering from the institution that owns or issues them. Those scrubs are marked in locations that are easy to identify as being part of the inventory of that institution.

Students may not wear the following: shorts or cutoffs, miniskirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, T-shirts (as the outer shirt), jogging or exercise clothing, inappropriately mismatched garments, hats, or caps. Students must wear their approved NSU ID badges while on campus.

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

Classroom Behavior
Talking during lectures to those nearby is disturbing to others who desire to hear the lecture. The instructor may dismiss anyone who is involved in disruptive behaviors while in class or laboratory. Hats, other than religious cover, are not to be worn indoors. Food and drinks are not permitted in auditorium, laboratories, or library.

Netiquette
In a traditional classroom, students are reminded that behavior that disrupts the class or interferes with other students and their ability to learn is unacceptable. Any person engaged in disruptive behavior receives a written warning from the instructor. Students who continue to engage in disruptive behavior after this warning may be administratively withdrawn from the course. Similarly, in an online course, any electronic postings, emails, or electronic messages that disrupt the class or interfere with learning goals and objectives are unacceptable. Electronic communication—the backbone of online courses—must be civil, respectful, and cordial at all times. Any posting that disrupts or interferes with learning will be removed, and the author of the posting will receive a written warning. A second disruptive posting will cause the author to be administratively withdrawn from the course.
Drug Screening
The College of Health Care Sciences maintains affiliation agreements with many health care institutions. These affiliation agreements allow for student clinical training experiences within these institutions. Students may be required to undergo random drug screening, at the request of these institutions, prior to entering the facility for training.

Drug Policy—Zero Tolerance
The College of Health Care Sciences has a zero tolerance policy for drug use. This includes the use of illegal drugs; the use of controlled substances without a prescription; and the use of, or being under the influence of, alcohol while on rotation/clinical experience or in class. Should a student receive a positive drug or alcohol screen and follow-up screen, the student will be expelled from his or her program.

If a student reports to the academic program for help with a personal drug or alcohol concern prior to being informed of an impending drug test, the student will be required to report to the dean's office for referral to the HPD Student Assistance Program. The student will only be permitted to report to class or a rotation/clinical experience if cleared by the HPD Student Assistance Program and the College of Health Care Sciences Dean's Office.

ACCREDITATION, NATIONAL EXAMINATIONS, AND LICENSURE

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 Science
The degree programs in the department—Bachelor of Health Science (B.H.Sc.), Master of Health Science (M.H.Sc.), Doctor of Health Science (D.H.Sc.), and Ph.D. in Health Science—are established programs within the College of Health Care Sciences of Nova Southeastern University.

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 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.

**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.
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 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

Accreditation, National Examinations, and Licensure
The Master of Science in Anesthesia course of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates will be eligible to take the national certification examination administered by the National Commission for Certification of Anesthesiologist Assistants (NCCAA) in conjunction with the National Board of Medical Examiners (NBME).

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

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

In addition to alpha grading, the anesthesiologist assistant course of study may use transcript notations outlined in the College of Health Care Sciences section of this handbook.

A minimum grade of a C is required in all anesthesia specialization courses and all M.H.Sc. and College of Medical Sciences courses.

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
ANA 5420 Anatomy
PHS 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 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 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 to alter his or her plan of study if he or she does not satisfactorily progress each semester. This may extend the student’s program beyond 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.
The curriculum is divided into core/foundation courses, clinical courses, and other academic courses. The following courses in the curriculum are considered core/foundation courses. Students who do not earn a grade of 80 percent or better in these courses may not continue in the program until the course is taken again at its next offering, which is typically two semesters later.

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

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, AUD 7608, AUD 7613) or externship, the student will fail the internship or externship and immediately be referred to the Committee on Student Progress (CSP) for review.

The remaining courses in the curriculum are not core/foundation or clinical courses and are termed other academic courses. If a student fails to earn a grade of 80 percent or better in any of these courses, the student must repeat the course in the next semester in which the course is offered. The student may continue in the program, but the plan of study may be altered as a result.

**Grading Policies, Procedures, and Course Failures**

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Quality Points</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94–100</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>90–93</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83–86</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>80–82</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0–79</td>
</tr>
</tbody>
</table>

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 he or she 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
The NSU Department of Audiology Doctor of Audiology program is dually accredited by the Accreditation Commission for Audiology Education (ACAE) and the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA).
With respect to the ACAE, submission of any complaints relating directly to lack of compliance with the Accreditation Standards and requirements of accreditation must be made in writing and signed by the complainant. The complainant's contact information including address and telephone number is to be included with the complaint. The submitted complaint must include specific details and documentation to support the complaint and should be sent to the executive director, Accreditation Commission for Audiology Education, 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

Students registering for both on- and off-campus clinical activities must complete a schedule showing times that they are available for clinic placements. A minimum of 12 hours per week, including morning and afternoon time slots, must be made available in the first two years of the program. A minimum of two full days per week during the third year must be made available. This schedule will be used to determine the student's clinical assignments. The student's initial clinic schedule is assigned at the beginning of each semester. However, the program reserves the right to alter assignments during the semester using the student's schedule of available times as a reference. In the fourth year, the student must be available full time to complete his or her supervised professional experience. The externship placement is defined as no less than 12 months of full-time professional audiology related employment. A minimum of 1820 contact hours of clinical work is expected to be completed during the externship.

Failure to meet scheduled appointments is considered unethical and unprofessional behavior. Students will be referred to the Committee on Student Progress (CSP) for unethical/unprofessional behavior. Review of the circumstances of the incident by the committee may result in the student's placement on disciplinary probation or dismissal from the program, which will be reflected on the student's transcript.

Students will be assessed on expected clinical competencies. Each clinical activity and competency must be successfully completed before the student is allowed to progress to the next clinical level. Successful completion will be determined by an evaluation of the student's clinical performance by his or her preceptor in collaboration with faculty. Faculty coordinating clinical placements will make the final determination of the student's grade.
Confidentiality involves protection of the information obtained from conversation with patients and families, written information, and electronic communication. Conversations regarding any patient should not involve the name of the patient. Written work, including diagnostic reports and management, and treatment notes, including notes and reports from other professionals, should never be left in any place where others may have access to the information. Grand rounds or class presentations must not include identifying information. Faxes must adhere to university policy. Electronic communication regarding patient information is not permitted.

Students in off-site clinical rotations or placements will be required to comply with all Department of Audiology requirements and the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, drug testing, and a background check. The program does not assume any responsibility other than informing the student of the requirements. The student must fully comply with all requirements of the Department of Audiology and the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility will result in the student not being allowed to complete the clinical experience during the assigned semester and may result in a failing grade for the clinical rotation for the semester. This may alter a student's plan of study. The program will not reassign a student who failed to meet the stated requirements of the facility during the semester in which the original assignment was made. If a student must be reassigned at the beginning of a new semester for failure to meet the facility's requirements, the student's individual timeline for completion of the program will be impacted.

Students are videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from professors to videotape or audiotape lectures. Verbal permission is acceptable.

**Affiliation Policy**

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

**Attendance**

Absences and tardiness are strongly discouraged. Students are 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 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.

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In addition to alpha grading, the BSRT program may use transcript notations outlined in the 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 I (Incomplete) for the duration of their deployment. Upon the completion of military duty and return to the program, the student will have 90 days to complete the incomplete coursework.

Dress Code
When on the NSU campus during regular business hours (M–F, 8:30 a.m.–5:00 p.m.), 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 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 Blackboard**
All of the BSRT online courses which a student has registered for will be accessed through Blackboard. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. The Blackboard login can be accessed through the following [sharklearn.nova.edu](http://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 Blackboard 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 First-Professional Program**
The BSRT First-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 First-Professional Program consists of didactic and clinical courses with extensive hands-on experiences.

**Grading Policy**
Courses for the BSRT First-Professional Program are graded on an alpha scale. 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.

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**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 First-Professional Program follows the criteria and policies of the 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 College of Health Care Sciences section of this student handbook for details.

**Academic Advisors**

Upon matriculation BSRT First-Professional students are formally assigned to a faculty member as an academic advisor. BSRT First-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 First-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 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.

Accreditation

The first-professional Bachelor of Science in Respiratory Therapy program, number 200615, is accredited by

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
(817) 283-2835 (office)
(817) 354-8519 (plain paper fax)
(817) 510-1063 (fax to email)
cocarc.com
Department of Health and Human Performance

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

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 nsca.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.

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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 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, (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 post-professional 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 Information Technology PIN Request Form webpage: https://www.nova.edu/webforms/help/pinreq and following the directions.

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

Email and Course Communication
For online programs and courses, students will register for all classes online. In addition students need an NSU email account to access their courses and emails. Once students are officially accepted into the program, they must request an NSU email account online by visiting the NSU Office of Information Technology webpage at nova.edu/oiit, clicking on the link “Create Your Email” and following the directions to request a new email account. All online students must use the Blackboard student center when communicating with their program. Course communication will be done through the particular course that the student is attending. A medical leave of absence is reviewed based on college policy.

Military Leave of Absence for Online Programs
Students in the military—whether active, reserve, or National Guard—desiring to take a leave of absence because of military deployment or changes in orders may request a leave of absence for the duration of the time indicated in their orders. In order to request military leave of absence the student must contact and supply the Department of Health Science Program Office with a copy of the orders. Because the B.H.Sc., M.H.Sc., D.H.Sc., and Ph.D. programs are distance based, students are encouraged, if at all possible, to continue their studies. Students who have coursework in progress and request a military leave of absence will be given a grade of I (Incomplete) for the duration of their deployment. Upon the completion of military duty and return to the program, the student will have 90 days to complete the incomplete coursework.

Academic Advising and Administrative Support
Each student is required to contact the program director for academic advising prior to beginning the program. The program director and the department coordinator will advise and assist the student during their matriculation into the program. Students may communicate with the director and coordinator via phone, fax, email, or in person if they visit campus.
Graduation Ceremonies
Attendance of graduation ceremonies is not a requirement for distance education students. It is, however, an option that we encourage that takes place once a year. The graduate programs (Master of Health Science, Doctor of Health Science, and Ph.D. in Health Science) graduate in August. The undergraduate programs (Bachelor of Health Science, Bachelor of Science in Cardiovascular Sonography and Bachelor of Science in Medical Sonography) graduate in May.

Departmental Policies for All Health Science Programs

Textbooks
Specific recommendations can and will be made by the program and individual professors. Students may purchase their books from any convenient source.

Computer Use
See the NSU policy for Acceptable Use of Computing Resources.

Program Leave of Absence
The Department of Health Science programs follow the college policy on leave of absence.

Incomplete Coursework
A grade of incomplete (I) is issued because of unexpected emergencies and must be made up within one semester following the final class date of the course, as stipulated by the course instructor and with approval of the program director. Students requesting extensions due to medical or military reasons are expected to provide official documentation.

It is the student's responsibility to consult the instructor and submit the Incomplete Grade Agreement Form (download available in each student center) prior to the end of the course. The form must be signed by the student and the course instructor and approved by the program director. The student must have completed at least 50 percent of the assignments prior to course end and prior to requesting an incomplete grade. The instructor will not accept assignments received after the date indicated on the agreement, and the student's grade will be assigned according to the work the student completed by the end of the course. A grade of I cannot be given if less than 50 percent of the assignments have been completed by the official end date of the course. An incomplete grade that has not been changed by the official date in this agreement will be converted to an F by the program director and chair of the Department of Health Science.

Dress Code
When on the NSU campus during regular business hours (Monday through Friday, 8:30 a.m.–5:00 p.m.) B.H.Sc., M.H.Sc., D.H.Sc., and Ph.D. in Health Science students are to comply with the Health Professions Division's dress code previously outlined in the Health Professions Division section of the student handbook. Students in the on-campus programs will also comply with the HPD dress code while on clinical rotations.
Additional Departmental Policies for On-Campus Programs

Military Leave of Absence for On-Campus Programs
Students in the military—whether active, reserve, or National Guard—desiring to take a leave of absence because of military deployment or changes in orders may request a leave of absence for the duration of the time indicated in their orders. In order to request military leave of absence, the student must contact and supply the Department of Health Science and program director with a copy of his or her orders. 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 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.

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<tr>
<td>C</td>
<td>2.0</td>
<td>74–76</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70–73</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>67–69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>60–66</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Below 60</td>
</tr>
</tbody>
</table>

In addition to alpha grading, the B.H.Sc. program may use transcript notations outlined in the College of Health Care Sciences section of this handbook. Effective for new matriculants in or after January 2006, students will be required to obtain a grade of C or better (greater than or equal to 2.0 on a 4.0 scale) in every required core course. Students receiving a C-, D+, or D in a required core course will be required to take the course at its next scheduled offering. For purposes of retention in the B.H.Sc. online degree completion program, any core-course grade below a C will be considered a course failure. No more than two courses may be passed through remediation or retake.

All students receiving a failing grade in a required core course will be required to remediate it by repeating the scheduled course and achieving a C or better at its next scheduled offering. Upon achieving a C or better in a repeated course, an E will be noted after the original grade, and that grade will then be exempt from GPA calculation. The new course grade will be noted on the transcript followed by an I indicating the new grade will be included in the GPA calculation. Additional tuition will be charged for any repeated course.

A student who has experienced two or more course failures while in the Bachelor of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake does not negate the original failure for purposes of retention in the program.

Transfer Credits
Students who have earned college credits at other regionally accredited colleges or universities can transfer these credits into the B.H.Sc. program. Students should contact the B.H.Sc. admissions counselor to discuss how prior college credits can be used to obtain the B.H.Sc. degree. An evaluation of transfer credit will be completed prior to the first semester of enrollment, and applicable credit will be transferred based on all final official transcripts received. Students will be advised to take courses based on the official evaluation in their file.
Transfer students must provide final official transcripts from all of their previous colleges; their previous academic work will then be evaluated. The B.H.Sc. program will transfer a maximum of 90 eligible semester credits (grades of C or better, GPA of 2.0 on a 4.0 grading scale), including credit for CLEP, proficiency exams, and prior experiential learning, toward a degree.

To be eligible to graduate with the B.H.Sc. degree, a student must have completed the required general education coursework in addition to the B.H.Sc. curriculum, with a resulting minimum total of 120 semester hours with a 2.0 cumulative grade point average and a 2.25 grade point average in the B.H.Sc. major. If the general education requirement is not met at the time of admission to the program, it can be obtained concurrently while enrolled in the B.H.Sc. program. A student can obtain and transfer these courses through NSU’s Farquhar College of Arts and Sciences or another regionally accredited college or university.

Prior to matriculation, all applicants must have completed a minimum of three semesters hours (or the equivalent) of a college level written composition course from a regionally accredited college or university with a minimum grade of a C (GPA of 2.0 on a 4.0 grading scale).

Students must complete a minimum of 25 percent (30 semester hours) of their coursework within the B.H.Sc. program major.

Students with credits, health care or academic experiences, certificates, diplomas or degrees from nationally accredited colleges, military training, or other educational training/experiences should refer to the section below titled Assessment of Prior Experiences for Academic Credit in order to apply to convert these prior experiences into 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 I (Incomplete) for the duration of their deployment. Upon the completion of military duty and return to the program, the student will have 90 days to complete the incomplete coursework.

Dress Code
When on the NSU campus during regular business hours (M–F, 8:30 a.m.–5:00 p.m.), B.H.Sc. students are to comply with the Health Professions Division's dress code previously outlined in the Health Professions Division section of the student handbook.

Computer Use
The Department of Health Science defers to the controlling NSU university-wide policy on acceptable use of computing resources.

Email
Since the B.H.Sc. program is an online program, students shall register for all classes online. In order to do so, students need an NSU email account. Once students are officially accepted into the program they should request an NSU email account online by going to the NSU Office of Information Technology page nova.edu/oit, clicking on the 'Create Your Email' link, and following the directions to request a new email account.

Course Registration and WebSTAR
Once students have been accepted into the program, they will be issued, or can apply online for, a WebSTAR personal identification number (PIN) that will give them access to register online. The PIN also provides access to account information. Students can apply for their WebSTAR PIN by going to the NSU Office of Information Technology PIN Request Form 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 Farquhar College of Arts and Sciences during any term in which they are offered.
Online Course Access and Blackboard
All of the B.H.Sc. online courses which a student has registered for will be accessed through Blackboard. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. The Blackboard login can be accessed through the following 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 Blackboard 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.

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 Cardiovascular Program, each is 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 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 will be referred to the Committee on Student Progress and may be dismissed.

• 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 grade awarded as a result of any remediation exam can be no lower higher than a C, regardless of the actual graded outcome of the remediation exam itself.

• 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.
<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>94–100</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90–93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87–89</td>
</tr>
<tr>
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<tr>
<td>F</td>
<td>0.0</td>
<td>0–59</td>
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**Chancellor's List, Dean's List, and Graduation with Honors**

The Bachelor of Science in Cardiovascular Sonography follows the criteria and policies of the 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 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 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 Trajecsys 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, Trajecsys. The student will be given instructions on the use of the system prior to the first day in the clinical externship site. Any student believed to be tampering with or manipulating the clock-in, clock-out, or documentation process will be sent to the Committee on Student Progress and may be subject to disciplinary action for unethical and unprofessional behavior including, but not limited to, receiving a failing grade for the clinical rotation.

Failure to meet clinical rotation obligations is considered to be unethical and unprofessional behavior and may result in the student's placement on professional probation and/or further disciplinary action.
Clinical Extension of Program
If, for any reason, the student does not fulfill the requirements for a clinical externship course due to excessive absences, poor clinical evaluations and/or performance, or other reasons, the program has the authority to extend the student's clinical externship, which will result in additional cost to the student and delay in degree progress. (Please also refer to the section on Academic Promotions and Progression.) Patient safety is paramount. Any issues pertaining to student progress that are related to patient safety may supersede any policies and procedures on student progress.

Students will be required to sign the Clinical Externship Policies Agreement form upon matriculation into the program, attesting to their understanding of and their agreement to follow all of the above clinical externship policies.

Electronic Communications
Electronic communications, including faxes and electronic mail, must adhere to the university policy. Work submitted as part of class assignments during any didactic or clinical externship courses may not include any identifying information on the patient in conformance with HIPAA regulations. Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable. To facilitate communication between the student and the program during the clinical externships, the student must provide a cellular phone number to the program clinical coordinator. The expense of the cellular phone and its function will be the student's responsibility.

Computer Requirements
All students are required to have access to a computer (PC or Apple equivalent) with the following minimum specifications:

- AMD or Intel dual-core processor
- Windows 7 or better
- 4 GB RAM
- 250 GB hard-drive
- CD-ROM drive (read-write)
- USB port
- high-speed Internet connection (cable, DSL, etc., 100 Mb/second or better)
- graphics printing capability
- video web camera with microphone capability

The expense of the computer and its connectivity and function will be the student's responsibility.

Training Laboratory
1. Foreword: The core sonography courses in the program have been developed to include a large and crucial hands-on training component in the program's ultrasound training laboratory. This model offers a considerable benefit to the learning process and acquisition of technical skills by the student before the start of clinical externships during the second year of study. The program strives to equip the student with fundamental skills and exam techniques through the use of
state-of-the-art equipment for the acquisition of examination information. The program also ensures that the training environment in the ultrasound training laboratory is safe and that all students obtain the training benefits in an equitable manner.

2. Technical Standards: The profession of diagnostic medical sonography includes, but is not limited to the following physical, mental, auditory, and visual demands:

a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices, such as wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment.

b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations.

c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range.

d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light.

3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the didactic portion of study within the program is an essential and critical component of the program.

a. Conduct in the ultrasound training laboratory will follow the rules and policies outlined for the university and the college in an effort to create an environment adequate to foster optimal learning.

b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student’s personal belongings and used during the breaks outside the laboratory).

c. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors. Students are not allowed in the lab unless supervised by a professor or instructor.

d. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided at the first lab session in the first term on campus in the program. The rules will be explained by the professor assigned to the class. All students will sign a copy.

e. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the safety of the subject.

4. Participation and Equitable Training: The hands-on training in the lab by necessity consists of students practicing on each other, taking turns as designated “examiner” and as the “patient.” Participation in the role of “patient” for a given lab course or session is voluntary. Election not to participate will not affect grades directly. However, a student electing to not participate as a “patient” does not get to enjoy the benefit of training as an examiner on their fellow students, and will be required to provide their own patient model at their own expense to participate in the course.
Accreditation
The 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).

CAAHEP contact and address:
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, Florida 33756
(727) 210-2350 • caahep.org

Online Course Access, Blackboard, and NSU Email
All of the B.S.—CVS courses that a student has registered for, both purely online and classroom/lab-based courses, will be accessed through the Blackboard online learning environment. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. Orientation to the online Blackboard learning environment will be provided to students in the first semester, and its online assistance and tutorials are available at any time through the University Office of Information Technology and the SharkLink student portal. In addition, it is the students’ responsibility and it is mandatory that students regularly check their NSU provided email accounts for important communications from both their course instructors and the university in general.

Concurrent Master of Health Science Option
Students who already hold a bachelor's degree from an accredited institution with a minimum GPA of 3.0 are eligible to apply for the concurrent Master of Health Science (M.H.Sc.) option. Students who enroll in this concurrent M.H.Sc. program will graduate with a Bachelor of Science—Cardiovascular Sonography and a Master of Health Science. Both programs will be completed in 27 months.

If interested in the concurrent Master of Health Science option, please contact an admissions counselor or the program office for further details.

Bachelor of Science—Medical Sonography

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 2017–2018
The Bachelor of Science in Medical Sonography program follows the same term schedule, starting in the summer term of the respective academic year, and continuing through the end of the summer term two academic years later, for an overall program length of 27 months. The specific start and end dates are based on the overall schedule mandated by the university. Please refer to online university
resources for specific calendar and term dates and holiday observances. All purely online courses at
the bachelor's level are on a three-term calendar. Refer to the academic calendar published in this
handbook and on web-based resources by the online B.H.Sc. program for specific term dates.

The classroom and lab-based courses, including the clinical externships, are on a three-term calendar.

**Academic Promotions and Progression**

- **Honors:** The students may receive academic honors per term based on the completed work
  for the term. The policy for dean's or chancellor's lists follows that in place for the College of
  Health Care Sciences. A notice will be sent to the student and notification will be entered on
  his or her transcript.

- **Academic Progress:** For each course offered within the program, contact information for the
designated contact person for that course will be available in the syllabus of the course. Students
are strongly encouraged to consult with their professors or lab instructors regarding any issues
impeding academic progress. Students are also strongly encouraged to contact the program
director, if necessary.

- **Academic Progress in Clinical Externships:** Clinical externships are assessed on different criteria
  outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria
  may result in failure for the externship, with similar consequences as for failure of any didactic
courses including, but not limited to, possible dismissal from the program.

- **Academic Progression:** The Bachelor of Science in Medical Sonography is a lock-step program.
The sequence of the courses has been thoughtfully determined. Progression from one term to
the next is, for sonography courses, based on the successful completion of the courses offered
in prior terms. The progress of each student through the curriculum requires continuous
satisfactory academic performance. In order to fully complete the sonography program, students
must successfully complete the core sonography courses in the time and sequence that they are
offered. Students who receive a final course grade 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**

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<tr>
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</table>

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 BHS 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 cloAbck-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 (BHS 4500, 4600, and 4700), the program has the authority to extend the student’s clinical externships, which may result in additional cost to the student. Please also refer to the section on Academic Promotions and Progression.

Electronic Communication

Electronic communication, including faxes and electronic mail, must adhere to the university policy. The use of cellular phones and other unauthorized electronic devices are not permitted during the lectures or lab sessions. Students may be requested to step out of the auditorium or the laboratory if the student uses a cellular phone or any other unauthorized electronic device without authorization from the instructor. Recurrent behavior will be referred to the Committee on Student Progress for unprofessional behavior.

Clinical Site Requirements

Students in off-site clinical sites will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and so on. The college does not assume any responsibility, other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation, if possible.

Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

Training Laboratory

1. Foreword: Most of the core sonography courses in the program have been developed to include a large and crucial hands-on training component in the program’s ultrasound training laboratory. This model offers a considerable benefit to the learning process of technical skills before students start clinical externships during the second year of study. The program strives to expose the students to state-of-the-art equipment for the acquisition of these skills. The program also ensures that the environment in the ultrasound training laboratory is safe. Extracurricular lab sessions are mandatory as they are oriented to refine technical skills and prepare students for their clinical externships. Attendance and participation during these sessions will be considered when assigning clinical sites for externships.

2. Technical Standards: The profession of diagnostic medical sonographer includes, but is not limited to, the following physical, mental, auditory, and visual demands:

   a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices such as
wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment

b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations

c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range

d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light

3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the first year of study is an essential component of the program.

a. Conduct in the ultrasound training laboratory should follow the rules and policies outlined for the university and the College of Health Care Sciences, in an effort to create an environment adequate to foster optimal learning.

b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student’s personal belongings and used during the breaks outside the laboratory).

c. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors.

d. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided at the first lab session in the first term on campus in the program (in Introduction to Ultrasound, or BHS 3220). The rules will be explained by the professor assigned to the class.

e. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the subject. Participation is voluntary. Election not to participate will not affect grades, however, alternate training will need to be arranged.

Accreditation

The vascular 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 Wetland 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 Information Technology PIN Request Form webpage at www.nova.edu/webforms/help/pinreq and following the directions.

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

Bachelor of Science—Medical Sonography/Master of Health Science

Academic Calendar 2017–2018
The Bachelor of Science in Medical Sonography with Master of Health Science option program follows the same term schedule, starting in the summer term of the respective academic year, and continuing through the end of the summer term two academic years later, for an overall program length of 27 months. The specific start and end dates are based on the overall schedule mandated by the university. Please refer to online university resources for specific calendar and term dates and holiday observances. All purely online courses at the master's level are on a three-term calendar. Refer to the academic calendar published in this handbook and on web-based resources by the online M.H.Sc. program for specific term dates.

The classroom and lab-based courses, including the clinical externships, are on a three-term calendar.

Academic Promotions and Progression
• Honors: The students may receive academic honors per term based on the completed work for the term. The policy for dean's or chancellor's lists follows that in place for the College of Health Care Sciences. A notice will be sent to the student and notification will be entered on his or her transcript.
• Graduation with Honors: A student graduating with a cumulative GPA of 3.74 or higher is eligible to receive the degree with honors. A student graduating with a cumulative GPA of 4.0 is eligible to receive the degree with high honors.
• Academic Progress: For each course offered within the program, contact information for the designated contact person for that course will be available in the syllabus of the course. Students are strongly encouraged to consult with their professors or lab instructors regarding any issues impeding academic progress. Students are also strongly encouraged to contact the program director, if necessary.
• Academic Progress in Clinical Externships: Clinical externships are assessed on different criteria outlined in the syllabi for these courses. Failure to meet the requirements for any of these criteria may result in failure for the externship, with similar consequences as for failure of any didactic courses including, but not limited to, possible dismissal from the program.
• Academic Progression: The B.S.—MS/M.H.Sc. is a lock-step program. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is, for sonography courses, based on the successful completion of the courses offered in prior terms. The progress
of each student through the curriculum requires continuous satisfactory academic performance. In order to fully complete the sonography program, students must successfully complete the core sonography courses in the time and sequence that they are offered. Students who receive a final course grade of F in any core didactic course will not be allowed to progress to the next semester and will be referred to the Committee on Student Progress and may be dismissed from the program. The following are considered core courses: Physics Ultrasound I, Introduction to Ultrasound, Cross-Sectional Anatomy, Abdominal Sonography I, Ob-Gyn Sonography I, Small Parts Ultrasound, Venous and Arterial Ultrasound Testing, and Cerebrovascular Ultrasound Testing.

Retake/Repeat/Remediation

- If a student fails a core sonography course, a cumulative remediation of written and/or practical examination will be administered. Grades on the transcript will be qualified to indicate a repeated course or a remediation examination.

- A final course grade of less than C in any given core sonography course will constitute a course failure (this includes a grade achieved through a remediation examination). The grade from a remediation examination can be no lower than a C. Students who fail a core sonography course and the remediation examination will be sent to the Committee on Student Progress with recommendation and may be dismissed.

- While matriculating through the Bachelor of Science in Medical Sonography with Master of Health Science program, each student is permitted to remediate a total of two core courses. A student will be allowed to sit for only one remediation examination per course.

- Students in the B.S.—MS/M.H.Sc. program also take courses online. These courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost to the student and may delay graduation from the program. A student with one or more course failures will be referred to the Committee on Student Progress and may be dismissed from the program.

- A student who is dismissed on the basis of inadequate academic performance who wishes to reenroll in the program will be required to reapply to the program in order to be considered for admission. The application will be treated in the same manner as a first-time applicant, under the admissions standards applicable to the next entering class. Any student who is readmitted to the program will be considered a first-time applicant for the purposes of coursework and must repeat all required coursework, including any courses completed previously, and will incur all course charges and expenses accordingly.

- Clinical externship courses cannot be remediated. If course requirements for that semester of clinical externship are not met by the end of the term, the externship may be extended as appropriate until satisfied, as determined by the program director. If upon completion of the extension period, the clinical requirements have still not been satisfied, the student will receive a failing grade for that course and will be referred to the Committee on Student Progress and may be dismissed from the program.

If a clinical preceptor, mentor, supervisor, or lab director requests that a student be removed from a clinical site, the student will be automatically suspended pending a hearing by the Committee on Student Progress, which may result in course failure and/or dismissal from the program for academic performance and/or unprofessional conduct (even without any prior failure on record).

Students who are dismissed from the program on the basis of unprofessional conduct will not be considered for reenrollment in the program. All guidelines regarding academic honesty, cheating, attendance, and professionalism apply to the clinical externship courses.
Grading Policies and Procedures

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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 BHS 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 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.

- Clinical extension of program: If, for any reason, the student does not fulfill the requirements for clinical externships (BHS 4500, 4600, and 4700), the program has the authority to extend the student's clinical externships, which may result in additional cost to the student. Please also refer to the section on Academic Promotions and Progression.

Electronic Communication

Electronic communication, including faxes and electronic mail, must adhere to the university policy. The use of cellular phones and other unauthorized electronic devices are not permitted during the lectures or lab sessions. Students may be requested to step out of the auditorium or the laboratory if the student uses a cellular phone or any other unauthorized electronic device without authorization from the instructor. Recurrent behavior will be referred to the Committee on Student Progress for unprofessional behavior.
Clinical Site Requirements

Students in off-site clinical sites will be required to comply with all the special requirements of the facility. These requirements may include, but are not limited to, fingerprinting, proof of vaccinations, proof of insurance, and so on. The college does not assume any responsibility, other than informing the student of the requirements. The student must fully comply with all requirements of the specific facility before participating in any activities at that facility. Failure to be eligible to participate in activities at an assigned facility may result in the student not being allowed to complete that clinical experience; in that case, the student will be reassigned to another clinical rotation, if possible.

Students may be videotaped in certain academic classes and clinical labs for teaching-learning purposes. Students must sign a release form for videotaping at the time of registration. Students should obtain permission from instructors to videotape or audiotape lectures. Verbal permission is acceptable.

Training Laboratory

1. Foreword: Most of the core sonography courses in the program have been developed to include a large and crucial hands-on training component in the program’s ultrasound training laboratory. This model offers a considerable benefit to the learning process of technical skills before students start clinical externships during the second year of study. The program strives to expose the students to state-of-the-art equipment for the acquisition of these skills. The program also ensures that the environment in the ultrasound training laboratory is safe. Extracurricular lab sessions are mandatory as they are oriented to refine technical skills and prepare students for their clinical externships. Attendance and participation during these sessions will be considered when assigning clinical sites for externships.

2. Technical Standards: The profession of diagnostic medical sonographer includes, but is not limited to, the following physical, mental, auditory, and visual demands:

   a. physical—the ability to lift 50 pounds of weight, the ability to reach up, the ability to stand for up to 80 percent of the time, the ability to push or pull equipment and other devices such as wheelchairs or stretchers, and the manual dexterity to control the settings on computers and on the ultrasound equipment

   b. mental—the ability to remember, recall, and analyze information; the ability to work in a noisy environment; the ability to remain focused despite interruptions; and the ability to cope with potentially stressful situations

   c. auditory—the ability to hear from both ears within normal auditory range and the ability to distinguish sounds within normal hearing range

   d. visual—the ability to distinguish colors, the ability to monitor the environment, and the ability to work in dimmed light

3. Rules in the Use of the Training Laboratory: As previously outlined, the ultrasound training laboratory and its extensive use during the first year of study is an essential component of the program.

   a. Conduct in the ultrasound training laboratory should follow the rules and policies outlined for the university and the College of Health Care Sciences, in an effort to create an environment adequate to foster optimal learning.

   b. Food and drink will not be allowed in the ultrasound training laboratory (a capped bottle of beverage can be kept with the student’s personal belongings and used during the breaks outside the laboratory).
c. The use of the ultrasound training laboratory will be strictly reserved to training sessions outlined by one of the professors and will be supervised by one of the professors.

d. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided at the first lab session in the first term on campus in the program (in Introduction to Ultrasound, or BHS 3220). The rules will be explained by the professor assigned to the class.

e. Safeguards—Instruction sessions in the ultrasound training laboratory are made possible by the participation of students, both as the person scanning and the person being scanned (subject). All the exercises are developed to ensure prudent and safe use of the equipment, as well as the subject. Participation is voluntary. Election not to participate will not affect grades, however, alternate training will need to be arranged.

Accreditation
The vascular 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 Information Technology PIN Request Form webpage at www.nova.edu/webforms/help/pinreq and following the directions.

Online Course Access and Blackboard
All of the Bachelor of Science in Medical Sonography with Master of Health Science online courses that a student has registered for will be accessed through Blackboard. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. The Blackboard login can be accessed through 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.

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>3.7</td>
<td>90–93</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87–89</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83–86</td>
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<tr>
<td>B-</td>
<td>2.7</td>
<td>80–82</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77–79</td>
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<tr>
<td>C</td>
<td>2.0</td>
<td>75–76</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0–74</td>
</tr>
</tbody>
</table>

### 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 Blackboard. If you are receiving financial aid, you need to contact the financial aid office at (954) 262-3380 or toll free at 800-806-3680 to obtain their advice on how your decision to continue beyond your degree requirements may or may not affect your financial aid eligibility.

A cumulative GPA of a minimum of 3.0 is required for graduation for the MHSc 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 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.

**Grading Policies and Procedures**

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

- **P** Pass (80 percent or above)
- **F** Fail (Below 80 percent)
- **I** Incomplete

**Retake Policy, Student Progress, Academic Probation, and Dismissal**

If a required course is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses. A student who has experienced one course failure may be placed on academic probation. A student with two or more course failures while in the Doctor of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake does not negate the original failure for purposes of retention in the program. The procedures and deliberative bodies that implement this policy are those described in the college section of this handbook that discusses student progress.

**Credit Transfer**

Students matriculated in the D.H.Sc. program may petition for transfer of up to 8 credits to meet Core Block One, Core Block Two, or elective course requirements. Courses considered for transfer must be from a regionally accredited university and identified clearly as doctoral-level courses by the sponsoring university. Courses taken at the master's degree-level are not transferable. If a transferred course will replace a required course, the transferred course must fully meet the goals and objectives of the NSU D.H.Sc. course in question.

**Online Student Center**

All students are required to visit the online student center at least once 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.

\[ \begin{array}{ll}
P & \text{Pass (80 percent or above)} \\
F & \text{Fail (below 80 percent)} \\
I & \text{Incomplete} \\
PR & \text{Progress} \\
\end{array} \]

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. 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.

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<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
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<tbody>
<tr>
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<td>2.3</td>
<td>78–79</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>0–77</td>
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</table>

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 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 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 College of Health Care Sciences (CHCS) 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. Since most of the courses in the first year of the curriculum are offered only once each year, a student who fails a first-year course will have to suspend his or her studies by withdrawal and retake the course when it is offered the next academic year. 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. 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. The occupational therapy department’s managing director or 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 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.

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 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.

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

Incomplete Coursework

A student may receive a grade of I (incomplete) in a course if he or she is passing the course, based on all completed coursework to date, but is unable to complete all course requirements due to documented medical reasons or extenuating personal circumstances. An incomplete will be changed to an earned grade upon a student’s satisfactory completion of the course or fieldwork requirements. A change from an incomplete to an earned grade must occur prior to the first day of the next academic year, or the student’s grade will be converted to an F. The taking of incompletes is strongly discouraged and requires written approval of the course instructor. The course instructor’s written approval will specify the timeframe during which the course requirements must be completed.

Authorship Credit and Order Guidelines and Policy

- Principal authorship, order of authorship, and other publication credits should accurately reflect the relative scientific, technical, professional, or scholarly contributions of the individuals involved.

- No authorship credit should be given to someone whose suggestion/idea/feedback may have influenced a project, but did not actively participate in project development and implementation. This person could be acknowledged as described in bullet five (following).

- Authorship is not merited solely for administrative support, financial contribution, or a supervisor/adviser’s position.

- Authorship credit should go to those who do the actual writing and to those who have made significant scientific or scholarly contributions to a study, such as formulating hypotheses, structuring the design, conducting the analysis, interpreting results, or writing a major portion of a manuscript.
• Those with minor contributions to the manuscript are appropriately acknowledged in footnotes, an introductory statement, or acknowledgements.

• Student as author
  – A student is usually listed as a principal author on a multiple-authored paper that is substantially based on the student’s dissertation, report, or project.
  – However, he or she is not automatically entitled to authorship if only some or minor material from the project is used in a paper, proposal, or progress or final report written by the student's adviser, a faculty member, or supervisor. Reference to the material's origin is sufficient in these cases.
  – If the student’s dissertation or project is based on data collected as part of a larger research project under the supervision of one or more faculty members, it is appropriate to include those supervisors or faculty members as coauthors.
  – Submissions for publication or professional presentations (to include posters) that originated from a previous class assignment (papers, reports, projects, etc.) should first be discussed and agreed upon with the course instructor.

• Coauthorship may be a complex issue in certain cases. It is suggested that authorship credit and order be discussed with all possible collaborators before and during the project. There should be an agreement, especially with projects that involve multiple key contributors, to minimize the chance of misunderstandings.

• Major revisions to a manuscript for publication or professional presentation may result in a change of responsibilities or work effort. This may require a revision in authorship order and/or credit. These changes should be discussed and agreed upon before and during any major revision process.

• Institutional Affiliation
  – Publishers usually require each author’s institutional affiliation.
  – Authors should acknowledge the department and institution where the primary work was done, as well the current institutional affiliation of each author.
  – Occupational Therapy Department, College of Health Care Sciences, Nova Southeastern University is the institutional affiliation.

• Authors must obtain approval from the chair, Occupational Therapy Department, Nova Southeastern University, prior to submitting an abstract or manuscript to a publisher or a conference committee. Department approval serves to (1) protect the department, college, and university by allowing the chair (or designee) to review all submissions for appropriateness and acceptable standards; (2) recognize and record all department-related publications and presentations as program outcomes; and (3) assure that submissions provide appropriate credit and recognition.

This policy applies to publication submissions; professional presentations; and posters by students, former students, alumni, and current and former faculty and staff members of the Occupational Therapy Department, Nova Southeastern University, when applicable.

References
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.

\[\begin{align*}
P \text{ or Pass} & \quad 75 \text{ percent or above for all courses} \\
F \text{ or Fail} & \quad \text{Below 75 percent for all courses}
\end{align*}\]

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

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

A student will be permitted to participate in a Level I fieldwork experience (FWE-I) only if he or she is passing or has passed all corresponding didactic coursework up to the point of the fieldwork experience. A student who fails the didactic portion of an intervention course will not begin his or her FWE-I. The remediation process will delay the start of his or her FWE-I, and possibly subsequent Level II Fieldwork Experiences (FWE-II). Furthermore, a student who appeals course grades will not be allowed to begin a FWE-I during the appeal process. The courses listed as Occupational Therapy Interventions I, II, III (OTD 8271, OTD 8272, and OTD 8273), all include didactic coursework as well as Level I fieldwork experiences (FWE-I). A student who fails any of the three courses must retake the entire course, including the didactic and fieldwork experiences.

Students will be permitted to participate in the first FWE-II, or OTD 8391 offered during the summer semester, only after successful completion of all required academic coursework prior to OTD 8391. Students who fail this first FWE-II rotation may or may not be offered the opportunity to retake the failed OTD 8391 immediately, which is during the fall semester. Upon the successful retake of the failed fieldwork rotation, the student will not be able to begin their coursework until the following fall semester with the next OTD cohort. Therefore, the student will not be enrolled in the winter and summer semesters, but will be able to reenroll with the next cohort in the fall semester. The same requirement to immediately retake failed rotation for the FWE-II and Residency rotations will be enforced.

Students may retake only one FWE-II. Should students fail a second FWE-II (which includes failing the same FWE-II twice), they will be considered to have failed two FWE-II and will be dismissed from the OTD program. Additional tuition will be charged for repeated courses, including Level II fieldwork experiences. The maximum final grade OTD students may earn on any didactic course after any remediation will be 75 percent. The maximum final grade in Level II fieldwork experiences is a pass (P), as numerical scores are not assigned in those courses.

**Participation in the Virtual Learning Environment of the Blended (Hybrid) O.T.D. Program**

The student is responsible for keeping track of information posted in BlackBoard, the university’s learning management system (LMS), which includes, but is not limited to, the postings in the O.T.D. Student Center, contents of the course syllabi, items posted in BlackBoard Collaborate, course messaging, online examinations, the Respondus Lockdown Browser, etc. The program expects students to use effective time management and appropriate use of electronic communication and social media if necessary.
Participation During On-Campus Institutes
O.T.D. students are required to be present and participate during four to five face-to-face institutes occurring every three or four weeks, strategically scheduled to have sessions occurring at the beginning, middle, and end of the semester. The institutes focus on application of learning and psychomotor skills, followed by active reflection and group/individual processing. Therefore, students are expected to have prepared according to individual faculty member instructions before coming to the institute. A make up for missed face-to-face institutes may be available at the discretion of the course faculty member.

Absence from on-campus institutes is either excused or unexcused. Absence is excused when it is due to a fortuitous event, such as a natural disaster or emergency (e.g., hurricanes, transportation delay outside control of the student, or if it involves death in the immediate family or severe acute or contagious illness of the student). In the case of illness, the student must submit a statement from an attending physician regarding the reason for absence. Students with an excused absence may make up their assignments/exams. The final decision for an excused absence rests with the 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 I (incomplete) in a course if he or she is passing the course, based on all completed coursework to date, but is unable to complete all course requirements due to documented medical reasons or extenuating personal circumstances. An incomplete will be changed to an earned grade upon a student’s satisfactory completion of the course or fieldwork requirements. A change from an incomplete to an earned grade must occur prior to the first day of the next academic year, or the student’s grade will be converted to an F.

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 BlackBoard 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.

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, 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


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.

Textbooks
Students will receive information about course textbooks prior to the start of the semester in the O.T.D. Student Center on Blackboard. Students may order textbooks from any source. However, it is highly recommended that students order the texts before the first day of the semester in time to complete their readings.

Dress Code
Students in the NSU Tampa O.T.D. Program are expected to comply with the dress code as outlined by the College of Health Care Sciences policy, 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 nova.edu/chcs/pt/forms/nsu-dpt-essential-functions.pdf. Students who receive a final course grade of F in any didactic course will not be allowed to progress to the succeeding semester. In order to graduate from the program, each student must pass a comprehensive examination given at the end of the last year of the program.

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

\[
P \text{ or Pass} \quad 75 \text{ percent or above} \\
F \text{ or Fail} \quad \text{below 75 percent}
\]
Grading for all physical therapy courses is based on an alpha scale as shown.

<table>
<thead>
<tr>
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<th>Scale</th>
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<tr>
<td>F</td>
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<td>0–74</td>
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Grades on the transcript will be qualified to indicate a repeated course or a remediation examination. When a student passes a course by a remediation examination, a minimum passing grade of C(E) will be recorded as the final grade for the course on the transcript.

A final course grade of less than 75 percent in any given course will constitute a course failure. (This includes a grade achieved through a remediation examination.) The grade from a remediation examination can be no higher than 75 percent. As such, for the purpose of calculating a student's grade point average, a grade of 75 percent will be used for any course passed by remediation. Students who fail a course and/or the remediation examination will be sent to the Committee on Student Progress and may be dismissed. While matriculating through the D.P.T. programs, 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/she must successfully remediate the first course failure in order to be granted the opportunity to remediate a second course failure. A student will be allowed to sit for only one remediation examination per course. Information regarding the ultimate calculation and disposition of a student's final course grade may be found in the syllabus for each course.

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

A student who is dismissed on the basis of inadequate academic performance or unprofessional conduct will be required to reapply to the program in order to be considered for readmission under the admissions standards applicable to the next class.

**Incomplete Coursework**

Contingent upon approval by the program director, a student who fails to complete all the requirements of a course because of documented medical reasons or extenuating personal circumstances may receive a grade of incomplete (I). An incomplete will be changed to an earned grade upon the student's satisfactory completion of the course requirements. A change from an incomplete to an earned grade must occur prior to the end of the next semester or the course grade will be converted to an F and the student will be dismissed from the program. Exceptions to this rule may be considered in cases in which the course is not offered the following semester or a medical leave is granted for more than one semester.
Attendance
Attendance is mandatory for all scheduled instructional sessions and curricular activities.

Conferences and Community Service Requirements
All D.P.T. students are required to attend district, state, and national conferences or meetings as determined by the program director. In addition, they must participate in service-learning activities organized by the program. Failure to complete these requirements may impact the student’s graduation date.

Submission of Assignments
Any assignment submitted after the assignment deadline will be subject to a percentage point deduction off the assignment grade and/or the final class grade as outlined in the course syllabus.

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 used for courses passed by remediation.

Communication with Faculty Members
Outside of class, one of the primary modes of communication with faculty members is email and Blackboard. Students are responsible for checking and replying to all faculty member communication through email and Blackboard on a regular basis (i.e., at least daily). Failure to do so may result in the student being referred to the CSP for unprofessional behavior.

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.

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 (see Page 132). 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 will take the examination online in a proctored environment.

Physical Therapy Postprofessional Programs

(Ph.D. and Transition D.P.T.)

Students enrolled in either the Doctor of Philosophy in Physical Therapy (Ph.D.) or Transition Doctor of Physical Therapy (T-D.P.T.) programs must follow all university policies and procedures. The following paragraphs highlight policies specific to each postgraduate doctoral program in physical therapy.

Textbooks

Students will receive information about course textbooks prior to the start of the semester in the respective Student Center on Blackboard. Students can order texts from any source; however, it is highly recommended that students order the texts before the first day of the semester.

Web Access and Registration: SharkLink, Email/Webmail, Blackboard, and WebSTAR

Information on access to and utilization of email, registration processes, and electronic classes is provided in the respective program Student Handbook/Guidebook that is posted in the Student Centers on Blackboard.
Computer Services
Distance students are required to register online for all courses each semester. Students register through the WebSTAR system that can be accessed from the home page or through the SharkLink system. The Help Desk is an online resource available 24 hours/day. There you can get assistance with academic computer and technology problems. The Help Desk is available by phone at (954) 262-4357 or by email at help@nova.edu.

Travel, Housing, and Parking
Although the postprofessional programs are primarily online, students in both programs are required to attend on-campus sessions each semester for most classes in which they are enrolled. Students are required to arrange their own travel and housing based on the schedule provided by the program office. Limited on-campus housing is available for these sessions. Contact the program office at (954) 262-1806 for more information. While on campus, students with cars should have a parking permit or a temporary pass that allows parking in any student area. NSU has a reliable, free on-campus shuttle system, and some of the nearby hotels offer free shuttle service as well. Travel to and from the airport is the responsibility of each student.

Student ID Cards: The 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.

Attendance
All postprofessional courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for assignment submission and exams. Students are required to access and participate in their web-based class as defined by the course instructor. Policies regarding participation on discussion boards are usually defined in the course syllabus.

Attendance at the on-campus component for each class is mandatory. Students who do not attend the on-campus component will receive an incomplete for the class until the on-campus requirements have been met (in the subsequent semester in which the class is offered). Students can assume that all on-campus classes are scheduled from 9:00 a.m. through 4:30 p.m. unless otherwise indicated by the course instructor. Return flights should be scheduled no earlier than 6:00 p.m. on the last day of any course. Course instructors may assign an incomplete to students who do not complete a full day of on-campus classes.

Academic Advising and Administrative Support
Each student is required to contact the program director for academic advising before beginning the program. The program director and her or his designee will advise the student during matriculation through the program. Students may communicate with the director via phone, fax, email, or in person. 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 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.

\[
P \text{ or Pass} \quad 80 \text{ percent or above} \\
F \text{ or Fail} \quad \text{below 80 percent}
\]

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

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<thead>
<tr>
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<th>Percent</th>
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<tbody>
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<tr>
<td>F</td>
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<td>0–79</td>
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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. All assignments up to the date of the request must have been successfully completed. Incomplete grades that have not been changed by the official date in this agreement will be converted to an F. 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 Nova Southeastern University Statement of Student Rights and Responsibilities.

Specific University Policy and Procedures
See Nova Southeastern University, Specific 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 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.

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<thead>
<tr>
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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 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 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.

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<td>3.0</td>
<td>83–86</td>
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<tr>
<td>B-</td>
<td>2.7</td>
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<td>C+</td>
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<tr>
<td>C</td>
<td>2.0</td>
<td>75–76</td>
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<tr>
<td>F</td>
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<td>0–74</td>
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</tbody>
</table>
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 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.

<table>
<thead>
<tr>
<th>Alpha Grade</th>
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<tbody>
<tr>
<td>A</td>
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<td>A-</td>
<td>3.7</td>
<td>90–93</td>
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<tr>
<td>B+</td>
<td>3.3</td>
<td>87–89</td>
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<tr>
<td>F</td>
<td>0.0</td>
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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 *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**

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.
Lab coats (short, intern style) with prescribed patches and embroidery must be worn while attending lectures provided by all guest lecturers and for all 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 lab coats 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 the Jacksonville Campus. Institutional scrubs, as these are termed, are marked with the facility name. They are considered stolen property and any incidents will be handled as such.

Students in the NSU PA Program—Jacksonville are expected to comply with the dress code as outlined by the College of Health Care Sciences policy. In addition, students in the didactic phase of the curriculum will be required to wear a uniform for physical diagnosis lab and other laboratory exercises throughout the curriculum. This uniform will include a program-approved, 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.

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.

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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 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.

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<td>74–76</td>
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<tr>
<td>C-</td>
<td>1.7</td>
<td>70–73</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td>68–69</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>67–68</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>66 and below</td>
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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 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 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 license as a speech-language pathologist and must acquire employment that assists them in pursuing the 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, care givers, and other professionals
8. demonstrate professional behaviors that exemplify 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 CHCS, and M.S.-SLP; meet some faculty members, and participate in speech and hearing screenings. Prior to the orientation meeting, students will review the M.S.-SLP website (healthsciences.nova.edu/slp) 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 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. Clinical and externship experiences are held during the weekdays, and occasional Saturday or evening labs may be available. Students should plan to devote full-time participation to two externship experiences.

(*To be eligible for the online delivery option, a student must live more than 50 miles from one of our campuses.)

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

Alpha Grade Scale Percent
A 4.0 91–100
B+ 3.5 86–90
B 3.0 80–85
C 2.0 70–79
F No Credit Below 70

Prerequisite Courses
Prerequisite courses will be accepted as part of the applicant’s bachelor’s degree coursework if the applicant earned a grade of B [Quality Grade Points (QGP) of 3.0] or higher in each required prerequisite course. Prerequisite courses will only be accepted if successfully completed within the past 10 years of the date of application to the program. If the applicant did not complete the required prerequisites as part of their undergraduate program, courses may be taken as post-baccalaureate work.

Withdrawal from a Course
A request for withdrawal from a course shall be made in writing to the program director. 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. 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 when 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 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.
Course Failure
Students who are referred for Academic Probation and/or Dismissal 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 Probation
Students will be placed on academic probation for any one of the following:

- cumulative GPA falling below a 3.0
- grade of F in any academic course.
- grade of C or below in any two academic courses
- grade of C or below in a clinical course

Any course in which a grade of C or below is earned must be repeated through M.S.-SLP. Students must repay for the course. Students must successfully repeat the course before moving on to other courses that have the repeated course as a prerequisite.

Professional Probation
Students will be placed on professional probation for the following:

- a second unprofessional or unethical conduct violation notice, as defined by the NSU Code of Student Conduct and Academic Responsibility, the Code of Ethics of the American Speech-Language-Hearing Association (asha.org), and/or the manual for externship and clinical policies and procedures

Dismissal
Students will be subject to dismissal from the program for the following:

- students previously placed on academic probation, should they be placed on probation a second time (i.e., academic or professional)
- students previously placed on professional probation, should they be placed on probation a second time (i.e., academic or professional)
- students who earn a third grade of C or below in any course.
- students who earn a second grade of C or below in any repeated academic or clinical course (i.e., second attempt)
- students admitted on a “conditional” basis who earn less than a B in any course during their first 12 hours of coursework

Notification of probation or dismissal may occur during the succeeding term of registration, whereby students may be administratively withdrawn from courses in progress (if applicable). Students who are dismissed have the option to appeal (see Student Appeal Process).

International Students
International students living in the United States must present verification of student visa or residency status. Students are required to complete all clinical practica experiences within the United States and Puerto Rico.
Transfer of Credit

In order for a student to receive transfer credit, courses taken previously must be equivalent to those described in this handbook, must have been taken 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/her designee. The student must provide catalog course descriptions and may be required to provide course syllabi. Only courses completed at regionally accredited universities and colleges, or their foreign equivalents, and Council on Academic Accreditation (CAA) accredited programs, will be considered for transfer credit into the master's 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 of B or better must have been recorded 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.

Students holding a graduate degree in audiology and who are seeking a master's degree in Speech-Language Pathology for dual licensure or certification may exceed the maximum number of transfer credits upon approval by the program director.

Program Requirements Regarding the SLP Praxis Examination and Capstone

1. Students must take Capstone SLP 6200 with the first Externship semester. Exemptions from this program requirement may only be given by the program director.

2. Students must pass Capstone before taking the Praxis. Students taking the Praxis without having successfully completed Capstone will receive a Professional Warning. In addition, they will be required to fulfill the Capstone course requirement.

3. Students must pass Capstone in order to graduate. Praxis scores must be received by M.S.-SLP in order for students to graduate.

4. 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.

5. Students who do not pass Capstone must repeat it successfully in order to be eligible to take the Praxis. This may delay graduation.

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 semesters but the program expectation is to complete the program within 10 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 semester. Clinical credits are each equivalent to full-time status.
Computer Requirements
The M.S.-SLP uses the Blackboard (Bb) 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.
2. microphone with headset
3. cable, DSL, satellite, or cell modem
4. internet service provider
5. Office 2007 or higher with PowerPoint and Word (or Office replacement such as Open Office or iWork)
6. 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 and faculty and staff members 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 classrooms or therapy rooms without prior permission of the instructor and student(s) 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 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, if applicable, Speech-Language Pathologist (SLP) or Audiologist may be counted toward the degree and certification. Students are required to complete all clinical practica experiences within the United States and Puerto Rico.

Students registering for clinical practicums must complete a schedule showing times for the entire semester that they are available for clinic placements. The more availability a student has, the higher likelihood that the student will have a more varied clinical experience.
All students must maintain grades of B or better in both 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 receives a failing grade for that clinical course and is placed on academic probation.

**Student Organizations**

A variety of organizations are available in which students may participate.

**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 National Black Association for Speech, Language, and Hearing (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.*
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 that is 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 they 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.

<table>
<thead>
<tr>
<th>Alpha Grade</th>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>91–100</td>
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<tr>
<td>B+</td>
<td>3.5</td>
<td>86–90</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>80–85</td>
</tr>
<tr>
<td>F</td>
<td>No Credit</td>
<td>Below 80</td>
</tr>
</tbody>
</table>

P Pass (80 percent or above)
F Fail (below 80 percent)
I Incomplete
PR Progress
NPR 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 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, Blackboard, and NSU Email**

SLP.D. courses for which a student has registered, both purely online and hybrid weekend classes, will be accessed through the Blackboard online learning environment. Students must use their NSU email login and password in order to log in to their courses posted on Blackboard. Orientation to the online Blackboard learning environment will be provided to students in the first semester, and its online assistance and tutorials are available at any time through the University Office of Information Technology and the SharkLink student portal. In addition, it is the students’ responsibility and it is mandatory that students regularly check their NSU provided email accounts for important communications from both their course instructors and the university in general.