NSU Florida

2023–2024 Student Handbook

Dr. Pallavi Patel College of Health Care Sciences

Nova Southeastern University Student Handbook

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

This handbook and the policies and programs set forth herein are effective through the academic year 2023–2024 or until superseded. 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. Students are required to comply with all policies and procedures written in the entire handbook. 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.

23-05-058SAT
23-07-016SAT
23-07-063SAT

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Message from the President

Welcome to Nova Southeastern University and the Shark nation! During your time at NSU, you will receive a quality education that will prepare you for a rewarding future in your career, your community, and your life. You will learn from the expertise of our diverse faculty and be challenged in new ways. Over time, you will grow academically and personally as you work with professors and your peers. You will push past any limits you have set for yourself as you learn the skills that will allow you to dominate your chosen profession.

Life at NSU extends well beyond the classroom, so I encourage you to explore your interests with our on-campus clubs, organizations, athletics, and internship opportunities. Your course at NSU is yours to chart, and I am confident that you will make the best choices and have enriching experiences.

I urge you to keep your aim beyond your reach as you pursue your goals, guided by integrity above all. Your journey at NSU doesn't end when you graduate, as you will always be connected to the Shark alumni family of 210,000+ strong globally—and growing!

Go Sharks, and FINS UP!

Sincerely,

George L. Hanbury II, Ph.D.
President and CEO
Nova Southeastern University

Foreword/Reservation of Power

Foreword

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

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

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

Students who engage in conduct that endangers their health or safety, or the health or safety of others, may be required to participate and make satisfactory progress in a program of medical evaluation and/or treatment if they are to remain at the university, reside in university housing, participate in any program, service, or activity offered by NSU, or if their physical presence is to be permitted on campus or university properties. The determination as to the student's participation and progress is to be made by the NSU Student Behavioral Concerns Committee. The university reserves the right to place conditions upon or require the withdrawal of a student from enrollment, university housing, or participation in any program, service, or activity offered by NSU, and/or to prohibit the student's physical presence on university campuses and properties when the student's continuation or presence therein, in the university's judgment, is detrimental to the health or safety of the student or others. Policies and procedures associated with the Student Behavioral Concerns Committee can be found on the NSU Student Conduct website at *nova.edu/studentconduct/Student%20Behavioral%20Concerns%20Committee%20Policies.html*.

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

Reservation of Power

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

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

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

University Vision Statement, Mission Statement, and Core Values

Vision 2025 Statement

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

Mission Statement

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

NSU Core Values

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

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

COMMUNITY NSU is a community of faculty staff, students and alumni that share a common identity and purpose who engages with the university's external community through diverse services, clinical programs, and community-based research and resources. Our community extends into professional, intellectual, as well as geographical domains that both support and are the focus of our educational mission.

DIVERSITY Diversity includes, but is not limited to, race, ethnicity, culture, religion, philosophy, gender, physical characteristics, socioeconomic status, age, and sexual orientation. It also includes differences in views, interpretations, and reactions, with mutual respect for all. Diversity makes NSU a stronger university and enriches a learning environment focused on preparing individuals to live and work in a global society.

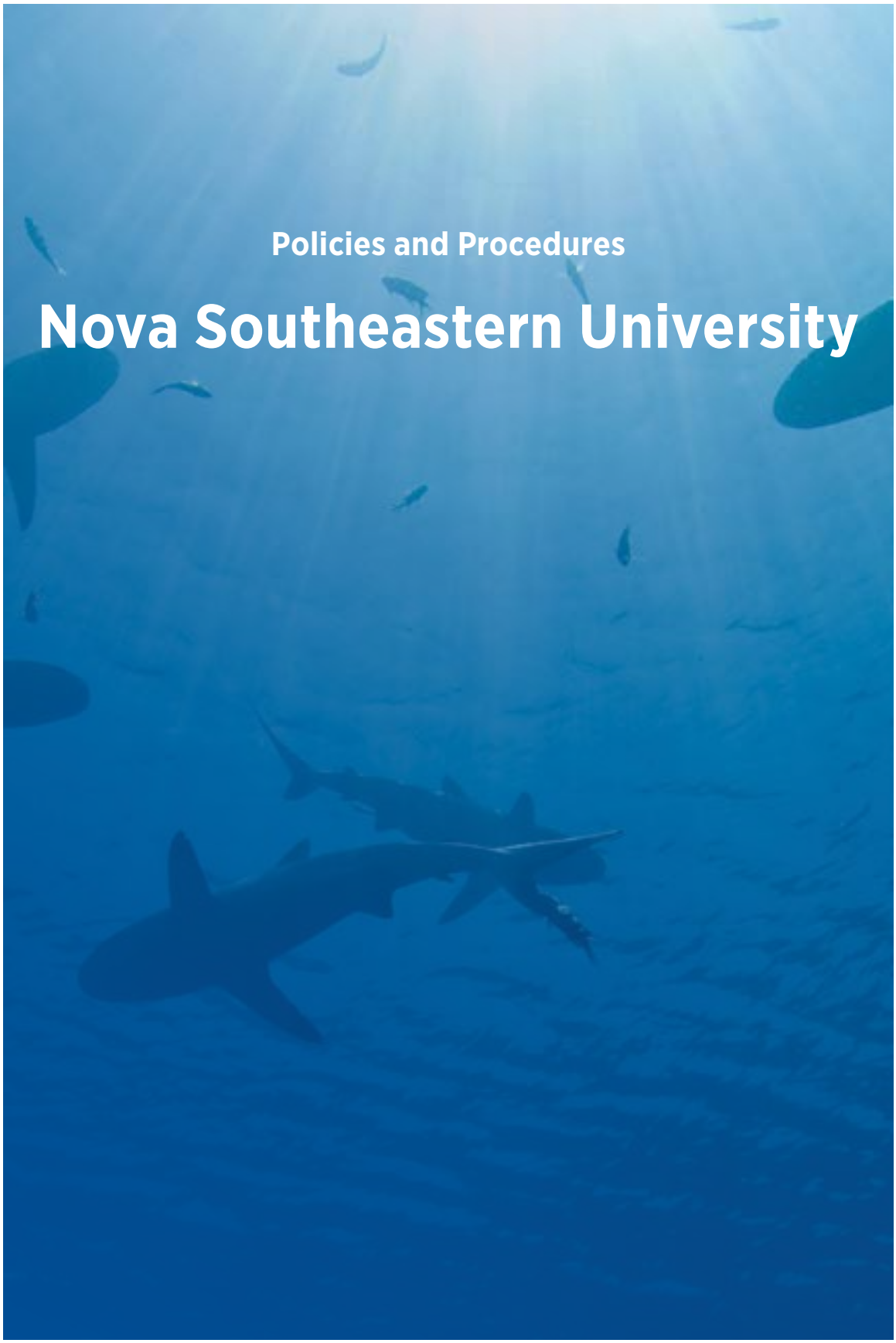
INNOVATION Innovation is the creative and deliberate application of teaching, research, scholarship and service for effective education, and the development of useful products or processes providing a value added to the community.

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

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

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

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



Policies and Procedures

Nova Southeastern University

Statement on Student Rights and Responsibilities

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

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

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

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

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

University Equal Opportunity/Nondiscrimination Policy

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

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

The person listed below has been designated to handle inquiries and complaints regarding perceived discrimination and NSU nondiscrimination policies.

For inquiries or complaints regarding perceived discrimination based on sex, gender, gender identity, pregnancy status, marital status, or sexual orientation, please contact

Laura Bennett
Title IX Coordinator
(954) 262-7858 • *laura.bennett@nova.edu* or *titleix@nova.edu*

Website and online reporting form available at *nova.edu/title-ix*.

Office location
Remote/Virtual or Campus Support Building, Room 174
3550 SW 76th Avenue
Fort Lauderdale, FL 33328

Inquiries about the application of Title IX may be directed to the Title IX coordinator, the Office for Civil Rights, or both.

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

Benjamin Johnson, Ed.D.
Dean of Students
(954) 262-7281 • *bj379@nova.edu*

At Nova Southeastern University, we strive to foster an inclusive campus environment where belonging matters and where self-expression is encouraged. NSU is implementing a preferred name and pronouns policy that will allow students and employees to identify themselves within the NSU community with preferred names that differ from their legal names and/or with preferred pronouns. Additionally, students and employees will now be able to designate preferred names as well as their legal names and their preferred pronouns in the various technological mediums.

To find out all the details regarding the official policy, FAQs, and general instructions and tips on changing preferred names and pronouns, visit *nova.edu/bedi/names-pronouns.html*.

Family Educational Rights and Privacy Act (FERPA)

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

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

- The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students who believe their education records contain information that is inaccurate or misleading, or is otherwise in violation of the students' privacy or other rights, may discuss their concerns informally with the Office of the University Registrar. If the decision is in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period that the records will not be amended and will be informed by the Office of the University Registrar of the student's right to a formal hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official(s) in performing their tasks. School officials have a legitimate education interest if the school officials need to review an education record in order to fulfill their professional responsibility. Upon request, the university may disclose educational records, without consent, to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment and transfer.

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

- The right to be notified of students' rights under FERPA annually. The Office of the University Registrar sends a FERPA notification via email to all students each fall.

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

- student name
- local and home address
- telephone numbers
- email addresses
- photo ID
- major field of study
- participation in sports
- place of birth
- dates of attendance
- degrees, honors, and awards received
- enrollment status
- year in school
- anticipated graduation date
- photographs and video recordings taken in public places

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

Release of Student Information

A student can give consent to permit Nova Southeastern University to discuss and/or release personal identifiable information to a third party such as a spouse, a parent, a guardian, etc. Students can manage this consent in Self-Service Banner/SharkLink by selecting the Student Resources page from the left navigation menu and clicking Release of Information Consent in the Student Resources section. A student may also withhold directory information (as defined above) by completing the *Request to Prevent Disclosure of Directory Information Form*. A student is warned, however, that some of the consequences of preventing disclosure of directory information may be undesirable: a student's name will not be published on the Dean's List or commencement program, and requests from prospective employers are denied, and the student cannot be communicated with over the telephone. The only legal means of communicating with a student who submitted a Request to Prevent Disclosure of Directory Information Form is in person or through NSU email. Students may visit the registrar's website at *nova.edu/registrar/services/ferpa.html* for more information about rights with respect to their education records.

Conduct Notifications

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

Deceased Student Records

Records of a deceased student will be made available to the parent(s), spouse, or executor/executrix of the deceased student and other authorized parties upon written request. The request must include the

need for the records, must identify the requestor's relationship to the deceased student, and must be accompanied with an official record certifying authorization to receive the student records—e.g., assignment as executor/executrix. An official copy of the death certificate must accompany the request, if the university does not have prior notice of the student's death. The university reserves the right to deny the request. For additional assistance on this matter, students should contact the Office of the University Registrar.

Health Care Privacy (HIPAA) Statement

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

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

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

Degree Conferral Policy

Upon completion of all program requirements, NSU students must submit an application to receive their degree/diploma. Instructions relating to the submission of a degree/diploma application and additional information can be located on the Office of the University Registrar's website at *nova.edu/registrar/instructions.html*. NSU students are expected to submit a degree application by the time they reach

their final academic semester, and must do so no later than one calendar year from the date all program requirements are successfully completed. Absent exigent circumstances, as determined at the discretion of NSU, the failure to timely submit a degree/diploma application will constitute an abandonment of the degree and the student will be withdrawn from the student's academic program.

Code of Student Conduct and Academic Responsibility

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

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

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

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

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

Academic Standards

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

The following acts violate the academic honesty standards:

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

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

Students are expected to comply with the following academic standards:

- Original work—Assignments, such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, and/or remediation. Students' use of generative artificial intelligence (e.g., ChatGPT, Google Bard, DALL-E, Midjourney, etc.) or similar resources on any coursework or academic assessments without the prior permission of their faculty member, or the use of these resources in any way that violates the academic standards of NSU and/or a student's academic program, is expressly prohibited.
- Referencing the works of another author—All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each academic program's specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give

proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their program and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center. At NSU, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards (see above) is considered plagiarism at NSU.

- Tendering of information—All academic work must be the original work of the student. Knowingly giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited. This includes the posting of course content, exam questions and/or answers, or other work submitted for academic credit to online sources or otherwise making such materials publicly available without the prior consent of appropriate faculty members and/or their academic program.
- Acts prohibited—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:
  - plagiarism
  - any form of cheating
  - conspiracy to commit academic dishonesty
  - misrepresentation
  - bribery in an attempt to gain an academic advantage
  - forging or altering documents or credentials
  - knowingly furnishing false information to the institution
- Additional matters of ethical concern—Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

Academic Inactivity Policy

NSU requires all students to make consistent progress toward obtaining an eligible degree or certificate program at the university. Any student who does not complete a course and earn credit(s) for three consecutive semesters/four terms will be considered inactive and withdrawn from the university, excluding any semesters/terms where the student is on an approved leave of absence, administrative break in enrollment, or other university-approved period of temporary absence. Students withdrawn pursuant to this policy who wish to continue their academic program are required to follow the readmission process as detailed in their college or academic program's student handbook/catalog. Readmission is solely at the discretion of the student's college or academic program and may include specific conditions, including the repeat of courses or the entirety of the academic program, when deemed appropriate by the college/academic program. Additionally, students may be subject to the admissions standards and academic program requirements as outlined in the student handbook/catalog for the academic year in which the student is seeking readmission. While this policy is intended to set forth the maximum period of academic inactivity, colleges and academic programs are permitted to

adopt more stringent standards, i.e., shorter time periods of inactivity that will lead to withdrawal. Students should consult with their college or academic program for additional information about the maximum period of academic inactivity applicable to their course of study.

Conduct Standards

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

NSU University-Wide Religious Holiday Policy

NSU, although a secular institution, values the diversity of its student body, including diversity in religious expression. NSU recognizes that the religious diversity of its students may result in potential conflicts between work-restricted religious high holidays and educational activities such as classes or scheduled examinations. NSU seeks to accommodate students with personal religious beliefs who wish to observe work-restricted religious holidays. The following provisions apply to all faiths and religious groups equally:

1. This policy applies to all NSU students.

2. Students will not be penalized for approved class absences due to work-restricted religious holidays. This policy does not apply to required attendance in the clinical care setting.

3. The university has developed an interfaith calendar that can be found online at *nova.edu/studentconduct/religious-holiday-policy.html*, which includes the recognized work-restricted religious holidays that have been approved by NSU. The calendar is published annually at least one month prior to the start of the fall semester. Approved absence requests for additional work-restricted religious holidays that are not included on the NSU interfaith calendar should be directed to the NSU dean of students at (954) 262-7281, who will evaluate the request, determine whether such religious accommodation will be approved, and notify the student and college/program of the outcome.

4. A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU dean of students at *bj379@nova.edu* or (954) 262-7281 within three calendar days after the start of the semester. NSU may request documentation or information from the student's religious institution in order to establish a legitimate need for accommodation. Absences for travel associated with religious observances are not deemed approved absences for purposes of this policy. A student's absence request for a work-restricted religious holiday will not be approved if the student fails to provide requisite notice for the absence request and/or provide requisite documentation. The failure to obtain approval for an absence may result in a penalty from the college or program.

5. With appropriate advance notice and approval, accommodations will be provided. The type of accommodation provided is within the discretion of the program, and may vary by course or program depending on the nature and type of educational activity in conflict. An absence for the observance of a work-restricted religious holiday does not relieve students from responsibility for any part of the coursework required during the period of the absence, and missed work remains the students' responsibility to complete. It may not be possible to make up certain academic experiences, including, but not limited to, experiential group activities, as well as laboratory and clinical activities. Approved absences may extend program length or require repetition of a course.

6. It may not be possible to miss extensive periods of a scheduled academic class or experience (e.g., labs, residential institutes) due to the format of the program (e.g., weekends). Students should check the academic calendar prior to enrollment to determine whether they can meet the obligations of the program.

7. If a student's request is approved and the student believes the respective college or program is not complying with this policy, and/or if a student has any questions about this policy, please contact the NSU dean of students at (954) 262-7281.

NSU Interfaith Work-Restricted Religious Holiday Calendar

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

2023: Sundown on Wed., April 5 through Sundown on Fri., April 7 **2024:** Sundown on Mon., April 22 through Sundown on Wed., April 24 **2025:** Sundown on Sat., April 12 through Sundown on Mon., April 14	*First two (2) days of Passover*	**Judaism**
2023: Sundown on Tues., April 11 through Sundown on Thurs., April 13 **2024:** Sundown on Sun., April 28 through Sundown on Tues., April 30 **2025:** Sundown on Fri., April 18 through Sundown on Sun., April 20	*Last two (2) days of Passover*	**Judaism**
2023: Sundown on Wed., July 26 through Sundown on Thurs., July 27 **2024:** Sundown on Mon., August 12 through Sundown on Tues., August 13 **2025:** Sundown on Sat., Aug. 2 through Sundown on Sun., Aug. 3	*Tisha B'Av*	**Judaism**

2023: Sundown on Wed., June 28 through Sundown on Thurs., June 29 **2024:** Sundown on Sun., June 16 through Sundown on Mon., June 17 **2025:** Sundown on Fri., June 6 through Sat., June 7	*Eid al-Adha*	**Islam**
2023: Sundown on Fri., Sept. 15 through Sundown on Sun., Sept. 17 **2024:** Sundown on Wed., October 2 through Sundown on Fri., October 4 **2025:** Sundown on Mon., Sept. 22 through Sundown on Wed., Sept. 24	*Rosh Hashanah*	**Judaism**
2023: Sundown on Sun., Sept. 24 through Sundown on Mon., Sept. 25 **2024:** Sundown on Fri., October 11 through Sundown on Sat., October 12 **2025:** Sundown on Wed., Oct.1 through Sundown on Thurs., Oct. 2	*Yom Kippur*	**Judaism**
2023: Sundown on Fri., Sept. 29 through Sundown on Sun., Oct. 1 **2024:** Sundown on Wed., October 16 through Sundown on Fri., October 18 **2025:** Sundown on Mon., Oct. 6 through Wed., Oct. 8	*First two (2) days of Sukkot*	**Judaism**
2023: Sundown on Fri., Oct. 6 through Sundown on Sun., Oct 8 **2024:** Sundown on Wed., October 23 through Sundown on Fri., October 25 **2025:** Sundown on Mon., Oct. 13 through Sundown on Wed., Oct. 15	*Shemini Atzeret /Simchat Torah*	**Judaism**
2023: Sundown on Mon., Oct. 16 through Sundown on Tues., Oct. 17 **2024:** Sundown on Sun., October 20 through Sundown on Mon., October 21 **2025:** Sundown on Sat., Nov. 2 through Sundown on Sun., Nov. 3	*Birth of the Báb /Birth of Bahá'u'lláh*	**Bahá'í**
2023: Sundown on Thurs., May 25 through Sundown on Sat., May 27 **2024:** Sundown on Tues., June 11 through Sundown on Thurs., June 13 **2025:** Sundown on Sun., June 1 through Sundown on Tues., June 3	*Shavout*	**Judaism**

A. General Administrative Policies and Guidelines

A.1 Alcohol Policy

Nova Southeastern University, as an institution of higher education, is dedicated to the well-being of all members of the university community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), NSU endeavors to prevent substance abuse through programs of education and prevention. NSU recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is NSU's policy to work with members of the NSU community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. NSU also recognizes that the possession and/or use of certain substances is illegal. NSU is further obligated to comply with all local, state, and federal laws. The policy governing the use of alcohol by students at NSU is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by individuals younger than 21 years of age.

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

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

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

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

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

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

Guidelines for the Use of Alcohol at University Student Events

- Nova Southeastern University functions, which are student oriented, may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Vice President of Student Affairs.

- Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.
- One-quarter hour before the approved ending time of the event, ticket sales will stop.
- Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
- An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined when the request for the event is submitted for review/approval.
- No organization or individual may purchase beer or wine for an event. No other alcohol is permitted.
- A full-time university employee will be present during an event at which beer and wine are served. If the faculty adviser of the organization is not available, the organization must identify which other university employee will be attending the event. The organizational contact of the event must be present during the entire event as a point of contact for the university.
- The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies; rather, these guidelines should be used in conjunction with any and all other university policies.
- Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Vice President of Student Affairs, screening people entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having had enough alcohol before or during the event.
- Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.
- It shall be at the discretion of the Office of the Vice President of Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.
- Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Vice President of Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

A.2 Appropriate Conduct and Consensual Relationships Policy

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

A.3 Drug-Free Schools and Campuses

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

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

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

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

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

NSU Programs	Community Programs
Center for Student Counseling and Well-Being For an appointment, call (954) 424-6911 or (954) 262-7050. Student Affairs Building, 3rd floor 3300 S. University Drive Fort Lauderdale, FL 33328-2004 *nova.edu/studentcounseling*	**Florida Department of Education, Office of Safe Schools** 325 West Gaines Street, Room 1444 Tallahassee, FL 32399 (850) 245-0416 • *SDFS@fldoe.org* *fldoe.org/safe-schools*

Healthy Lifestyles Guided Self-Change Program For an appointment, call (954) 262-5968 or email *gsc@nova.edu.* 3300 S. University Drive Fort Lauderdale, FL 33328-2004 *nova.edu/gsc*	**Florida Department of Children and Families Substance Abuse Program Office** 1317 Winewood Boulevard Bldg. 6, Room 299 Tallahassee, FL 32399 (850) 487-2920 *myflfamilies.com/service-programs/substance-abuse*
	Broward Behavioral Health Coalition 1715 SE 4th Avenue Fort Lauderdale, FL 33316 (954) 622-8121 *bbhcflorida.org*
	Alcoholics Anonymous: (954) 462-0265 Narcotics Anonymous: (954) 476-9297

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

A.4 Excused Absences for Participation in Cocurricular Activities

While enrolled at NSU, students are expected to make academic participation their top priority. However, there may be instances when students must miss class due to their commitment(s) to officially represent the university in certain cocurricular activities. NSU will consider travel to—and participation in—certain university-sponsored cocurricular events as grounds for approval of an excused absence, including, but not limited to, NCAA intercollegiate athletic competitions, musical/theatrical performances, and academic program field trips. Practices and rehearsals for university-sponsored cocurricular events, participation in club or intramural athletic competitions, and field trips that are not associated with the students' academic programs are not considered grounds for approved absences. Students who intend to miss class due to participation in a cocurricular event must still follow all applicable policies and procedures of their academic program to ensure that their academic program and instructors are aware of their absence, as well as receive direction on the makeup of any missed academic instruction and/or coursework. Students who are approved for an excused absence, pursuant to this policy, remain responsible for the completion any academic instruction and/or coursework missed during the period of the excused absence.

A.5 Flexibility in Policies

University policies are intended to describe some of the expectations of members of the university community, as well as outline the university's community policies and programs. They are intended to be used as guidelines and do not create an express or implied contract which cannot be changed or modified. Circumstances not specifically addressed in university policies will be handled on a case-by-case basis by the appropriate official selected by the university. As the need may arise, the university reserves the right to, in its sole discretion, modify, revise, supplement, rescind, suspend, terminate, or change its policies, procedures, programs, activities, and services, in whole or in part, to the fullest extent permitted by law.

A.6 Health Policies

NSU Student Health Insurance Requirement

NSU requires all students to carry adequate health insurance coverage. Therefore, all NSU students will automatically be enrolled in the NSU Student Health Insurance Plan and their student accounts will be charged when they register for classes. Students who reside and take classes outside of the United States are exempt from this requirement. Students who already have health insurance must opt out of the NSU Student Health Insurance Plan each academic year by the given waiver deadline for their program. For detailed information, including waiver deadlines, access to the online waiver, NSU Student Health Insurance Plan features, costs, and more, students should visit the *Office of the University Bursar* website.

Immunization Requirements

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

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

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

- one dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later

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

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

- Medical exemptions—Must produce a signed letter from a doctor, on the doctor's stationery, stating the reason for exemption and whether it is a temporary or permanent exemption.

- Religious exemptions—On church stationery, signed by a minister, priest, rabbi, or head of church.

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

- HRS (Department of Health and Rehabilitative Services)
- childhood immunization records
- school immunization records
- military service records
- document(s) indicating blood tests

Communicable Diseases Guidelines

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

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

- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.

- An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, academic center, and the associate dean of Student Affairs.
- Within reason, the university will make arrangements for the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after appropriate arrangements to assist the student have been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, with or without such arrangements, or poses a reasonable threat to the health and safety of others.

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

A.7 Holds on Student Records

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

A.8 Image Use Statement

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

I permit and authorize Nova Southeastern University (NSU) and its employees, agents, representatives, contractors, and personnel who are acting on behalf of NSU to take and/or obtain my photograph, name, alias, video and/or audio recording, or other likeness of myself, or any combination thereof, at any public NSU-related events or at any public areas on NSU's property (hereinafter "my likeness"). I further grant NSU permission to utilize my likeness for commercial purposes including publicity, marketing, and promotion for NSU and its programs, without compensation to me, to the extent permissible under the Family Educational Rights and Privacy Act (FERPA). I understand and consent to NSU copying, reproducing, and distributing my likeness in any media format. I further understand that my likeness may be subject to reasonable modification and/or editing and waive any right to inspect or approve

the finished product or material in which NSU may eventually use my likeness. I acknowledge that NSU owns all rights to my likeness and understand that, although NSU will endeavor to use my likeness in accordance with standards of good judgment, NSU cannot warrant or guarantee that any further dissemination of my likeness will be subject to NSU's supervision or control. Accordingly, I release NSU from any and all liability related to the use, dissemination, reproduction, distribution, and/or display of my likeness in any media format, and any alteration, distortion, or illusionary effect of my likeness, whether intentional or otherwise, in connection with said use. I also understand that I may not withdraw my permission for use of my likeness which was granted.

A.9 Indebtedness to the University

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

Force Majeure

NSU's duties and obligations to the student shall be suspended or modified immediately, without notice, during all periods that the university determines it is closed or ceases or modifies or curtails operations because of force majeure events including, but not limited to, any fire or any casualty, flood, earthquake, hurricane, lightning, explosion, strikes, lockouts, prolonged shortage of energy supplies, riots or civil commotion, act(s) of God, war, governmental action, act(s) of terrorism, infectious diseases, epidemic, pandemic, physical or structural dangers, or any other event beyond the university's control. If such an event occurs, NSU's duties and obligations to the student (including its delivery and format of classes, student housing and dining, campus facilities and related services, activities, and events) will be postponed, canceled, or modified until such time as the school, in its sole discretion, may safely reopen or resume normal operations. Under no circumstances, except as otherwise required by federal or state statute, will NSU be obligated to refund, reduce, or credit any portion of tuition, housing, meal plans, fees, or any other cost or charge attributable to any location, delivery modality, or service affected by any such force majeure event necessitated by act(s) of God, university or academic or health and safety decisions, and/or any situations outside of the university's control. This includes, but is not limited to, any suspensions to or changes from in-person, on-campus education, services and/or activities to remote services, activities, and/or remote learning. By choosing to enroll or study at NSU, students agree to these terms.

Any decisions by the university to provide a refund or credit, in whole or in part, of any fee or other charge, in the event of a campus closure, suspension, or other change to the delivery format of education, activities, housing, dining, and/or services shall be in the university's discretion and shall not create an expectancy that any individual is legally entitled to such refund or credit or that it will be provided in any other instances.

University Fees

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

These student fees are blended together to create 1NSU with high-tech systems, student activities, and many other essential student services that make a complete, integrated university. This mission transcends the development and ultimate determination of the amount of student fees for all students, irrespective of their choice of learning modality. NSU fees are annually approved by the Board of Trustees—in the spring—for the upcoming academic year. Rates are subject to change without notice. The below fees are assessed for all NSU students. Additional fees, such as acceptance, access, and lab fees, may be assessed by the student's college and/or program.

Student Health Insurance Fee (coverage period)

- coverage May 1, 2023–April 30, 2024 ..... $2,270.00
- coverage June 1, 2023–May 31, 2024 ..... $2,270.00
- coverage July 1, 2023–June 30, 2024 ..... $2,270.00
- coverage August 1, 2023–July 31, 2024 ..... $2,270.00
- coverage May 1, 2023–July 31, 2024
  (final-year HPD students 15 months of coverage) $2,841.00

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

Student Services Fee (per semester)

- 1–3 credits $300.00
- 4 or more credits $600.00

Late Payment Fee $100.00
(Assessed for any account with an outstanding balance at 30 days into the semester.)

Official Electronic Transcript Fee $17.00

Official Printed Transcript Fee ..... $19.50 (domestic), $22.00 (international)

A.10 Leave of Absence Policy

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience certain

circumstances that prevent them from maintaining an active status through continuous enrollment must consult with their adviser/program office to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. Failure to qualify for—or timely return from—an LOA may have a significant impact on a student's ability to procure future financial aid and may result in the student being placed into a loan repayment status with the student's lender pursuant to applicable federal regulations. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance. An approved LOA may be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of the University Registrar's website at *nova.edu/registrar/policies/leave-of-absence-policy*.

A.11 International Travel Registration Requirement and Program

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

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

A.12 Jurisdiction of University Policies and Procedures

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

A.13 Off-Campus Residency

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

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

A.14 Student Organization Rights and Responsibilities

All NSU students are eligible to join university student organizations. Student organizations must be registered with the Office of Campus Life and Student Engagement each year in order to be considered a student organization with rights and privileges on campus, including the reservation and/or use of university facilities. Information on establishing any other type of

student organization or maintaining a current one can be obtained by contacting the Office of Campus Life and Student Engagement at the Don Taft University Center, or online at *nova.edu/campuslife/organizations/registration.html*. With the exception of fraternities and sororities, the Office of Campus Life and Student Engagement grants final approval for the creation of student organizations.

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

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

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

Sororities and fraternities may also be governed by a governing council—the Panhellenic Council (PC), the Collegiate Fraternal Council (CFC), or Unified Greek Council (UGC). The policies, governing constitutions, bylaws, rules, and regulations of these councils shall not conflict with the rules and policies of NSU. NSU rules and regulations supersede any conflicting rules or regulations.

The Office of Student Conduct shall conduct a thorough investigation to determine whether a case involving a student organization will result in charges of violation(s) of the Code of Student Conduct and Academic Responsibility and whether those charges will be seen through either a judicial conference or a judicial hearing. Conduct actions relating to fraternity and sorority student organizations, however, may be addressed in accordance with the student conduct procedures detailed in the *Fraternity and Sorority Life Manual*, at the discretion of the dean of students. See Section D. University Disciplinary Procedures for details on how these cases will be adjudicated.

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

Student organizations may appeal any disciplinary sanction imposed upon them. Procedures for an appeal can be found in Section D. University Disciplinary Procedures in this handbook.

A.15 University Computer and Telecommunications Use Policy

The following five sections detail NSU's policy related to the use of computing and information technology resources, email, and the Internet. The information is available at *nova.edu/portal/oiit/policies*.

Acceptable Use of Information Technology Resources and All Other Policies

NSU's Acceptable Use Policy provides guidelines for the appropriate and inappropriate use of the computing and information technology resources of NSU and can be found at *nova.edu/portal/oiit/policies/forms/information-security-acceptable-use-policy.pdf*. This policy applies to all users of the university's information technology resources, including students, faculty and staff members,

alumni, and guests of the university. Information technology resources include, but are not limited to, Internet/intranet/extranet-related systems, computing devices and related equipment, software, operating systems, storage media, network accounts providing electronic mail, Internet browsing, FTP data, local area networks, and listservs for which the university is responsible, as well as networks throughout the world to which the university provides computer access.

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

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

Policy violations generally fall into five categories that involve the use of information technology resources, including

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

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

- using information technology resources to invade the privacy of another user/individual
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at personal information)

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

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

Enterprise Username and Password Policy

Policy Rationale

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

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

Policy Statement

Usernames must be assigned to each individual user to access any NSU network. Passwords must meet the minimum standards set by the chief information security officer and, if possible, applications and devices providing access to technical resources must technically enforce them. Faculty and staff members, vendors, and students must adhere to the standards for all systems and applications that come into contact with the university's technical resources.

Remedies

The university reserves the right to

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

Electronic Mail Communications

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

Web Pages—Use of Material

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

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

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

A.16 University Copyright and Patent Policy

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

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

A.17 University Title IX/Sexual Misconduct Policy

NSU's Title IX/Sexual Misconduct Policy may be found online at *nova.edu/title-ix*, which is the most up-to-date version of the policy and related procedures. Additional information regarding the specific violations related to Title IX/Sexual Misconduct Policy can be found in Section C of this handbook. Please be advised that the policy and procedures on the Title IX website supersede any other version of this policy or related procedures.

B. Specific Conduct Violations

This section applies to all students. The term "students" includes any individual enrolled in a course or academic program offered by NSU, whether in a degree-seeking program or not, including during any periods of inactivity in enrollment, such as during leaves of absences, or during temporary lapses in registration.

B.1 Alcoholic Beverages

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

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

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

B.2 Animals

No pets or animals, other than fish, are permitted on the NSU campus, including all residence halls, with the exception of assistance animals (trained service animals or approved emotional support animals). There are different policies/processes for trained service animals and emotional support animals. The Service and Support Animal Policy can be found on the *Student Disability Services website*. Students seeking an approved emotional support animal must complete the housing/facility accommodation request form and provide documentation to support the accommodation request. The form and documentation guidelines are available on the *Student Disability Services website*. Approved emotional support animals are only permitted in NSU residence halls and may not be taken elsewhere on the NSU campus or into other university property or facilities. Students who need a service animal in campus housing must register with the Office of Student Disability Services and provide the necessary documentation that the service animal meets all requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances and has an annual clean bill of health from a licensed veterinarian. Students who are not living on campus and are using a service animal solely to access the campus environment are encouraged to register with the Office of Student Disability Services but are not required to do so. Students are responsible for the actions of any authorized animal, both trained service animals and approved emotional support animals, that they bring onto the campus grounds or into one of the campus facilities.

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

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

B.3 Assault/Violence

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

B.4 Bribery

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

B.5 Cheating

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

B.6 Complicity

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

B.7 Contracting on Behalf of the University

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

B.8 Damage or Vandalism to Property

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

B.9 Dangerous Items

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

The complete NSU Firearms/Weapons Policy is available on the *Public Safety website*.

A weapon includes

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

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

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

B.10 Disorderly Conduct

Disorderly conduct that is prohibited includes

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

B.11 Distributing or Posting Printed Media

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

B.12 Drugs, Drug Paraphernalia

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

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

B.13 Emergency Equipment and Procedures

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

B.14 Facilitating Academic Dishonesty

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

B.15 Failure to Disclose Criminal Offenses

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

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

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

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

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

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

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

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

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

B.17 Fire

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

B.18 Gambling and/or Games of Chance

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

B.19 Guests

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

B.20 Harassment or Harm to Others

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

university; and behavior that creates an intimidating, hostile, or offensive environment. It also includes any conduct (words or acts) in which the university can determine a threat exists to the educational process or to the health or safety of a member of the NSU community.

B.21 Hate-Based Conduct Violations

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

B.22 Hazing

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

B.23 Health and Safety

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

The determination of a student's participation and progress is to be made by the Student Behavioral Concerns Committee. NSU reserves the right to place conditions upon—or require the withdrawal of—a student from enrollment, university housing, or participation in any program, service, or activity offered by NSU, or to prohibit the student's physical presence on university campuses and properties when the student's continuation or presence therein, in the university's judgment, is detrimental to the health or safety of the student or others.

Policies and procedures associated with the Student Behavioral Concerns Committee can be found on the NSU Student Conduct website at *nova.edu/studentconduct/Student%20Behavioral%20Concerns%20Committee%20Policies.html*. Concerns about the well-being of a student can be reported at *nova.edu/studentconduct/report-a-concern.html*.

Any action(s) taken by the Student Behavioral Concerns Committee does not preclude disciplinary action by NSU.

B.24 Identification Cards

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

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

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

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

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

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

B.26 Lake Swimming

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

B.27 Littering/Projecting Objects

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

B.28 Misuse of Computers or Telecommunications (Technology)

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

B.29 Noise

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

B.30 Online/Internet Social Networking Usage

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

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

B.31 Parking and Motor Vehicle Policy

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

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

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

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

B.32 Plagiarism

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

B.33 RecWell Center Policies and Procedures

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

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

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

B.35 Requests or Orders

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

B.36 University Housing and Residence Life Policies and Procedures

All residents and/or guests in the residential buildings are required to comply with the University Housing and Residence Life policies and procedures at all times. A complete list of policies are included in the *Residential Living Guide* available online.

B.37 Retaliation

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

B.38 Smoking/Tobacco-Free Policy

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

For purposes of this policy, "smoking" is defined as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product including cigarettes, cigars, pipe tobacco, and any other lit tobacco products. For the purposes of this policy, "tobacco use" is defined as the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of

smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; or any other form of loose-leaf, smokeless tobacco; as well as the use of unlit cigarettes, cigars, and pipe tobacco. Additional information on the *Tobacco-Free Policy* is available online.

B.39 Solicitation

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

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

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

B.40 Stalking

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

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

B.41 *Fraternity and Sorority Life Manual*/Policies

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

B.42 Theft or Unauthorized Possession

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

B.43 Unauthorized Entry

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

B.44 Unauthorized Possession of University Property

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

B.45 Unauthorized Recording

Students are prohibited from making or attempting to make audio or video recordings of members of the university community in any location or situation wherein an individual has reasonable expectation of privacy unless all parties being recorded are aware of, and consent to, such recordings. Students are prohibited from recording audio or video, or taking photographs in classrooms in all modalities (including online classes) without prior written permission from the instructor or pursuant to an approved disability accommodation. Students are further prohibited from reproducing, sharing, or disseminating class content recordings or any portion thereof with individuals who are not registered for the class. Engaging in such activities will be considered a breach of the Code of Student Conduct and Academic Responsibility and subject to disciplinary action.

B.46 Video and/or Audio Copyright Violation

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

B.47 Violation of Disciplinary Status/Conditions

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

B.48 Worthless Checks

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

C. University Title IX/Sexual Misconduct Policy

The complete and most current NSU Title IX/Sexual Misconduct Policy is available online at *nova.edu/title-ix*. The Title IX Resolution Procedures are used to investigate and resolve formal complaints of sexual harassment under Title IX, which include the following:

1. **Quid pro quo Harassment by an Employee**
2. **Denial of Access**
3. **Title IX Sex Offense**
    a. Nonconsensual sexual penetration
    b. Nonconsensual sexual contact
    c. Nonforcible sexual offenses
    d. Dating Violence
    e. Domestic Violence
    f. Stalking
4. **Retaliation**

If a report of sexual misconduct does not fall under the jurisdiction of Title IX, it is subject to the procedures in Section D. University Disciplinary Procedures, as well as any procedural protections afforded by the Violence Against Women Act (VAWA). This includes the violations below, as defined in the Title IX/Sexual Misconduct Policy.

5. **Non-Title IX Sex Offense**
6. **Sexual Harassment**
7. **Gender-Based Harassment**
8. **Sexual Exploitation**
9. **Hostile Environment**

D. University Disciplinary Procedures

D.1 Introduction

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

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

The following figure (next page) illustrates the NSU Student Disciplinary Process for individual students/ student organizations (not used for university sexual misconduct cases—please refer to Section D.4):

Conduct and Academic Responsibility and/or any other university policies and procedures (other than the University Title IX/Sexual Misconduct Policy) may be charged under the NSU Student Disciplinary Process. Conduct actions relating to fraternity and sorority student organizations may be addressed in accordance with the Student Conduct procedures detailed in the NSU Fraternity and Sorority Life Manual, at the discretion of the dean of students. A complaint may be made by any member of the university and/or nonuniversity community. The process through which students (or the student organization) are held accountable to university policies and procedures is intended to promote a better understanding of the university community and acceptable behavior for students who are a part of that community. With that in mind, it should be noted that the following processes occur only between the university and each individual student involved in an investigation into possible violations. Parents, friends, significant others, and/or attorneys are not permitted to participate in, or observe, the disciplinary process.

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

a. Right to abstain from verbal participation—Students/student organizations are not required to share their version of the incident in question, but must understand that their nonparticipation will not preclude a discipline officer from making a decision on charges or responsibility.

b. Right to review and provide information and offer witnesses. Students/student organizations are permitted to review the incident report that initiated the conduct process against them, and any other documentation they would otherwise be permitted to inspect or review pursuant to FERPA. Students/student organizations may provide any information, documentation, or evidence to the investigator and/or discipline officer for consideration up to 48 hours after the conclusion of the conference/proceeding.

Reported Incident
Investigation
No Violation(s)
When it is determined that no policies have been violated, the student/student organization is not charged and the case is closed. File retained.
Violation(s)
When it is determined that there is reasonable cause to believe policy violations have occurred, charges are clearly outlined and they are delivered in writing to the student/ student organization.
Violation(s) that do not lead to suspension, dismissal, or expulsion.
Violation(s) that may lead to suspension, dismissal, or expulsion.
Premeeting (Optional)
Meeting to discuss the adjudication process and to answer any questions the student/student organization may have.
Premeeting
Meeting to discuss the adjudication process and to answer any questions the student/student organization may have.
Administrative Judicial Conference
Administrative Judicial Proceeding
Not Responsible
When determined no policies have been violated, case is closed. File retained.
Responsible
When determined policies have been violated.
Not Responsible
When determined no policies have been violated, case is closed. File retained.
Responsible
When determined policies have been violated.
Sanctioning
Sanctioning
Appeal
Appeal
Upheld
Denied
Upheld
Denied

c. Right to an adviser—For any alleged violation that will impact student enrollment status, students/student organizations may choose to seek out an adviser. That individual may be present with the students/student organizations during all meetings and/or hearings. An adviser must be either a full-time member of the university staff or faculty, unless 1) the alleged conduct arises under the Title IX/Sexual Misconduct Policy, in which case the Sexual Misconduct Policy procedures will apply, or 2) the student is alleged to have engaged in stalking, domestic violence, dating violence, or sexual assault outside of the Title IX context, in which case the student may select the adviser of the student's choice, in accordance with the policies described in the remainder of this paragraph. The adviser should be someone who understands the policies and procedures used in the student discipline process. An adviser may not "represent" a student/student organization or speak for the student/student organization at any point. Rather, an adviser may be present to answer questions the involved student/student organization poses directly to the adviser. Regardless of whether a student/student organization chooses to utilize an adviser or not, every effort will be made by the discipline officer adjudicating the process to answer any questions a student/student organization may have before or after any meetings or hearings.

d. Right to an impartial process—Students/student organizations who believe that the judicial officer has a conflict of interest, which prevents them from conducting the student conduct process in an impartial manner, should notify the judicial officer of such allegation, along with any supporting information, in writing, prior to the occurrence of the student judicial conference/proceeding. In such circumstances, an independent administrator will be appointed by the vice president of Student Affairs to review such claims and make a determination if a conflict of interest exists. If the determination is made that a conflict exists, the vice president of Student Affairs will designate a replacement judicial officer to complete the student conduct process. If a determination is made that no conflict exists, the student conduct process will continue with the original judicial officer.

Adjudication Process

Premeeting

Upon receipt of the reported incident(s), the dean of students will conduct an investigation into the allegations. The dean of students has the discretion to designate another individual to conduct the investigation. Upon completion of the investigation, the dean of students will contact the student/student organization to schedule a premeeting in the case of an administrative judicial proceeding, or to schedule the judicial conference. The purpose of the premeeting is to discuss the adjudication process and to answer any questions the student/student organization may have. Students/student organizations are required to attend a premeeting for violation(s) that may lead to suspension, dismissal, or expulsion (i.e., administrative judicial proceedings). Students have the option to request a premeeting for violation(s) that do not lead to suspension, dismissal, or expulsion (i.e., judicial conferences). Students/student organizations requesting a premeeting prior to their judicial conference must contact the dean of students to schedule it. Where a premeeting occurs, students/student organizations have the option to submit a written statement to the dean of students within five days of the premeeting for consideration.

Notification

Should the investigation reveal that there is reasonable cause to believe a violation of policy occurred, communication of the alleged violation(s) will be provided to a student/student organization via their NSU provided email. Notices to student organizations will be sent via NSU email to the president of the organization. Notices of alleged violations will include

- the university conduct/academic responsibility standard(s) alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood
- a statement of the respondent student's/student organization's rights
- a statement that within five business days of receipt of the notice, the student/student organization must contact the dean of students to schedule a conference/proceeding
- an invitation to provide the judicial officer with any relevant information, evidence, or witnesses in relation to the alleged conduct

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

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

D.2 Judicial Conference

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

Conference Procedures

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

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

for the alleged violation(s) based on the preponderance of the evidence. The dean of students, at their discretion, may hold the proceeding remotely.

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

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

In Absentia—If the student/student organization fails to schedule—or appear for—a scheduled conference, and the discipline officer has, in good faith, exhausted reasonable efforts to schedule the meeting, the discipline officer may make a determination based on the information available. If the student/student organization is found responsible, the officer may impose sanctions. This decision shall be communicated, in writing, to the student/student organization via NSU email. By failing to schedule or appear for a scheduled conference, students/student organizations waive their right to appeal the decision. Failure to appear for a scheduled conference may also result in a student conduct hold.

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

Sanctions

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

Final Disciplinary Probation—A disciplinary sanction serving notice to a student that the student's behavior is in flagrant violation of university standards, under which the following conditions exist:

a. The sanction is for the remainder of the student's career and may be reviewed by the vice president of Student Affairs no sooner than two regular academic semesters—or equivalent—after the sanction is imposed. After two semesters in attendance, a student may initiate a request, in writing, for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.

b. Another violation of the Code of Student Conduct and Academic Responsibility will result in the minimum of suspension being imposed if the student is found in violation.

Disciplinary Probation—A disciplinary sanction serving notice to a student that the student's behavior is in serious violation of university standards. A time period is indicated, during which another violation

to the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion), if the student is found in violation.

Disciplinary Warning—A disciplinary sanction serving notice to a student that the student's behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance.

Verbal Warning—A verbal admonition to the student by a university staff member that the student's behavior is inappropriate.

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

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

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

Termination or Change of Residence Hall Agreement/Accommodation—A disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president of Student Affairs, the dean of students, and/or the director of University Housing, or designee.

Counseling Intervention—When extreme behavior indicates that counseling may be beneficial. The student may be referred to the Center for Student Counseling and Well-Being or other university health provider/program.

Other Appropriate Action—Disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, approved through the dean of students, or designee.

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

Appeal Process

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

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

Appeals shall be heard by designated appeal officers. The appellate officer shall not be the same conduct/discipline officer that heard the original case. A written decision will be provided by the vice

president of Student Affairs, or designee, within 30 calendar days of receipt of the appeal request. The decision of the vice president of Student Affairs, or designee, will be final.

D.3 Administrative Judicial Proceeding

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

Administrative Judicial Proceedings

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

The judicial proceeding is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct and Academic Responsibility. The judicial proceeding will only be open to the accused student, the student's adviser (should the student choose to have one), the discipline officer, and a recorder. All meetings will be digitally recorded. An individual recorder will be present during the judicial proceeding to ensure this process. The individual has no other role in the judicial proceeding. The recording will be used only for the appellate process. The record will be the property of the university. The dean of students, at their discretion, may hold the proceeding remotely.

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

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

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

In Absentia—If the student/student organization fails to schedule—or appear for—a scheduled judicial proceeding, and the discipline officer has, in good faith, exhausted reasonable efforts to schedule the meeting, the discipline officer may make a determination based on the information available. If the student/student organization is found responsible, the officer may impose sanctions. This decision shall be communicated in writing to the student/student organization via NSU email. By failing to schedule or appear for a scheduled conference, students/student organizations waive their right to appeal the decision. Failure to appear for a scheduled proceeding may also result in a student account hold.

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

Sanctions

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

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

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

Temporary Suspension—Action taken by the vice president of Student Affairs or the dean of students that requires a student's temporary separation from the university until a final determination is made of whether a student is in violation of the Code of Student Conduct and Academic Responsibility.

Final Disciplinary Probation—A disciplinary sanction serving notice to a student that the student's behavior is in flagrant violation of university standards, under which the following conditions exist:

a. The sanction is for the remainder of the student's career and may be reviewed by the vice president of Student Affairs no sooner than two regular academic semesters—or equivalent—after the sanction is imposed. After two semesters in attendance, a student may initiate a request, in writing, for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.

b. Another violation of the Code of Student Conduct and Academic Responsibility will result in the minimum of suspension being imposed if the student is found in violation.

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

Disciplinary Warning—A disciplinary sanction serving notice to a student that the student's behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance.

Verbal Warning—A verbal admonition to the student by a university staff member that the student's behavior is inappropriate.

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

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

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

Termination or Change of Residence Hall Agreement/Accommodation—A disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president of Student Affairs, the dean of students, and/or the director of University Housing, or designee.

Counseling Intervention—When extreme behavior indicates that counseling may be beneficial. The student may be referred to the Center for Student Counseling and Well-Being or other university health provider/program.

Other Appropriate Action—Disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, but approved through the dean of students, or designee.

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

Appeal Process

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

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

A written decision will be provided by the vice president of Student Affairs, or designee, within 30 calendar days of receipt of the appeal request. The decision of the vice president of Student Affairs, or designee, will be final.

D.4 University Title IX/Sexual Misconduct Disciplinary Procedures

All reports of sexual misconduct are subject to the Title IX/Sexual Misconduct Policy and accompanying procedures found at *nova.edu/title-ix*. Any questions about the Title IX/Sexual Misconduct Policy and related procedures may be addressed to the Title IX coordinator.

Reports of sexual misconduct outside of the jurisdiction of Title IX may be referred for review under the university disciplinary procedures. In cases where the reported behavior may constitute sexual assault, domestic violence, dating violence, and/or stalking, the disciplinary procedures will include the procedural rights required by federal law. These include a prompt, fair, and impartial disciplinary proceeding in which the respondent(s) and complainant(s) are provided with

- equal opportunities to have others present, including an adviser of their choice
- simultaneous written notification of the result of the proceeding and any available appeals procedures
- timely notice of meetings
- timely and equal access to information that may be used during informal and formal disciplinary meetings and hearings

E. Additional Grievance Procedures Available

E.1 Grievance Procedure for Discrimination Based on Disability

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

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

a. What is a "major life activity" under the law?

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

b. What does "qualified" mean?

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

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

c. Disability Harassment

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

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

d. Hostile Environment

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

Grievance Procedures for Complaints of Disability Discrimination

a. Filing a Complaint

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

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

Benjamin Johnson, Ed.D.
Dean of Students
(954) 262-7281 • *bj379@nova.edu*

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

Any complaint relating to disability harassment or discrimination made by a student against faculty or staff members may be referred to the NSU Office of Human Resources (OHR) where appropriate, at the discretion of the dean of students. Any complaints referred to the OHR will be investigated and

processed to conclusion, in accordance with the policies contained in the *Faculty Policy Manual* or *Employee Policy Manual* and the grievance procedures contained therein.

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

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

b. Referral or Dismissal of Reports

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

c. Initial Processing of Student Complaints by the Dean of Students

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

d. Informal/Early Resolution of Student Complaints

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

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

e. Investigation Process of Student Complaints Processed by the Dean of Students

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

- The investigation will include interviews with the complainant, respondent, and any other witnesses deemed to potentially have relevant information. Both complainant and respondent may identify witnesses who can provide information relevant to the allegations, but the investigator determines which witnesses will be interviewed. Complainant and respondent are always permitted to present written statements from witnesses for the investigator's consideration during the investigation process.
- The investigation may include written statements, interviews, document requests, and any other sources the investigator deems appropriate. The complainant and respondent are permitted to provide the investigator with evidence.
- The investigator will provide the respondent with written notice of the allegations, if appropriate, and allow the respondent five business days to respond, in writing.

- Investigations may be expanded to address additional allegations that surface during the investigation, at the investigator's discretion. If appropriate, the respondent will be provided with written notice of any such additional allegations. The respondent will be given the opportunity to respond to the additional allegations.

- The investigator typically will complete the investigation within 90 calendar days of the date the report was filed. Should additional time be required to complete the investigation, the investigator will provide written notification to the parties detailing the reason(s) additional time is necessary.

- Parties and witnesses are expected to speak for themselves during the investigation. Attorneys are not permitted to be present during university interviews or meetings in the course of an investigation or resolution of a report.

f. Investigation Completion of Student Complaints Processed by the Dean of Students

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

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

g. Determinations by the Dean of Students

The following is a description of the potential determinations made by the dean of students upon the conclusion of the investigation process:

1. Determination of No Violation of University Discrimination Policy by the dean of students.

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

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

2. Determination of Violation of the University's Discrimination Policy by the dean of students.

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

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

h. Notification of Outcome by the Dean of Students

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

1. Notification to Complainant

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

2. Notification to Respondent

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

i. Appeals

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

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

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

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

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

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

j. Remediating Disability Discrimination

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

k. Retaliation

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

E.2 Nonacademic Grievance Procedure

Except for grievances and/or complaints involving sexual misconduct, discrimination, and disability accommodations, this process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school. Academic grievances should be referred to the student's academic center. The purpose of these grievance procedures is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of NSU. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution. This policy is not an avenue to challenge a disciplinary decision or to appeal an academic assessment.

1. First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for the student's position based on factual information.

2. The student will receive a reply, in writing, which addresses the complaint.

3. If the reply is not acceptable, the student is encouraged to submit the complaint, in writing, to the dean of students. The dean of students will attempt to resolve the dispute.

4. If the dean of students is unable to resolve the dispute, the dean of students will notify the student and the vice president of Student Affairs, or designee, in writing.

5. The student may then appeal, in writing, to the vice president of Student Affairs, or designee.

6. The vice president will investigate and review the findings, and will notify the student, in writing, of the decision.

7. The vice president's, or designee's, decision is final and binding and cannot be appealed.

NSU Resources and Administrative Offices

ATMs

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

Bookstore

The *NSU Bookstore* carries all the required and recommended textbooks and supplies for each class. It has the largest selection of new, used, and digital textbooks available for purchase and rental. The bookstore also carries an array of NSU clothing, accessories, gifts, school supplies, reference titles, and graduation regalia. You can order online at *nsubooks.bncollege.com* for free in-store and regional campus pickup or for domestic and international delivery (delivery fees apply). The NSU Bookstore is conveniently located in the center of campus, right in front of the Alvin Sherman Library. Normal operating hours are Monday through Friday, 8:15 a.m.–6:15 p.m.; Saturday, 9:00 a.m.–2:00 p.m.; and Sunday closed. Please refer to the website for operating hours during holidays and school closures. At commencement time, the NSU Bookstore provides all graduate candidates with their regalia.

The NSU Shark Store is an extension of the NSU Bookstore and is located on the ground floor of the Don Taft University Center. The Shark Store carries a variety of school spirit clothing, accessories, and gifts. The Shark Store operates Monday through Thursday, 10:00 a.m.–4:00 p.m. The Shark Store is also open outside of these hours to support special athletics and university-sponsored events.

Campus Shuttle

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

Enrollment Management and Student Affairs (EMSA)

The *Division of Enrollment Management and Student Affairs* is composed of five key pillars of operational functions and services to our student population. The five pillars are Undergraduate Admissions, Graduate Admissions, Financial Aid and Academic Record, Central Student Support, and Student Affairs. The following offices provide current students with numerous services and cocurricular learning opportunities that are conducive to student growth, development, and engagement that leads to retention and graduation.

Center for Academic and Professional Success

The *Center for Academic and Professional Success (CAPS)* provides career consulting and job search assistance to undergraduate students, graduate students, and alumni. Through consulting and career-related resources, the center strives to educate students and alumni on how to develop an individualized career action plan, from choosing a major to conducting a competitive job search. The center also strives to help students and alumni explore career and/or graduate/professional school opportunities. Additional programs and services available include on- and off-campus employment opportunities, career assessments, internship and experiential learning opportunities, job fairs, career-related speakers, and soft-skills development.

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

Center for Student Counseling and Well-Being

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

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

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

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

Office of Campus Life and Student Engagement

The *Office of Campus Life and Student Engagement* (CLSE) is home to the Student Events and Activities (SEA) Board, more than 150 registered undergraduate student organizations, the Inter-Organizational Council (IOC), the Diversity Student Council (DSC), and the Undergraduate Student Government Association (USGA). This office hosts and sponsors university-wide events such as the Student Life Achievement Awards, Sharkapalooza, Homecoming, and CommunityFest. CLSE is also responsible for our Sharks on the Scene (S.O.S.) Program, offering students exclusive discounted tickets to some of the largest events South Florida has to offer. Additionally, CLSE oversees the Fraternity and Sorority Life Office (FSL), Orientation, and the Diversity, Equity, Inclusion, and Belonging Resource Center (DEIB). The FSL office oversees our 12 social Greek lettered organizations by 3 distinct councils: Collegiate Fraternal Council, Panhellenic Council, and Unified Greek Council. Joining the Greek Community provides opportunities for academic support, social networking, service to the greater community, and a chance to be a part of NSU tradition. The DEIB Resource Center serves as a catalyst for the recognition and coordination of the celebration of our diverse student body and offers resources, support, and inclusive programming activities. This resource center seeks to strengthen and enrich the NSU community through engagement opportunities, educational programming, vast cultural experiences, and support for traditionally underrepresented student populations to cultivate a continually sensitive and unified campus environment. CLSE plays a key role in assisting students to develop an affinity to NSU through engagement in organizations and activities related to their interests.

Office of International Affairs

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

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

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

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

Office of Recreation and Wellness

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

The face of NSU RecWell is its recreational complex, known as the RecPlex. This 100,000-square-foot facility is located in the Don Taft University Center and houses a 15,000-square-foot cardiovascular and strength training area, two indoor basketball courts, three indoor racquetball courts, an indoor climbing wall, a leisure swimming pool, three multipurpose rooms, and locker rooms—equipped with showers and saunas.

Office of Residence Life

The *Office of Residence Life* provides students with a dynamic living experience with an emphasis on building a strong sense of community and belonging throughout each residence hall. Full- and part-time live-in staff are in each community and ensure safety, well-being, and support for all residents. A professional staff member is on-call 24/7 to address any and all incidents that may occur and to provide various types of student support.

Office of Student Academic Services

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

Office of Student Affairs at the Regional Campuses

Student Affairs at NSU's regional campuses serves as the liaison with the Fort Lauderdale/Davie Campus to provide an array of programs, services, resources, and opportunities for all regional campus students. This function oversees and advises the student advisory council that advocates on behalf of regional campus students, in addition to fostering campus and community engagement.

Office of Student Affairs Marketing

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

Office of Student Conduct

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

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

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

Office of Student Disability Services

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

Office of Student Leadership and Civic Engagement

The *Office of Student Leadership and Civic Engagement* provides NSU students with the opportunity to become involved in a variety of leadership development programs, and volunteer activities in the community, in the state of Florida, nationally, and internationally. Programs include service days, alternative breaks, the Annual Leadership Conference, the Emerging Leaders Experience, and the facilitation of Experiential Education and Learning Units in leadership development and community engagement. The office also houses NSU's premier leadership program, *Razor's Edge Leadership*, a dynamic leadership development program for high-performing student leaders who participate in a four-year curriculum that includes curricular and cocurricular elements. Students in the program graduate with a minor in Experiential Leadership. President's 64, an elite body of student leaders whose purpose is to strengthen the relationship between NSU and its community, is also housed in this office.

Office of Undergraduate Admissions

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

Student Activity Fee Accounts Office

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

Tutoring and Testing Center

The *Tutoring and Testing Center* (TTC) offers a variety of peer-led academic support services, including supplemental instruction, individualized tutoring, academic success coaching, and an array of testing services and resources. Students are encouraged to take advantage of these free services to help meet their educational goals, achieve academic excellence, and enhance personal growth.

Office of Student Financial Assistance

The *Office of Student Financial Assistance* (OSFA) is dedicated to assisting students in making well-informed decisions regarding the funding of their education at NSU. The OSFA administers grants, scholarships, and loans and prepares student financial aid award offers based on federal and state regulations and institutional guidelines. It provides information on the application processes for financial aid and veterans educational benefits and counsels students on proactive debt management strategies and financial literacy. The office also monitors student Satisfactory Academic Progress (SAP) for financial aid eligibility and awards scholarships from internal and external sources. Students may receive financial aid guidance in person, by email, or by telephone. For more details, including contact information, visit *nova.edu/financialaid* or call (954) 262-3380 or 800-541-6682, ext. 23380.

Office of the University Bursar

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

Office of the University Registrar

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

One-Stop Shop

The *One-Stop Shop* is the central point of contact for information and service for walk-in prospective, new, and continuing students. Staff members are cross-trained to answer inquiries about financial aid, registrar, and bursar functions. Students can submit required financial aid documents, obtain enrollment verification, request official transcripts, and register for classes. Students can also obtain their SharkCard and parking permit at the One-Stop Shop, which is located in the Horvitz Administration Building on the Fort Lauderdale/Davie Campus. For a comprehensive listing of services and hours of operations, visit *nova.edu/financialaid/contactus*.

Mako Media Network

Mako Media Network trains students in journalism ethics, standards and skills. It produces high-quality programs, including live radio, an entertaining lineup of original television shows, and investigative news stories. Mako Media includes the publication *The Current*, NSU's student-run newspaper; Mako Radio, the student-operated live radio station; and Mako TV, the student-operated campus TV station.

Military Affairs Veterans Resource Center

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

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

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

NSU Alumni Association

Once a Shark, always a Shark. The NSU Alumni Association is your connection to more than 206,000 alumni in all 50 states and across the world. Get involved by joining the **Student Alumni Association**, which provides current students with exclusive opportunities to gain leadership experience and

build relationships with alumni for future success. Through *nsuconnect.net*, students can also receive mentorship and career opportunities with alumni in specific industries. Upon graduation, students receive a complimentary membership to the NSU Alumni Association with access to special members-only benefits and services.

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

NSU Athletics

NSU recognizes, values, and supports intercollegiate athletics as an integral part of the educational mission of the university. Central to the program's mandate, and in accordance with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes. *NSU Athletics* is also dedicated to sponsoring competitive intercollegiate programs for both men and women. Valuing deeply the physical, social, and emotional welfare of those who participate, the department and the university express this commitment through their membership with NCAA Division II (DII) and the Sunshine State Conference. Both exemplify the principles of amateur athletics, which include diversity, sportsmanship, fair play, and equitable opportunity for all. In its short 40-year history, the NSU Department of Athletics began as a one-sport NAIA program, in 1982, and has grown into the 16-sport NCAA program that it is today. During this span, NSU Athletics has won 10 team national championships, 38 individual national championships, 378 All-American honors, 367 Scholar All-Americans, and countless conference championships. Men's sports include baseball, basketball, cross country, golf, soccer, swimming, and distance track. Women's sports include basketball, cross country, golf, soccer, softball, swimming, tennis, distance track, and volleyball. NSU Athletics is excited to be expanding sports offerings in the upcoming years, as we reinstate our women's rowing program and add men's and women's lacrosse to our sports sponsorship. As a 21-year member of NCAA DII, NSU Athletics has experienced an unprecedented amount of success in the past decade. Valuing deeply the commitment to academic success, NSU student-athletes have also maintained a cumulative departmental GPA of 3.0, or better, every year since obtaining NCAA DII membership in 2002.

NSU Health

NSU Health is responsible for the oversight and administration of the university's health care centers, offering primary and specialty care services along with a wide variety of other health care services, such as auditory; eye care; dental medicine; mental health; nutrition; physical, occupational, and speech therapies; and a full-service pharmacy on the Fort Lauderdale/Davie Campus. A special health center devoted exclusively for students is located in the Dr. Sanford L. Ziff Health Care Center. One additional highlight of NSU Health is the Student Medical Center, which is devoted exclusively to student health care.

Student Medical Center

The mission of the Student Medical Center is to provide quality primary health care services to our collegiate population. The center is located in Fort Lauderdale on the first floor of the Dr. Sanford L. Ziff Health Care Center. The friendly staff of physicians are board-certified in multiple specialties, from internal medicine to emergency medicine. Services available include physical examinations; women's health care; vaccinations; STI prevention, testing, and treatment; birth control; general medical care;

and minor surgical procedures. Students can schedule an appointment by calling (954) 262-1262 or (954) 262-4100.

More information about the student medical center is available online at *nsuhealth.nova.edu/student-care/student-medical-center.html*. Additional Information about health care services and clinics available to enrolled students can be found on the NSU Health website at *nsuhealth.nova.edu*.

NSU Public Safety Department

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

NSU Alert: Stay informed of all campus emergencies.

- Call 9-1-1 for any emergency while on campus, then call NSU Public Safety at (954) 262-8999.
- Sign up for NSU's Emergency Notification System. This is done by updating your emergency contact information at *nova.edu/emergency*. Program the NSU Emergency Hotline number, 800-256-5065, and SMS short code 82932 as NSU ALERT as contacts into your cell phone so you will recognize NSU ALERT messages sent to your phone from the NSU Emergency Notification System.

If you see something, send something.

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

If you have information about something that seems a little off, take a picture, write a text, or take a screenshot and send it to SaferWatch. The information goes directly to NSU's Public Safety officers, so they can review it, take appropriate action, and send updates via the SaferWatch app. NOTE: SaferWatch is not a replacement for 9-1-1. This is something to report tips. If you see an in-progress emergency, call 9-1-1. Visit the *NSU Alert website* to learn more.

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

Office of Innovation and Information Technology

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

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

Office of University Housing

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

SharkCard Services

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

- building access
- campus and student event access
- copier usage
- identification purposes
- library privileges
- meal plans
- pay-for-print
- use as a form of payment at participating off-campus retailers and merchants
- vending machine usage

This high-tech card has two embedded antennas that will allow access to various areas around campus, from parking garages to computer labs. The card also links biometric data used to calculate time and attendance for both students and staff members. The magnetic stripe allows users to add funds in increments of $1, $5, $10, or $20 to an online account that can be used for copying, printing, vending machines, and more. Students are able to add these funds online or at dedicated value stations located at

the Alvin Sherman Library or at the Health Professions Division Library/Lab Building. The SharkCard office is located in the Horvitz Administration Building, in the One-Stop Shop, and at the Terry Administration Building, in the One-Stop Shop.

SharkPrint

NSU provides students with laser printing at libraries, computer laboratories, and on regional campuses. The print release stations, either stand alone or embedded, are located in various locations around each campus and control the process. Each registered NSU student (both full time and part time) receives a credit of $75 per fiscal year (July 1 through June 30) on the student's MyNSU Print account. The student also can use these funds for making copies at the photocopy machines. Unused credits cannot be carried over to the following year. The *MyNSU Print* credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Revalue stations are available for the public and for NSU students to add value to their SharkCards.

Shark Dining Services

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

Title IX/Sexual Misconduct

The *Title IX coordinator* and staff provide prevention and response to sexual misconduct affecting students at NSU. This includes assistance to those who may have experienced sexual harassment, sexual assault, dating or domestic violence, sex- or relationship-related stalking, or pregnancy- or sex-related discrimination. The *Title IX website* includes the secure Title IX/Sexual Misconduct Incident Initial Reporting Form, which can be accessed 24/7 to report an incident directly to the Title IX staff. The Title IX staff provide a variety of supportive measures and assist students in reporting to law

enforcement, connecting with community resources, and accessing other supports to promote their success as students at NSU. Additionally, the NSU Peer Educator Program is available for students interested in leading prevention programming for their peers on campus.

University Libraries

The *university library* system is composed of the *Alvin Sherman Library, Research, and Information Technology Center*, the *Martin and Gail Press Health Professions Division Library*, the *Panza Maurer Law Library*, the *Oceanographic Campus Library*, and the *Tampa Bay Regional Campus Library*. The 325,000-square-foot Alvin Sherman Library is a joint-use facility with the Broward County Board of County Commissioners. It serves students and faculty and staff members of NSU, as well as residents of Broward County. The five-story structure encompasses electronic classrooms, group-study rooms, a café, Ann Porterfield digital media lab and creative makerspace, and service desks with staff trained and ready to serve library users. Collections of print and electronic resources support the research of students and faculty and staff members. A large spacious atrium houses educational art pieces. The second-floor reference desk is clearly visible to students and enhanced by The NSU Glass Garden created by glass artist Dale Chihuly for the Sherman Library. Also on the second floor is the Craig and Barbara Weiner Holocaust Resource and Reflection Center, as well as the Adolfo and Marisela Cotilla Gallery that features visiting exhibits and cultural events throughout the year. Overall, the university's libraries house more than one million items. Interlibrary Loan agreements through organizations such as the Online Computer Library Center, the Southeast Florida Library Information Network, the Consortium of Southeastern Law Libraries, and the National Library of Medicine provide broad access to a wide range of materials.

Wireless Networking

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

Writing and Communication Center (WCC)

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

University Administrators

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

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

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

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

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

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

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

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

Ken Dawson-Scully, Ph.D.—Associate Provost and Senior Vice President for Research and Economic Development

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

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

Meline Kevorkian, Ed.D.—Associate Provost and Vice President for Academic 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 Audit

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

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

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

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

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

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

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

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

John Wensveen, Ph.D.—Chief Innovation Officer, NSU, and Executive Director, the Alan B. Levan | NSU Broward Center of Innovation

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

Brad Williams, Ed.D.—Senior Vice President for Enrollment Management and Student Affairs

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

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

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

Colleges and Academic Units

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

Barry and Judy Silverman College of Pharmacy, (954) 262-1300

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

College of Dental Medicine, (954) 262-7319

College of Optometry, (954) 262-1402

College of Psychology, (954) 262-5750

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

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

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

Farquhar Honors College, (954) 262-2031

Halmos College of Arts and Sciences

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

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

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

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

NSU University School

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

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

Deans

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

Michelle A. Clark, Ph.D.— Barry and Judy Silverman College of Pharmacy

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

Karen Grosby, Ed.D.—College of Psychology

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

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

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

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

Stefanie La Manna, Ph.D., M.P.H., A.P.R.N., AGACNP-BC, FNP-C—Interim Dean,
Ron and Kathy Assaf College of Nursing

Andrea Nevins, Ph.D., M.F.A.—Farquhar Honors College

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

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

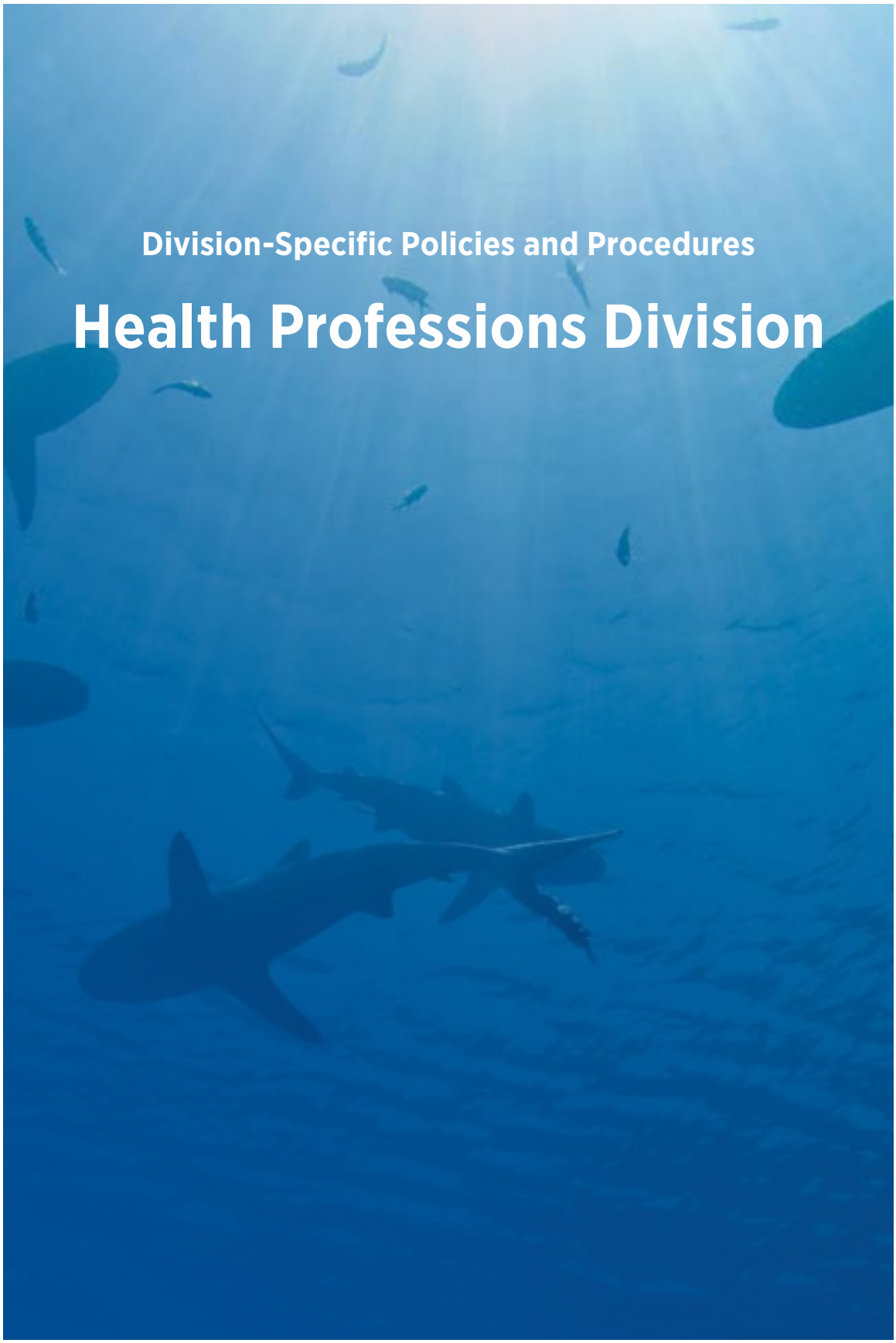
Johannes W. Vieweg, M.D., FACS—Dr. Kiran C. Patel College of Allopathic Medicine

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

Stanley H. Wilson, Ed.D., PT, CEAS, FASAHP—Acting Dean, Dr. Pallavi Patel College of
Health Care Sciences, Associate Provost, Health Professions Division, and Senior Administrator,
Office of COO for NSU Health

Accreditation

Nova Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate's, baccalaureate, master's, educational specialist, doctoral, and professional degrees. Nova Southeastern University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Nova Southeastern University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).



Division-Specific Policies and Procedures

Health Professions Division

Health Professions Division

Building Hours

The executive and administrative offices of the Health Professions Division (HPD) are open from 8:30 a.m. to 5:00 p.m., Monday through Friday, except holidays that are noted in the Nova Southeastern University (NSU) Holiday Schedule. The Martin and Gail Press Health Professions Division Library maintains its own hours. (See the Press HPD Library section that follows.) **Some areas, such as laboratories, may be closed or only accessible during posted hours. Refer to each program's policies.**

Charges and Payments

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

Tuition Credit Policy—Voluntary Drops and Withdrawals

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

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

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

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

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

Students enrolled in the Dr. Kiran C. Patel College of Osteopathic Medicine graduate programs should refer to the graduate section of the *Dr. Kiran C. Patel College of Osteopathic Medicine Student Handbook* for their tuition credit policy.

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

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

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

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

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

Short-Term Preloans

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

Martin and Gail Press Health Professions Division Library

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

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

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

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

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

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

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

The following are additional resources at the circulation desk (with limited checkout times):

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

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

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

Tampa Bay Regional Campus Library

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

Hours of operation for the TBRC Library are

Monday–Thursday: 8:30 a.m.–8:00 p.m.
Friday: 8:30 a.m.–8:00 p.m.*
Saturday: 10:00 a.m.–9:00 p.m.*
Sunday: 10:00 a.m.–2:00 p.m.*

*Hours may vary on select weekends.

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

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

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

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

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

The following are additional resources at the circulation desk (with limited checkout times):

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

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

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

Lost and Found

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

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

Computer Laboratories

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

The area is monitored by attendants who can provide assistance.

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

Student Lounge/Student Area

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

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

HPD Policies and Procedures

Acceptance of Professional Fees

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

Background Checks

The HPD may require students within its HPD programs to submit to a Level 1 and/or Level 2 background check, as defined in Chapter 452, Florida Statutes, prior to admission into an HPD program or at any time during the term of enrollment. Each HPD college or program may also establish college- or program-specific requirements for background screening of students or applicants. Accepted applicants and students in such programs are required to authorize the HPD to obtain background check(s) as per adopted policy of March 2011. If the background check(s) reveal information of concern, which the HPD may deem unfavorable, the 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 HPD to obtain a background check, with the results reported to the clinical training facility. Students with questions concerning background checks should contact their respective college and/or academic program for more information.

For programs that require students to submit to background checks, offers of admission will not be considered final until the completion of the background check(s), with results deemed favorable by the HPD, and where appropriate, by the clinical training facilities. If information received in connection with a background check indicates that a student has provided false or misleading statements, has omitted required information, or in any way is unable to meet the requirements for completion of the program, then the student's admission may be denied or rescinded, the student may be disciplined or dismissed, or the student's enrollment may be terminated.

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

While enrolled at NSU, students have a continuing duty to disclose all of the above, along with any arrests or pending criminal charges within 10 days of any arrest or charges are filed. **Students, other**

than those enrolled in programs within the HPD, must notify the assistant dean of Student Affairs—or designee—of any arrests or pending criminal charges. A failure to timely disclose any arrests or pending criminal charges may result in disciplinary action, up to and including dismissal from NSU.

Health Forms Requirements

Certificate of Physical Examination

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

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

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

Immunization Requirements

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

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

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

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

Hepatitis B

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

Influenza Vaccination

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

Measles, Mumps, and Rubella (MMR)

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

PPD Skin Test (Two-Step)

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

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

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

Varicella (Chicken Pox)

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

Any Other Vaccinations Required by Clinical Sites

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

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

Students are financially responsible for all required immunizations.

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

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 urine drug screen testing. Students who test positive for illegal or illicit drugs, such as marijuana (even if prescribed or certified by a physician), or for a controlled substance they do not have a prescription for, will be referred to their college's appropriate committee. Certain colleges may have additional policies. Students are expected to check the college section of their student handbook for those requirements.

Dress Code

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

Food in the Lecture Halls, Laboratories, and Clinics

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

Identification Requirements and Fieldwork Prerequisites

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

Email

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

Notices, Messages, and Posters

After approval from the specific college's Office of Student Affairs/Office of Student Activities, students may post notices on the bulletin boards located in the student lounge and other locations. Notices announcing events shall be removed within seven days after the event has passed. Other boards are provided for university or division business only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No notices, announcements, posters, or any other

papers may be posted anywhere, including doors, windows, and elevators, except on bulletin boards provided for that purpose. Please refer to the Distributing or Posting Printed Material section of the NSU portion of the student handbook.

Parking Lot/Garage

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

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

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

Photographs and Recordings

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

Postexposure Policies and Procedures

An occupational exposure is considered an urgent medical concern that requires immediate attention for proper medical management. An exposure that might place a student at risk for hepatitis B virus, hepatitis C virus, or HIV infection is defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object) or contact of mucous membrane or nonintact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluid that is potentially infectious.

If a student has experienced such an exposure, the student 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 Environmental Health and Safety at (954) 770-1179 or (954) 262-8847 to report such an incident. After the student contacts Infection Control, the student is to contact the Student Medical Center (8:30 a.m. to 5:00 p.m.) at (954) 262-1270 or (954) 262-4100 to receive appropriate care. If the student is on rotation at a regional campus, or the exposure occurred

outside of the business hours of the Student Medical Center, the student must go to the nearest local emergency room or urgent care center for evaluation and treatment.

The student is also responsible for immediately notifying a supervisor.

NSU's Bloodborne Pathogens Exposure Control Plan can be found at *nova.edu/ehs/NSU-EHS-Bloodborne-Pathogens-2020.pdf*.

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

Return of University Property

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

Security Checks

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

Social Events and Extracurricular Activities

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

Student Assistance Program

As a condition of enrollment in the NSU HPD, all students agree to abide by university standards concerning 1) Drug-Free Schools and Campuses and 2) Drug Policy.

The Student Assistance Program is managed by the NSU dean of students in conjunction with each HPD college's Office of Student Affairs. The objective of the Student Assistance Program is to assist

students in need of substance abuse services to 1) protect the public welfare and 2) encourage those students to pursue a life of recovery so they may regain and maintain physical and psychological health, as well as academic success within the HPD. Students enrolled in the HPD, and in need of substance abuse services, are encouraged to voluntarily seek such assistance with their college's Office of Student Affairs or directly with the NSU dean of students.

The Student Assistance Program is a nondisciplinary student resource. However, in cases of suspected substance abuse, intoxication, influence, or impairment, students may be referred by their college to the Student Assistance Program for testing and assessment. Activities that may warrant referral to the Student Assistance Program include, but are not limited to

- direct observation of drug or alcohol use or possession
- physical behaviors related to the influence of drugs or alcohol
- abnormal or erratic behavior that is disruptive or a risk to others
- arrest or conviction of a drug- or alcohol-related offense on or off campus
- documented information from a credible source submitting a complaint
- evidence that a previous drug or alcohol test was tampered with
- possession of drug paraphernalia
- after treatment for drug or alcohol use

The Student Assistance Program may require that the student submit to drug/alcohol screen(s), or to partake in 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 the Student Assistance Program Office and authorized representatives of the applicable college may monitor the student's performance and compliance with the conditions of the Student Assistance Program. Any failure to comply with the conditions of the Student Assistance Program, or failure to comply with any recommendation of an independent, licensed health care provider authorized by the Student Assistance Program, may result in disciplinary action, up to, and including, dismissal from the respective college.

Students referred to the Student Assistance Program may have their clinical rotations or other clinical assignments suspended or rescheduled at sites that will allow them to be more appropriately monitored during the course of participation in the Student Assistance Program. Students may also be asked to take a leave of absence or administrative break in enrollment 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.

Faculty members who observe a student with symptoms suggestive of intoxication, substance influence, and/or impairment may report the matter to the dean or authorized representative of their respective college. The Student Assistance Program is independent from the disciplinary process for each respective HPD college. Student Assistance Program procedures are as follows:

1. Any student who has received a DUI or any type of citation due to substance abuse (alcohol, drugs, etc.) must notify the Student Assistance Program Office at *sap@nova.edu* immediately. Rotation site eligibility may be affected.
2. A student referred to the Student Assistance Program Office will be referred to the NSU Center for Student Counseling and Well-Being for an evaluation/assessment and testing.
3. Student will be responsible for fees.
4. Student will complete all forms and give authorization for processing.
5. Student will be responsible for keeping appointments.
6. The Student Assistance Program Office will be in communication with the student's college as needed and warranted.
7. A copy of the completed assessment will be reviewed by the Student Assistance Program Office. Recommendations resulting from the assessment will be shared with the student's college. The assessment report will be kept in the Student Assistance Program Office and not in the student's academic file.

Student Employment

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

Student Insurance Requirement

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

Affirmative Opt-Out Required

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

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

Cell Phones, Computers, Tablets, and Electronic Devices

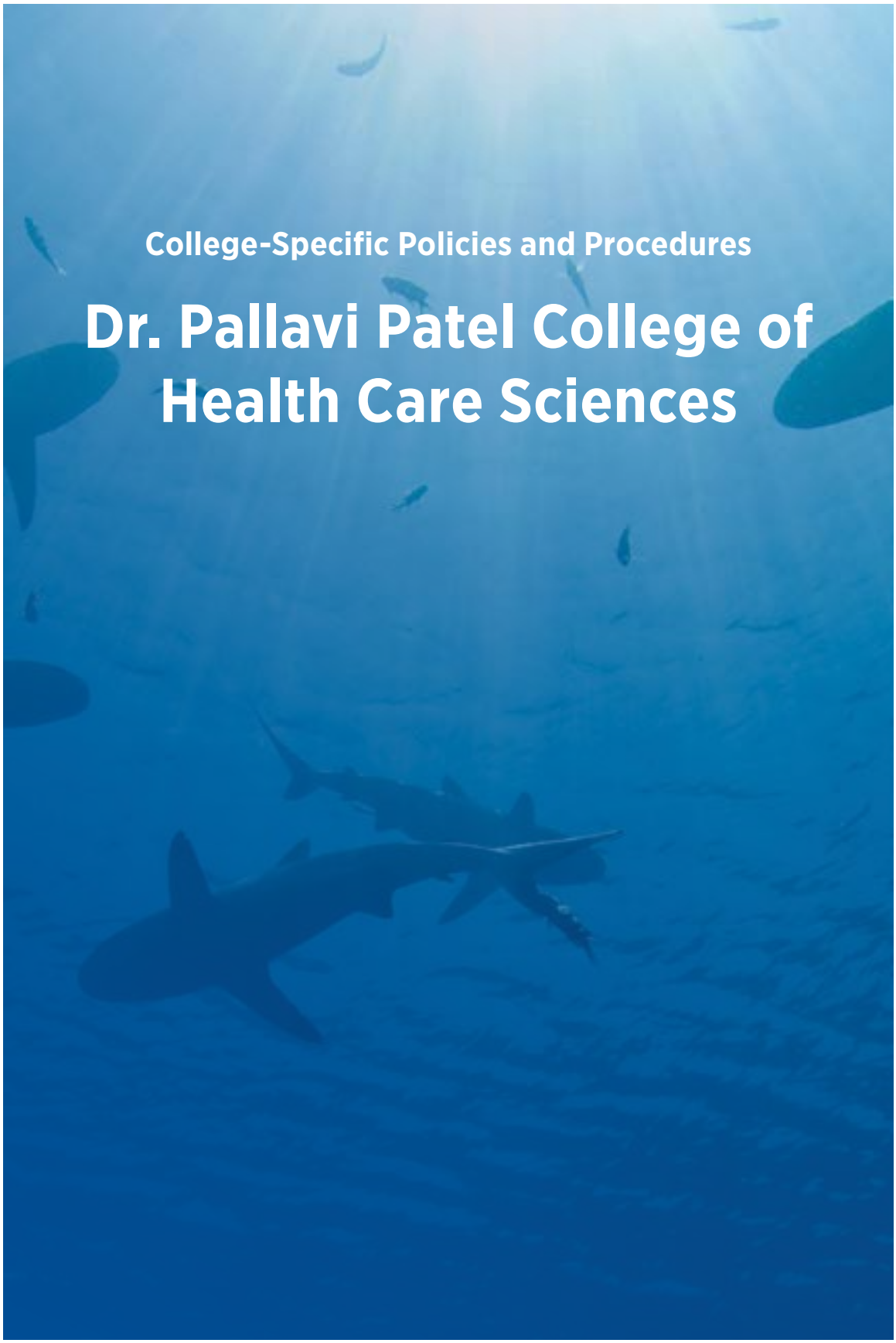
The use of all electronic devices for nonclassroom-related (i.e., personal) business during class time is discouraged.

Visitors

Visitors are not permitted in classrooms or laboratories on HPD property without prior permission from the college or department. No visitors are permitted in a restricted area at any time. If students are expecting visitors, they 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. Additionally, students should ask their visitors to sign in with the college or department receptionist and/or department coordinator when they arrive. Student escorts are permissible after sign-in.

Visits to Other Institutions

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



College-Specific Policies and Procedures

Dr. Pallavi Patel College of Health Care Sciences

Dr. Pallavi Patel College of Health Care Sciences

Administration

Stanley H. Wilson, Ed.D., PT, CEAS, FASAHP
Acting Dean, Dr. Pallavi Patel College of Health Care Sciences
Associate Provost, Health Professions Division
Senior Administrator, Office of COO for NSU Health
Ext. 21203

Peter L. Taylor, Ph.D.
Executive Associate Dean of Academic and External Affairs
Room 3252/Ext. 45336

Sandrine Gaillard-Kenney, Ed.D., M.A.
Associate Dean
Room 1208/Ext. 21260

Brianna Black Kent, Ph.D., M.Ed., R.N.
Associate Dean of Professional Development and Education
Room 1216/Ext. 22196

William H. Marquardt, M.A., PA-C Emeritus, DFAAPA
Associate Dean and Chair, Department of Physician Assistant
Room 1206/Ext. 21028

Terry Morrow Nelson, Ph.D., M.S.
Associate Dean of Student Affairs
Room 1574/Ext. 21574

Robert Wagner, D.H.Sc., M.M.Sc., CAA
Associate Dean and Chair, Department of Anesthesia
Ext. 45307

Jennifer Quiñones Nottingham, Ed.D.
Interim Assistant Dean of Accreditation
(954) 203-2312

Olufemi A. Okubadejo, M.B.A.
Director of Finance
Room 1205/Ext. 21707

Chrystal Randle, M.S.
Director of Employee Services
Ext. 52312

Department Chairs

Melissa Edrich, Ed.D., CCC-SLP
Chair, Department of Speech-Language Pathology
Director, Master of Science in Speech-Language Pathology Program
Room 336/Ext. 27782

Lisa Farach, D.H.Sc., M.S., R.N., RRT
Chair, Department of Cardiopulmonary Sciences
Director, Bachelor of Science in Respiratory Therapy
(561) 805-2230

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

Corey Peacock, Ph.D., CSCS, FISSN
Interim Chair, Department of Health and Human Performance
Director, Bachelor of Science in Exercise and Sport Science and Master of Science in Sports Science
Room HPD Annex 134/Ext. 27940

Tamara Pinchevsky-Font, Dr.O.T., OTR/L
Chair, Department of Occupational Therapy
Room 1243/Ext. 21229

Shari Rone-Adams, D.B.A., M.H.S.A., PT
Chair, Department of Physical Therapy
Room 1266/Ext. 21470

Akiva Turner, Ph.D., J.D., M.P.H.
Chair, Department of Health Science
Room 1214/Ext. 21862

Program Directors

Moya L. Alfonso, Ph.D., M.S.P.H.
Director, Doctoral Programs (Health Science)
(954) 736-8316

Stephen Andreades, D.H.Sc., M.M.S., PA-C
Director, Physician Assistant Program—Fort Lauderdale/Davie Campus
Room 1252/Ext. 21252

Llalando Austin II, Ed.D., M.B.A., RRT, CAA
Director, Master of Science in Anesthesia Program—Tampa Bay Regional Campus
Ext. 45304

Charlene Bolton, Ed.D., M.S.Ed., M.M.S., PA-C
Director, Physician Assistant Program—Jacksonville Campus
(904) 245-8975

Lorilee H. Butler, D.H.Sc., M.P.A.S., M.Ed., PA-C, DFAAPA
Director, Physician Assistant Program—Orlando Campus
(407) 264-5151

Jennifer Canbek, PT, Ph.D., NCS
Director, Professional Doctor of Physical Therapy Program—Fort Lauderdale/Davie Campus
Room 1284/Ext. 21967

Ricardo C. Carrasco, Ph.D., OTR/L, FAOTA
Director, Occupational Therapy Doctorate Program—Tampa Bay Regional Campus
Room 3425/(813) 574-5429

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

Charlene M. Couillard, D.H.Sc., M.P.A.S., PA-C
Director, Physician Assistant Program—Fort Myers Campus
(239) 274-1026

Rick D. Davenport, Ph.D., OTR/L
Director, Occupational Therapy Doctor of Philosophy Program
Room 1220/Ext. 21265

Debra A. Dixon, D.H.Sc., M.S., RDH
Director, Master of Health Science Program
(954) 612-3865

Jacqueline Hinckley, Ph.D., CCC-SLP
Director, Bachelor of Science Speech-Language and Communication Disorders Program
Ext. 27756

Jason Kotun, M.H.Sc., CAA
Director, Master of Science in Anesthesia Program—Denver Regional Campus
Room 111/(954) 262-2593

Margo A. Kreger, Ed.D., M.S., OTR/L
Director, Master of Occupational Therapy Program and
Entry-Level Doctor of Occupational Therapy Program
Ext. 21280

Jermaine Leclerc, D.H.Sc., M.H.Sc., CAA
Director, Master of Science in Anesthesia Program—Fort Lauderdale/Davie Campus
Ext. 21241

Kathleen J. Manella, PT, Ph.D.
Director, Professional Doctor of Physical Therapy Program—Tampa Bay Regional Campus
Room 3409/(813) 574-5311

Gregg Mastropolo, M.M.Sc., CAA
Director, Master of Science in Anesthesia Program—Jacksonville Campus
Room 106/(904) 245-8953

Rose McCalla-Henry, D.H.Sc., M.H.A., CSSGB, RDMS, RDCS, RVT
Director, Medical Sonography Program
Room 4333B/Ext. 21997

Christopher Mitchell, M.S., B.A.
Director, Bachelor of Health Science Program
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Nicole R. Quint, Ph.D., Dr.OT, OTR/L
Director, Doctor of Occupational Therapy Program
Ext. 21526

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

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

Yearly Fees and Expenses (fees subject to change)

NSU Student Services Fee $1,800

PCHCS General Access Fee $145

Anesthesiologist Assistant Clinic Support Charge
(divided equally among each of the five clinical semesters) $2,750

Physician Assistant Clinical Support Charge
(assessment divided equally among each of the three semesters for all enrolled students)) $2,865

Audiology CALIPSO Tracking System Access Fee $100

Master of Science in Speech-Language Pathology
Course-Related Fees as follows: ..... $200 (for each course

- SLP 6005 Diagnostics II Practicum
- SLP 6015 Clinical Processes
- SLP 6055 Dysphagia
- SLP 6101 Clinical Lab I Practicum
- SLP 6102 Clinic II Practicum
- SLP 6110 Externship: Adult
- SLP 6120 Externship: Pediatric School
- SLP 6130 Externship: Pediatric Nonschool)

Late Payment Fee $100

ID Replacement $25

Diploma Replacement..... $50

Official Transcripts (each) .....$17 (electronic); $19.50 (paper, domestic); $22 (paper, international)

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

Reservation of Power

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

NSU 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.

Academic Affairs

Requirements for Graduation

To be eligible for a degree/certificate from NSU's Dr. Pallavi Patel College of Health Care Sciences (PCHCS), students shall meet the program requirements (following) for their specific program. 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 PCHCS.

Bachelor of Health Science (B.H.Sc.) Online Degree Completion Program of Study

- be of good moral and ethical character
- satisfactorily complete the program of 33 semester hours (minimum) of study in the program major required for the degree (not including CLEP, proficiency examinations, or experiential learning credits)
- complete general education, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attain a 2.0 cumulative grade point average
- attain a 2.25 grade point average in the major area
- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office

Bachelor of Science in Cardiovascular Sonography (B.S.—CVS)

- be of good moral and ethical character
- demonstrate professional behavior and required attendance throughout the program
- comply with all university, Health Professions Division (HPD), PCHCS, 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
- attain a 2.25 grade point average in the major area
- submit a degree application form before completing registration for the last semester

Bachelor of Science (B.S.) in Exercise and Sport Science

- be of good moral and ethical character
- successfully complete 72 credits within the exercise and sport science major
- complete all required program coursework, resulting in a minimum total of 120 semester hours
- attain a 2.0 cumulative grade point average
- attain a 2.25 grade point average in the major area
- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office

- meet standards and guidelines of academic nonprofit organizations such as the National Strength and Conditioning Association (NSCA), the International Society of Sports Nutrition (ISSN), and the American College of Sports Medicine (ACSM), as applicable

Bachelor of Science in Medical Sonography (B.S.—MS)

- be of good moral and ethical character
- complete general education, major, and elective requirements as specified by the program at time of admission, resulting in a minimum total of 125 semester hours
- attain a 2.0 cumulative grade point average
- attain a 2.25 grade point average in the major area
- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office
- attend the commencement ceremony
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
- complete minimum number of procedures and types of procedures; proficiencies, clinical competencies, and number of clinical hours as established by the program

Bachelor of Science (B.S.) in Respiratory Therapy—First-Professional

- be of good moral and ethical character
- satisfactorily complete the program of 80 semester hours (minimum) of study in the program major required for the degree (not including CLEP, proficiency examinations, nor prior experiential learning credits)
- complete general education, prerequisite, major, and elective requirements as specified by the program at time of admission resulting in a minimum total of 120 semester hours
- attain a 2.0 cumulative grade point average
- attain a 2.25 grade point average in the major area
- submit a degree application form before completing registration for the last semester
- fulfill all obligations to the library, the student's program, and the bursar's office
- attend the commencement ceremony

Bachelor of Science (B.S.) in Respiratory Therapy—Postprofessional

- be of good moral and ethical character
- satisfactorily complete the program of 45 semester hours (minimum) of study in the program

major required for the degree (not including CLEP, proficiency examinations, nor prior experiential learning credits)

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

Dual-Degree Bachelor of Science in Medical Sonography (B.S.—MS) and Master of Health Science (M.H.Sc.) Program

- be of good moral and ethical 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 PCHCS
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
- attend the commencement ceremony
- have a 3.0 cumulative grade point average, or higher
- complete minimum number of procedures and type of procedures, required proficiencies, required clinical competencies, and number of clinical hours as established by the program

Master of Health Science (M.H.Sc.)

- be of good moral and ethical 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 grade point average, or higher
- receive a recommendation from the M.H.Sc. program director and the dean of the PCHCS

Master of Science (M.S.) in Anesthesia

- be of good moral and ethical character
- successfully complete all academic and clinical courses and degree requirements with a minimum 3.0 cumulative grade point average, or higher
- 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. in Anesthesia program
- demonstrate professional behavior and required attendance throughout the program
- comply with all university, HPD, PCHCS, Department of Health Science, and student handbook policies and procedures, including dress code

Master of Science (M.S.) in Sports Science

- be of good moral and ethical character
- successfully complete all 30 credits of coursework with a minimum cumulative grade point average of 3.0, or higher
- satisfactorily meet all financial and library obligations

Dual-Degree Bachelor of Science in Cardiovascular Sonography (B.S.—CVS) and Master of Health Science (M.H.Sc.) Program

- be of good moral and ethical 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 master's program)
- fulfill all obligations to the library, the student's program, and the bursar's office
- successfully complete all master's program requirements
- receive a recommendation by the master's program director to the dean of the PCHCS
- complete the ARDMS Sonography Principles and Instrumentation (SPI) by the end of the first year
- have a 3.0 cumulative grade point average, or higher

Accelerated Dual-Degree Master of Health Science (M.H.Sc.)/Doctor of Health Science (D.H.Sc.) Program

- be of good moral and ethical 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 PCHCS

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).

Accelerated Dual-Degree Master of Health Science (M.H.Sc.)/Doctor of Philosophy (Ph.D) in Health Science Program

- be of good moral and ethical character
- satisfactorily complete the 41 credits for the M.H.Sc. program and the 47 credits for the Ph.D. program
- receive a recommendation by the M.H.Sc. and Ph.D. program directors to the dean of the PCHCS

The M.H.Sc. degree can be awarded upon completion of 41 credits (the 24 M.H.Sc. level credits and the 17 Ph.D. level credits).

Master of Medical Science (M.M.S.) in Physician Assistant

- be of good moral and ethical character
- satisfactorily complete the program of study required for the degree with a minimum cumulative grade point average of 2.0 (*C*)
- successfully complete all didactic and clinical coursework
- demonstrate professional behavior throughout the program

Master of Occupational Therapy (M.O.T.)

- be of good moral character
- satisfactorily complete the program of study required for the degree (99 credits) with a minimum grade of *C+* in each OCT course; *C* in anatomy, physiology, and neuroanatomy; and a minimum cumulative GPA of 2.3
- satisfactorily meet all financial and library obligations to the university
- successfully complete Level II fieldwork within 24 months of completion of didactic courses

Doctor of Audiology (Au.D.)

- 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 a minimum cumulative grade point average of 2.7
- successfully complete clinical externship experience
- satisfactorily complete the department's knowledge and skills markers
- successfully pass a comprehensive examination
- fulfill all obligations to the university
- complete the program within in six years from the initial term of enrollment

Doctor of Audiology (Au.D.)—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 a minimum cumulative grade point average of 2.7
- fulfill all obligations to the university
- complete the program within six years from the initial term of enrollment

Doctor of Health Science (D.H.Sc.)

- be of good moral and ethical character
- satisfactorily complete the program within seven years
- satisfactorily complete the program of a minimum 55 semester hours, as required for the degree, with a minimum grade in each course of 80 percent, represented by a grade of Pass (*P*), or *B*
- **Note:** Students who entered the program on or before summer 2020, must satisfactorily complete the program with a minimum of 61 semester hours, as required for the degree, with a minimum grade in each course of 80 percent, represented by a grade of Pass (*P*), or *B*.
- successfully complete the D.H.Sc. internship and practicum

Doctor of Philosophy (Ph.D.) in Health Science

- be of good moral and ethical character
- satisfactorily complete the program within seven years
- satisfactorily complete the program with a minimum grade of Pass (*P*) or *B* in all courses
- successfully complete all core and research courses, as well as required electives
- complete a minimum of 62 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 and before proceeding to dissertation
- 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 program director, the program chair, and the dissertation committee

Doctor of Occupational Therapy (Dr.O.T.)

- be of good moral and ethical character
- complete 34 credits in the program specifically approved to meet NSU doctoral program requirements within four years
- successfully complete the capstone course series OCT 7910, 7920, and 7921, which includes a capstone residency and project, and culminates in the capstone paper
- complete the program of study required for the degree with a minimum overall grade point average of 3.0 and a minimum grade of *B* (80 percent) in all coursework
- satisfactorily meet all financial and library obligations

Doctor of Occupational Therapy (O.T.D.) Entry-Level—Fort Lauderdale and Tampa Bay

- be of good moral and ethical character
- satisfactorily complete the program within five years from the time of matriculation
- satisfactorily complete the program of study required for the degree (122 semester hours) with a minimum grade of *C* (75 percent) in each occupational therapy course
- successfully complete clinical internships and residency within 24 months of completion of didactic courses
- fulfill all financial and library obligations to the university

Doctor of Philosophy (Ph.D.) 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 cumulative grade point average of 3.0 and a minimum grade of *B* (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 before a dissertation committee within seven years from the first day of classes
- submit documented evidence that dissertation research will be, or has been, presented or published in a peer-reviewed venue at the state, national, or international level
- satisfactorily meet all financial and library obligations
- submit dissertation to Clarivate/ProQuest for publishing

Professional Doctor of Physical Therapy (D.P.T.)—Fort Lauderdale

- be of good moral and ethical character
- pass all didactic courses with a grade of *C* or higher
- pass all clinical courses
- maintain student APTA membership throughout the program
- successfully complete a comprehensive examination
- successfully complete a student portfolio
- perform all required hours of service learning
- demonstrate professional behavior consistent with the APTA core values

Professional Doctor of Physical Therapy (D.P.T.)—Tampa Bay

- be of good moral and ethical character
- pass all didactic courses with a grade of *C* or higher
- pass all clinical courses
- maintain student APTA membership throughout the program
- successfully complete a comprehensive examination
- successfully complete a student portfolio
- complete an evidence-based capstone project
- perform all required hours of service learning
- demonstrate professional behavior consistent with the APTA core values

Doctor of Philosophy (Ph.D.) in Physical Therapy

- be of good moral and ethical character
- complete a minimum of 60 semester hours of coursework
- successfully complete the comprehensive exam
- pass all required didactic courses with a grade of *B* or higher
- successfully complete and defend the dissertation and have it approved
- submit dissertation to UMI/ProQuest for publishing
- complete the degree requirements within seven years from the initial term of enrollment

Master of Science (M.S.) in Speech-Language Pathology

- be of good moral and ethical character
- successfully complete (with grades of *B-* or better) all required courses
- successfully complete the required clinical experiences totaling a minimum of 400 supervised clinical contact hours (including 25 hours of guided clinical observation) as required for ASHA certification with experience across a diverse client base
- complete the program within six years from the initial term of enrollment
- have a cumulative grade point average of 3.0 or higher
- successfully complete the required capstone course
- successfully complete the required student portfolio
- successfully demonstrate 2020 Standards and Implementation Procedures for the Certificate of Clinical Competence in Speech-Language Pathology, as defined by the Council for Clinical Certification in Audiology and Speech-Language Pathology, the credentialing body of the American Speech-Language-Hearing Association (ASHA)
- complete the Praxis II Exam, adopted by ASHA, for the purposes of certification in speech-language pathology
- complete the application for degree and satisfy all NSU and PCHCS financial obligations

Doctor of Speech-Language Pathology (SLP.D.)

- be of good moral and ethical character
- participate in the winter research institute in Florida
- satisfactorily complete all required courses
- successfully complete an applied dissertation

- have a cumulative grade point average of 3.0 or higher
- complete the program within seven years from the initial term of enrollment
- submit an application for degree and satisfy all NSU/PCHCS financial obligations

Attendance

In NSU's PCHCS, 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 PCHCS, 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 makeup 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 makeup assignments shall be at the discretion of the instructor.

Clinical Rotations, Experiences, Placements, Fieldwork, or Externship

Attendance, while on clinical rotations, follows different procedures. These are noted in the policy and procedures *Clinical Education 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. Students not seated in their assigned seat by the time class begins will be marked absent. Classes finish on the hour. If a 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.

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 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. Students are expected to check their NSU email daily, Monday through Friday, and respond to faculty members' emails within 24 hours during the workweek. 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 (ISP). Information regarding the minimum recommended specifications can be accessed at *nova.edu/publications/it-standards*.

Internet Service Provider

To access the university's computing resources, all NSU students must obtain Internet access through a suitable ISP. There are many ISP providers across the country. It is the responsibility of each student to arrange for and maintain an Internet connection. Students may choose any reliable provider of their choice. Students enrolled in online programs are recommended to access through a DSL or cable Internet connection subscription. Students should 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 students 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

Exams are designed to be both a means of evaluation and a learning experience. The program will determine how students will receive feedback in a timely manner for each exam. To maintain the integrity of summative examinations, all examination reviews will be conducted in a secure environment. Students are not permitted to duplicate, receive, or distribute examination questions or answers. Violations of this policy are considered a breach of the Code of Student Conduct and Academic Responsibility, and the student will be referred to the Committee on Student Progress.

Grading System

At the end of each course, the course director or course professor enters 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/Fail (*P/F*), numeric, or alpha (letter) grading scales. Grades will be issued for clinical rotations as well as didactic courses.

In all PCHCS programs, failing grades will be included in calculating the GPA for the term in which the grade was received and in the cumulative GPA.

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

I	Incomplete
IF	Incomplete Fail
IP	Incomplete Pass or In Progress
IW	Incomplete Withdrawal
W	Withdrawal
WP	Withdrawal Passing
WF	Withdrawal Failing

WU	Administrative Withdrawal
AU	Audit
P	Pass
PH	Pass with Honors
PR	Progress
F	Fail
C(E)	Pass Course by Remediation
CL	CLEP
EQ	Credit Awarded Based on Prior Experience

Transcript Notations

The following are transcript notations that may be found on a transcript at the end of the semester (in addition to numerical and alpha grades):

Academic Probation

Academic Warning

Academic Dismissal

Academic Suspension

Conditional Dismissal

Disciplinary Probation (may also be used to indicate issues related to unprofessional behavior)

Disciplinary Suspension (may also be used to indicate issues related to unprofessional behavior)

Disciplinary Expulsion (may also be used to indicate issues related to unprofessional behavior)

Readmitted

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 of the grade given or prior to any retest, whichever occurs sooner. If unresolved, the dispute may be forwarded to the program director or department chair or designee of the chair within five business days of receiving the notification of the course instructor's decision. Failure to submit a timely appeal will be considered a waiver of the student's grade dispute appeal rights. The appeal to the program director, department chair, or designee is the final appeal for all grade disputes.

Student Evaluation of Courses and Faculty Members

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 (President'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 (CSP) 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. Students who are appealing a course failure will continue to attend didactic courses in the term following the course failure until all appeals are resolved.

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 the student 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 from Studies

It is recognized that students may need to temporarily discontinue all coursework either voluntarily or by administrative action. This can occur through a leave of absence or an administrative break in enrollment.

1. Leave of Absence

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment must consult with their adviser/program office to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. An approved LOA must be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of University Registrar's website at *nova.edu/registrar/policies/leave-of-absence-policy.html*.

2. Administrative Break in Enrollment

An administrative break in enrollment may be voluntary or may be imposed by the dean. Students who wish to request an administrative break in enrollment must complete the Administrative Break Request Form and include supporting documentation. If the program director or chair supports the request, the program director or chair will send the request to the associate dean of Student Affairs for review.

Students will be responsible for understanding the impact of the leave on financial aid, health insurance, housing, etc. Administrative breaks in enrollment may lead to delays in graduation, additional tuition and fees, and other financial or academic adjustments. If the student is not able to complete the term, the student may be able to withdraw from the class or receive an incomplete grade, depending on the student's status in the course.

After review of a student's request for administrative break in enrollment, the associate dean will inform the program director or chair whether it is approved or denied. If the administrative break in enrollment is approved, the academic program director or chair will inform the student, in writing, of the terms and conditions of the administrative break in enrollment and subsequent return to the program. Students are expected to adhere to these terms and conditions, or they may risk disenrollment from the program. While on an administrative break in enrollment, a student is not eligible to attend any academic or cocurricular activities. If the administrative break in enrollment is denied, the program representative will inform the student that the request has been denied.

President's List

Students receiving a 3.8 GPA or higher are placed on the President's List for that semester. An annual letter of commendation is sent from the president to the student, and the honor is recorded on the student's official transcript.

Dean's List

Students receiving a 3.6 GPA or higher are placed on the Dean's List for that semester. (The undergraduate GPA requirement is 3.8.) An annual 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 higher 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.

Committee on Student Progress (CSP)

Each department within the PCHCS has one or more Committee on Student Progress (CSP). It is the CSP's responsibility to conduct proceedings to examine the status of students who are experiencing academic problems or who have violated any regulation, policy, and/or professional or behavioral codes of conduct. The CSP examines individual cases and makes appropriate recommendations to the department chair or designee, who determines the final status of the individual student. All examinations of individual cases are informal proceedings conducted by the CSP. Legal representation is not permitted; rules of evidence will not be used. At the discretion of the academic program, violations of college or university conduct/behavioral policies may be referred to the university's dean of students to be addressed under the conduct procedures detailed in the NSU portion of this handbook.

Process and Procedure

- When informed of the alleged violation or academic deficiency by the department chair or program director, the chair of the 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 the student may have, in writing, no less than two business days before the hearing date. Students will be responsible for ensuring the presence of their witness. Witnesses must have personal knowledge of facts relating to the matter at issue. Character witnesses are not permitted.
- 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 the witnesses.
- The student will be given ample opportunity to present the statements to the committee. The student will only be present during the statement and to respond to any questions from the committee.
- The CSP chair will dismiss the student and any witnesses and close the meeting for discussion.
- At the conclusion of the discussion, the committee shall make recommendations to the department chair or designee.

- The department chair or designee shall review the committee's recommendations and shall notify the student of the outcome in writing by certified mail (return receipt requested), by email with response requested, or by hand delivery. The department chair may adopt, reject, or modify the committee's recommendation or may remand the matter back to the committee for further investigation or deliberation.
- The recommendations of the CSP and all reports, letters, and investigative records shall be maintained by the program for not less than five years. This information is not part of the student's permanent record or the student's transcript.

Students have the right to appeal the decision within five business days of notification from the department chair or designee, except in cases of grade disputes, in which the department chair or designee is the final appeal. A request for appeal must follow the procedures outlined in the *Dr. Pallavi Patel College of Health Care Sciences Handbook* section titled Student Appeals.

Academic Warning/Probation/Dismissal

The purpose of this policy is to identify and provide assistance to students who are not making satisfactory academic progress. To enhance students' chances of achieving the best academic outcomes, the PCHCS 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 the 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 Warning, 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 enrollment in the respective program.**

The issuance of an Academic Warning will result in the student being referred to the student's adviser and/or the CSP. Please see the CSP procedures in the PCHCS 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 students have the opportunity to demonstrate that they 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, students will be referred to their adviser and/or the CSP. Please see the CSP procedures in the PCHCS 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.

Students who fail a course in a program will be referred to their adviser and/or the CSP and may be subject to dismissal from the program. Please see the CSP procedures in the PCHCS section of this handbook.

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

Academic Honesty Policy and Procedure

Academic dishonesty is addressed in the *NSU Student Handbook*, under the Code of Student Conduct and Academic Responsibility.

The following policy and procedure applies specifically to the PCHCS as a supplement to the policy in the *NSU Student Handbook*. Faculty members, directors, and/or chairs, with reasonable cause to believe that a student has committed an act of academic dishonesty, must refer the infraction directly to the department CSP, whose recommendation must then be forwarded to the department chair or designee. If the student appeals the decision of the department chair or designee, the appeal must be in writing and submitted to the chair of the Academic Honesty Committee (AHC) within five business days (excluding holidays and weekends) after the date of receiving notification of the department chair or designee's decision. The appeal must contain a concise statement of all relevant facts and the result sought. Participation by legal representatives with regard to preparation of the written appeal is prohibited. The appeal may be submitted in hard copy, including a mailing address, and should also be emailed to the chair of the AHC to expedite committee response.

The AHC will hear all student appeals of decisions recommended by the committee and concurred with by the department chair or designee of each department or individual program of the PCHCS. 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 PCHCS. 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 PCHCS.

- Once the student appeals to the AHC, the student is notified in writing as to the student's right to a formal hearing before the committee.
- The student's department chair or designee is also notified once the hearing date and time are set or if the student waives the student's right to be heard.
- The AHC will notify the student and the department chair or designee in writing of the final disciplinary decision.
- The decisions of the AHC are final.

Disciplinary Warning/Probation/Suspension/Dismissal

The purpose of this policy is to ensure adherence to the university's **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. NSU's PCHCS 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 students that their 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 CSP. Please see the CSP procedures in the PCHCS 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 students that their 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 CSP. Please see the CSP procedures in the PCHCS 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 students violate the Code of Student Conduct and Academic Responsibility and/or do not meet the conditions of their 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 CSP. Please see the CSP procedures in the PCHCS 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 CSP, which will make recommendations to the department chair/program director.

The college reserves the right, and the student by the 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 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.

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 enrollment in the respective program.

4. Prior to a remediation examination, a student who fails a course may be asked to meet with the student's 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*)], on the student's transcript except in circumstances as noted 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 PCHCS. The purpose of the CWAC is to review decisions to ensure the policies and procedures of the university, HPD, and the PCHCS 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 by the department chair or designee of each of the departments or individual programs of the PCHCS 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 PCHCS have been followed. If a student appeals the decision of the department chair or designee, the appeal must be in writing and submitted to the chair of the CWAC within five business days (excluding holidays and weekends) after the date of receiving notification of the department chair or designee decision. Any appeals not submitted to the chair of the Appeals Committee within this time frame shall not be heard. The appeal must contain a concise statement of all relevant facts and the result sought. The CWAC will not consider evidence which was not presented to the department or the program CSP. 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 six faculty members from the PCHCS, 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 (read receipt requested).
- Any students who fail to appear at the designated date and time will automatically waive their 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.
- Students will provide the committee chair with a list of any witnesses they 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 CSP's failure to adhere to the policies and procedures of the university, HPD, and/or the PCHCS in making its decision will be considered.
- Students will be present only during their 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.

- Students will have an opportunity to present their appeal, provide statements, summarize their 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 CSP 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 the student's last official address or hand delivered with receipt. Copies will be delivered to the department chair or designee. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.

Behavioral Standards

Dress Code

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

The following constitutes acceptable and professional attire:

- **white clinical jackets at all times** for students enrolled in all entry-level programs
- professional business dress, which includes shirt, tie, slacks, pants, skirt with blouse, dress, and appropriate shoes

- matching scrub sets and shoes
- No institutional scrubs may be worn by any PCHCS 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 (except of a religious nature). Students must wear their approved NSU ID badges while on campus.

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

Classroom Behavior

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

Netiquette

In a traditional classroom, students are reminded that behavior that disrupts the class or interferes with other students and their ability to learn is unacceptable. Any person engaged in disruptive behavior receives a written warning from the instructor. Students who continue to engage in disruptive behavior after this warning may be administratively withdrawn from the course. Similarly, in an online course, any electronic postings, emails, or electronic messages that disrupt the class or interfere with learning goals and objectives are unacceptable. Electronic communication—the backbone of online courses—must be civil, respectful, and cordial at all times. Any posting that disrupts or interferes with learning will be removed, and the author of the posting will receive a written warning. A second disruptive posting will cause the author to be administratively withdrawn from the course.

Drug Screening

NSU's PCHCS 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

NSU's PCHCS has a zero tolerance policy for drug use. This includes the use of illegal drugs; the use of controlled substances without a prescription; the use of marijuana, even if prescribed or certified by a physician; 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 a positive follow-up screen, the student will be referred to the CSP for disciplinary action, which may include expulsion/dismissal from the student's program and the PCHCS. Note: Students who receive a positive drug or alcohol screen must complete a follow-up drug or alcohol screening within one business day, following receipt of a request, unless prior approval is received from the program director.

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 PCHCS' dean office.

Drug Testing Policy

NSU's PCHCS recognizes that substance abuse is a career- and life-threatening problem and encourages students to seek help in overcoming addiction.

Students are encouraged to reach out to the Office of Student Affairs for help in seeking services for drug and alcohol counseling or contact any of the behavioral health resources available to PCHCS students.

Any student may be required to submit to drug and/or alcohol testing based upon what the faculty members and administration consider to be reasonable grounds to suspect drug or alcohol use, including, but not limited to

- direct observation of drug or alcohol use or possession
- physical behaviors related to the influence of drugs or alcohol
- abnormal or erratic behavior that is disruptive or a risk to others
- arrest or conviction of a drug or alcohol related offense on or off campus
- documented information from a credible source submitting a complaint
- evidence that a previous drug or alcohol test was tampered with
- possession of drug paraphernalia
- after treatment for drug or alcohol use

PCHCS administration will require that drug testing be performed at a qualified designated laboratory site identified by the college.

Students who

- test positive on a drug or alcohol urine screen

• have a repeated inconclusive and/or diluted drug or alcohol urine screen*

• refuse to submit to a drug or alcohol urine screen

• demonstrate illegal or disruptive actions related to drug or alcohol use

• have an arrest for possession of drug paraphernalia or other illegal possession/use of drugs

• have a demonstrated dependence to drugs or alcohol

will be referred to the CSP for further action, including the evaluation of potential violations of the Code of Student Conduct and Academic Responsibility. Should a student have a valid prescription for the medication, it will be reviewed by PCHCS administration prior to making the decision to refer the matter to the CSP. Please note that NSU's Drug-Free Schools and Campuses Policy prohibits the use and possession of marijuana regardless of whether a valid prescription exists.

*In the event of an inconclusive or diluted test result, the student will be required to submit to an additional urine drug screen within 24 hours of the inconclusive/diluted result. Should the repeat test be inconclusive and/or diluted, the student will be placed on an administrative break in enrollment until such time as the student can present a negative drug and/or alcohol screen, and will be referred to the CSP for review and possible disciplinary action.

Accreditation, National Examinations, and Licensure

Department of Anesthesia

Anesthesiologist Assistant programs in Fort Lauderdale, Jacksonville, and Tampa Bay are accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP). CAAHEP is recognized by the Council for Higher Education Accreditation (CHEA) and is also a member of the Association of Specialized and Professional Accreditors (ASPA). The new NSU Denver Anesthesiologist Assistant program will be seeking initial accreditation by CAAHEP's Committee on Accreditation (CoA), the Accreditation Review Committee for the Anesthesiologist Assistant (ARC-AA). The certification process for anesthesiologist assistants includes an initial certifying examination, ongoing registration of continuing medical education, and interval examinations for continued demonstration of qualifications through the National Commission for Certification of Anesthesiologist Assistants (NCCAA).

Department of Audiology

The Audiology Department is dually accredited by the Accreditation Commission for Audiology Education (ACAE) and the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA). Graduates will have completed the academic and clinical requirements necessary

to be eligible to apply for a license as an audiologist, pursue board certification in audiology from the American Board of Audiology, and, if they choose to adhere to the clinical supervisory requirements, the Certificate of Clinical Competence (CCC) from ASHA.

Department of Cardiopulmonary Sciences

The Bachelor of Science in Respiratory Therapy First-Professional Program has the status of continuing accreditation from the Commission on Accreditation for Respiratory Care (CoARC). Our CoARC Program Reference number is 200615. The program is not accredited in polysomnography. The Commission on Accreditation for Respiratory Care is located at 264 Precision Boulevard, Telford, TN 37690-2453. 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 NSU's PCHCS.

The Bachelor of Cardiovascular Sonography Program at the NSU Tampa Bay Regional Campus is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, *caahep.org*) upon the recommendation of the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT). In their review meeting of January 16, 2019, CAAHEP granted continuing accreditation to the NSU Cardiovascular Sonography program in both Adult Echocardiography and Noninvasive Vascular Study through the year 2024. The Bachelor of Science in Cardiovascular Sonography Program at the NSU Tampa Bay Regional Campus meets the educational degree completion requirements for licensure and/or professional registration in all 50 states, the District of Columbia, and the U.S. protectorates, as defined in 34 CFR §600.2. 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).

The NSU Diagnostic Medical Sonography—Vascular Program is accredited by the Commission on Accreditation of Allied Health Education Programs (*caahep.org*). Upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), the program has been granted continuing accreditation until the year 2026.

The NSU Diagnostic Medical Sonography—Abdomen-Extended Program is accredited by the Commission on Accreditation of Allied Health Education Programs (*caahep.org*). Upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), the program has been granted continuing accreditation until the year 2026.

The NSU Diagnostic Medical Sonography—Obstetrics and Gynecology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (*caahep.org*). Upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), the program has been granted continuing accreditation until the year 2026.

Graduates are eligible to apply for the national registry examinations in the Abdomen, OB-GYN, and Vascular specialties as offered by the American Registry for Diagnostic Medical Sonography (ARDMS),

American Registry of Radiology Technologist (ARRT), and/or the corresponding vascular credential offered by the Cardiovascular Credentialing International (CCI).

CAAHEP contact and address: Gina Scarboro, CAAHEP executive director. 9355 113th Street N., #7709, Seminole, FL 33775-7709. Phone: (727) 210-2350; fax: (727) 210-2354.

JRC-DMS contact and address: Gerry Magat (*mail@jrcdms.org*). 6021 University Boulevard, Suite 500, Ellicott City, MD 21043. Phone: (443) 973-3251.

Department of Occupational Therapy

Occupational Therapy Program—Fort Lauderdale

The entry-level occupational therapy doctoral degree program on the Fort Lauderdale/Davie Campus has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE®) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its website is *acoteonline.org*.

The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates 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, all 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. Students must complete 24 weeks of Level II fieldwork as well as an individual 14–16 week capstone experience within 24 months following the completion of the didactic portion of the program. The doctoral capstone experience must be started after completion of all coursework and Level II fieldwork, as well as completion of preparatory activities defined in 2018 ACOTE® OTD Standard D.1.3.

Occupational Therapy Program—Tampa Bay

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 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. 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 NSU Professional DPT programs are accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: (703) 706-3245; email: *accreditation@apta.org*; website: *capteonline.org*. If needing to contact the program/institution directly, please call (954) 262-1662. Graduates are eligible to take the National Physical Therapy Examination (NPTE) administered by the Federation of State Boards of Physical Therapy.

Department of Physician Assistant

The Physician Assistant Programs in Fort Lauderdale, Fort Myers, Jacksonville, and Orlando 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 John's Creek, Georgia, which works closely with the PA Department to coordinate eligibility and appropriate dates for testing.

Department of Speech-Language Pathology

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

Student Organizations Officially Recognized by the University

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

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 Cardiopulmonary Sciences

Lambda Beta Honor Society

The Lambda Beta Honor Society is a national honor society for the respiratory therapy profession. The purpose of the society is to promote, recognize, and honor scholarship, scholarly achievement, service, and character of students, as well as graduates and faculty members of the profession.

Department of Health and Human Performance

Exercise Science Student Organization (ESSO)

The mission of the NSU Exercise Science Student Organization is to educate, research, and provide community service and social outreach for the betterment of human health within the community.

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

Department of Health Science

Doctor of Health Science Student Association

This association is composed of all students in the Doctor of Health Science degree program and functions to enhance leadership and learning activities for the student body.

Department of Occupational Therapy

Fort Lauderdale Entry-Level M.O.T. Student Occupational Therapy Association (SOTA)

The Student Occupational Therapy Association (SOTA) 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.

Fort Lauderdale Entry-Level O.T.D. Student Occupational Therapy Association (SOTA)

The Student Occupational Therapy Association (SOTA) is a student-led, service-oriented organization that strives to promote occupational therapy as a growing evidence-based profession. SOTA offers opportunities for community service, social events, leadership, and professional development.

Tampa Bay Entry-Level O.T.D. Student Occupational Therapy Association (SOTA)

Tampa Bay 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 Bay

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

Occupational Therapy Postprofessional Doctoral Student Association

The Occupational Therapy Doctoral Student Council will strive to enrich and improve the distance learning experience for students in the Postprofessional Doctor of Occupational Therapy (Dr.O.T.) and Doctor of Philosophy (Ph.D.) in Occupational Therapy Postprofessional 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 Bay. 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 preprofessional 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 is the premier professional and scientific association addressing the communication interests and concerns of black communication science and disorders professionals, students, and consumers. The National Black Association for Speech-Language and Hearing uses the acronym NBASLH which is pronounced "*in bahz la*" or |nbazlə|. 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. NSU's Affiliate of NBASLH has the distinction of being the only NBASLH affiliate chapter with professional and student members from three different regional areas: online across the country, at NSU's regional campuses throughout the state of Florida and locally at the Fort Lauderdale/Davie Campus.

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

NBASLH Affiliates' Handbook: nbaslh.memberclicks.net/assets/docs/NBASLH_Affiliate_Handbook.pdf

Department of Anesthesia

Master of Science (M.S.) in Anesthesia—Fort Lauderdale, Tampa Bay, Jacksonville, and Denver

Grading Policies and Procedures

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

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

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

A minimum grade of a *C* is required in all anesthesia specialization courses and all M.H.Sc. and Dr. Kiran C. Patel College of Allopathic Medicine courses.

Policy on Returning Examinations

Exams are designed to be both a means of evaluation and a learning experience. The program will determine how students will receive feedback in a timely manner for each exam. To maintain the integrity of summative examinations, all examination reviews will be conducted in a secure environment. Students are not permitted to duplicate, receive, or distribute examination questions or answers. Violations of this policy are considered a breach of the Code of Student Conduct and Academic Responsibility, and the student will be referred to the Committee on Student Progress.

Advanced Placement and Transfer of Credits

Because of its highly integrated and compact curriculum, the 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 M.S. in Anesthesia is a lockstep program. The sequence of the courses has been thoughtfully determined. Progression from one term to the next is, for M.S. in Anesthesia core courses, based on the successful completion of the courses offered in prior terms. To complete the M.S. 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 M.S. 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 will be dismissed from the program.

Below are the core didactic courses of the M.S. in Anesthesia program.

All courses with the ANES/ANET/ANEJ/ANED prefix and the following

ANA 5420	Anatomy
PHS 5400	Physiology

Below are the core clinical courses of the M.S. in Anesthesia program.

ANES/ANET/ANEJ/ANED 5001, 5002	Clinical Anesthesia I, II
ANES/ANET/ANEJ/ANED 6001, 6002, 6003	Clinical Anesthesia III, IV, V

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 CSP. (See information regarding the CSP in the Academic Standing section of this handbook.) A student may remediate no more than two courses during enrollment in the program. If a student fails three or more courses while in the program, the student will be dismissed from the program.

Retake/Repeat/Remediation

The M.S. in Anesthesia program is in compliance with the CSP and Course Remediation policies listed in the student handbook. The following additional 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*, will be sent to the CSP, and will be dismissed.
- Students in the M.S. 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/ANEJ/ANED 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 CSP, which may result in course failure, course repeat with 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 CSP and may be dismissed.

- 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 CSP, which may result in course repeat with program extension, 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 PCHCS policies related to academic warning, academic probation, and dismissal. Additional policies may apply at the discretion of the program director.

Withdrawal

Students who wish to withdraw from the program must submit a written voluntary withdrawal request via email to the program director who will evaluate the student's request. The withdrawal period ends three weeks prior to the end of the semester. Students who wish to withdraw outside of this time frame must provide documentation of medical—or other circumstances—which warrant this exception. Once a class has been completed, the student does not have the option to withdraw.

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 one to three 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 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.

The clinical curriculum of the program requires students to travel to hospitals to participate in clinical rotations that will consist of days, nights, weekends, and various call shifts. It is the responsibility of each student to have a reliable form of transportation prior to entering the AA program. This expense is the student's responsibility.

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.

Electronic Communications

Electronic communications, including any form of messaging, posting, texts, blog entries, comments, multimedia content, videos, and emails, must adhere to university and program policy for professionalism, nondiscrimination, and Title IX compliance. This includes activities and communications by, to, or from NSU students using any device on NSU or third-party social media or other sites, if the communications refer to, are addressed to or from, are sent to or from, reference or involve a student, faculty member, or program at NSU. Such communications, if determined to be in violation of said policies, will result in disciplinary action, which may include dismissal from the program and expulsion from NSU. Work submitted as part of class assignments during any didactic or clinical externship courses may not include any identifying information of 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.

Additional Specific Policies

Students will receive the program's clinical handbook that will cover respectively all policies, procedures, courses, and rotations appropriate for the curriculum. These handbooks provide more specifics for guidance and governance of the students while in the program. The *Dr. Pallavi Patel College of Health Care Sciences Student Handbook* supersedes the program handbooks if there are direct conflicts, although the program's handbooks may be more strict and/or detailed.

Graduate Certificate in Pre-Anesthesiologist Assistant Studies (Pre-AA Certificate)

The Graduate Certificate in Pre-Anesthesiologist Assistant Studies (Pre-AA Certificate) program is uniquely designed for the prospective NSU anesthesiologist assistant (AA) students to strengthen their application and science background. This two-semester certificate program is designed to offer these students the opportunity to demonstrate the academic qualities and gain skills necessary to be admitted to the AA program.

The coursework is delivered in a hybrid format. Courses that include labs are held at the NSU Palm Beach campus, two to three weekends during the winter semester.

The rest of the coursework is delivered via distance-learning technologies.

Academic Promotions and Progression

- Students must complete each course with a *B-* (80 percent) or better grade.
- Receiving a final grade lower than a *B-* (80 percent) or failure of any course(s) will negate the option to enter the NSU AA program under this agreement, and the student will be sent to the Committee on Student Progress for review, which may lead to dismissal.
- There is no remediation process for failed courses.
- Not completing a course will constitute a failure of the course, and the student will receive a grade of *F* in the course.
- The certificate is a lockstepped program and must be completed in one year.
- Direct entry into one of the NSU AA programs upon completion of the two-semester program with a 3.6 GPA. Students who graduate with a 3.3 GPA or higher are also guaranteed an interview.
- Applicants will need to fulfill all admissions requirements for the NSU AA program, including all prerequisites courses, successful interview, GRE/MCAT scores, letters of recommendations, anesthesia exposure, and minimum GPA of 2.75 with a preferred GPA of 3.25 or above.

Graduate Certificate in Pre-Anesthesiologist Assistant Studies (Pre-AA Certificate)

- complete all courses of this lockstep program (18 credits) in sequence in the fall and winter semesters
- complete each course with a grade of *B-* (80 percent) or better
- complete graduate application

Attendance

Pre-AA Certificate courses are designed in a hybrid format. 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 weekly web-based classes.

Grading Policies and Procedures

Pre-AA Certificate courses are graded on an alpha scale.

Students must complete each course with a *B-* (80 percent) or better.

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

Incomplete Coursework

A grade of incomplete (*I*) is issued because of unexpected emergencies and must be made up within 30 days 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 prior to the end of the course. The form must be signed by the student and the course instructor and must be 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 Cardiopulmonary Sciences.

Advising

Students will be assigned an academic adviser upon admission into the certificate program. Advisers will advise and assist students during matriculation and throughout the students' two semesters in the program. Students may communicate with their adviser 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.

Electronic Communications

Electronic communications, including any form of messaging, posting, texts, blog entries, comments, multimedia content, videos, and emails, must adhere to university and program policy for professionalism, nondiscrimination, and Title IX compliance. This includes activities and communications by, to, or from NSU students using any device on NSU or third-party social media or other sites, if the communications refer to, are addressed to or from, are sent to or from, reference or involve a student, faculty member, or program at NSU. Such communications, if determined to be in violation of said policies, will result in disciplinary action, which may include dismissal from the program and expulsion from NSU. Work submitted as part of class assignments during any didactic or clinical externship courses may not include any identifying information of 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.

Department of Audiology

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous satisfactory academic and clinical performance. Since many of the curriculum's courses are offered only one time per year, a student may have an altered plan of study if the student does not satisfactorily progress each semester. This may extend the student's program. There is a maximum six-year time limit for program completion, which includes any requested leave of absence and subsequent return to the program. To graduate, each student must pass a comprehensive examination.

The curriculum is divided into core/foundation courses, clinical courses, and other academic courses. The following courses in the curriculum are considered core/foundation courses. Students who do not earn a passing grade in these courses, where passing grade is defined in each course syllabus, may not continue in the program until the course is taken again at its next offering, which is typically two semesters later.

AUD 5010	Neuroscience of Audiology
AUD 5301	Diagnostics I: Audiologic Diagnostic Procedures Across the Life Span
AUD 5301L	Diagnostics I Lab
AUD 5302	Acoustics and Instrumentation
AUD 5304	Anatomy and Physiology of the Auditory and Vestibular Mechanisms
AUD 5402	Introduction to Auditory Electrophysiology
AUD 5403L	Introduction to Auditory Electrophysiology Lab
AUD 5404	Introduction to Vestibular Evaluation
AUD 5404L	Introduction to Vestibular Evaluation Lab
AUD 5405	Overview of Amplification I
AUD 5405L	Amplification Lab I
AUD 6402	Diagnostics II: Site-of-Lesion Assessment
AUD 6402L	Diagnostics II Lab
AUD 6404	Pathologies of the Auditory/ Vestibular System

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 passing grade in any of these courses, the student must repeat the course in the next semester in which the course is offered. The student may continue in the program, but the plan of study may be altered as a result.

Students must earn a passing grade in all clinical courses (AUD 6510, 6511, 6512, 7607, 7608, 7610, 7611, 7612, 7613). If a failing grade is earned in a clinical course, the course must be repeated in the next semester, and this will alter the student's plan of study and may affect future clinic rotation and/or placement. If a student is terminated from an internship (AUD 7607, 7608, 7613) or externship (AUD 7610, 7611, 7612), the student will fail the internship or externship and immediately be referred to the CSP for review. Students may not begin externships until all didactic and clinical coursework (AUD 6510, 6511, 6512, 7607, 7608,

7613) has been successfully completed. Didactic courses in the program are only offered one time per year. If a student must retake a course, there will be a delay in the plan of study.

Grading Policies, Procedures, and Course Failures

Alpha Grade	Quality Points	Percent Equivalent
A	4.0	94–100
A-	3.75	90–93
B+	3.50	87–89
B	3.0	83–86
B-	2.75	80–82
C+	2.50	77–79
F	0.0	< 77

A passing grade must be earned in each course in the curriculum. If a student achieves a grade below passing 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 have a temporary interruption in enrollment 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 passing grade 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 the program. A clinical course may be repeated only one time. If a student repeats a clinical course and does not earn a passing grade, the student will immediately be referred to the CSP and may be dismissed from the program.

A student will be referred to the CSP to review the circumstances of any course failure. While matriculating through the audiology program, a student is permitted to retake two courses. When a third course grade below passing 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 CSP for review of the circumstances and determination, which may include a disciplinary warning, disciplinary probation, course failure, program suspension, and/or dismissal from the program. Course failure may alter a student's plan of study and extend the program. The student's transcript will reflect the professional behavior grade earned in each clinical practicum.

Withdrawal from a Course

A request for withdrawal from a course shall be made in writing to the program chair. A student may request withdrawal only if the student is in good academic/professional standing with the program. A withdrawal from a course requires approval from the program chair. A grade of *W* (withdrawal) will be recorded on the transcript. The grade of *W* 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 *F* as determined by the faculty member.

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 passing grade 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 Compliance

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 (703) 226-1056.

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.

The Doctor of Audiology (Au.D.) residential education program at Nova Southeastern University is accredited by the Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association (ASHA), 2200 Research Boulevard #310, Rockville, Maryland 20850, 800-498-2071 or 301-296-5700. With respect to CAA, grievances about the program must

- be against an accredited educational program or program in candidacy status in speech-language pathology and/or audiology
- relate to the standards for accreditation of education programs in audiology and speech-language pathology, 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, Mail Stop 310, Rockville, MD 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 complainant's burden of proof is a preponderance or greater weight of the evidence.

Clinical Experience and Placement

A student's clinic schedule is assigned at the beginning of each semester by the clinical director. Students are expected to be available as assigned. The program reserves the right to alter assignments during the semester as necessary. Failure to adhere to scheduled clinical assignments is considered unethical and unprofessional behavior. Students will be referred to the 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.

In the fourth year, the student must be available full time to complete the supervised professional experience. The externship placement is defined as no less than 12 months of full-time professional audiology-related employment. A minimum of 1,820 contact hours of clinical work is expected to be completed during the externship. The decision of accepting an externship site is a major one; students are expected to consider all aspects of the decision prior to accepting an offer. Once an offer is accepted, the student has made a commitment to that organization from which it is entirely unprofessional to withdraw. Withdrawing from an externship site will lead to disciplinary referral to the CSP, and may result in a delay in graduation, up to and including dismissal from the program.

Students will be assessed on expected clinical competencies. Each clinical placement must be successfully completed before the student is allowed to progress to the next clinical level. Successful completion will be determined by an evaluation of the student's clinical performance by the student's preceptor in collaboration with faculty members. Faculty members coordinating clinical placements will make the final determination of the student's grade.

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

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

semester in which the original assignment was made. If a student must be reassigned at the beginning of a new semester for failure to meet the facility's requirements, the student's individual timeline for completion of the program will be impacted.

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

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

Affiliation Policy

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

Attendance

Absences and tardiness are strongly discouraged. Students are encouraged to attend all classes and to arrive on time. Students are tardy if they arrive 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 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 *healthsciences.nova.edu/audiology/fort_lauderdale/forms/essential-functions.pdf* and is distributed at orientation.

Department of Cardiopulmonary Sciences

Palm Beach

NSU's PCHCS 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 (B.S.) in Respiratory Therapy—Postprofessional
Bachelor of Science (B.S.) in Respiratory Therapy—First-Professional

Bachelor of Science (B.S.) in Respiratory Therapy—Postprofessional

The B.S. in Respiratory Therapy—Postprofessional 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 CSP. (See the CSP in the college section of this handbook.)

Academic Warning

B.S. in Respiratory Therapy—Postprofessional 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 the B.S. in Respiratory Therapy—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 classes at least once per week or more, depending on weekly curriculum requirements, to complete assignments.

Grading Policies and Procedures

Courses for the B.S. in Respiratory Therapy—Postprofessional program are graded on an alpha scale.

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

In addition to alpha grading, the B.S. in Respiratory Therapy—Postprofessional program may use transcript notations outlined in the PCHCS section of this handbook. For purposes of retention in the B.S. in Respiratory Therapy—Postprofessional program, any core-course grade below a *C* will be considered a course failure. No more than two courses may be passed through retake.

All students receiving a failing grade of less than a *C* or 74 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 on the student's transcript, in a column marked "repeated," and that original grade will then be excluded from GPA calculation. The new course grade (the grade of the repeated course) will be noted on the transcript followed by an *I* in the column marked "repeated." This repeated course 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 B.S. in Respiratory Therapy—Postprofessional 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 B.S. in Respiratory Therapy—Postprofessional program will be granted a block grant of 45 credits for their NBRC Certification as a Registered Respiratory Therapist (RRT) or licensure in their home state as an RRT that will be transferred in as HLSC 1999 Prior Learning in Health Science.

Academic Advising and Administrative Support

Students will be assigned an academic adviser upon admission into the program. The adviser will advise and assist students during matriculation and throughout their studies in the program. Students may communicate with their adviser 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.

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. Students may request withdrawal only if they are in good standing. A withdrawal from a course requires approval from the program director. A grade of *W* (withdrawal) will be recorded. The grade of *W* 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 *F*.

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.S. in Respiratory Therapy—Postprofessional program. If a student is administratively withdrawn from the program, the student would be required to petition the program director in writing for reinstatement in the program.

Course Registration and SharkLink

Students must register for classes online. Once students have been accepted into the program, students may register for classes via SharkLink, "Academics" tab under "Registration-Add/Drop/SEA." B.S. in Respiratory Therapy—Postprofessional students may only take classes during fall, winter, and summer terms. However, students may take any missing general education classes during any term in which they are offered.

Online Course Access and Canvas

All the program's online courses, which a student has registered for, will be accessed through Canvas. Students must use their NSU email and password to log on to their courses posted on Canvas. Canvas can be accessed through *sharklink.nova.edu*.

Online Student Center—Program and Course Communication

All students are required to visit the online student center at least weekly. All communication and programmatic information will be posted in the online student center. It is required that all students use the online student center when communicating with the program. All class communication must take place through the Canvas course itself.

Bachelor of Science (B.S.) in Respiratory Therapy—First-Professional

The B.S. in Respiratory Therapy—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 program consists of didactic and clinical courses with extensive hands-on experiences.

Grading Policy

Didactic courses for the B.S. in Respiratory Therapy—First-Professional program are graded on an alpha scale. **Clinical courses are graded on a Pass/Fail scale**. Grades lower than a *C* or *P* will result in failure of the course.

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

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 CSP 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 CSP. 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 CSP 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 lockstep 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 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.

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 of *C*.

If a student fails to receive a passing grade on the remediation exam (*C*, 74 percent or higher) the course failure remains and the student will be referred to the CSP. 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.

Academic Advisers

Upon matriculation, B.S. in Respiratory Therapy—First-Professional students are formally assigned to a faculty member as an academic adviser, and are expected to meet with their academic adviser at least once per semester to monitor their progress and receive assistance for their successful completion of the program. Students may schedule this appointment, or additional appointments, at any time during the year.

Each student's academic adviser, 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 the student's studies or progress. Students should not hesitate to contact their adviser. Also, it is expected that students respond to any email communication from their academic adviser within 24 hours of receipt.

Dress Code

Students in the B.S. in Respiratory Therapy—First-Professional are expected to comply with the dress code outlined by the PCHCS 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, and **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).

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 NSU.

Students on clinical rotations must maintain a functional cell phone at all times to facilitate communications between the program's faculty and staff members and fellow students. Students are required to document clinical experiences—and clock in and out—via a web-based program. Students will be given training on using the clinical software.

Department of Health and Human Performance

Bachelor of Science in Exercise and Sport Science
Minor in Exercise Science
Master of Science in Sports Science

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 worldwide 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*.

The Master of Science in Sports Science was approved by the National Strength and Conditioning Association (NSCA) in 2021. The NSCA, as the worldwide authority on strength and conditioning, supports and disseminates research-based knowledge and practical application to improve athletic performance and fitness. More information 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. For more information, visit *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 University Undergraduate Student Catalog 2022–2023.* 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.

For the undergraduate program, the final grade submission will be based on the alpha scale below.

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

For the graduate program, the final grade submission will be based on the alpha scale below.

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

Attendance

The Department of Health and Human Performance adheres to the same attendance policy as the HPD. 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. The Master of Science in Sports Science does not, however, have a clinical or practicum requirement.

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 PCHCS 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 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 NSU. Students will follow the PCHCS procedures for both academic and nonacademic 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.

Retention and Remediation Policy

All students receiving a failing grade of less than a *C* in a 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 on the student's transcript, in a column marked "repeated," and that original grade will then be excluded from GPA calculation. The new course grade (the grade of the repeated course) will be noted on the transcript followed by an *I* in the column marked "repeated." This repeated course grade will be included in the GPA calculation. Additional tuition will be charged for any repeated course.

Withdrawal

Students who wish to withdraw from the program must submit a written voluntary withdrawal request via email to the program director who will evaluate the student's request. The withdrawal period ends three weeks prior to the end of the semester. Students who wish to withdraw outside of this time frame must provide documentation of medical—or other circumstances—which warrant this exception. Once a class has been completed, the student does not have the option to withdraw. A notation of the reason for withdrawal will be placed on the student's transcript.

Department of Health Science

The Department of Health Science is an interdisciplinary group of programs offering educational opportunities from entry-level undergraduate to postprofessional doctoral education. Offering four distance online programs at the bachelor's, master's, and doctoral levels for working health professionals and two on-campus courses of study (medical sonography and cardiovascular sonography), the Department of Health Science uses innovative online and on-campus components to achieve its mission of preparing professionals for today's health care market.

- Bachelor of Health Science (B.H.Sc.)
- Bachelor of Science—Cardiovascular Sonography (B.S.—CVS)
- Bachelor of Science—Medical Sonography (B.S.—MS)
- Dual-Degree B.S.—MS/M.H.Sc.
- Dual-Degree B.S.—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 Self-Service Banner

Once students have been accepted to their program, they will retrieve their NSU Identity and set a new password by accessing the needed information and following the instructions through *app.nova.edu/mynsuidentity*.

Online Course Access and Canvas

Online courses, as well as the student center, will be accessed through Canvas. Students must use their NSU email and password to log on to their courses posted on Canvas. Canvas can be accessed through *sharklearn.nova.edu*.

Email and Course Communication

For online programs and courses, students will register for all classes online. Students need an NSU email account to access their courses and emails. Once students are officially accepted into a program, they must request an NSU email account online by visiting the NSU Office of Innovation and Information Technology web page at *nova.edu/oiit*. On the web page, students will click on the "Students" tab, then will click on the "Email Setup" tab. On the "Student Help Desk" web page, students will click on the "Student Support" tab, then will click on the "SharkMail Setup" tab. Students must follow the instructions on setting up access to a new NSU email account. All online students must use the Canvas

student center when communicating with their program. Course communication will occur through the particular course that the student is attending.

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.

Commencement Ceremonies

Attendance of commencement 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 (M.H.Sc., D.H.Sc., and Ph.D. in Health Science) graduate in August. The undergraduate programs (B.H.Sc., B.S. in Cardiovascular Sonography, and B.S. 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.

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.

Student Code of Conduct, Academic Dishonesty, Committee on Student Progress, and Student Disciplinary/Appeals Policies and Procedures

The Department of Health Science adheres to the NSU Code of Student Conduct and Academic Responsibility, the PCHCS CSP, 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 (B.H.Sc.)—Online Degree Completion Program

Because the 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 B.H.Sc. Online Degree Completion program students.

Academic Promotions and 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 *NSU Undergraduate Student Catalog 2022–2023*. All students must complete the general education coursework, major requirements, and electives for graduation eligibility.

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 to complete assignments.

Grading Policies and Procedures

Courses for the Bachelor of Health Science Program are graded on an alpha scale.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.7	90–93
B+	3.3	87–89
B	3.0	84–86
B-	2.7	80–83
C+	2.3	77–79
C	2.0	74–76
C-	1.7	70–73
D+	1.3	67–69
D	1.0	60–66
F	0.0	Below 60

In addition to alpha grading, the B.H.Sc. program may use transcript notations outlined in the PCHCS section of this handbook. 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-* or lower 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.

All students receiving a failing grade of less than a *C* or 74 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 on the student's transcript, in a column marked "repeated," and that original grade will then be excluded from GPA calculation. The new course grade (the grade of the repeated course) will be noted on the transcript followed by an *I* in the column marked "repeated." This repeated course 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 B.H.Sc. 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 may apply to transfer these credits into the B.H.Sc. program. Students should contact the B.H.Sc. admissions counselor to discuss how prior college credits can be used to obtain the B.H.Sc. degree. An evaluation of transfer credit will be completed prior to the first semester of enrollment, and applicable credit will be transferred based on all final official transcripts received. Students will be advised to take courses based on the official evaluation in their file.

Transfer students must provide final official transcripts from all of their previous colleges; their previous academic work will then be evaluated. The B.H.Sc. program will transfer a maximum of 90 eligible semester credits (grades of *C* or better, GPA of 2.0 on a 4.0 grading scale), including credit for CLEP, proficiency exams, and prior experiential learning, toward a degree.

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

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

Students must complete a minimum of 33 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 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.

NSU 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) 262-8117 or 800-806-3680, ext. 28117, or visit *nova.edu/tes*.

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 the student's academic goal.

3. Full Portfolio–Course Challenge

The full portfolio is the process for challenging a college-level course for credit. Through this mechanism, students present their knowledge on a topic and have 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 résumé 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 students during matriculation and throughout their 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. Students may request withdrawal only if they are in good standing. A withdrawal from a course requires approval from the program director. A grade of *W* (withdrawal) will be recorded. The grade of *W* 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 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, the student would be required to petition the program director in writing for reinstatement in the program.

Email

Since the B.H.Sc. program is an online program, students shall register for all classes online. To do so, students need an NSU email account. Once students are officially accepted into the program they should request an NSU email account online by going to the NSU Office of Innovation and Information

Technology page, *nova.edu/oiit*, clicking on the "Create Your Email" link, and following the directions to request a new email account.

Course Registration and Self-Service Banner

Once students have been accepted to their program, they will retrieve their NSU Identity and set a new password by accessing the needed information and following the instructions through *app.nova.edu/mynsuidentity*. B.H.Sc. students may only take BHS classes during winter, spring, summer II, and fall terms. However B.H.Sc. students may take any missing general education classes through NSU's undergraduate admissions during any term in which they are offered.

Online Course Access and Canvas

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

Online Student Center—Program and Course Communication

All students are required to visit the online student center at least once every two weeks. All communication and programmatic information will be posted in the online student center. It is required that all B.H.Sc. students use the online student center when communicating with the program. All class communication must take place through the Canvas course itself.

Nondegree-Seeking Students

A nondegree-seeking student is one who wishes to take coursework in the B.H.Sc. 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 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 nine 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 NSU 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 (B.S.—CVS)

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 or hospital-based 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 the clinical externship in a vascular, adult echo, or combined vascular/echo clinical experience, based upon the student's interests and upon the student's 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 B.S.—CVS is a lockstep 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. 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 less than a *C*, after remediation in any core sonography didactic course, will be referred to the CSP and may be dismissed from the program. The following are considered core courses: Ultrasound Physics I, Introduction to Cardiovascular Instruments, Correlative Imaging and Anatomy, Abdominal Vascular Testing, Peripheral Vascular Testing I, Peripheral Vascular Testing II, Echocardiography I, Echocardiography II, Echocardiography III, and Cerebrovascular Testing. The following are also core courses, however, remediation is not available: Externship I, Externship II, and Externship III.

- Academic Progress in the Program: Students enrolled in the B.S.—CVS program with the M.H.Sc. dual option, who withdraw or are dismissed from the cardiovascular sonography program, will automatically be withdrawn from all M.H.Sc. courses. Students who meet the M.H.Sc. admissions requirements will need to apply directly to the M.H.Sc. program if they wish to continue to earn the M.H.Sc. degree.

Retake/Repeat/Remediation

- Retake of incremental or individual quizzes or periodic exams (e.g., a midterm) throughout a given course is not mandated by the university, college, or program, and if available, will be solely at the discretion of the course instructor who has final say in such matters. The following remediation policies apply only to final grade outcomes and final exams for an entire course.
- If a student fails a core cardiovascular course, a cumulative remediation of written and/or practical examination will be administered at the end of the term. Grades on the transcript will be qualified to indicate a remediated course. A successful remediation will result in a final grade for the course not to exceed a minimum passing grade of a *C* on an alpha scale.
- While matriculating through the B.S.—CVS program, each student is permitted to remediate two core courses. A student will be allowed to sit for only one remediation examination per course. A student must successfully remediate the first failed course to have the opportunity to use the second remediation if needed. (Please see the list of core courses in the preceding section.)
- A final course grade of less than *C* in any given core cardiovascular course will constitute a course failure (this includes a grade achieved through a remediation examination). The remediated course grade awarded as a result of any remediation exam can be no higher than a *C*, regardless of the actual graded outcome of the remediation exam itself.
- Students who fail a core sonography course and the remediation will be referred to the CSP and may be dismissed.
- Students in the B.S.—CVS program also take courses online. These online courses do not offer remediation. A failure in one of the online courses means the course will need to be repeated at additional cost to the student and may delay graduation from the program. A student with one or more online course failures will be referred to the CSP 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 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 CSP 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 from the clinical site pending a decision by the program director whether or not to refer the student to the CSP and/or pending a hearing by the CSP, 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). The student will not be placed at another clinical site pending the outcome of the CSP referral and final decision of the department chair.

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 B.S.—CVS program 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 CSP. Any failed online course may need to be repeated and additional tuition will be charged, and may result in delay of progress through the program. Failure of any single core course will be cause for referral to the CSP and may be cause for dismissal from the program.

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

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 PCHCS' 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 or program-specific scrubs. An area of special emphasis is preparing our students for the dress code requirements and restrictions they will have to follow while at their clinical externships in year two of the program. Accordingly, while in lab, all students will follow these guidelines which are typical of clinical sites:

- Do not bring valuables into the clinical setting; secure storage will likely not be available.
- Students must wear approved scrubs and closed-toe shoes as designated by the site.
- ID badges must be worn below the neck but above the waistline.
- Hair must be pulled back and controlled, or up off of the collar.
- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn.
- Nails must be trimmed to ¼" past the tip of the finger. Nail polish must not be chipped or cracked.
- Any visible tattoos must be covered.
- Body piercings are limited to two per ear, and any jewelry worn cannot extend below the earlobe.
- All other body piercings must be covered.
- Phones or any other personal device(s) must be in silent mode in lab areas.
- Talking, texting, or any other form of accessing such personal devices, including audiovisual recording or playback, is only permitted while on break and in nonpatient care areas.
- Students are prohibited from capturing images, video, sound, or photographs at the clinical site, regardless of any expressed or implied consent.

Students must wear their approved NSU ID badges in plain view while on campus and on clinical rotations at all times.

Students may not wear the following at any time either on campus or at a clinical externship location: shorts or cutoffs, miniskirts (higher than mid-thigh), jeans (all colors), see-through clothing or halter tops, sandals, flip-flops, or any other type of open-toed shoe; nonuniversity or nonprogram logo T-shirts (as the outer shirt), jogging or exercise clothing; any type of head covering to include, but not limited to, hats, caps, scarves, shawls, or wraps of any kind, unless of a religious nature.

Failure to comply with dress code policies is considered to be unprofessional behavior and may result in the student's placement on professional probation and/or further disciplinary action, including referral to the CSP 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 B.S.—CVS 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 third term 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 the student's 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 B.S.—CVS 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. An area of special emphasis is the dress code requirements and restrictions students must follow while at their clinical site.

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, up to, and including, dismissal from the program.

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 CSP 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 any form of messaging, posting, texts, blog entries, comments, multimedia content, videos, and emails, must adhere to university and program policy for professionalism, nondiscrimination, and Title IX compliance. This includes activities and communications by, to, or from NSU students using any device on NSU or third-party social media or other sites, if the communications refer to, are addressed to or from, are sent to or from, reference or involve a student, faculty member, or program at NSU. Such communications, if determined to be in violation of said policies, will result in disciplinary action, which may include dismissal from the program and expulsion from NSU. Work submitted as part of class assignments during any didactic or clinical externship courses may not include any identifying information of 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 unlimited access to a computer (PC or Apple equivalent) with Windows 10 or better, or Mac OS X Lion or better, and Microsoft Office Office suite or equivalent. A secure high-speed Internet connection of 100 Mb/second or better capability is required. A functional webcam with microphone is required. A printer is recommended. The expense of the computer and its connectivity and functionality will be the student's responsibility. All NSU Office of Innovation and Information Technology (OIIT) policies, procedures, standards, and position papers will be followed and should be referred to for additional guidance. These are available at *nova.edu/portal/oiit/policies/index.html*.

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. Students are prohibited from capturing images, video, sound, or photographs of their fellow students, faculty members, instructors, volunteers, guests, or any other persons, activities, or procedures in the laboratory for any purpose, regardless of any expressed or implied consent.

   d. 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.

   e. 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.

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

4. Participation and Equitable Training: The hands-on training in the lab by necessity consists of students practicing on each other, taking turns as designated "examiner" and as the "patient." Participation in the role of "patient" for a given lab course or session is voluntary. Election not to participate will not affect grades directly. However, a student electing to not participate as a "patient" does not

get to enjoy the benefit of training as an examiner on their fellow students, and will be required to provide their own patient model at their own expense to participate in the course.

Online Course Access, Canvas, and NSU Email

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

Concurrent Master of Health Science Option

Students who already hold a bachelor's degree from an accredited institution with a minimum GPA of 3.0 are eligible to apply for the concurrent M.H.Sc. option (generalist curriculum). Students who enroll in this concurrent M.H.Sc. program will graduate with a B.S.—CVS and a M.H.Sc. Both programs will be completed in 24 months.

If interested in the concurrent M.H.Sc. option, please contact an admissions counselor or the program office for further details.

Bachelor of Science—Medical Sonography (B.S.—MS)

Program Objectives—Minimum Expectations

Prepare competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the following concentrations:

- abdominal sonography—extended
- obstetrics and gynecology (OB-GYN) sonography
- vascular sonography

Academic Calendar

The B.S.—MS 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 president's lists follows that in place for the PCHCS. A notice will be sent to the student and notification will be entered on the student's 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. Students in clinical externships must maintain records of evaluations in sufficient detail to document learning progress and achievements of clinical competencies, as well as of the minimum number of procedures and types of procedures established by the program as requirements for graduation.

- Academic Progression: The B.S.—MS is a lockstep 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. 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 *C-* or less in any core didactic course will be referred to the CSP and may be dismissed from the program. The following are considered core courses: Ultrasound Physics I/Lab, Ultrasound Physics II/SPI Exam, Introduction to Diagnostic Medical Sonography, Ultrasound Cross-Sectional Anatomy, Abdominal Sonography I, Abdominal Sonography II, Obstetrics and Gynecology UltraSound I, Obstetrics and Gynecology Ultrasound II, Small Parts Sonography, Venous Testing/Lab, Peripheral Arterial Testing/Lab, Cerebrovascular Testing/Lab, and Clinical Preparation and Review. The following are also core courses; however, remediation is not available: Clinical Externship I, Clinical Externship II, and Clinical Externship III.

  Students must complete all general (abdominal—extended and OB-GYN) and vascular competencies and clinical hours within three semesters, including a minimum of one full semester at a dedicated vascular site to fulfill graduation requirements.

  Academic progression during clinical externships is based upon records indicating the number and type of procedures performed by the student, the examination findings, the extent of student supervision, and the level of student involvement in scanning/performance. Records must be maintained and must document that the student meets the minimum number of procedures and types of procedures established by the program. Students and clinical coordinators ensure that all required clinical competencies are assessed by vetted clinical instructors holding the appropriate credentials to the assessed clinical competencies. Students who do not achieve the required clinical competencies or the minimum number of hours, procedures, and types of procedures as established by the program, will not be able to graduate from the program.

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 CSP and may be dismissed.
- While matriculating through the B.S.—MS program, each student is permitted to remediate 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 CSP 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 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, will be referred to the CSP, and may be dismissed from the program.

Official records or electronic equivalent used to document the progression of learning and achievements must include name, credentials, and signature of the supervising sonographer.

Students without documented achievement of required clinical competencies and the minimum number of procedures and type of procedures established by the program will be required to extend their clinical externship, as appropriate, until those requirements are satisfied.

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 from the clinical site pending a decision by the program director whether or not to refer the student to the CSP and/or pending a hearing by the CSP, 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). The student will not be placed at another clinical site pending the outcome of the CSP referral and final decision of the department chair.

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.

Medical Sonography Program Required Hours

Students must complete 46 weeks (1,564 hours) of full-time clinical experience without exceptions.

The minimum required clinical hours are the following (but not limited to):

- abdominal sonography—extended and OB-GYN sonography 800 hours
- vascular sonography (one full semester at a vascular site with a minimum of) 400 hours

When students do not achieve all of their competencies in abdominal—extended, OB-GYN, or vascular sonography, the clinical coordinators reserve the right to split a semester between the general sonography program (abdominal—extended and OB-GYN) and vascular sonography to allow this. Hours accrued per term may vary depending on semester length, patient volume, and clinical site. A total number of 1,564 clinical hours, clinical competencies, and all credits required for degree completion must be completed to fulfill graduation requirements.

Grading Policies and Procedures

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

Courses for the B.S.—MS program 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 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.

Incomplete Coursework

For the B.S.—MS 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.

Dress Code

The medical sonography program complies with the PCHCS 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 medical sonography 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, upper arm, 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 or program-specific scrubs. An area of special emphasis is preparing our students for the dress code requirements and restrictions they will have to follow while at their clinical externships in year two of the program. Accordingly, while in lab, all students will follow these guidelines, which are typical of clinical sites:

- ID badges must be worn below the neck but above the waistline.
- Hair must be pulled back and controlled, or up off of the collar.
- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn.
- Nails must be trimmed to ¼" past the tip of the finger. Nail polish must not be chipped or cracked.
- Any visible tattoos must be covered.
- Body piercings are limited to two per ear, and any jewelry worn cannot extend below the earlobe.
- All other body piercings must be covered.

- Phones or any other personal device(s) must be in silent mode in lab areas.
- Talking, texting, or any other form of accessing such personal devices is only permitted while on break and not in lab areas, unless specifically approved by your instructors.
- Students must always wear their approved NSU ID badges in plain view while on campus and on clinical rotations.
- 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, including, 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 being referred to the CSP 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 the above dress code policies.

Clinical Externships

- Clinical externships time frame: The second year of study in the B.S.—MS program consists of clinical externships, i.e., courses designated as BMS 4500, 4600, and 4700. Clinical Externships consist of three 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, nonlocal 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 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. An area of special emphasis is the dress code requirements and the restrictions students must follow while at their clinical site. Typically, these are as follows:

- Do not bring valuables into the clinical setting; secure storage will likely not be available.
- Students must wear approved scrubs and close-toed shoes, as designated by the site.

- ID badges must be worn below the neck but above the waistline.
- Hair must be pulled back and controlled, or up off the collar, in all patient-care areas.
- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn.
- Nails must be trimmed to ¼" past the tip of the finger. Nail polish must not be chipped or cracked.
- Any visible tattoos must be covered.
- Body piercings are limited to two per ear, and any jewelry worn cannot extend below the earlobe. All other body piercings must be covered.
- Phones or any other personal device(s) must be in silent mode in patient care areas.
- Talking, texting, or any other form of accessing such personal devices, including audiovisual recording or playback, is only permitted while on break and in nonpatient areas.
- Students are prohibited from capturing images, videos, sound, or photographs at the clinical site, regardless of any expressed or implied consent.

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, up to, and including, dismissal from the program.

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 CSP and may be subject to disciplinary action for unethical and unprofessional behavior, including, but not limited to, dismissal and receiving a failing grade for the clinical course (even without any prior failure on record).

- Academic progression during clinical externships is based upon records indicating the number and type of procedures performed by the student, the examination findings, the extent of student supervision, and the level of student involvement in scanning/performance. Records must be maintained and must document that the student meets the minimum number of procedures and types of procedures established by the program. Students and clinical coordinators ensure that all required clinical competencies are assessed by vetted clinical instructors holding the appropriate credentials to the assessed clinical competencies. Students who do not achieve the required clinical competencies or the minimum number of procedures and types of procedures as established by the program, will not be able to graduate from the program.
- Clinical extension of program: If, for any reason, the student does not fulfill the requirements for clinical externships (BMS 4500, 4600, and 4700), the program has the authority to extend

the student's clinical externships, which may result in additional cost to the student. Please also refer to the section on Academic Promotions and Progression.

Electronic Communications

Electronic communications, 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 CSP 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 PCHCS, 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. Students are prohibited from capturing images, videos, sound, or photographs of their fellow students, faculty members, instructors, volunteers, guests, or any other persons, activities, or procedures in the laboratory for any purpose, regardless of any expressed or implied consent.

   d. 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.

   e. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided during the first lab session of BMS 3110 Introduction to Diagnostic Medical Sonography. The rules will be explained by the professor assigned to the class.

   f. 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.** Students who do not want to volunteer as a nonclinical scanning patient model may sign an opt-out form, which will be provided by the program. Election not to participate will not affect grades, however, alternate training will need to be arranged.

Accreditation

The NSU Diagnostic Medical Sonography—Abdomen-Extended Program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org). Upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), the program has been granted continuing accreditation until the year 2026.

The NSU Diagnostic Medical Sonography—Obstetrics and Gynecology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org). Upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), the program has been granted continuing accreditation until the year 2026.

Graduates are eligible to apply for the national registry examinations in the Abdomen, OB-GYN, and Vascular specialties as offered by the American Registry for Diagnostic Medical Sonography (ARDMS), American Registry of Radiology Technologist (ARRT) and/or the corresponding vascular credential offered by the Cardiovascular Credentialing International (CCI).

CAAHEP contact and address: Gina Scarboro, CAAHEP executive director. 9355 113th Street N., #7709, Seminole, FL 33775-7709. Phone: (727) 210-2350; fax: (727) 210-2354.

JRC-DMS contact and address: Gerry Magat (*mail@jrcdms.org*). 6021 University Boulevard, Suite 500, Ellicott City, MD 21043. Phone: (443) 973-3251.

Course Registration and Self-Service Banner

Once students have been accepted to their program, they will retrieve their NSU Identity and set a new password by accessing the needed information and following the instructions through *app.nova.edu/mynsuidentity*.

Online Course Access and Canvas

All the B.S.—MS online courses that a student has registered for will be accessed through Canvas. Students must use their NSU email and password to log on to their courses posted on Canvas. Canvas can be accessed through *sharklearn.nova.edu*.

Bachelor of Science—Medical Sonography/Master of Health Science (B.S.—MS/M.H.Sc.)

Academic Calendar

The Bachelor of Science in Medical Sonography with Master of Health Science (B.S.—MS/M.H.Sc.) 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 president's lists follows that in place for the PCHCS. A notice will be sent to the student and notification will be entered on the student's 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.

- Students in clinical externships must maintain records of evaluations in sufficient detail to document learning progress and achievements of clinical competencies as well as of the minimum number of procedures and types of procedures established by the program as requirements for graduation.

- Academic Progression: The B.S.—MS/M.H.Sc. is a lockstep 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. 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 *C-* in any core didactic course will not be allowed to progress to the next semester and will be referred to the CSP and may be dismissed from the program. The following are considered core courses: Ultrasound Physics I and II; Ultrasound Cross-Sectional Anatomy; Introduction to Diagnostic Medical Sonography; Cerebrovascular Testing; Venous Testing; Peripheral Arterial Testing; Abdominal Sonography I and II; Obstetrics and Gynecology Ultrasound I and II; Clinical Preparation; Clinical Externship I, II, and III.

- Academic progression during clinical externships is based upon records indicating the number and type of procedures performed by the student, the examination findings, the extent of student supervision, and the level of student involvement in scanning/performance. Records must be maintained and must document that the student meets the minimum number of procedures and types of procedures established by the program. Students and clinical coordinators ensure that all required clinical competencies are assessed by vetted clinical instructors holding the appropriate credentials to the assessed clinical competencies. Students who do not achieve the required clinical competencies or the minimum number of procedures and types of procedures as established by the program, will not be able to graduate from the program.

- Academic Progress in Program: Students enrolled in the B.S.—MS/M.H.Sc. who withdraw, or are dismissed, from the medical sonography program will automatically be withdrawn from all M.H.Sc. courses. Students who meet the M.H.Sc. admissions requirements will need to apply directly to the M.H.Sc. program if they wish to continue to earn the M.H.Sc. degree.

Retake/Repeat/Remediation

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

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

- While matriculating through the B.S.—MS/M.H.Sc., each student is permitted to remediate 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 CSP 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 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, will be referred to the CSP, and may be dismissed from the program.
- Students without documented achievement of required clinical competencies and the minimum number of procedures and type of procedures established by the program will be required to extend their clinical externship as appropriate until those requirements are satisfied.
- Official records or electronic equivalent used to document the progression of learning and achievements must include name, credentials, and signature of the supervising sonographer.

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 from the clinical site pending a decision by the program director whether or not to refer the student to the CSP and/or pending a hearing by the CSP, 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).

The student will not be placed at another clinical site pending the outcome of the CSP referral and final decision of the department chair.

NSU medical sonography students are not allowed to be employed as sonographers before completing the requirements and graduating from the program.

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

Grading Policies and Procedures

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

Courses for the B.S.—MS/M.H.Sc. program 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 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.

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.

Dress Code

The medical sonography program complies with the PCHCS 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 medical sonography 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, upper arm, 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 or program-specific scrubs. An area of special emphasis is preparing our students for the dress code requirements and restrictions they will have to follow while at their clinical externships in year two of the program. Accordingly, while in lab, all students will follow these guidelines which are typical of clinical sites:

- ID badges must be worn below the neck but above the waistline.
- Hair must be pulled back and controlled, or up off of the collar.
- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn.
- Nails must be trimmed to ¼" past the tip of the finger. Nail polish must not be chipped or cracked.
- Any visible tattoos must be covered.
- Body piercings are limited to two per ear, and any jewelry worn cannot extend below the earlobe. All other body piercings must be covered.
- Phones or any other personal device(s) must be in silent mode in lab areas.
- Talking, texting, or any other form of accessing such personal devices is only permitted while on break and not in lab areas, unless specifically approved by your instructors.
- 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, including, 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 being referred to the CSP 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 the above dress code policies.

Clinical Externships

- Clinical externships time frame: The second year of study in the B.S.—MS/M.H.Sc. program consists of clinical externships, i.e., courses designated as BMS 4500, 4600, and 4700. Clinical Externships consist of three 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, nonlocal 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 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. An area of special emphasis is the dress code requirements and restrictions students must follow while at their clinical site. Typically, these are as follows:

- Do not bring valuables into the clinical setting; secure storage will likely not be available.
- Students must wear approved scrubs and close-toed shoes as designated by the site.
- ID badges must be worn below the neck but above the waistline.
- Hair must be pulled back and controlled, or up off the collar, in all patient-care areas.
- Artificial nails, nail art, and acrylic nails or nail extensions may not be worn.
- Nails must be trimmed to ¼" past the tip of the finger. Nail polish must not be chipped or cracked.
- Any visible tattoos must be covered.
- Body piercings are limited to two per ear, and any jewelry worn cannot extend below the earlobe. All other body piercings must be covered.
- Phones or any other personal device(s) must be in silent mode in patient care areas.
- Talking, texting, or any other form of accessing such personal devices, including audiovisual recording or playback, is only permitted while on break and in nonpatient areas.
- Students are prohibited from capturing images, videos, sound, or photographs at the clinical site, regardless of any expressed or implied consent.

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, up to, and including, dismissal from the program.

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 CSP and may be subject to disciplinary action for unethical and unprofessional behavior including, but not limited to, dismissal from the program and receiving a failing grade for the clinical course (even without any prior failure on record).

Students are responsible for reading and understanding the terms included in the syllabus as well as in the clinical manual, including all information related to clinical competencies and the minimum number of procedures and types of procedures required for graduation. Written work submitted as part of class assignments should not include any identifying information on the patient.

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 24 hours. 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.

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.

- 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. Students are responsible for reading and understanding the terms included in the syllabus as well as in the clinical manual, including all information related to clinical competencies and the minimum number of procedures and types of procedures required for graduation. 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.

- Academic progression during clinical externships is based upon records indicating the number and type of procedures performed by the student, the examination findings, the extent of student supervision, and the level of student involvement in scanning/performance. Records must be maintained and must document that the student meets the minimum number of procedures and types of procedures established by the program. Students and clinical coordinators ensure that all required clinical competencies are assessed by vetted clinical instructors holding the appropriate credentials to the assessed clinical competencies. Students who do not achieve the required clinical competencies or the minimum number of procedures and types of procedures as established by the program, will not be able to graduate from the program.

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

Electronic Communications

Electronic communications, 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 CSP 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 PCHCS, 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. Students are prohibited from capturing images, videos, sound, or photographs of their fellow students, faculty members, instructors, volunteers, guests, or any other persons, activities, or procedures in the laboratory for any purpose, regardless of any expressed or implied consent.

   d. 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.

   e. A copy of the specific rules and regulations pertaining to teaching in the ultrasound training lab will be provided during the first lab session of BMS 3110 Introduction to Diagnostic Medical Sonography. The rules will be explained by the professor assigned to the class.

   f. 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.** Students who do not want to volunteer as a nonclinical scanning patient model may sign an opt-out form, which will be provided by the program. Election not to participate will not affect grades, however, alternate training will need to be arranged.

Accreditation

The NSU Diagnostic Medical Sonography—Vascular Program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org). Upon the recommendation of the

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), the program has been granted continuing accreditation until the year 2026.

The NSU Diagnostic Medical Sonography—Abdomen-Extended Program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org). Upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), the program has been granted continuing accreditation until the year 2026.

The NSU Diagnostic Medical Sonography—Obstetrics and Gynecology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org). Upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS), the program has been granted continuing accreditation until the year 2026.

Graduates are eligible to apply for the national registry examinations in the Abdomen, OB-GYN, and Vascular specialties as offered by the American Registry for Diagnostic Medical Sonography (ARDMS), American Registry of Radiology Technologist (ARRT), and/or the corresponding vascular credential offered by the Cardiovascular Credentialing International (CCI).

CAAHEP contact and address: Gina Scarboro, CAAHEP executive director). 9355 113th Street N., #7709, Seminole, FL 33775-7709. Phone: (727) 210-2350; fax: (727) 210-2354.

JRC-DMS contact and address: Gerry Magat (*mail@jrcdms.org*). 6021 University Boulevard, Suite 500, Ellicott City, MD 21043. Phone: (443) 973-3251.

Course Registration and Self-Service Banner

Once students have been accepted to their program, they will retrieve their NSU Identity and set a new password by accessing the needed information and following the instructions through *app.nova.edu/mynsuidentity*.

Online Course Access and Canvas

All the B.S.—MS/M.H.Sc. online courses that a student has registered for will be accessed through Canvas. Students must use their NSU email and password to log on to their courses posted on Canvas. Canvas can be accessed through *sharklearn.nova.edu*.

Master of Health Science (M.H.Sc.) Program

Because the M.H.Sc. 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 M.H.Sc. 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 M.H.Sc. program is based on an alpha scale.

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

The following grade scale is for the Certificate in Emergency Medicine only:

Alpha Grade	Scale	Percent
A	4.00	95–100
A-	3.75	90–94
B+	3.50	87–89
B	3.00	83–86
B-	2.75	80–82
C+	2.50	75–79
C	2.00	70–74
F	0.00	0–69

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, higher education, health care risk management, patient safety, and compliance tracks; 41 hours for the health law track; or 31 hours for the health care administration and leadership track.) Information regarding the degree application process can be found on the M.H.Sc. Student Center on Canvas. If you are receiving financial aid, you need to contact the financial aid office at (954) 262-3380

or toll free at 800-806-3680 to obtain their advice on how your decision to continue beyond your degree requirements may or may not affect your financial aid eligibility.

A cumulative GPA of a minimum of 3.0 is required for graduation for the M.H.Sc. 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. 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.

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 M.H.Sc. 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, six 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 M.H.Sc. program requires students to enroll in at least one course per semester for the duration of their 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 in accordance with the university's leave of absence policy available at *nova.edu/registrar/policies/leave-of-absence-policy.html*. Students must contact the M.H.Sc. program office 30 days prior to returning from leave.

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.

Certificate Programs

To be eligible to receive the Clinical Research Associate Certificate or the Clinical Trial Manager Certificate, students must

- be of good moral and ethical character

- satisfactory complete the required 15 credits for the Clinical Research Associate Certificate or the required 12 credits for the Clinical Trial Manager Certificate
- complete the program with a minimum of a 3.0 cumulative GPA
- receive a recommendation by the M.H.Sc. program director to the dean of the PCHCS
- satisfactorily complete all requirements within five consecutive terms for the Clinical Research Associate Certificate
- satisfactorily complete all requirements within four consecutive terms for the Clinical Trial Manager Certificate

To be eligible to receive the Certificate in Emergency Medicine, students must

- be of good moral and ethical character
- satisfactorily complete the required 18 credits
- complete the program with a minimum of a 3.0 cumulative GPA
- receive a recommendation by the M.H.Sc. program director to the dean of the PCHCS
- satisfactorily complete all requirements in three years from the date of matriculation

Accelerated Dual-Degree Master of Health Science (M.H.Sc.)/ Doctor of Health Science (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 and ethical character
- satisfactorily complete the 21 credits in the M.H.Sc. program and the 55 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 PCHCS

Course Requirements for Awarding the M.H.Sc. Degree in the Accelerated Dual-Degree Program

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 four-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).

Accelerated Dual-Degree Master of Health Science (M.H.Sc.)/ Doctor of Philosophy (Ph.D.) in Health Science Program

Students in the Accelerated Dual-Degree M.H.Sc./Ph.D. program fall under the policies of the M.H.Sc. and Ph.D. programs.

To be eligible to receive the M.H.Sc. and Ph.D. degrees, students must

- be of good moral and ethical character
- satisfactorily complete the 41 credits in the M.H.Sc. program and the 51 credits in the Ph.D. program
- receive a recommendation by the M.H.Sc. and Ph.D. program directors to the dean of the PCHCS

Course Requirements for Awarding the M.H.Sc Degree in the Accelerated Dual-Degree Program

The M.H.Sc. degree can be awarded upon completion of 41 credits (the 24 M.H.Sc.-level credits and the 17 Ph.D.-level credits).

Doctor of Health Science (D.H.Sc.) Program

Because the D.H.Sc. 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 attend, either virtually or on campus, two seminars over the course of their D.H.Sc. studies. Attendance at the institutes is mandatory. Students can assume that all institutes are scheduled from 9:00 a.m. to 5:00 p.m., unless otherwise indicated by the course instructor. For on-campus seminars, return flights should be scheduled no earlier than the evening of the last day of the institute course. Course instructors may assign an incomplete grade to students who do not complete a full day of the institute course. All students are also required to log on to the student center at least once a week.

Continuous Enrollment

The D.H.Sc. program requires students to enroll in at least one course per semester for the duration of their studies. If a student needs to take a semester off during the academic year, a leave-of-absence request form must be submitted in accordance with the university's leave of absence policy available at *nova.edu/registrar/policies/leave-of-absence-policy.html*. Students must contact the D.H.Sc. program office 30 days prior to returning from leave.

Continuing Service

The D.H.Sc. program is designed to take no longer than seven years. All students must finish the program within seven years of their initial date of acceptance into the D.H.Sc. program or they may be dismissed.

Grading Policies and Procedures

Grading for students entering the D.H.Sc. program prior to, but not including, fall 2019 is based upon Pass/Fail.

P Pass (80 percent or above)

F Fail (Below 80 percent)

I Incomplete

Grading for students entering the D.H.Sc. program beginning fall 2019 or later is based upon alpha scale as shown below.

Alpha Grade	**Percent**
A	90–100
B	80–89
F	Below 80

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 eight 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.

Certificate Programs

To be eligible to receive a certificate in Education for Health Care Professionals, Telehealth, or Global Health, students must

- be of good moral and ethical character
- satisfactorily complete the required credit hours for each certificate program—Education for Health Care Professionals (16 credits), Telehealth (16 credits), and Global Health (16 credits)
- complete the certificate program with a minimum GPA of 3.0
- complete the respective certificate program within 36 months from the initial term of enrollment
- receive a recommendation by the doctoral programs in health sciences program director to the dean of PCHCS

Doctor of Philosophy (Ph.D.) in Health Science Program

Because the 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 Ph.D. in Health Science program.

Credit Transfer

Students matriculated in the Ph.D. program may petition for a transfer of up to eight 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 members. 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, either virtually or on campus, two seminars over the course of their Ph.D. studies. Attendance at the institutes is mandatory. Students can assume that all institutes are scheduled from 9:00 a.m. to 5:00 p.m., unless otherwise indicated by the course instructor. For on-campus seminars, return flights should be scheduled no earlier than the evening of the last day of the institute course. Course instructors may assign an incomplete grade to students who do not complete a full day of the institute course. Ph.D. candidates will present an oral proposal and final defense virtually.

Continuous Enrollment

The Ph.D. in Health Science 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 must be submitted in accordance with the university's leave of absence policy available at *nova.edu/registrar/policies/leave-of-absence-policy.html*.

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. in Health Science program. If a student is administratively withdrawn from the program, the student would need to reapply for entrance into the Ph.D. in Health Science 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 the student is in good standing. A withdrawal from a course requires approval from the program director. A grade of *W* (withdrawal) will be recorded. The grade of *W* 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 unearned *F*.

Grading Policies and Procedures

Grading for students entering the Ph.D. in Health Science program prior to, but not including, fall 2019 is based upon Pass/Fail.

P	Pass (80 percent or above)
F	Fail (below 80 percent)
I	Incomplete
PR	Progress

Grading for students entering the Ph.D. in Health Science program beginning fall 2019 or later is based upon alpha scale as shown below. Comprehensive Exams (HSP 9008) and Dissertation (HSP 9011–9017) are based upon Pass/Fail as shown above.

Alpha Grade	**Percent**
A	90–100
B	80–89
F	Below 80

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 CSP 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. in Health Science program exception to the incomplete coursework policy. Students who do not 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 two credits for continuing services will be made for HSP 9010 to maintain students' full time status in the program. This depends on whether or not the student began the program before or after fall 2019. Students who successfully complete HSP 9010 in one semester will pass or receive an alpha grade for HSP 9010, and the HSP 9007 In Progress grade will be converted to Pass (*P*) or the same alpha grade as HSP 9010. 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. in Health Science program. Any such student will be referred to the CSP for disposition, which may result in dismissal from the program. See the CSP 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 the student 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, in the online format. 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 CSP. The CSP will examine the student's individual case and will make appropriate recommendations to the department chair. See the procedures for the CSP and Student Appeals in the college section of this handbook.

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

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

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

All college-wide policies regarding academic honesty, CSP, 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 member who graded the exams and inform the student of the grader's comments. The grade dispute ends at the program director level.

Policy on Examinations Reviews

Exams are designed to be both a means of evaluation and a learning experience. The program will determine how students will receive feedback in a timely manner for each exam. To maintain the integrity of summative examinations, all examination reviews will be conducted in a secure environment. Students are not permitted to duplicate, receive, or distribute examination questions or answers. Violations of this policy are considered a breach of the Code of Student Conduct and Academic Responsibility, and the student will be referred to the CSP.

Department of Occupational Therapy

Master of Occupational Therapy (M.O.T.)—Fort Lauderdale

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 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. 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 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 M.O.T. 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* (75 percent) for the anatomy, physiology, and neuroanatomy courses.
F or Fail	Below a *C+* (78 percent) for each OCT prefix and below a *C* (75 percent) for anatomy, physiology, and neuroanatomy courses

Tuition Credit Policy—Voluntary Drops and Withdrawal

The M.O.T. program follows the tuition policies of the PCHCS. Please refer to the table of contents to locate fees and tuition credits.

President's List and Dean's List

The M.O.T. program follows the policies of the PCHCS for recognizing outstanding student performance and academic excellence while enrolled in and upon graduation from the program. Please refer to the PCHCS section of this student handbook for details.

Academic Promotions and Progression

The M.O.T. program follows the policies regarding Academic Standing in the PCHCS section in the handbook. The courses in the Master of Occupational Therapy curriculum have been carefully sequenced

to promote optimal learning and skill development. The progress of each student through the curriculum requires continuous satisfactory academic performance. Progression from one term to the next is based on successful completion of the courses offered in prior terms. No student may advance to the second year of study without satisfactorily completing all first-year courses. For first- and second-year courses that are offered only once each year, students who fail such a course will be required to suspend their studies and request in writing to the program director and/or department chair, for permission to retake the course when it is offered the next academic year. In the second year, students who fail courses that are offered twice a year may be allowed to continue in the program and repeat the course the next time that it is offered, as determined by the recommendation of the Committee on Student Progress (CSP) and the decision of the department chair. There are no course remediations offered in the Department of Occupational Therapy. 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 the student 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 M.O.T. program offers three 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. Students must complete 24 weeks of Level II fieldwork within 24 months following completion of the didactic portion of the program.

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. During these Level I experiences, student performance is rated by on-site 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 CSP. Based on the recommendations of the CSP and department chair, the student may be given the opportunity to repeat the Level I experience. Upon the final decision of the department chair, students who fail a Level I fieldwork course and are subsequently approved for continuing in the program will be required to repeat the fieldwork once a

placement is arranged. This must be successfully completed prior to beginning their Level II fieldwork course. Should the student fail a second Level I fieldwork experience, the student will be automatically dismissed from the program.

Level II fieldwork experiences

Level II fieldwork experiences are offered in the third year of the program. It is recommended that students choose placements with different settings and populations representing two different practice areas in the occupational therapy profession. Students will only be permitted to participate in Level II fieldwork experiences after successful completion of all required academic coursework. Students who fail a Level II fieldwork experience will be required to meet with CSP to determine a course of action prior to scheduling a repeated fieldwork experience. Due to the interactive nature of fieldwork experience, there is no mechanism to take a comprehensive examination following a failed experience. As with other course failures, students who fail a Level II fieldwork experience will be required to meet with CSP for recommendations for a course of action. The occupational therapy chair will have the final decision whether to accept the recommendations of the CSP or to provide an alternate, based on the chair's discretion. Students who desire a leave of absence due to personal circumstances are required to follow the university policy regarding the Leave of Absence in the university section of this handbook. All students must successfully complete Level II fieldwork within 24 months of completion of didactic courses to graduate from the M.O.T. program. Students may only retake one Level II fieldwork experience. Should students fail a second Level II fieldwork experience, they will be considered to have failed two Level II fieldwork experiences and will be dismissed from the M.O.T. program.

Additional tuition will be charged for repeated courses, including, but not limited to, Level I and Level II fieldwork experiences. The maximum final grade in Level II fieldwork experiences is a pass (*P*), as numerical scores are not assigned in those courses.

Attendance

Absences and tardiness are strongly discouraged. Students are required to attend all classes and to arrive on time. Students are tardy if they arrive 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. See the *NSU Student Handbook*, Religious Holiday Policy section. Visit *nova.edu/studentconduct/religious-holiday-policy.html* for more information. 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 to be granted an opportunity to take the exam at another time. Illness and other health concerns should be discussed with the program director.

Academic Advising and Professional Development

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

During the third year, students are mentored in their professional development by their onsite fieldwork educators. The Academic Fieldwork Coordinator serves as the academic adviser and provides additional support while the student is participating in these two Level II fieldwork experiences.

Essential Functions

The M.O.T. program created the Essential Functions Policy for Admissions, Retention, and Graduation. Essential functions refer to those abilities required for satisfactorily completion of all aspects of the M.O.T. program and curriculum, including field work education, and the professional attributes required of all students for degree completion. Those essential functions are listed at *healthsciences.nova.edu/ot/forms/essential-functions.pdf*.

Dress Code

The Department of Occupational Therapy observes the PCHCS 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 preservice 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, all students must participate in professional development activities each year (see Academic Advising and Professional Development above).

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 nonclassroom activities during class may result in referral to the CSP due to lack of professional behavior.

Doctor of Occupational Therapy (O.T.D.)—Fort Lauderdale

Accreditation, National Examinations, and Licensure (Applicant Program)

The Entry-Level Doctor of Occupational Therapy (O.T.D.) program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE®) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its website is *acoteonline.org*.

The program must have a preaccreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates 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, all 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.

Students must complete 24 weeks of Level II fieldwork, as well as an individual 14–16-week capstone experience within 24 months following the completion of the didactic portion of the program. The doctoral capstone experience must be started after completion of all coursework and Level II fieldwork, as well as completion of preparatory activities defined in 2018 ACOTE OTD Standard D.1.3.

Academic Promotions and Progression

The O.T.D. program follows the policies regarding academic standing in the PCHCS section in the handbook.

Students must complete all courses according to the lockstep curriculum 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 stated below. The progress of each student throughout the entire curriculum requires continuous satisfactory academic performance from one term to another. No student may advance to the next term without satisfactorily completing courses offered in previous terms. When applicable, students who fail a course will be required to suspend their studies and request in writing to the program director and/or department chair for permission to retake the course when it is offered the next academic year. There are no course remediations offered in the Department of Occupational Therapy. A course failure may significantly extend the length of the program of study. A course may be repeated only once. Students will be dismissed from the program after two course failures.

Grading Policies and Procedures

Grading for O.T.D. students is based on a scale of 0–100 percent.

P or Pass	75 percent or above for all courses
F or Fail	Below 75 percent for all courses

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

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

Remediation/Retake Policy, if Applicable

There are no course remediations offered in the O.T.D. program. The courses listed as Occupational Therapy Interventions I, II, III all include didactic coursework as well as Level I fieldwork experiences (FW-I). The student must pass the didactic portion of the corresponding intervention course to progress to the FW I placement (e.g., a student who fails the didactic portion of an intervention course will not begin the FW-I). Any failure of the didactic portion will delay the start of the FW-I, and possibly subsequent Level II fieldwork experiences (FW-II). Furthermore, a student who appeals course grades may not begin FW-I during the appeal process. Retaking any of the three intervention courses will follow the policy on course failures, and such retake, when applicable, should include both didactic and fieldwork experiences.

Students will be permitted to participate in the first FW-II, offered during the summer semester, only after successful completion of all required academic coursework prior to OTD FW course.

Students who fail this first FW-II rotation may or may not be offered the opportunity to retake the failed OTD course immediately. The same requirement to immediately retake failed rotation for the FW-II and capstone rotations will be enforced.

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

Participation in Research Project

The research sequence of the O.T.D. curriculum is embedded in seven courses of the curriculum, namely OTD 8121: Introduction to Didactic, Clinical, and Research Experiences; OTD 8153: Qualitative Evidence in Occupational Therapy; OTD 8154: Quantitative Evidence in Occupational Therapy; OTD 8255: Research Proposal and IRB; OTD 8256: Research Implementation—Data Collection; OTD 8257: Research Implementation, Data Analysis and Interpretation; and OTD 8358: Research Dissemination. 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.—Fort Lauderdale 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 the scheduled Annual Research Symposium/Colloquium at the NSU Fort Lauderdale/Davie 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.

Incomplete Coursework

A student may receive a grade of *I* (incomplete) in a course if the student 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.

Failure to complete these requirements may impact the student's progression in the program, if not the graduation date.

Mobile Device Use

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

Email

Students are expected to check their NSU email daily, including during the fieldwork and capstone experiences, Monday through Friday, and respond to faculty members' emails within 24 hours during the workweek. It is recommended to continue to check NSU email regularly after all components required for completion of degree are met.

Student Identification Cards: The SharkCard

NSU requires that students wear the NSU SharkCard (ID card) at all times. Students can complete and submit an NSU SharkCard application (available online) after which an email will be sent so they can upload their photo. Students also can obtain the SharkCard on the Fort Lauderdale/Davie Campus at the SharkCard Services Desk located in the Horvitz Administration Building (open Monday–Friday, 8:30 a.m.–6:00 p.m.). The SharkCard provides access to all buildings, libraries, and the fitness center located in the Don Taft University Center. All students are given a $75 print allocation at the start of each university fiscal year (July 1–June 30) 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. The program director assigns an O.T.D. faculty member as the academic adviser to each student; an initial meeting between student advisees and an academic adviser occurs at a dedicated session during orientation. The role of an academic adviser is to provide students with assistance and support to attain the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor overall progress; and identify appropriate resources. Students should schedule a meeting with their adviser as necessary, via videoconferencing or face to face when on campus. Each student's academic adviser, being aware of many valuable resources, can assist in every facet of the program if the student is having problems that might interfere with the student's studies or progress. Students should not hesitate to contact their adviser for needs related to academics or policy. Also, it is expected that students will respond to any email communication from their academic adviser within 24 hours of receipt. 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. The Essential Functions document is provided in the orientation packet and can be found online 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.
- Those with minor contributions to the manuscript are appropriately acknowledged in footnotes, an introductory statement, or acknowledgments.
- The following apply to students as authors:
  - 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 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.

- 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.
- The following apply to institutional affiliations:
  - 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.
  - *Department of Occupational Therapy, Dr. Pallavi Patel College of Health Care Sciences, Nova Southeastern University* is the institutional affiliation.
- Authors must obtain approval from the program director, Department of Occupational Therapy, 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 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 Department of Occupational Therapy, Nova Southeastern University, when applicable.

References

American Psychological Association. (2010). "Ethical principles of psychologists and code of conduct," Section 8.12, Publication Credit. Retrieved February 2, 2014, from *apa.org/ethics/code*.

Fine, Mark A., and Kurdel, Lawrence A. (1993). "Reflections on determining authorship credit and authorship order on faculty-student collaborations," *American Psychologist*, 48(11), 1141.

International Committee of Medical Journal Editors. (2013). "Roles and responsibilities of authors, contributors, reviewers, editors, publishers, and owners: Defining the role of authors and contributors," retrieved February 2, 2014, from *icmje.org*.

Participation in Fieldwork Experiences and Doctoral Capstone

The fieldwork component of the curriculum accumulates many hours of clinical education comprising community field trips, Level I and Level II fieldwork experiences, and the culminating doctoral capstone experience. 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 capstone component of the program during the New Student Orientation and continues throughout the program through ongoing communication with the clinical, doctoral, and community relations administration and staff members comprising the academic fieldwork coordinator, the doctoral capstone coordinator, and the fieldwork support coordinator. The first course where the student receives information about clinical experiences is OTD 8121: Introduction to Didactic, Clinical, and Research Experiences, which introduces the student to the three major components of the student's doctoral education, one of which is clinical. The course provides information on community field trips related to coursework, Level I fieldwork, and the doctoral residency and the paperwork process for fieldwork placement, required background checks and immunization, rules and regulations in health care, safety precautions, and preventive measures. OTD 8264: Business of Practice and Management and OTD 8265: Professional Leadership provide training in program development and ethical and role delineation aspects of clinical practice, among other topics.

Participation in Level I fieldwork (FWE-I): Three intervention courses prepare the student for FWE-I experiences, namely OTD 8274: Occupational Therapy Interventions I—Mental Health, Wellness, and Community; OTD 8275: Occupational Therapy Interventions, Children and Youth; and OTD 8276: Occupational Therapy Interventions, Adults. The level I fieldwork experience courses start the summer of the second year and continue for three consecutive terms. The courses are intentionally scaffolded in alignment with student professional growth to reflect the metaphorical growth of a palm tree. Coupled with the three didactic intervention courses, the FWE-I strengthen professional preparation according to the scope and sequence of the curriculum design, as follows:

- Mental Health FWI will focus on knowledge translation through guided observation of faculty-led fieldwork experiences.
- Children and Youth FWI will focus on knowledge translation and implementation through faculty-led experiences, possibly including telesessions and/or mission trip opportunities.
- Adults FWI will focus on knowledge translation, implementation, and dissemination through faculty-led case study projects, including a case study presentation. Guided by preeminent research, all 3 settings contain simulation experiences to promote critical thinking (Benaroya, 2022; Bethea et al., 2014; Kim & You, 2020).

After successful completion of year II, students will complete six months of Level II fieldwork in a supervised environment linked to the academic program. The first Level II fieldwork experience is scheduled to occur during the summer term of year III.

Upon completion of the first Level II fieldwork experience, the student enters the doctoral-level courses of the curriculum, followed by their second Level II fieldwork experience.

Following a typical schedule, this is normally in the winter term of year III. The last component of the curriculum is the doctoral capstone experience in one or more of the following, as recommended by the Accreditation Council on Occupational Therapy Education (ACOTE): clinical practice, research, administration, leadership, program and policy development, advocacy, education, or theory development.

Professional Membership

Students are required to obtain membership with the American Occupational Therapy Association (AOTA) and their state association, Florida Occupational Therapy Association (FOTA) in Florida, sustaining those

memberships throughout the duration of the program. Maintaining AOTA and FOTA (or other state association) membership will ensure access to necessary professional resources required throughout the curriculum and will facilitate development of a professional identity. Students must submit proof of such membership on an annual basis.

Textbooks

Students will receive information about course textbooks prior to the start of the semester. 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.

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

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 CSP. A course may be repeated only once. **Two course failures will result in program dismissal.** See information regarding the CSP in the Academic Standing section of this handbook.

Grading Policies and Procedures

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

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

Incomplete Coursework

Students may receive a grade of *I* (incomplete) in a course if they are passing the course, based on all completed coursework to date, but are unable to complete all course requirements due to documented medical reasons or extenuating personal circumstances. An incomplete will be changed to an earned grade upon a student's satisfactory completion of the course or residency requirements. A change from an incomplete to an earned grade must occur prior to the end of the agreement of the contract period, 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 time frame 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 acknowledgments.
- The following apply to students as authors:
  - 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, the 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 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.
- The following apply to 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.
  - *Department of Occupational Therapy, Dr. Pallavi Patel College of Health Care Sciences, Nova Southeastern University* is the institutional affiliation.
- Authors must obtain approval from the program director prior to submitting an abstract or manuscript to a publisher or a conference committee. Department approval serves to (1) protect the department, college, and university by allowing the program director to review all submissions for appropriateness and acceptable standards; (2) recognize and record all department-related publications and presentations as program outcomes; and (3) assure that submissions provide appropriate credit and recognition.

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

References

Guidelines for authorship credit and order from *APA's Ethical Principles of Psychologists and Code of Conduct* (1992), Section 6.23, Publication Credit, states Uniform Requirement for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Updated November 2003. International Committee of Medical Journal Editors. (*icmje.org*)

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

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 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. 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 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 O.T.D. program—Tampa Bay program follows the policies regarding academic standing in the PCHCS section in the handbook. Students must complete all courses according to the lockstep curriculum 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 stated below.

The progress of each student throughout the entire curriculum requires continuous satisfactory academic performance from one term to another. No student may advance to the next term without satisfactorily

completing courses offered in previous terms. When applicable, students who fail a course will be required to suspend their studies and request in writing to the program director and/or department chair for permission to retake the course when it is offered the next academic year. There are no course remediations offered in the Department of Occupational Therapy.

A course failure may significantly extend the length of the program of study, which is currently 39 months. A course may be repeated only once. Students will be dismissed from the program after two course failures.

Grading Policies and Procedures

Grading for O.T.D. program—Tampa Bay students is based on a scale of 0–100 percent.

P or Pass	75 percent or above for all courses
F or Fail	Below 75 percent for all courses

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

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

President's List and Dean's List

The O.T.D. program—Tampa Bay follows the policies of the PCHCS for recognizing outstanding student performance and academic excellence while enrolled in and upon graduation from the program. Please refer to the PCHCS section of this student handbook for details.

Remediation/Retake Policy, if Applicable

There is no remediation in the O.T.D. Program.

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

semesters, but will be able to reenroll with the next cohort in the fall semester. The same requirement to immediately retake failed rotation for the second FWE-II and Doctoral Capstone Experience will be enforced.

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

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

The student is responsible for keeping track of information posted in Canvas, the university's learning management system (LMS), which includes, but is not limited to, the postings in the O.T.D. Student Center, contents of the course syllabi, items posted in Canvas Collaborate, course messaging, online examinations, the Respondus Lockdown Browser, etc. The program expects students to use effective time management and appropriate use of electronic communication and social media if necessary.

Participation During On-Campus Institutes

O.T.D. students are required to be present and participate during all scheduled (four to five) face-to-face institutes occurring every three or four weeks, strategically scheduled to have sessions occurring at the beginning, middle, and end of the semester. Unavoidable changes in the schedule will be communicated in a timely fashion. The institutes focus on application of learning and psychomotor skills, followed by active reflection and group/individual processing. Therefore, students are expected to have prepared according to individual faculty member instructions before coming to the institute. A maximum of one missed institute is allowed, at the discretion of the program director. A make up for missed face-to-face institutes may be available at the discretion of the course faculty member.

Absence from on-campus institutes is either excused or unexcused. Absence is excused when it is due to a fortuitous event, such as a natural disaster or emergency (e.g., hurricanes, transportation delay outside control of the student, or if it involves death in the immediate family or severe acute or contagious illness of the student—an immediate family member is defined as a spouse, mother, father, aunt, uncle, mother-in-law, father-in-law, sister, brother, grandparent, son, or daughter). In the case of illness, the student must submit a statement from an attending physician regarding the reason for absence. Students with an excused absence may make up their assignments/exams. The final decision for an excused absence rests with the program director. An unexcused absence may occur for any reason other than those listed above. In such cases, the student will have to make up the time at the discretion of the course faculty member. In addition, the student will not be able to make up any graded assignment or exam that occurred during the on-campus institute and will receive a 0 for that assignment or examination.

Participation in Research Project

The research sequence of the O.T.D. curriculum is embedded in seven courses of the curriculum, namely OTD 8101: Introduction to Didactic, Clinical and Capstone Experiences; OTD 8161: Evidence in Occupational

Therapy Practice/Qualitative Design; OTD 8162: Research Design, Quantitative Methods, Proposal; OTD 8262L: Research Design Lab (IRB); OTD 8263: Research Project I—Implementation; OTD 8263L: Research Project I Lab—Data Analysis and Interpretation; and OTD 8364: Research Project II—Dissemination. 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.—Tampa Bay 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 Bay Regional Campus.

Attendance

Attendance is mandatory for all scheduled instructional sessions and curricular activities, while complying with PCHCS policies and as specified in each course syllabus.

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

Students may receive a grade of *I* (incomplete) in a course if they are 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.—Tampa Bay 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.

Failure to complete these requirements may impact the student's progression in the program, if not the graduation date.

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 *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 Self-Service Banner, which they can access from the university homepage or through SharkLink.

The NSU Help Desk is an online resource available 24 hours a day to provide assistance for academic computer and technology problems. The Help Desk is available by phone at (954) 262-4357 or by email at *help@nova.edu*.

Mobile Device Use

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

Travel, Housing, and Parking

Although the NSU Tampa Bay 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 five-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 must 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 and submit an NSU SharkCard application (available online) after which an email wil be sent so they can upload their photo. Students can also obtain the SharkCard if they go to the Fort Lauderdale/Davie Campus at the SharkCard Services Desk located in the Horvitz Administration Building (open Monday–Friday, 8:30 a.m.–6:00 p.m.). The SharkCard provides access to all buildings, libraries, and the fitness center located in the Don Taft University Center. All students are given a print allocation 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. The program director assigns an O.T.D. faculty member as the academic adviser to each student; an initial meeting between student advisees and their an academic adviser occurs at a dedicated session during orientation. The role of an academic adviser is to provide students with assistance and support to attain the most from their educational experiences; provide academic guidance, direction, and encouragement; monitor overall

progress; and identify appropriate resources. Students should schedule a meeting with their adviser as necessary, via videoconferencing or face to face when on campus. Each student's academic adviser, being aware of many valuable resources, can assist in every facet of the program if the student is having problems that might interfere with the student's studies or progress. Students should not hesitate to contact their adviser for needs related to academics or policy. Also, it is expected that students will respond to any email communication from their academic adviser within 24 hours of receipt. 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. The relationship remains during years I and II* and may change only for significant reasons, and after extensive discussion between adviser and advisee. Advisees will submit the request for adviser change, in writing, to the program director who will make the final decision.

At year III, students transition to advisement by the academic fieldwork coordinator (AFWC) and doctoral capstone coordinator (DCC) during the terms as indicated below:

- summer term, year III, AFWC
- fall term, year III, DCC
- winter term, year III, AFWC
- summer term, year IV, DCC

**During year II, while students are taking intervention courses, the AFWC and the specific intervention instructor will collaborate in determining student readiness for Level I fieldwork experience. Placement of the student will be at the discretion of the AFWC. Questions during the Level I fieldwork rotation may be directed to the AFWC or intervention course faculty member, as appropriate.*

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 O.T.D. program—Tampa Bay 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—Tampa Bay 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 O.T.D. program—Tampa Bay 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-tpa/otd-orientation-2022-docs/nsu-tampa-otd-essential-functions.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 acknowledgments.
- The following apply to students as authors:
  - 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 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 Bay.
- 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.

- The following apply to 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.
  - *Department of Occupational Therapy, Dr. Pallavi Patel College of Health Care Sciences, Nova Southeastern University* is the institutional affiliation.
- Authors must obtain approval from the program director, Department of Occupational Therapy, Nova Southeastern University—Tampa Bay, 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.

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Fine, Mark A., and Kurdel, Lawrence A. (1993). "Reflections on determining authorship credit and authorship order on faculty-student collaborations," *American Psychologist*, 48(11), 1141.

International Committee of Medical Journal Editors. (2013). "Roles and responsibilities of authors, contributors, reviewers, editors, publishers, and owners: Defining the role of authors and contributors," retrieved February 2, 2014, from *icmje.org*.

Participation in Fieldwork Experiences and Doctoral Capstone Experience

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 capstone experience. 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 capstone 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 academic fieldwork coordinator, the doctoral capstone coordinator, and the fieldwork support coordinator. The first course where the student receives information about clinical

experiences is OTD 8101: Introduction to Didactic, Clinical, and Research 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.

Participation in Level I fieldwork (FWE-I): Three intervention courses prepare the student for FWE-I 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 Bay 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 FWE-I 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. A student will participate in a FWE-I only if the student is passing or has passed all corresponding didactic interventions coursework up to the point of the fieldwork experience. A student who may be failing the didactic portion of an intervention course may not begin the FWE-I. Furthermore, a student who appeals course grades will not be allowed to begin the FWE-I during the appeal process. The Tampa O.T.D. entry-level Two-Course Failure Program Policy does not apply in this scenario, as the intervention courses and their associated FWE-Is are linked programmatically. The Interventions course and its associated FWE-I will be retaken the following year by the student, should the student chooses to return to the program.

Participation in Level II fieldwork (FWE-II): 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, at the discretion of the faculty member(s), may or may not be offered one of the following opportunities:

1. Continue with the scheduled didactic courses during the fall semester, and proceed with OTD 8391, 8392, and 8494 in succession, which will mean an extension of coursework for one extra semester.

2. 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 the didactic coursework until the following fall semester with the next OTD cohort.

Students may retake only one FWE-II. Should students fail a second FWE-II (which includes failing the same FWE-II twice), they will be considered to have failed two FWE-II and will be dismissed from the O.T.D. program without another opportunity to retake. The Doctoral Capstone Experience may be retaken once, only if there have been no other course failures including fieldwork experiences. Additional tuition will be charged for repeated courses, including FWE-II and Doctoral Capstone experiences.

The maximum final grade when retaking FWE-II and Doctoral Capstone experiences is a pass (*P*), as numerical scores are not assigned in those courses.

Participation in the Doctoral Capstone Experience: Preparation for the Doctoral Capstone Experience (DCE), or what ACOTE refers to as the doctoral experiential component, starts in OTD 8101: Introduction

to Didactic, Clinical, and Research Experiences, and continues throughout the curriculum through scheduled DCE seminars and individual structured or requested meetings between the DCE coordinator and the student(s). It is addressed directly in OTD 8392: Doctoral Certification and Capstone; OTD 8391: Level II Fieldwork Experience; and OTD 8393: Level II Fieldwork Experience; culminating with OTD 8494: Doctoral Capstone, Reflections, and Exit Colloquium. The DCE is much like Level I and Level II fieldwork experiences in the selection and placement process. Like Level I fieldwork, the DCE may or may not be supervised by an occupational therapist or a professional who will serve as mentor to the student (mentee), but who has demonstrated expertise in one or more areas identified as the student's focused area of study. The eight areas of study are clinical practice, research, administration, leadership, program and policy development, advocacy, education, or theory development.

Professional Membership

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

Textbooks

Students will receive information about course textbooks prior to the start of the semester. 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. New student orientation provides documents that students are required to read during and after orientation, such as the student handbook, fieldwork and doctoral capstone manuals, and a document that summarizes other program-specific policies available at *healthsciences.nova.edu/program-specific-policies-04.28.2022.pdf*.

Department of Physical Therapy

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

Background Checks

Background checks are required for clinical education experiences and activities. 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 the student's 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.

Health and Vaccine Requirements

Students are required to comply with the PCHCS health policies found in the A.4 Health Policies section of the *NSU Student Handbook*. In addition to these requirements, clinical sites may require compliance with other conditions for student clinical placements. Additional requirements may include, but are not limited to, specific health attestations, personal protective equipment, and other vaccines not listed in section A.4. Students must be able to fulfill the Technical Standards and Essential Functions of a D.P.T. student during all clinical experiences and activities. Failure to fulfill these requirements may prevent students from being assigned to, or result in a students being denied, placement at a clinical site. A student who cannot be placed at the required clinical site may not be able to complete the program.

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous satisfactory academic performance. 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 Bay 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 *healthsciences.nova.edu/pt/dpt*. Students who receive a final course grade of *F* in any didactic course will not be allowed to progress to the succeeding semester. To graduate from the program, each student must sucessfully complete a comprehensive examination given during the last year of the program.

Grading Policies and Procedure

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

P or Pass	75 percent or above
F or Fail	below 75 percent

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

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

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

A final course grade of less than *C* in any given course will constitute a course failure. Students who are eligible will take a comprehensive remediation exam for the failed course and complete the remediation examination at a time approved by the program director or before the next scheduled clinical placement. Following a successful remediation exam, the final grade for that course will be recorded as *C*(E) to indicate that the course was passed via remediation. Students who fail a course and/or the remediation examination will be sent to the CSP and may be dismissed.

While matriculating through the D.P.T. program, each student is permitted to remediate 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, the student must successfully remediate the first course failure to be granted the opportunity to remediate a second course failure. **A student will be allowed to sit for only one remediation examination per course.**

Students who fail a clinical experience may be given one opportunity to retake the experience at a time and place determined by the Director of Clinical Education (DCE). Students who fail a clinical experience will be sent to the CSP. If a student fails a clinical experience a second time, the student may be dismissed from the program.

A student who dismissed from the program, based on inadequate academic performance or unprofessional conduct, would need to reapply to the program to be considered for readmission under the admissions standards applicable to the incoming 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 a medical leave or administrative break in enrollment is granted for more than one semester.

Conferences and Community Service Requirements

All D.P.T. students are required to attend professional conferences, service learning activities, and completion of a professional portfolio, based on program requirements. Failure to complete these requirements may impact the student's graduation date.

Submission of Assignments

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

Withdrawal

Students who wish to withdraw from the program must submit a written voluntary withdrawal request via email to the program director who will evaluate the student's request.

The withdrawal period ends three weeks prior to the end of the semester. Students who wish to withdraw outside of this time frame must provide documentation of medical or other circumstances which warrant this exception.

Once a class has been completed, a student does not have the option to withdraw. A notation of the reason for withdrawal will be placed on the student's transcript.

See the HPD Tuition Credit Policy-Voluntary Drops and Withdrawals section for financial implications of withdrawal. Students who voluntarily withdraw from the program must reapply to be considered for readmission into the next incoming class.

Professional D.P.T. Program—Fort Lauderdale

Attendance

Attendance will depend on the course or activity and will be determined by the program director and/or course instructor.

Academic Progression

For classes that combine both psychomotor practical exams and written exams/assignments, students must obtain minimum of both of the following to pass the class: a 75 percent on the written exams/assignments and a 75 percent 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 *C* (CE) percent will be assigned for courses passed by remediation.

Communication with Faculty Members

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

Professional D.P.T. Program—Fort Lauderdale 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 members). Conservative-style sports bras should be used, accordingly, 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 I.D.; wristwatch; and minimal, nondangling jewelry. If a student has long hair, it must be tied back. Nails should be one-eighth inch or less. Students are expected to come to all classes and clinical experiences with the requisite lab equipment indicated by the course instructor. Students who are unprepared for class may be asked to leave the class or may receive a deduction in the course grade.

Professional D.P.T. Program—Tampa Bay

Attendance

Attendance is mandatory for all scheduled instructional sessions and curricular activities.

Academic Progression

A final course grade of at least *C* (75 percent) constitutes a passing grade. For mixed courses (lecture and lab), students must achieve an average of *C* for written exams/assignments **and** an average of *C* for psychomotor exams/assignments. If one of the two requirements is not met, the student will fail the course, even if the aggregate grade is greater than *C*. If a student fails both components, it will be counted together as a single course failure.

The passing grade for any psychomotor exam is at least 75 percent. A psychomotor exam is any test of psychomotor skills, including skills check, practical exam, and triple jump exam. Students who fail a psychomotor exam are required to successfully complete a corrective learning activity. The corrective learning activity is designed at the discretion of the instructor with consideration of the student's need to review, practice, and attain proficiency in deficient clinical skills.

Upon receiving a grade of fail on a psychomotor examination, students are required to contact the instructor within three business days for guidance in further development of deficient clinical skills. Failure to contact the instructor may result in a notice of unprofessional behavior. The original psychomotor exam score will not be changed. To pass a course with a lab, a cumulative average score of at least 75 percent is required for all psychomotor exams and assignments. For any course failure, the PCHCS policy on course remediation will be followed.

Communication with Administration and Faculty and Staff Members

Respectful verbal and written communication are required at all times for Professional D.P.T. students. The primary mode of communication with individual students or the student body is through NSU email and within Canvas, the learning management system. Students are responsible for checking communication from administration and faculty and staff members regularly (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—Tampa Bay Student Dress Code—Dressing Strategically

During weekend institutes business hours, students are required to wear professional dress including close-toed shoes, slacks/skirts, or charcoal gray scrubs throughout the building. During lab courses, students must wear an NSU-approved T-shirt and knee-length navy blue basketball shorts and sneakers. Students must also have a sports bra underneath the T-shirt, accordingly. Students who are not dressed appropriately for lab or within the building may be asked to leave campus. During patient experiences on campus and integrated clinical education sessions off campus, students are to wear their NSU blue polo and khaki pants and may also be required to wear their white lab jacket if directed by the course leader.

Students are always expected to be clean and well-groomed. Fingernails are to be clipped short with appropriate polish color if used. Long hair should be tied back during lab and patient experiences. No unnatural hair colors (i.e., dyed pink, blue, green etc.) are allowed. Facial hair should be kept trim. Clothing must cover the body from the armpit to an appropriate level above the knee. Only appropriate jewelry for professional business attire is permitted. Ear piercings are permitted, and earrings must be small and appropriate. Visible body jewelry, such as rings for the nose, eyebrow, lip, chin, cheek, or tongue, is not permitted. The instructor has discretion to ask a student to remove any body piercing. Tattoos must always be covered, except when in lab and in lab clothes. The instructor has discretion to ask a student to cover tattoos.

During noninstitute weekdays, students should wear professional dress or charcoal gray scrubs during regular business hours of 8:00 a.m.–5:00 p.m. Students may come to campus and use the gym in workout clothing, if they access and leave the gym directly. Showers are available on campus in the restrooms in the gym area. After 5:00 p.m., students must be neat and clean but do not have to abide by the dress code policy.

During clinical experiences, students are to follow the NSU Dress Code Policy unless otherwise directed by the clinical site. Clinical sites may require students to purchase particular polo shirts or scrubs. More information about professional dress during clinical experiences is provided in the Clinical Education Manual.

Students who have special needs related to religion, culture, or a medical condition may request an exception to the Dress Code Policy in writing to the program director. That exception is accepted throughout the length of the program or throughout the length of the medical condition.

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

The Professional D.P.T.—Tampa Bay 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, or other absence, in accordance with university policy. 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, the student will have to make up the time (see above). In addition, the student will not be able to make up any graded assignments or exams that occurred during the on-campus institute and will receive a 0 for that assignment or examination.

Scheduling of Remediation Examinations After Course Failures

Students who are eligible for cumulative remediation examinations must abide by the PCHCS remediation policies. Remediation examinations must be taken within five business days after the course ends unless a justifiable exception necessitates adjustment to that timeline. Students requesting an exception to this policy must submit the request in writing to the program director. For practical remediation examinations, students will have to take the remediation practical examination at the Tampa Bay Campus and bear any associated costs associated with returning to the Tampa Bay Campus. For written remediation examinations, students may take the examination online in a proctored environment.

Course, Instructor, Guest Instructor, and Lab Assistant Evaluations

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

Doctor of Philosophy (Ph.D.) in Physical Therapy

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

Textbooks

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

Web Access and Registration: SharkLink, Email/Webmail, Canvas, and Self-Service Banner

Information on access to and utilization of email, registration processes, and electronic classes is provided in the student handbook that is posted in the Student Centers on Canvas.

Computer Services

Distance students are required to register online for all courses each semester. Students register through the Self-Service Banner system that can be accessed from the SharkLink portal. The Help Desk is an online resource available 24 hours/day. There you can get assistance with academic computer and technology problems. The Help Desk is available by phone at (954) 262-4357 or 800-541-6682, ext. 24357, for international students, or by email at *help@nova.edu*.

Travel, Housing, and Parking

Although the postprofessional program is primarily online, students are required to attend on-campus sessions each semester for most classes in which they are enrolled.

Student ID 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 when they arrive on campus at the SharkCard Services Desk located in the Horvitz Administration Building (open Monday–Friday, 8:30 a.m.–6:00 p.m.). The SharkCard provides access to all buildings, libraries, and the fitness center located in the University Center. Each year, the NSU SharkCard provides students with $75 toward printing costs associated with printing at the computer labs on campus.

On-Campus Component

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

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

Academic Advising and Administrative Support

Each student is required to contact the program director for academic advising before beginning the program. The program director and her or his designee will advise the student during matriculation through the program. Students may communicate with the director via phone, fax, email, or in person. In some instances, students can select courses from another program. Approval by the program director must be received prior to registration for courses taken outside the primary area of study.

Grading Policies and Procedures

Grades for the Ph.D. program 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. In addition to alpha grading, the postprofessional program may use transcript notations outlined in the PCHCS section of the student handbook.

Grading for the Ph.D. program is based on a scale of 0–100 percent. Some courses may be Pass/Fail.

P or Pass	80 percent or above
F or Fail	below 80 percent

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

Alpha Grade	Scale	Percent
A	4.0	90–100
B	3.0	80–89
F	0.0	0–79
I	0.0	N/A
PR	0.0	N/A

Administrative Withdrawals

Unless prior approval or an administrative break in enrollment 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, the student would

be required to petition the program director, in writing, for reinstatement in the program or may be required to apply to the program for readmission.

Suspension/Dismissal

Students enrolled in the Ph.D. program 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 Ph.D 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 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 the next time the course is offered, as stipulated by the instructor. The grade of progress (*PR*) will be used for course or dissertation in which the student continues to demonstrate progress toward the completion of all required works.

If the incomplete grade (*I*) is not made up accordingly, it will be converted into a failing grade (*F*). Students must request any extension to complete course work, in writing, from the course instructor with a copy to the program director. Students requesting extensions due to medical or military reasons are expected to provide official documentation. 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.

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 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 submit their dissertation to ProQuest for publication. Process and requirements are detailed in the *Dissertation Guide*.

Department of Physician Assistant

Fort Lauderdale

The Nova Southeastern University Physician Assistant Program at the Fort Lauderdale/Davie Campus 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 Physician Assistant (PA) program—Fort Lauderdale/Davie Campus are expected to comply with the dress code as outlined by the PCHCS 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 CSP. (See information regarding the CSP in the Academic Standing section of this handbook.)

Grading Policies and Procedures

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

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

A final course grade of less than 75 percent in any PAC course will constitute a course failure. If a student fails a course, a remediation examination will be administered according to the PCHCS 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 overall progress; and identify appropriate resources. Each student in the academic and clinical year should meet with the student's 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.

Additional Specific Policies

Students will have readily available access to the program's academic and clinical year handbook that will cover respectively all policies, procedures, courses, and rotations appropriate for the curriculum. These handbooks provide more specifics for guidance and governance of the students while in the program. The *Dr. Pallavi Patel College of Health Care Sciences Student Handbook* supersedes the Fort Lauderdale PA program handbooks if there are direct conflicts, although the program's handbooks may be more strict and/or detailed.

Fort Myers

The Nova Southeastern University Physician Assistant Program—Fort Myers is fully accredited by the Accreditation Review Commission for Physician Assistant Education (ARC-PA) and is a member of the Physician Assistant Education Association.

Dress Code

Students in the Physician Assistant (PA) program—Fort Myers are expected to comply with the dress code as outlined by the PCHCS 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 Caribbean blue scrubs (scrub top and bottom must be Caribbean blue and must match) during didactic class hours, Monday through Friday. Medical business attire is required during the clinical year. 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 when attending off-campus clinical assignments during the clinical year. Lab coats are ordered by the program and will be received approximately six weeks before clinical assignments in late August.

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 of modest length with an elastic waistband and draw strings.

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 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 CSP. (See information regarding the CSP in the Academic Standing section of this handbook.)

Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

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

During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component 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: 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 may 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 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 Physician Assistant (PA) program—Orlando are expected to comply with the dress code as outlined by the PCHCS 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 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 CSP. (See information regarding the CSP in the Academic Standing section of this handbook.)

Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.75	90–93
B+	3.50	87–89
B	3.0	83–86
B-	2.75	80–82
C+	2.50	77–79
C	2.0	75–76
F	0.0	0–74

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 to pass the clinical rotation. Students receiving failing grades in clinical rotations following retesting will be referred to the CSP for disposition. (See CSP in the college section of this handbook and Orlando CSP policies included in the *Orlando PA Student Handbook*.)

Additional tuition will be charged for repeated rotations. An applicant reapplying to the program will be treated as a first-time competitive applicant for the purposes of coursework and must repeat and pass all required coursework.

Incomplete Coursework

The course director, with the academic director or the clinical director, in concurrence with the program director, may determine the method by which an incomplete grade will be converted to an earned grade. When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of *I* (incomplete). A change from an incomplete to an earned grade must occur within 90 days of having received the incomplete grade or the student's grade will be converted to an *F*.

Clinical Rotations

The clinical year of the program is devoted to hands-on training in clinical rotations. The clinical year consists of nine total rotations: seven core required rotations, one selective rotation, and one elective rotation. The core and one selective rotation are each six weeks; the other elective rotation is four weeks. All PA students on clinical rotations must maintain, at their expense, a functioning cell phone and a laptop computer with webcam capabilities and universal Internet access. To facilitate communications, PA students must provide the PA program with their cell phone numbers and their residence phone number and inform the PA program in advance of any changes. Students must comply with all policies and procedures of the clinical sites, assigned hospitals, and NSU.

During the clinical year, PA students will be required to document clinical experiences via a web-based program. Students will be responsible for completing their electronic patient logs on a daily basis. All students will be given training on using the clinical experience software during the advanced didactic semester.

Additional Specific Policies

Orlando student handbooks, academic and clinical, cover respectively all policies, procedures, courses, and rotations appropriate for the two areas of the curricula. These handbooks elucidate more specifics for guidance and governance of the students while in the program. The *Dr. Pallavi Patel College of Health Care Sciences Student Handbook* supersedes the Orlando PA program handbooks if there are conflicts, although the program's handbooks may be more strict and detailed.

Jacksonville

At its September 2022 meeting, the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) extended **Accreditation-Probation** status for the **Nova Southeastern University—Jacksonville Physician Assistant Program**, sponsored by **Nova Southeastern University-Jacksonville** until its next review in September 2024.

Probation accreditation is a temporary accreditation status initially of not less than two years. However, that period may be extended by the ARC-PA for up to an additional two years if the ARC-PA finds that the program is making substantial progress toward meeting all applicable standards but requires additional time to come into full compliance. Probation accreditation status is granted, at the sole discretion of the ARC-PA, when a program holding an accreditation status of Accreditation—Provisional or Accreditation—Continued does not, in the judgment of the ARC-PA, meet the standards or when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, a program that fails to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and is subject to having its accreditation withdrawn.

Specific questions regarding the program and its plans should be directed to the program director and/or the appropriate institutional official(s).

The program's accreditation history can be viewed on the ARC-PA website at *arc-pa.org/accreditation-history-nova-se-university-jacksonville*.

Dress Code

Students in the Physician Assistant (PA) program—Jacksonville are expected to comply with the dress code as outlined by the PCHCS policy. Dress should be neat, pressed, and cleaned as necessary to affect a professional image and appearance. If staining does not permit complete cleaning, the clothing item should be immediately replaced.

Daily dress code shall be program-approved navy blue scrubs during class hours, Monday through Friday. 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.

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. Students are required to wear the program-approved laboratory uniform. All students must be prepared and able to remove their T-shirt for thoracic, cardiac, chest wall, and abdominal examinations. Therefore, female students must wear a sports bra beneath their T-shirt. Because of the nature of the exams, tank tops are not permitted in lieu of a sports bra. Athletic shoes and socks must be worn at all times in the lab, except as dictated by the instructor.

For all clinical setting encounters in the didactic year, students are required to wear an approved NSU navy polo shirt and gray pants.

- No active wear, denim, crop, or capri pants may be worn.
- Skirts with a skirt length no shorter than two inches above the knee may be worn.
- Shoes with heels no greater than two inches may be worn.

Students in the clinical phase of the curriculum will be required to wear lab coats (short, intern style) with prescribed patches and embroidery while attending all clinical-year rotations and activities, including end-of-rotation activities on campus.

Initial purchase and subsequent replacement of any uniform items and lab coats are the responsibility of the student.

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 CSP. (See information regarding the CSP in the Academic Standing section of this handbook.)

Grading Policies and Procedures

Grading for academic and clinical-year PA students is based on an alpha scale as shown.

Alpha Grade	Scale	Percent
A	4.0	94–100
A-	3.75	90–93
B+	3.50	87–89
B	3.0	83–86
B-	2.75	80–82
C+	2.50	77–79
C	2.0	75–76
F	0.0	0–74

Any student failing a course or failing to exhibit satisfactory professional behavior will be referred to the CSP. (See CSP in the college section of this handbook and Jacksonville CSP policies included in the *Jacksonville PA Student Handbooks*.) During the clinical year, the clinical rotation grade is composed of various components. Students must pass each component 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 may 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.

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 program's academic and clinical year handbook that will cover respectively all policies, procedures, courses, and rotations appropriate for the curriculum. These handbooks provide more specifics for guidance and governance of the students while in the program. *The Dr. Pallavi Patel College of Health Care Sciences Student Handbook* supersedes the 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 (B.S.) in Speech-Language and Communication Disorders

Academic Calendar

The B.S. in Speech-Language and Communication Disorders 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 *NSU Undergraduate Student Catalog 2023–2024*. All students must complete the general education coursework, program requirements, major requirements, and electives for graduation eligibility.

Grading Policies

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

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

Attendance

The B.S. in Speech-Language and Communication Disorders program adheres to the same policy as the HPD. Attendance at all scheduled instructional activities is mandatory. Please review each course syllabus for further details.

Academic Advising

Students should contact the Center for Academic and Professional Success (CAPS) at (954) 262-7990 or *caps@nova.edu.* CAPS provides comprehensive and developmental student support services to empower students to achieve academic and professional 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 Speech-Language and Communication Disorders major. Students should contact their NSU academic adviser 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 *NSU Undergraduate Student Catalog 2022–2023*.

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 Speech-Language and Communication Disorders, 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 Speech-Language and Communication Disorders Department.

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

The B.S. in Speech-Language and Communication Disorders follows the criteria and policies of the PCHCS for recognizing outstanding student performance and academic excellence while enrolled in and upon graduation from the program. Please refer to the PCHCS 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.

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 NSU. Students will follow the PCHCS procedures for both academic and nonacademic disputes.

Community Relations

The B.S. in Speech-Language and Communication Disorders program 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.

Master of Science (M.S.) in Speech-Language Pathology Program

Program Outcomes

The M.S. in Speech-Language Pathology 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 to communicate clearly, effectively, and appropriately
7. collaborate with and/or counsel effectively clients, family members, caregivers, and other professionals
8. demonstrate professional behavior that exemplifies knowledge of ethical, legal, regulatory, and financial aspects of professional practice
9. demonstrate skills for lifelong learning, professional development, and self-assessment
10. demonstrate the ability to use technology to accomplish research, client diagnosis, and treatment

New Student Orientation

New students must attend a mandatory three-day orientation meeting on campus. Students are responsible for any expenses incurred to attend. During the meeting, students will be oriented to NSU, the PCHCS (hereafter referred to as the college), and the M.S. in Speech-Language Pathology program; meet faculty members; and participate in speech-language hearing screenings. Prior to the orientation meeting, students will review the program website (*healthsciences.nova.edu/slp/masters*) and this handbook and are responsible for familiarizing themselves with departmental policies and procedures.

Instructional Delivery System

The M.S. in Speech-Language Pathology program operates year-round and is divided into three terms: fall, winter, and summer. Coursework for the M.S. in Speech-Language Pathology is available online and at many of NSU's campuses throughout Florida. Through the online delivery option, students receive and submit coursework and interact with participants and professors via the Internet. Through the site-based delivery option, students take classes in the evenings at NSU regional campuses around the state. At times, certain courses are not available through the site-based/distance delivery option. Rather, a hybrid 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. Attendance during hybrid weekends is mandatory. Occasionally, some classes are delivered in weeklong formats in intersessions scheduled within one term a year. Attendance in intersession classes is mandatory.

Dress Code

The following constitutes acceptable and professional attire for speech-language pathology (SLP) students when on campus and attending college and program events.

- White clinical jackets are not required, but can be purchased by students through the NSU bookstore. If the student chooses to purchase and wear a white clinical jacket, the jacket must include the embroidery and the college SLP patch.
- Shirts, slacks, professional business dress (slacks, pants, or skirts with blouses, or dresses), and appropriate shoes are acceptable, as well as program polo shirts.
- Matching scrub sets and tennis shoes can be worn.

Students may not wear the following when participating in clinical assignments, working in the SLP building, and attending classes:

- shorts or cutoffs, miniskirts (higher than just above the knee), 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 (except of a religious nature)

While on an NSU campus, at any off-campus educational sites, and during regular class hours, students are to comply with the dress code of the college.

- Maintain a neat and clean appearance befitting those attending professional school.

Those failing to comply may be dismissed from the classroom and/or campus, and a written warning describing the infraction will be entered into the student's file.

Academic Promotions and Progression

The progress of each student through the curriculum requires continuous satisfactory academic, clinical, and professional performance. Students are to be enrolled each term or on an approved Leave of Absence (LOA). Substandard performance in any course or failing to exhibit satisfactory professional behavior will be referred to the CSP. Lack of progress in any academic or clinical course will result in a change to the student's original plan of study (POS) and may extend the student's time in the program.

Grading Policies, Procedures, and Course Failures

Academic Courses

Alpha Grade	Quality Points	Percent
A	4.00	94–100
A-	3.75	90–93
B+	3.50	87–89
B	3.00	83–86
B-	2.75	80–82
C+	2.50	77–79
C	2.00	73–76
C-	1.75	70–72
F	0.0	Below 70
P	0.0	Pass

Clinical Courses (which include the following courses: SLP 6101 Clinical Lab I Practicum, SLP 6102 Clinic II Lab Practicum, SLP 6005 Diagnostics II Practicum, SLP 6110 Externship: Adults, SLP 6120 Externship: Pediatric School, and SLP 6130 Externship: Pediatric Nonschool)

Alpha Grade	Quality Points	Score on CALIPSO Performance Rating Scale
A	4.00	4.50–5.00
A-	3.75	4.20–4.49
B+	3.50	3.90–4.19
B	3.00	3.70–3.89
B-	2.75	3.50–3.69
C+	2.50	3.00–3.49
C	2.00	2.50–2.99
C-	1.75	2.00–2.49
F	0.00	Below 2.00

A minimum grade of *B-* must be earned in each course in the curriculum. If a student achieves a grade below a *B-* in any course, the student must repeat the course during the next semester in which the course is offered. The course must be repeated through the M.S. in Speech-Language Pathology program. Students must repay for the course. A course may be repeated only one time. When repeating a course, the student must earn a grade of *B-*, or better, in the repeated course. Furthermore, students must successfully repeat the course before moving on to other courses that have the repeated course as a prerequisite.

Where applicable, assignments, quizzes, and examinations are recorded to the first decimal point. Final course grades are calculated to two decimal points, but only the tenths position is considered. Grades are rounded up only if the final grade is X.50 or higher. A grade of X.49 does not round up to X.50.

Withdrawal from an Academic Course

A request for withdrawal from a course shall be made in writing to the program director or designee. A student may request withdrawal only if the student is in good academic/professional standing with the program. A withdrawal from a course requires approval from the program director or designee. A grade or notation of *W* (withdrawal) will be recorded on the student's transcript. The grade of *W* will be replaced by an earned grade only when the student retakes the course.

Withdrawal from a Clinical Course/Placement

Students in clinical courses are not permitted to withdraw from the placement nor the clinical course EXCEPT on rare occasions. Exceptions are made on a case-by-case basis and require a written request by the student with accompanying documentation as appropriate and the written approval of the clinical director and the program director or designee and/or department chair. In making the request, the student understands that the student may not be eligible to repeat the clinical course until a suitable placement has been secured.

Incomplete Grades

A grade of Incomplete (*I*) is issued only at the request of the student after approval by the course instructor and the completion of the Incomplete Grade Assignment Form. The initiation of the process is the student's responsibility *prior* to the end of the course.

To receive a grade of Incomplete, the student must

1. have completed at least two-thirds of the course with a grade equivalency of 80 percent, or better
2. complete an Incomplete Grade Agreement Form and send it to the instructor

Once an Incomplete Grade Agreement Form has been submitted and the grade of Incomplete issued, the coursework must be finalized and submitted to the instructor according to the agreed-upon timeline, as outlined on the Incomplete Grade Agreement Form. This date can be no later than the last day of the term following the final class date of the course. The instructor will not accept assignments submitted after the date indicated on the agreement, and the student's grade will be assigned according to the work the student submitted by the due date.

An Incomplete (*I*) grade which has not been changed by the official date in the agreement will be converted to an *F* by the program director or designee.

Course Failure

Students who achieve a grade below a *B-* will be referred to the CSP to review the circumstances which resulted in the referral. (See the CSP in the college section of this handbook.)

Academic Warning

Students who achieve a grade between 70–79 percent in a single academic course will receive an **Academic Warning**. As a result of receiving an **Academic Warning**, students will be directed to meet with a member of the CSP to review the circumstances that resulted in the unsuccessful outcome. The discussion will include identification of areas to target to increase the likelihood of positive outcomes in future courses with the goal of completing the program.

Academic Probation

Students will be referred to the CSP for **Academic Probation** for any one of the following occurrences:

- cumulative GPA falling below a 3.0
- a grade of *F* in any academic course
- grades below *B-* in any two academic courses
- a grade below *B-* in a clinical course

Dismissal

Students will be referred to the CSP for **Dismissal** for any one of the following occurrences:

- a third grade below *B-* in an academic course
- a grade below *B-* in any course after a student has been placed on **Academic Probation**
- a grade below *B-* in any repeated course
- cumulative grade point average below 3.0 for three consecutive terms OR dropping below 3.0 a second time
- three unsuccessful attempts to complete SLP 6200 Capstone

Note: Once a student is placed on **Academic Probation**, the student remains on **Academic Probation** for the remainder of the time in the program. Notification of **Academic Probation** or **Dismissal** may occur during the succeeding term, whereby, students may be administratively withdrawn from courses in progress with a refund of all tuition paid. Students who are recommended for **Dismissal** have the option to appeal (see **Student Appeal Process** under the college section of this handbook).

Student Conduct

Students are expected to comply with the ethical, professional, and legal standards of NSU, the NSU Code of Student Conduct and Academic Responsibility, the Code of Ethics of the American Speech-Language-Hearing Association (*asha.org/code-of-ethics*), and the manual for externship and clinical policies and procedures. Any student suspected of violation of any of these standards and codes will be referred to the CSP. Any student found in violation of any of these standards or codes may forfeit all past and future academic honors.

Note: Students who achieve a grade below a *B-* must follow the updated academic plan created for them. Failure to do so will result in a referral to the CSP due to not following directives from program administration.

International Students

International students living in the United States must present verification of student visa or residency status and comply with federal guidelines. Due to the limited availability of ASHA-certified supervisors internationally, students who live outside of the United States will not be eligible for admission to the M.S. in Speech-Language Pathology program. Furthermore, students accepted to the M.S. in Speech-Language Pathology program may not relocate outside of the United States before the completion of the degree. Students are required to complete all clinical practicum experiences within the United States.

Transfer of Credit

For a student to receive transfer credit, courses taken previously must be equivalent to those described in the *HPD Catalog*, must have been completed within five years prior to admission, and cannot have been used toward a prior degree. Approval of transfer credit will be granted only after the student has submitted a written request for consideration with the program director or designee. The student must provide a catalog course description and course syllabus for each course. Only courses completed at regionally accredited universities or colleges, or their foreign equivalents, will be considered for transfer credit into the master's degree program. No more than nine semester hours of credit may be transferred into the M.S. in Speech-Language Pathology program. To be considered for transfer credit, a grade equivalent of *B-*, or better, must be recorded on the student's transcript for each course. No clinical course credits will be transferred.

Credits earned at NSU are transferable only at the discretion of the receiving school. Students who wish to transfer credit should contact the admissions office of the receiving school for information.

Program Requirements Regarding the SLP Praxis Examination and Capstone

1. Students must take SLP 6200 Capstone with the first externship semester. Exceptions to this course sequence must be requested by the student and approved in writing by the program director or designee.

2. Students must pass Capstone before taking the Praxis. Students taking the Praxis without having successfully completed Capstone will be referred to the CSP for review for disciplinary sanctions. In addition, they will be required to fulfill the Capstone course requirement.

3. Students must pass Capstone to graduate. Students who do not pass Capstone on the first attempt must repeat it. This may delay completion of the program. Students have a maximum of three attempts to pass Capstone. Students who are unable to pass Capstone after three attempts will be dismissed from the program.

4. Praxis scores must be received by the M.S. in Speech-Language Pathology program for students to graduate.

5. Students must register for the Praxis using the process described in the Capstone course and must take the Praxis as directed by their course instructor.

6. Students who are required to take the Praxis prior to their scheduled time as a condition of employment must provide official documentation of that requirement to program administration at least two semesters prior to externship one.

Course Load and Program Completion Time Line

The M.S. in Speech-Language Pathology program may be completed in eight terms/semesters, but the program expectation is to complete the program within 12 terms/semesters. Students must complete the program within six years. Students who are unable to complete all degree or program requirements within the established time frame will be referred to the CSP for consideration of **dismissal** from the program.

Note: Full-time graduate study is six credits per term. Clinical credits are each equivalent to full-time status.

Computer Requirements

The M.S. in Speech-Language Pathology program uses the learning management system (LMS) Canvas for all courses and for submission of all coursework. Therefore, the following is a MINIMUM requirement for the M.S.-SLP:

1. PC or Macintosh, 2 GHz minimum processor

   If Macintosh, the computer must be able to run select Windows programs. This will require a program such as Parallels, Boot Camp, or equivalent and a Windows operating system. (NOTE: Macs post-2012 have the ability to dual boot Windows with Boot Camp.)

2. microphone with headset

3. Internet access

4. Office 2007 or higher with PowerPoint and Word (or Office replacement such as Open Office or iWork)

5. Adobe Reader

Telecommunications: SharkMail and Internet Access Account

Each student is assigned a SharkMail account; this account is the key to effective communication while enrolled in the M.S. in Speech-Language Pathology program. **Students are required to check SharkMail daily.** The M.S. in Speech-Language Pathology program administration, as well as faculty and staff members will use SharkMail routinely to communicate with individual students, entire classes, or groups of students. **Students' failure to check their email will not be accepted as a reason for missed communication.**

Photographs, Recordings

No one may take photographs or record audio or video in either virtual or physical classrooms without prior permission of the instructor and the students within those facilities. Students wishing to record lectures must obtain permission from the instructor. Consent forms may be obtained from the office of your academic center.

Clinical Experience and Placement

Clinical Practicum

Clinical and externship experiences are held during the weekdays. Students should plan to devote full-time participation to two externship experiences.

Clinical practicum hours are obtained in the campus-based Speech-Language Pathology Clinic and in affiliate off-campus practicum sites. Clinical hours may only be counted toward ASHA certification requirements when the student earns a passing grade for each clinical assignment. Only clinical practicum hours earned while the student is enrolled in the university program and under the supervision of an ASHA-certified and state-licensed speech-language pathologist (SLP) or audiologist (for hearing hours, only) may be counted toward the degree and certification. Students may not use their own site of employment or previous employment as a clinical site for credit. Students are to follow all supervisory requirements. Students are required to complete all clinical practicum experiences within the United States.

Students registering for clinical practicums must have the appropriate availability to be scheduled for direct contact experiences in the given assigned clinical placements.

All students must maintain grades of *B-*, or better, in academic and clinical courses 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, the student's faculty contact must be told in writing at least one semester before the course is to begin. If a student leaves or is asked to leave a clinical course for any reason, the student will receive a grade of *F* for that clinical course and will be reviewed by the CSP for academic probation.

Student Organizations

A listing of available student organizations is included in the college section of this handbook.

Council of Academic Accreditation in Audiology and Speech-Language Pathology (CAA)

Complaint Policy

The Master of Science (M.S.) education program in speech-language pathology residential and distance education at Nova Southeastern University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, (800) 498-2071 or (301) 296-5700.

Should a student enrolled in the program wish to file a grievance against the program, the student 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, MD 20850

800-498-2071 • *caa.asha.org*

Doctor of Speech-Language Pathology (SLP.D.)

Because the SLP.D. 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 SLP.D. program.

Credit Transfer

A maximum of nine semester hours of post-master's degree, doctoral-level credit, earned from a regionally accredited institution within the past five 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. Attendance is mandatory for all scheduled instructional sessions and curricular activities.

The time of online chat sessions and hybrid weekend class meeting dates are scheduled according to the availability of the course instructors. Students are required to access and participate in their online

chat sessions. Attendance and participation in the hybrid weekend component of each designed 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). 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.

Every student is expected to be on time for all online chat sessions and hybrid weekend class meetings. Each course instructor will advise students as to the repercussions that may be incurred as a result of absence from the online chat sessions or absence from the hybrid weekend class meetings. Grade reductions for class participation may be imposed if a student demonstrates a pattern of tardiness (more than 15 minutes late more than once) or if more than one absence occurs from the online class chat session or hybrid weekend meeting. 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.

Students will attend one on-campus winter or summer research institute over the course of their SLP.D. studies. Attendance at the on-campus component for the courses with the winter or summer research institute is mandatory. Students who do not attend the on-campus component will receive an incomplete grade 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 8:30 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 grade to students who do not complete a full day of on-campus classes.

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, an administrative break in enrollment request must be submitted to the program director, which will be subject to approval by the dean. Students must contact the SLP.D. program office 30 days prior to returning from the administrative break in enrollment.

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 advisers 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 time frame will be subject to dismissal.

Students who experience unexpected extenuating circumstances that inhibit their ability to complete all program/degree requirements within seven years may request an extension of time of up to one year (maximum). Request must be received prior to the expiration of the seven-year time frame for the program/degree completion, for consideration. Students must be in good academic and financial standing to be eligible for an extension.

An additional and final extension of time of up to one year maximum may be requested beyond the initial one-year extension for students who have achieved an approved applied dissertation proposal (required for additional time beyond an initial extension). Requests must be received prior to the expiration of the initial extension for consideration. Students must also be in good academic and financial standing to be eligible for an additional extension. No additional time beyond a second extension is available, and students 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, the student would need to reapply for entrance into the SLP.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 the student is in good standing. To withdraw from a course, it is not sufficient to stop attending class or 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. A grade of *W* (withdrawal) or *WP* (withdraw passing) will be recorded. The grade of *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* (withdraw failing).

Grading Policies and Procedures

Grading for the SLP.D. program is based on the following grading scale and/or Pass/Fail.

Alpha Grade	Scale	Percent
A	4.0	90–100
B	3.0	80–89
F	0.0	0–79

P	Pass (80 percent or above)
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 CSP 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. 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 Form has been submitted by the student, it is subject to approval by the instructor. Once the course instructor approves the incomplete grade agreement, the grade of incomplete will be issued no later than the end of the term by the program director. The course work must be finalized and submitted to the instructor according to the agreed-upon timeline, as outlined on the Incomplete Grade Agreement Form. This date can be no later than the last day of the term following the final class date of the course. The instructor will not accept assignments submitted after the date indicated on the agreement, and the student's grade will be assigned according to the work 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/or 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 (i.e., committee chair and committee member) to facilitate and supervise the applied dissertation process.

There are three benchmarks in the completion of the applied dissertation: the concept paper, the dissertation proposal and Institutional Review Board (IRB) approval, and the dissertation.

At the end of each semester, students who demonstrate progress on their applied dissertation benchmark will earn a *PR* (in progress) grade. The grade of *PR* will remain for each semester until the faculty committee provides final approval of the dissertation benchmark. Once the faculty committee approves the dissertation benchmark, the grade of *P* (pass) will be issued no later than the end of the term by the program director. Students who do not demonstrate progress will earn an *NPR* (no progress).

Students who earn an *NPR* (no progress) grade in any applied dissertation course for more than one semester will earn an *F* (fail) grade. Students who earn an *F* (fail) grade in any applied dissertation course will be referred to the CSP. The CSP will examine the student's case and will make appropriate recommendations to the department chair and the program director. 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 applied dissertation course may register for the next semester, although they may not be eligible for federal funds.

Continuing Dissertation Services

Continuing dissertation services will begin on the 25th month. Students will register for Applied Dissertation Services I each semester between the 25th and the 36th month of the program to receive continuing dissertation services from their faculty committee until the completion of the applied dissertation.

If the program is not completed within 36 months, Applied Dissertation Services II will begin on the 37th month. Students will register for Applied Dissertation Services II each semester beginning the 37th month of the program to receive continuing dissertation services from their faculty committee until the completion of the applied dissertation.

Credits earned from continuing dissertation services do not count toward the minimum credit hour requirement for the SLP.D. degree.

At the end of each semester, students who demonstrate progress as part of continuing dissertation services will earn a *PR* (in progress) grade. Students who do not demonstrate progress will earn an *NPR* (no progress). Students who earn an *NPR* grade, as part of continuing dissertation services for more than one semester, will earn an *F* grade.

Students who earn an *F* grade in continuing dissertation services will be referred to the CSP. The CSP will examine the student's case and make appropriate recommendations to the department chair and program director. 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 continuing dissertation services may register for the next semester, although they may not be eligible for federal funds.

Winter Institute

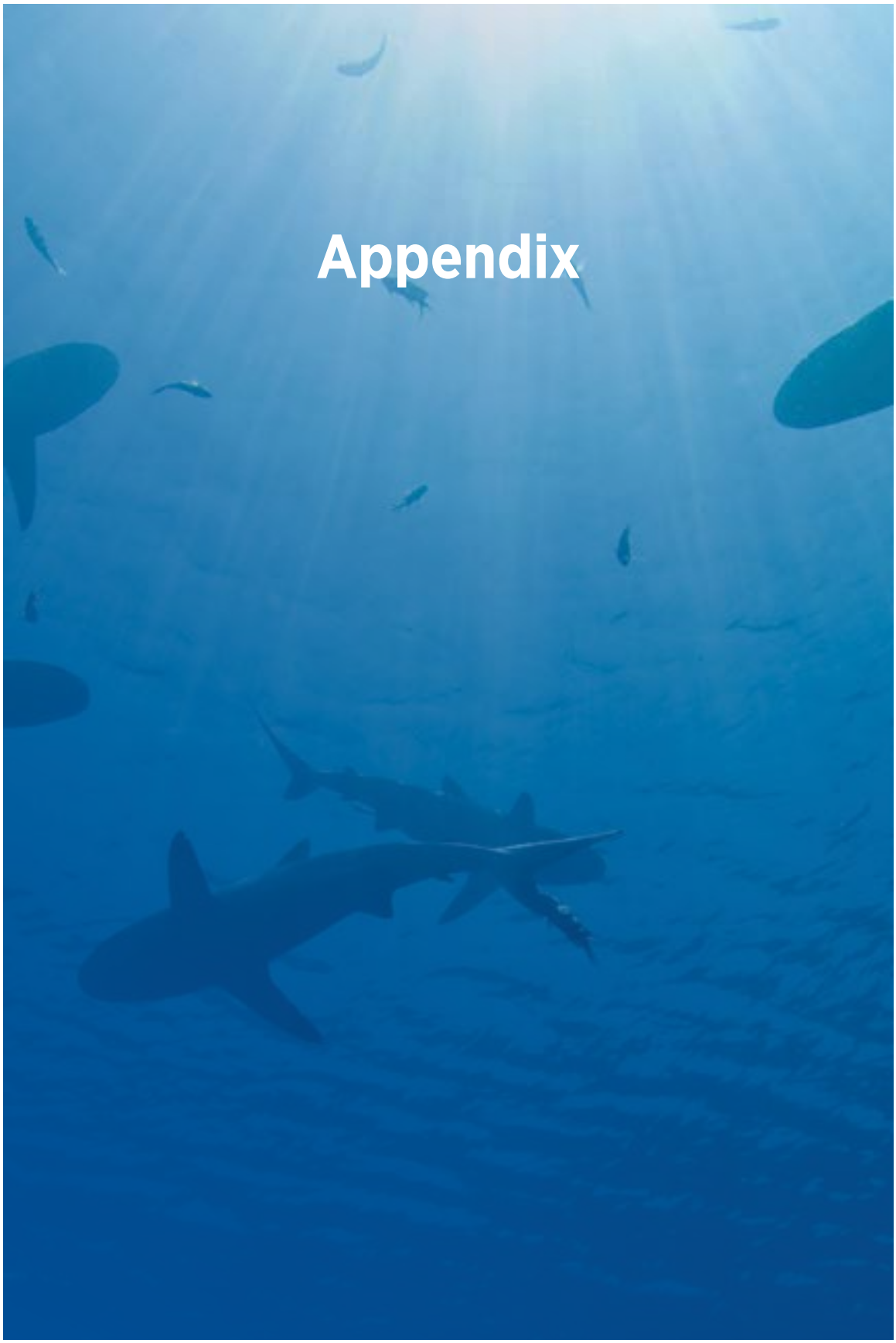
During the first winter semester of the program, all students are required to attend a weeklong on-campus winter institute. The winter institute classes are located at the Fort Lauderdale/Davie Campus.

Dress Code

When at any NSU campuses during regular business hours, Monday through Friday, 8:00 a.m.–5:00 p.m., SLP.D. students will follow the dress code identified in the PCHCS section of this handbook. When participating in the courses during any of the distance learning formats (online chat sessions or hybrid weekend classes), students must maintain a neat and clean appearance befitting scholars attending a professional program. Those students failing to comply may be dismissed from the class.

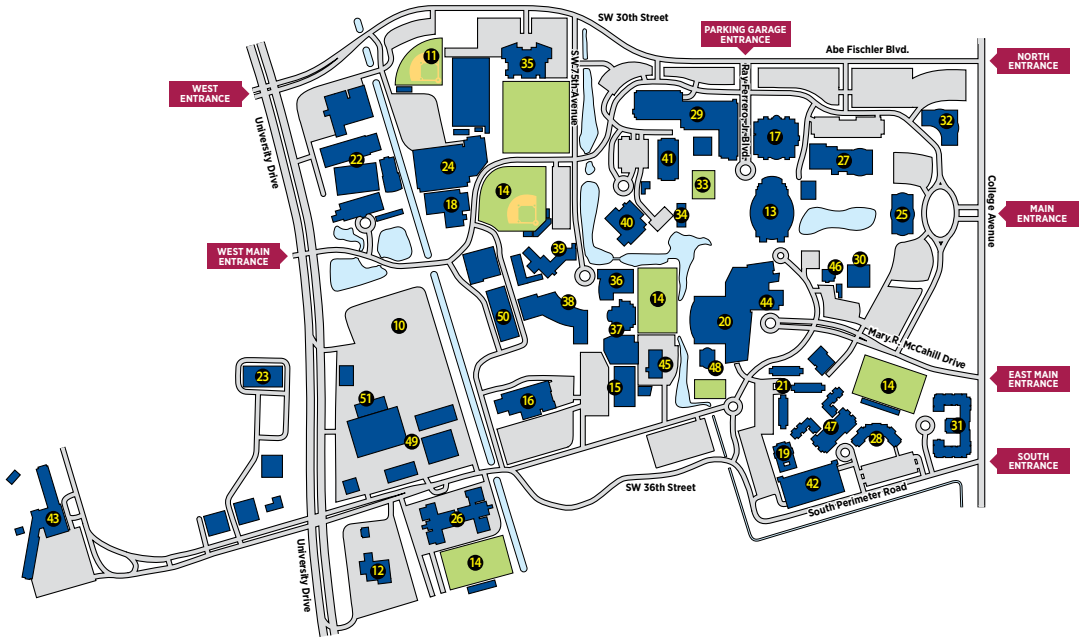
Online Course Access, Canvas, and NSU Email

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



Appendix

NSU Fort Lauderdale/Davie Campus Map



Academical Village 10
A.D. Griffin Sports Complex with Lighted Softball Fields 11
Administrative Services Building 12
Alvin Sherman Library, Research, and Information Technology Center 13
Athletics Fields 14
Aquatics Center 15
Campus Support Building 16
Carl DeSantis Building 17
Center for Collaborative Research 18
Cultural Living Center 19
Don Taft University Center 20
Farquhar, Founders, and Vettel Apartments 21
Health Professions Division Complex 22
HPD Annex 23
HPD and Health Care Center Parking Garage 24
Horvitz Administration Building 25
Jim & Jan Moran Family Center Village 26
Leo Goodwin Sr. Building 27
Leo Goodwin Sr. Hall 28
Library and Student Main Parking Garage 29
Mailman-Hollywood Building 30
Mako Hall 31
Maltz Building 32
Medicinal and Healing Garden 33
NSU Bookstore 34
NSU Future Expansion Space 35
NSU University School—AutoNation Center for the Arts 36
NSU University School—Nöel P. Brown Sports Center 37
NSU University School—Lower School 38
NSU University School—Middle School (Dauer Building) 39
NSU University School—Upper School (Sonken Building) 40
Parker Building 41
Residence Hall Parking Garage 42
Rolling Hills Graduate Apartments 43
Rosenthal Student Center 44
Shark Athletics Building 45
Student Affairs Building 46
The Commons Hall 47
University Center RecPlex Pool 48
University Hospital 49
West Parking Garage 50
Westside Regional Medical Center ER 51

Visit *nova.edu/locations/main-campus* to view campus map.

Updated September 7, 2023

NSU Florida

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