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

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

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

MESSAGE FROM THE PRESIDENT ......................1
FOREWORD/RESERVATION OF POWER ...............2
UNIVERSITY VISION STATEMENT,
MISSION STATEMENT, AND CORE VALUES...........4
STATEMENT ON STUDENT RIGHTS ....................6
University Equal Opportunity
/Nondiscrimination Policy ......................................6
Family Educational Rights
and Privacy Act (FERPA) ........................................7
Health Care Privacy (HIPAA) Statement .................9
STATEMENT ON STUDENT RESPONSIBILITIES .... 10
STUDENT CODE OF CONDUCT .........................12
A. General Administrative Policies
and Guidelines ......................................14
A.1 Alcohol Policy .............................................14
A.2 Appropriate Conduct and
Consensual Relationships Policy .....................16
A.3 Drug-Free Schools and Campuses ................16
A.4 Health Policies ............................................18
A.5 Holds on Student Records ........................ 20
A.6 Indebtedness to the University .................. 20
A.7 International Travel Registration
Requirement and Program .......................... 21
A.8 Jurisdiction of University Policies
and Procedures ...................................... 21
A.9 Off-Campus Residency ............................... 21
A.10 Student Organization Rights
and Responsibilities .................................. 21
A.11 University Computer and
Telecommunications Use Policy .................... 22
A.12 University Copyright and Patent Policy ... 26
A.13 University Sexual Misconduct Policy ...... 26
B. Specific Conduct Violations .......................26
B.1 Alcoholic Beverages ................................... 26
B.2 Animals ......................................................27
B.3 Assault ......................................................27
B.4 Bribery ......................................................27
B.5 Cheating ...................................................27
B.6 Complicity ................................................28
B.7 Contracting on Behalf of the University ......28
B.8 Damage or Vandalism to Property ............28
B.9 Dangerous Items (Explosives,
Firearms, Firearms, and Weapons) .................28
B.10 Disorderly Conduct ................................ 28
B.11 Distributing or Posting Printed Media ..... 29
B.12 Drugs, Drug Paraphernalia .......................29
B.13 Emergency Equipment and Procedures ... 29
B.14 Facilitating Academic Dishonesty ............29
B.15 False Information (Including
Fabrication, Fraud, and Falsification
of Records) ................................................. 29
B.16 Fire ......................................................... 30
B.17 Gambling and/or Games of Chance ........ 30
B.18 Guests ..................................................... 30
B.19 Harassment or Harm to Others ...............30
B.20 Hazing ..................................................... 30
B.21 Health and Safety ..................................... 31
B.22 Identification Cards ................................. 31
B.23 Interference with University
Investigations, Disciplinary
Proceedings, or Records .......................... 31
B.24 Lake Swimming ....................................... 32
B.25 Littering/Projecting Objects .................... 32
B.26 Misuse of Computers or
Telecommunications (Technology) ............ 32
B.27 Noise ....................................................... 32
B.28 Online/Internet Social
Networking Usage ...................................... 32
B.29 Parking and Motor Vehicle Policy ............ 33
B.30 Plagiarism ................................................. 33
B.31 RecWell Center Policies
and Procedures ........................................ 33
B.32 Removal or Ejection from
a University-Sponsored Event .................... 33
B.33 Requests or Orders .................................. 33
B.34 Residential Life Policies
and Procedures ........................................ 34
B.35 Retaliation ............................................... 34
B.36 Smoking/Tobacco-Free Policy ............... 34
B.37 Solicitation ............................................... 34
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Hours</td>
<td>69</td>
</tr>
<tr>
<td>Charges and Payments</td>
<td>69</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>69</td>
</tr>
<tr>
<td>Tuition Credit Policy—Voluntary Drops and Withdrawals</td>
<td>69</td>
</tr>
<tr>
<td>Short-Term Preloans</td>
<td>70</td>
</tr>
<tr>
<td>Health Professions Division Library</td>
<td>70</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>72</td>
</tr>
<tr>
<td>Computer Labs</td>
<td>72</td>
</tr>
<tr>
<td>Student Lounge/Student Area</td>
<td>72</td>
</tr>
<tr>
<td>Acceptance of Professional Fees</td>
<td>73</td>
</tr>
<tr>
<td>HIV/AIDS Policy</td>
<td>73</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>73</td>
</tr>
<tr>
<td>Background Checks</td>
<td>74</td>
</tr>
<tr>
<td>Health Forms Requirements</td>
<td>75</td>
</tr>
<tr>
<td>Certificate of Physical Examination</td>
<td>75</td>
</tr>
<tr>
<td>Immunization Requirements</td>
<td>75</td>
</tr>
<tr>
<td>Urine Drug Screen</td>
<td>76</td>
</tr>
<tr>
<td>Dress Code</td>
<td>77</td>
</tr>
<tr>
<td>Food in the Lecture Halls, Laboratories, and Clinics</td>
<td>77</td>
</tr>
<tr>
<td>Identification Requirements and Fieldwork Prerequisites</td>
<td>77</td>
</tr>
<tr>
<td>Email</td>
<td>77</td>
</tr>
<tr>
<td>Notices, Messages, and Posters</td>
<td>77</td>
</tr>
<tr>
<td>Parking Lot/Garage</td>
<td>78</td>
</tr>
<tr>
<td>Photographs and Recordings</td>
<td>78</td>
</tr>
<tr>
<td>Post-Exposure Policies and Procedures</td>
<td>78</td>
</tr>
<tr>
<td>Return of University Property</td>
<td>79</td>
</tr>
<tr>
<td>Security Checks</td>
<td>79</td>
</tr>
<tr>
<td>Social Events and Extracurricular Activities</td>
<td>79</td>
</tr>
<tr>
<td>Student Assistance Program</td>
<td>79</td>
</tr>
<tr>
<td>Student Employment</td>
<td>80</td>
</tr>
<tr>
<td>Student Insurance Requirement</td>
<td>80</td>
</tr>
<tr>
<td>Affirmative Opt-Out Required</td>
<td>80</td>
</tr>
<tr>
<td>Cell Phones, Computers, Tablets, and Electronic Devices</td>
<td>81</td>
</tr>
<tr>
<td>Visitors</td>
<td>81</td>
</tr>
<tr>
<td>Visits to Other Institutions</td>
<td>81</td>
</tr>
</tbody>
</table>

### COLLEGE OF MEDICAL SCIENCES

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>85</td>
</tr>
<tr>
<td>Chairpersons</td>
<td>85</td>
</tr>
<tr>
<td>Reservation of Power</td>
<td>86</td>
</tr>
<tr>
<td>Discrimination</td>
<td>86</td>
</tr>
<tr>
<td>Harassment</td>
<td>86</td>
</tr>
<tr>
<td>Health Care Privacy (HIPAA) Statement</td>
<td>86</td>
</tr>
<tr>
<td>Disability</td>
<td>86</td>
</tr>
</tbody>
</table>

#### General Policies and Procedures

1. Financial Aid | 87 |
2. Health Insurance | 87 |
3. Background Checks, Immunizations, and Physical Examination Requirements | 87 |
   - Measles, Mumps, and Rubella (MMR) | 88 |
   - Varicella (Chicken Pox) | 88 |
   - Hepatitis B | 88 |
   - Tetanus-Diphtheria (Td) & Pertussis (Tdap) | 88 |
   - PPD Skin Test (2 Step) | 88 |
4. Anatomy Lab Personal Protective Equipment | 88 |
5. Fees and Expenses (subject to change) | 89 |
6. Core Performance Standards for Admission and Progress | 90 |
   - Intellectual, Conceptual, Integrative, and Qualitative Abilities | 91 |
   - Interpersonal Communication | 91 |
   - Motor Skills | 91 |
   - Strength and Mobility | 91 |
   - Hearing | 91 |
   - Visual | 92 |
   - Tactile | 92 |
   - Sensory | 92 |
   - Behavioral and Social Attributes | 92 |
7. Dress Code | 92 |

### Academic Affairs

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading Policies and Procedures</td>
<td>93</td>
</tr>
<tr>
<td>Grading Format</td>
<td>94</td>
</tr>
<tr>
<td>Grade Disputes</td>
<td>94</td>
</tr>
<tr>
<td>Examinations</td>
<td>94</td>
</tr>
<tr>
<td>Make-up Examinations</td>
<td>95</td>
</tr>
<tr>
<td>Course Retake</td>
<td>96</td>
</tr>
<tr>
<td>Course Remediation</td>
<td>96</td>
</tr>
<tr>
<td>Withdrawal and Leave</td>
<td>96</td>
</tr>
<tr>
<td>Withdrawal from a Course</td>
<td>96</td>
</tr>
<tr>
<td>Withdrawal from the College</td>
<td>96</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>97</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>97</td>
</tr>
<tr>
<td>Academic Promotion</td>
<td>97</td>
</tr>
<tr>
<td>Academic Curriculum Committee</td>
<td>98</td>
</tr>
<tr>
<td>Student Progress Committee</td>
<td>98</td>
</tr>
<tr>
<td>Course and Instructor Evaluations</td>
<td>98</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>99</td>
</tr>
<tr>
<td><strong>Student Affairs</strong></td>
<td>99</td>
</tr>
<tr>
<td>Classroom Behavior</td>
<td>99</td>
</tr>
<tr>
<td>Attendance</td>
<td>99</td>
</tr>
<tr>
<td>Code of Behavioral Standards</td>
<td>99</td>
</tr>
<tr>
<td>Student Progress Committee—Process and Procedures for Alleged Policy or Code of Behavioral Conduct Violations</td>
<td>100</td>
</tr>
<tr>
<td><strong>Dismissal, Suspension, and Appeal Policies</strong></td>
<td>101</td>
</tr>
<tr>
<td>Dismissal</td>
<td>101</td>
</tr>
<tr>
<td>Suspension</td>
<td>102</td>
</tr>
<tr>
<td>Readmission Following Suspension</td>
<td>102</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>102</td>
</tr>
<tr>
<td>Disciplinary Probation</td>
<td>103</td>
</tr>
<tr>
<td>Appeal Policy</td>
<td>103</td>
</tr>
<tr>
<td>Appeals Committee</td>
<td>103</td>
</tr>
<tr>
<td>Nonacademic Grievance Procedure</td>
<td>104</td>
</tr>
<tr>
<td>Student Activity Groups</td>
<td>105</td>
</tr>
<tr>
<td>Medical Sciences Student Government Association</td>
<td>105</td>
</tr>
<tr>
<td>Student Responsibility to Obtain Information</td>
<td>105</td>
</tr>
<tr>
<td><strong>APPENDIX</strong></td>
<td>107</td>
</tr>
<tr>
<td>NSU Fort Lauderdale/Davie Campus Map</td>
<td>109</td>
</tr>
</tbody>
</table>
Welcome to Nova Southeastern University and congratulations on becoming a proud Shark!

At NSU, you join more than 21,000 students who make up our dynamic university.

Founded in 1964, NSU’s vision, mission, and core values reflect our deep-seated commitment to enhance learning opportunities for you—our students—throughout Florida and the United States, as well as in 109 countries.

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

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

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

Before you know it, you’ll be nearing your degree completion, and I look forward to congratulating you and welcoming you into our alumni network of more than 177,000 graduates in all 50 states and in more than 100 countries around the world.

Enjoy your time at NSU, and go Sharks!

George L. Hanbury II, Ph.D.
President and Chief Executive Officer
Foreword/Reservation of Power

Foreword

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

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

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

Students who engage in conduct that endangers their health or safety, or the health or safety of others, may be required to participate and make satisfactory progress in a program of medical evaluation and/or treatment if they are to remain at the university. The determination as to the student’s participation and progress is to be made by the NSU Student Behavioral Concerns Committee. The university reserves the right to require the withdrawal of a student from either enrollment and/or university housing, whose continuation in school, in the university’s judgment, is detrimental to the health or safety of the student or others. Students who withdraw for reasons of health or safety must contact the Office of Student Conduct and Community Standards before seeking readmission to NSU. Decisions made under this policy are final.
In lieu of, or in addition to, disciplinary action, NSU also reserves the right to impose fines, take legal action, rescind housing privileges, revoke study abroad privileges, withhold student records, revoke other privileges, and impose other penalties as may be deemed appropriate. Students should also be aware that disciplinary action may impact eligibility for scholarships or other institutional financial aid. Furthermore, admission of a student to Nova Southeastern University for any semester does not imply or guarantee that such student will be reenrolled in any succeeding academic semester. Students may also be subject to disciplinary proceedings for acts committed before their admission and/or enrollment at Nova Southeastern University.

**Reservation of Power**

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

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

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

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

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

NSU Core Values

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

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

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

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

DIVERSITY Diversity includes, but is not limited to, race, ethnicity, culture, religion, philosophy, gender, physical traits, socioeconomic status, age, and sexual orientation. Differences in views, interpretations, and reactions derived from diversity are important. Diversity enriches a learning environment focused on preparing individuals to live and work in a global society.
OPPORTUNITY  Opportunity fosters the possibility for anyone associated with NSU to acquire an education or an educational experience through creative, yet sound, pedagogical programs.

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

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

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

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

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

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

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

University Equal Opportunity/Nondiscrimination Policy

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

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

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

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

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

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

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

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

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords a student certain rights with respect to his or her education records. These rights include:

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

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

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

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

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

**Release of Student Information**

A student can give consent to permit Nova Southeastern University to discuss and/or release personal identifiable information to a third party such as a spouse, a parent, a guardian, etc. This consent must be provided in writing with the student’s signature. To provide a written consent, complete the Authorization for Release of Information form available on the Office of the University Registrar’s website. A student may also withhold directory information (as defined above) by completing the Request to Prevent Disclosure of Directory Information form. A student is warned, however, that some of the consequences of preventing disclosure of directory information may be undesirable: a student’s name will not be published on the Dean’s List or commencement bulletins, and requests from prospective employers are denied.
Conduct Notifications

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

Deceased Student Records

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

Health Care Privacy (HIPAA) Statement

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

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

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

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

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

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

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

**Personal responsibility**

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

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

Responsibility to the community

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

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

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

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

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

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

Academic Standards

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

The following acts violate the academic honesty standards:

- cheating—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
• fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic exercise

• facilitating academic dishonesty—intentionally or knowingly helping or attempting to help another to violate any provision of this code

• plagiarism—the adoption or reproduction of ideas, words, or statements of another person as one’s own without proper acknowledgment

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

Students are expected to comply with the following academic standards:

• Original Work—Assignments such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center’s recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, re-examination, and/or remediation.

• Referencing the Works of Another Author—All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each program center’s specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students’ work must comport with the adopted citation manual for their particular center. At Nova Southeastern University, it is plagiarism to represent another person’s work, words, or ideas as one’s own without use of a center-recognized method of citation. Deviating from center standards (see above) are considered plagiarism at Nova Southeastern University.

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

• Prohibited Acts—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:
  – plagiarism
  – any form of cheating
Conduct Standards

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

A. General Administrative Policies and Guidelines

A.1 Alcohol Policy

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

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

2. The sale, delivery, possession, and/or consumption of alcoholic beverages on any property owned and controlled by NSU is strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.
3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the Residential Living Guide.

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

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

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

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

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

- Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.

- One-quarter hour before the approved ending time of the event, ticket sales will stop.

- Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.

- An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined when the request for the event is submitted for review/approval.

- No organization or individual may purchase beer or wine for an event. No other alcohol is permitted.

- A full-time university employee will be present during an event at which beer and wine are served. If the faculty adviser of the organization is not available, the organization must identify which other university employee will be attending the event. The organizational contact of the event must be present during the entire event as a point of contact for the university.

- The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies; rather, these guidelines should be used in conjunction with any and all other university policies.

- Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Vice President of Student Affairs, screening people entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the
screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having had enough alcohol before or during the event.

- Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.

- It shall be at the discretion of the Office of the Vice President of Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.

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

A.2 Appropriate Conduct and Consensual Relationships Policy

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

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

A.3 Drug-Free Schools and Campuses

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

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

* The term “illicit drugs” refers to all illegal drugs and to legal drugs obtained or used without a physician’s order. It does not prohibit the use of prescribed medication under the direction of a physician. However, in accordance with Federal law, NSU does not permit the possession or use of marijuana on NSU property or during NSU-sponsored activities for any purpose. As such, the possession or use of medical marijuana, even if authorized under state law, is prohibited on NSU property and during NSU-sponsored activities.
Any Nova Southeastern University student determined to have violated this policy will be subject to referral for prosecution by the appropriate authorities. Other sanctions include evaluation/treatment for drug use disorder (which may include mandatory completion of a drug/alcohol abuse rehabilitation program) or other university sanctioning, up to and including expulsion.

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

<table>
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<tr>
<th>NSU Programs</th>
<th>Community Programs</th>
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| **Henderson Student Counseling Center**  
For an appointment, call (954) 424-6911 or (954) 262-7050  
3538 South University Drive (in University Park Plaza)  
Davie, Florida 33328  
nova.edu/healthcare/student-services/student-counseling.html | **Florida Department of Education, Office of Safe Schools**  
325 West Gaines Street, Room 1444  
Tallahassee, Florida 32399  
(850) 245-0416 • SDFS@fldoe.org  
fldoe.org/schools/safe-healthy-schools/safe-schools/index.stml |
| **Healthy Lifestyles Guided Self-Change Program**  
For an appointment, call (954) 262-5968 or email gsc@nova.edu  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796  
nova.edu/gsc | **Florida Department of Children and Families Substance Abuse Program Office**  
1317 Winewood Boulevard  
Bldg. 6, Room 299  
Tallahassee, Florida 32399  
(850) 487-2920  
myffamilies.com/service-programs/substance-abuse |
| **Broward Behavioral Health Coalition**  
1715 SE 4th Avenue  
Fort Lauderdale, Florida 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 State Statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Misdemeanor convictions range from less than 60 days to one-year imprisonment. For additional information, please refer to Chapters 316 and 893 of the Florida Statutes, or consult with a legal representative of your choosing.
A.4 Health Policies

Health Insurance

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

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

Immunization Requirements

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

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

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

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

• Medical exemptions—Must produce a signed letter from a doctor, on his/her stationery, stating the reason for exemption and whether it is a temporary or permanent exemption

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

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

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

**Communicable Diseases Guidelines**

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

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

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

• An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, academic center, and the associate dean of students.
• Within reason, the university will make accommodations to the infected person, whenever possible, to ensure continuity in the classroom.

• No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, with or without a reasonable accommodation, or poses a reasonable threat to the health and safety of others.

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

A.5 Holds on Student Records

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

A.6 Indebtedness to the University

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

Information regarding payment plans, tuition assistance plans, refunds, and other frequently asked questions are available through the Office of the University Bursar’s website.
A.7 International Travel Registration Requirement and Program

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

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

A.8 Jurisdiction of University Policies and Procedures

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

A.9 Off-Campus Residency

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

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

A.10 Student Organization Rights and Responsibilities

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

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

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

The policies and procedures for establishing a new fraternity or sorority on campus can be obtained by contacting the Office of Campus Life and Student Engagement, which grants approval for the establishment of all fraternal organizations on campus. Additional information regarding the policies for Greek organizations is available through the Office of Fraternity and Sorority Life OrgSync page: https://orgsync.com/43518/files/1088830/show.
Sororities and Fraternities may also be governed by a governing council—the Panhellenic Council (PC), the Interfraternity Council (IFC), or Unified Greek Council (UG). The policies, governing constitutions, bylaws, rules, and regulations of these councils shall not conflict with the rules and policies of Nova Southeastern University. Nova Southeastern University rules and regulations supersede any conflicting rules or regulations.

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

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

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

**A.11 University Computer and Telecommunications Use Policy**

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

**Acceptable Use of Computing Resources and All Other Policies**

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

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

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

1. for purposes other than the university’s programs of instruction and research and the legitimate business of the university

2. to harass, threaten, discriminate, stalk, intimidate, or otherwise cause harm or attempt to cause harm to specific individuals or classes of individuals

3. to impede, interfere with, impair, or otherwise cause harm to the activities of others

4. to download, post or install to university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution

5. to recklessly, willfully, negligently, or maliciously interfere with or damage NSU computer or network resources or computer data, files, or other information

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

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

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

Enterprise Username and Password Policy

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

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

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

Remedies
The university reserves the right to
• suspend access to preserve the confidentiality, integrity, and availability of the network, systems or information
• periodically audit passwords for compliance
• pursue disciplinary action because of non-compliance
**Electronic Mail Communications**

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

**Web Pages—Use of Material**

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

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

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

- **web pages**
  - Copyright 2005 (your name). All rights reserved.
- **organization web pages (examples)**
  - Copyright 2005 Cornell Law Review. All Rights Reserved.
  - Copyright 2005 Nova Southeastern University. All Rights Reserved.
  - Copyright 2005 NSU College of Engineering and Computing. All Rights Reserved.
A.12 University Copyright and Patent Policy
Nova Southeastern University seeks to promote respect for intellectual property and a culture of copyright compliance throughout its community. In an effort to ensure compliance university-wide, NSU has published the following policies.

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

A.13 University Sexual Misconduct Policy
Sexual misconduct is prohibited by Nova Southeastern University. NSU will respond within the scope of its policy and procedures when sexual misconduct is reported to have occurred:

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

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

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

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

B. Specific Conduct Violations

B.1 Alcoholic Beverages
Failure to comply with the Alcoholic Beverages Policy (as included in Section A) is prohibited. This includes, but is not limited to, the following:

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

B.2 Animals
No pets or animals, other than fish, are permitted on campus, including all residence halls, with the exception of assistance animals (trained service animals or approved emotional support animals). The service animal policy can be found on the Disability Services website. Students seeking an approved emotional support animal can refer to the housing accommodation request process online. Students are responsible for the actions of any authorized animal that either they or one of their guests bring onto the campus grounds or into one of the campus facilities.

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

B.3 Assault
To threaten bodily harm—or discomfort to another person or commit or aid in the commission of an act that causes bodily harm and/or other conduct that threatens or endangers the health, safety, and/or welfare of any other member of the university community on or off campus—is prohibited.

B.4 Bribery
To give, offer, promise, request, solicit, accept, or agree to accept for oneself or another any financial or other benefit with an intent or purpose to influence the performance of any act or omission is prohibited.

B.5 Cheating
Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is prohibited.
B.6 Complicity  
Students associated with, or present during, the commission of an act(s) by another, which constitutes a violation of university policy, may also be charged if the student’s behavior constitutes permission, contributes to, or condones the violation.

B.7 Contracting on Behalf of the University  
Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the university. Students who attempt to, or enter into, a contract on behalf of the university without proper authorization, are subject to disciplinary action that will result in a hold being placed on university records and transcripts until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of the university by a student without proper authorization is void.

B.8 Damage or Vandalism to Property  
Defacing, littering, or damaging property of the university is prohibited.

B.9 Dangerous Items (Explosives, Firearms, Fireworks, and Weapons)  
Weapons and firearms are prohibited on campus.

A weapon includes

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

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

The complete NSU Firearms or other weapons policy is available on the Public Safety website.

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

B.10 Disorderly Conduct  
Disorderly conduct that is prohibited includes

- loud, threatening, or aggressive behavior or any other behavior which disturbs the peace and/or impedes the rights of others; and/or disrupts the orderly functioning of the university
- lewd, indecent, or obscene conduct or expression made by any means
- disruptive behavior which substantially interferes with, obstructs, or in any way negatively impacts the safety, viewing, or enjoyment of others in the residence halls, classrooms, or at a university-sponsored event, on or off campus
B.11 Distributing or Posting Printed Media

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

B.12 Drugs, Drug Paraphernalia

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

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

B.13 Emergency Equipment and Procedures

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

B.14 Facilitating Academic Dishonesty

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

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

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

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

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

B.16 Fire
No student shall commit or aid in the intentional commission of an act that results in a fire being ignited, which causes damage, or is intended to cause damage, to the property of the university or the personal property of any member of the university community.

B.17 Gambling and/or Games of Chance
Gambling may include, but is not limited to, wagering on or selling betting-pools on any athletics or other event; possessing on one’s person, premises (e.g., rooms, residence unit, car), or in a computer account or electronic format, any card, book, or other device for registering bets; knowingly using or permitting the use of one’s premises or one’s telephone or other electronic communication device for illegal gambling; knowingly receiving or delivering a letter, package, parcel, or electronic or telephonic communication related to illegal gambling; or playing or engaging in any game, at any place, by any device whatever for money or other things of value. Students found in violation of the prohibition against gambling may be subject to disciplinary action up to, and including, dismissal.

B.18 Guests
Students are welcome to bring guests to the campus; but, they must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of campus, it is the responsibility of the student host to cooperate with the university official making the request. The university reserves the right to exclude all guests from any area on campus in times of impending or actual crises or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guests from any area of the campus for any reason the university deems appropriate.

B.19 Harassment or Harm to Others
Harassment is defined as any conduct (words or acts)—whether intentional or unintentional—or a product of disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm. It is any conduct that intimidates, degrades, demeans, threatens, hazes, or otherwise interferes with another person’s right to comfort and right to be free from a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of the university; behavior that disturbs the peace and/or comfort of person(s) on the campus of the university; and behavior that creates an intimidating, hostile, or offensive environment. It also includes any conduct (words or acts) in which the university can determine a threat exists to the educational process or to the health or safety of a member of the NSU community.

B.20 Hazing
Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature,
such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating university rules governing hazing is prohibited.

**B.21 Health and Safety**

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

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

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

**B.22 Identification Cards**

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

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

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

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

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

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

**B.24 Lake Swimming**

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

**B.25 Littering/Projecting Objects**

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

**B.26 Misuse of Computers or Telecommunications (Technology)**

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

**B.27 Noise**

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

**B.28 Online/Internet Social Networking Usage**

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

- stalking, harassing, or threatening another person or group
- creating language on a social network that is threatening, vulgar, or derogatory
- displaying or being displayed in an activity that violates federal, state, or local law and/or any regulation outlined elsewhere in the NSU Student Handbook.
### B.29 Parking and Motor Vehicle Policy

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

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

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

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

### B.30 Plagiarism

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

### B.31 RecWell Center Policies and Procedures

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

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

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

### B.33 Requests or Orders

All students and guests of NSU are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices, participation in administration and/or judicial proceedings, and the compliance by the stated deadline with all the terms and conditions of all disciplinary sanctions. Administrative discretion may be used to place a hold on a student's account (registration, grades, etc.) if the student fails to comply with the directions of a university official.
B.34 Residential Life Policies and Procedures
All residents and/or guests in the residential buildings are required to comply with the Residential Life Policies and Procedures at all times. A complete list of policies are included in the Residential Living Guide available online.

B.35 Retaliation
To directly harass or threaten, to engage another person to commit an act on your behalf against, or otherwise commit an act against, another student who has reported a possible policy violation or who has participated in an investigation into the possible violation of a policy, is prohibited.

B.36 Smoking/Tobacco-Free Policy
Smoking and tobacco use are prohibited in all Nova Southeastern University facilities and on all university property and other properties owned or leased by the university, with no exception.

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

B.37 Solicitation
Solicitation is defined as any approach of one person by another person for the purpose of buying, exchanging, or selling goods or services, or distributing literature to cause a person to buy, exchange, or sell goods or services, or for the purpose of requesting funds, time membership, goods, services and/or equipment or materials to benefit either the university, its employees, outside organizations, or student organizations.

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

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

B.38 Sorority and Fraternity Life Manual/Policies
Nova Southeastern University students affiliated with Greek Letter organizations are required to abide by the policies outlined by the Sorority and Fraternity Life Manual and the policies. Chapters or individuals can be held responsible for violations of the published policies.

B.39 Theft or Unauthorized Possession
Students involved in the taking, sale, or possession of property without the consent of its owner or without proper remuneration may be subject to university disciplinary action and a fine, as well as arrest and prosecution by legal authorities.
B.40 Unauthorized Entry
Entering, attempts to enter, or remaining in any room, building, motor vehicle, trailer, or machinery, or other university property without proper authorization is prohibited. This includes attempting to stay past operating hours in any university facility.

B.41 Unauthorized Possession of University Property
Students in possession of property owned or controlled by Nova Southeastern University without authorization for such property will be subject to university disciplinary action and/or restitution. In addition, students may be referred to legal authorities for prosecution.

B.42 Video and/or Audio Copyright Violation
Federal copyright law restricts the use and/or distribution of copyrighted video and audio recordings with appropriate licenses or permission. Any use or distribution of audio or video recordings without appropriate approvals is prohibited.

B.43 Violation of Disciplinary Status/Conditions
Violating university policies or procedures while currently on disciplinary status (including probation or suspension) for a previous violation is prohibited. This may serve as grounds for a university judicial hearing.

B.44 Worthless Checks
Students who make and/or deliver checks to Nova Southeastern University or any of its affiliates that are not honored by a bank for proper cause shall be subject to a charge for administrative costs, restitution, and disciplinary action.

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

C.1 Dating Violence
is violence, including sexual or physical violence or the threat of such violence, committed by a person who is, or has been, in a social relationship of a romantic or intimate nature with the victim.

C.2 Gender-Based Harassment
is unwelcome conduct of a nonsexual nature based on a person’s actual or perceived gender, gender identity, gender express, nonconformity with gender stereotypes, or sexual orientation.

C.3 Hostile Environment
is the effect of sexual or gender-based harassment that is sufficiently serious to deny or limit a person’s ability to participate in or benefit from a university program or activity.
**C.4 Relationship Violence**

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

**C.5 Retaliation**

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

**C.6 Sexual Assault**

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

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

**C.7 Sexual Violence**

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

**C.8 Sexual Exploitation**

is behavior where one person takes sexual advantage of another person for the benefit of anyone other than that person, without that person’s consent. Examples include prostituting another person; photographing or recording another person’s sexual activity, intimate body parts, or nakedness without consent; distributing sexual images of someone without consent; and viewing a person’s intimate body parts without consent when someone has a reasonable expectation to privacy.
C.9 Sexual Harassment
is unwelcome conduct of a sexual nature, such as unwelcome sexual advances, unwelcome verbal sexual
comments, and other forms of sexual misconduct.

C.10 Stalking
is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear
for safety or suffer substantial emotional distress.

C.11 Unwelcome Conduct
is considered “unwelcome” if the person did not request or invite it and considered the conduct to be undesirable
or offensive. Unwelcome conduct may take various forms, including name calling, graphic or written statements
(including the use of cell phones or the internet), or other conduct that may be physically threatening, harmful,
or humiliating.

D. University Disciplinary Procedures

D.1 Introduction
A student (or student organization) who is alleged to have violated policies of the NSU Student Code of Conduct
and Academic Responsibility and/or any other university policies and procedures (other than the University
Sexual Misconduct Policy) may be charged under the NSU Student Disciplinary process. A complaint may be
made by any member of the university and/or nonuniversity community. The process through which students
(or the student organization) are held accountable to university policies and procedures is intended to promote
a better understanding of the university community and acceptable behavior for students who are a part of
that community. With that in mind, it should be noted that the following processes occur only between the
university and each individual student involved in an investigation into possible violations. Parents, friends,
significant others, and or attorneys are not permitted to participate in, or observe, the disciplinary process.

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

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

Investigation

No Violation(s)
When it is determined that no policies have been violated, the student 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 delivered in writing to the student.

Administrative Judicial Conference
Violations do not lead to suspension, dismissal or expulsion.

Not Responsible
When determined no policies have been violated, case is closed. File retained.

Responsible
When determined policies have been violated.

Sanctioning

Appeal

Upheld

Denied

Administrative Judicial Hearing
Violations may lead to suspension, dismissal, or expulsion.

Not Responsible
When determined no policies have been violated, case is closed. File retained.

Responsible
When determined policies have been violated.

Sanctioning

Appeal

Upheld

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

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

b. Right to review related information and question witnesses, and provide the same on his or her own behalf.

c. Right to an adviser—For any alleged violation that will impact student enrollment status, students may choose to seek out an adviser. That individual may be present with the student during all meetings and/or hearings. An adviser must be either a full-time member of the university staff or faculty. The adviser should be someone who understands the policies and procedures used in the student discipline process. An adviser may not “represent” a student or speak for him or her at any point. Rather, an adviser may be present to answer questions the involved student poses directly to the adviser. Regardless of whether a student chooses to utilize an adviser or not, every effort will be made by the discipline officer adjudicating the process to answer any questions a student may have before or after any meetings or hearings.

Adjudication Process

Notification

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

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

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

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

D.2 Judicial Conference

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

Following notification of charges, the accused student must schedule a conference meeting with the designated discipline officer. If a student does not respond to a request to schedule a conference, the university reserves the right to continue its disciplinary procedure, conducting an 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 Student Code of Conduct. The conference meeting will only be open to the accused student and the discipline officer. The accused student and/or organization is presumed not responsible unless the student and/or organization accepts responsibility, or determined responsible for the alleged violation(s) based on the preponderance of the evidence.

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

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

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

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

Sanctions

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

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

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

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

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

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

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

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

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

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

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

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

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

Appeal Process

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

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

Appeals shall be heard by designated appeal officers. The appellate officer shall not be the same conduct/discipline officer that heard the original case.
D.3 Judicial Hearing

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

Hearing Procedures

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

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

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

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

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

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

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

Sanctions

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

Expulsion is a permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus visiting privileges.
Suspension is a mandatory separation from the university for a period of time specified in an order of suspension. An application for admission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus visiting privileges unless specific permission is granted by the vice president of student affairs or designee.

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

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

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

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

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

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

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

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

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

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

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

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

Other Appropriate Action is disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, but approved through the assistant dean of student development or designee.
**Parent/Legal Guardian Notification** is when university personnel may, at times of extreme concern for a student’s welfare, notify parent(s)/legal guardian(s) of a student younger than 21 years of age—in writing or by phone—when alcohol or drug violations of university policy occur.

**Appeal Process**

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

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

A written decision will be provided by the vice president of student affairs within a reasonable amount of time of the appeal request. The decision of the vice president of student affairs will be final.

**D.4 University Sexual Misconduct Disciplinary Procedures**

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

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

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

**E. Additional Grievance Procedures Available**

**E.1 Grievance Procedure for Discrimination Based on Disability**

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

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

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

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

b. What does “qualified” mean?

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

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

c. Disability Harassment

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

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

d. Hostile Environment

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

a. Filing a Complaint

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

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

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

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

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

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

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

b. Referral or Dismissal of Reports

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

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

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

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

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

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

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

- The investigation will include interviews with the complainant, respondent and any other witnesses deemed to potentially have relevant information. Both complainant and respondent may identify witnesses who can provide information relevant to the allegations, but the investigator determines which witnesses will be interviewed. Complainant and respondent are always permitted to present written statements from witnesses for the investigator’s consideration during the investigation process.

- The investigation may include written statements, interviews, document requests, and any other sources the investigator deems appropriate. The complainant and respondent are permitted to provide the investigator with evidence.

- The investigator will provide the respondent with written notice of the allegations, if appropriate, and allow the respondent five business days to respond, in writing.

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

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

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

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

At the conclusion of the investigation, the investigator(s) will prepare a written report. The report typically will summarize the allegations investigated, and describe the relevant information discovered and factual findings made, including whether any allegations were substantiated, and the basis for such findings, which may include credibility as determined in the investigator’s judgment. The report will not make findings as to whether there has been a violation of law or university policy. The investigator will indicate any facts or allegations in dispute, and present his or her conclusions (if any) about such facts, including the basis for such conclusions (e.g., whether an allegation was corroborated by witnesses, or whether the investigator found one version of events more credible than another).
The investigator will provide the investigation report, the written complaint, the response, and any other information deemed necessary to the assistant dean for student development. Within 10 business days of receipt of the investigation report, the assistant dean for student development will make a determination of whether a policy violation occurred. (See Section G for a description of the possible determinations.)

**g. Determinations by the Assistant Dean for Student Development**

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

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

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

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

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

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

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

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

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

1. **Notification to Complainant**

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

2. **Notification to Respondent**

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

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

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

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

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

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

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

j. Remediating Disability Discrimination

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

k. Retaliation

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

E.2 Nonacademic Grievance Procedure

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

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

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

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

4. If the assistant dean for student development is unable to resolve the dispute, he or she will notify the student and the vice president of student affairs in writing.

5. The student may then appeal in writing to the vice president of student affairs.

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

7. The vice president’s decision is final and binding and cannot be appealed.
NSU Resources and Administrative Offices

Alumni Association

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

ATMs

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

Bookstore

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

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

Campus Shuttle

The Shark Shuttle provides free transportation on a fixed route within the NSU campus for students and faculty and staff members. The Shark App can be utilized to access real-time arrival data. Daily scheduled service to Publix supermarket, Walmart, and the Westfield Broward Mall is also offered for students. Shark Shuttle buses are monitored by a GPS, called NextBus. Students can access bus arrival times via their smart phone, PC, iPad or other compatible electronic devices. Our Shark App makes this process very easy. Full Shark Shuttle route information can be found at nova.edu/locations/shuttle. To gain access to Real Time bus arrival predictions access the NextBus webpage at nova.edu/nextbus, download the NSU iShark App or call NextBus at (954) 556-6654. For additional information about the Shark Shuttle, please contact (954) 262-8871.
Division of Student Affairs and The College of Undergraduate Studies

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

Office of Undergraduate Admissions

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

Office of International Affairs

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

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

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

Office of Orientation

The Office of Orientation focuses on providing positive and smooth transitions into the university and college life for new NSU students. Orientation, a multiple-day program facilitated by student orientation leaders prior to the beginning of the fall term, supplies new students and their families with information and resources that provide a foundation for a successful start to the student’s academic pursuits. The office also provides an orientation for nursing students on the Fort Lauderdale/Davie Campus and the Fort Myers and Miami campuses. In addition, the office provides orientation programs for transfer and online students.
Office of Undergraduate Academic Advising

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

Office of Student Career Development

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

Office of Testing and Tutoring

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

Office of Student Communication and Support

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

Office of Residential Life and Housing

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

The Office of Campus Life and Student Engagement is home to the Student Events and Activities (SEA) Board, more than 100 registered undergraduate student organizations, fraternity and sorority life, and the Undergraduate Student Government Association (SGA). The office plays a key role in assisting students develop an affinity to NSU through engagement in organizations and activities related to their interests. The office also presents programs and events for the entire NSU community—including Sharkapalooza and Homecoming.

Office of Special Events and Projects

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

Office of Recreation and Wellness

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

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

Office of Student Leadership and Civic Engagement

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

Office of Student Media

The Office of Student Media oversees the management of the publication of The Current (the NSU student newspaper), WNSU (the student-operated radio station), and Sharks United Television (SUTV—the student operated campus TV station). In addition, Student Media annually hosts the NSU Multimedia Conference and Multimedia Camp. The office also supports the promotion of all campus events and programs to inform students about activities at the university.
Office of Student Conduct
The Office of Student Conduct supports the educational mission of the institution by reviewing and resolving alleged violations of the student Code of Conduct. Guided by the university’s eight core values, the office encourages students to take responsibility for their actions, learn conflict resolution skills, enhance decision-making ability and develop social awareness and ethical values.

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

Office of Administrative Services and Marketing
The Office of Administrative Services and Marketing sets the standards for all marketing and communications for the division and works with all offices to produce materials that inform the university community of its activities, programs, and services. The office oversees the Student Poster Printing service by providing complimentary, wide-formatted posters for student organizations and academic units. The office also oversees the Shark Fountain Brick Campaign and publishes an enewsletter, SharkFins, that reaches more than 21,000 NSU students weekly.

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

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

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

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

Office of the University Bursar

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

Office of the University Registrar

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

One-Stop Shop

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

SharkCard Services

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

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

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

**University Call Center**

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

For questions:

Office of the University Bursar, (954) 262-5200
Office of Student Financial Assistance, (954) 262-3380 or 800-806-3680
Office of the University Registrar, (954) 262-7200 or 800-806-3680
HPD Admissions, (954) 262-1101
Help Desk, (954) 262-HELP (4357)

**NSU Athletics**

Nova Southeastern University recognizes, values, and supports intercollegiate athletics as an integral part of the educational mission of the university. Central to the program’s mandate and in accord with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes. **NSU Athletics** is also dedicated to sponsoring competitive intercollegiate programs for both men and women. Valuing deeply the physical, social, and emotional welfare of those who participate, the department, and the university express this commitment through their membership with NCAA Division II and the Sunshine State Conference. Both exemplify the principles of amateur athletics, which include diversity, sportsmanship, fair play, and equitable opportunity for all. In its short 34-year history, the NSU Department of Athletics began as a one-sport NAIA program in 1982 and has grown into the 17-sport NCAA program that it is today. During this span, NSU Athletics has produced 215 All-Americans, 195 Scholar All-Americans, and has won 57 conference championships among 10 women’s and 7 men’s sports. Men’s sports include baseball, basketball, cross country, golf, soccer, swimming and diving, and track and field. Women’s sports include basketball, cross country, golf, rowing, soccer, softball, swimming and diving, tennis, track and field, and volleyball. As a 14-year member of NCAA DII, NSU Athletics has experienced an unprecedented amount of success in the past decade. Since 2008, the Sharks have
earned 7 NCAA Division II team national championships, 27 Sunshine State Conference titles, and produced 7 individual national champions. This success has led to the department finishing as high as ninth in the Learfield Sports Directors Cup, which measures the success of athletic departments across the country. Valuing deeply the commitment to academic success, NSU student-athletes have also consistently maintained a cumulative departmental GPA of 3.0 or better since obtaining NCAA DII membership.

**NSU Student Counseling (Henderson)**

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

**Office of Innovation and Information Technology**

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

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

**SharkPrint**

NSU provides students with laser printing capabilities in the libraries, computer laboratories, and on regional campuses. NSU Card print release stations, located adjacent to each of the university printers in the public and student areas, control the process. Each registered NSU full-time and part-time student receives a credit of $75.00 per fiscal year (July 1 through June 30) on his or her NSU Card. Once the credit allocation has been used, the student is charged 10 cents per print/copy. Unused credits cannot be carried over to the following year. The *SharkPrint* credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Cash stations are available for the public and for NSU students to add value to their NSU SharkCards.

**Student Medical Center**

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

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

NSU Alert: Stay informed of all campus emergencies.

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

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

Shark Dining Services

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

University Health Care Centers

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

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

Veterans Resource Center

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

Wireless Networking—NSU Wings

NSU’s wireless networking project, NSU Wings, provides mobile network access for the students of the university. The wireless network is available at all NSU campuses. Information and instructions for registering for NSU WINGS is available online.
University Administrators

George L. Hanbury II, Ph.D.—President and Chief Executive Officer
Harry K. Moon, M.D.—Executive Vice President and Chief Operating Officer
Ralph V. Rogers, Ph.D.—Provost and Executive Vice President for Academic Affairs
Irving Rosenbaum, D.P.A., Ed.D.—Interim Health Professions Division Chancellor
H. Thomas Temple, M.D.—Senior Vice President for Translational Research and Economic Development
Daniel J. Alfonso, M.Fin.—Vice President for Facilities Management and Public Safety
Ricardo Belmar, M.I.B.A.—Vice President for Regional Campus Operations
Joel S. Berman, J.D.—Vice President for Legal Affairs
Stephanie G. Brown, Ed.D.—Vice President for Enrollment and Student Services
Ronald J. Chenail, Ph.D.—Associate Provost for Undergraduate Academic Affairs
Bonnie Clearwater, M.A.—Director and Chief Curator of NSU Art Museum Fort Lauderdale
Marc Crocquet, M.B.A.—Vice President for Business Services
Kyle Fisher, B.A.—Vice President for Public Relations and Marketing Communications
James Hutchens, M.L.S.—Vice President for Information Services and University Librarian
Meline Kevorkian, Ed.D.—Associate Provost for Academic Quality, Assessment, and Accreditation
Gary S. Margules, Sc.D.—Vice President for Research and Technology Transfer
Ronald Midei, M.B.A., CPA—Executive Director of Internal Auditing
Michael Mominey, M.S.—Director of Athletics
Jennifer O’Flannery Anderson, Ph.D.—Vice President for Advancement and Community Relations
Robert Oller, D.O.—Interim Vice President for Clinical Operations
Robert Pietrykowski, J.D., M.B.A., M.A.—Vice President for Human Resources
Donald Rudawsky, Ph.D.—Vice President for Institutional Effectiveness
Alyson K. Silva, M.A.C., CPA—Vice President for Finance and Chief Financial Officer
Robin Supler, J.D.—Vice President for Compliance and Chief Integrity Officer
Thomas West, M.B.A.—Vice President for Information Technologies and Chief Information Officer
Brad A. Williams, Ed.D.—Vice President for Student Affairs and Dean of the College of Undergraduate Studies
Jeff Williams, CCM, CCE—Manager, Grande Oaks Golf Club
Ray Ferrero, Jr., J.D.—University Chancellor
Colleges and Academic Units

Abraham S. Fischler College of Education, (954) 262-8500
College of Arts, Humanities, and Social Sciences, (954) 262-3000
College of Dental Medicine, (954) 262-7319
College of Engineering and Computing, (954) 262-2031
College of Medical Sciences, (954) 262-1301
College of Optometry, (954) 262-1402
College of Pharmacy, (954) 262-1300
College of Psychology, (954) 262-5750
Dr. Kiran C. Patel College of Allopathic Medicine, (954) 262-1737
Dr. Kiran C. Patel College of Osteopathic Medicine, (954) 262-1400
Dr. Pallavi Patel College of Health Care Sciences, (954) 262-1101
Farquhar Honors College, (954) 262-2031
Halmos College of Natural Sciences and Oceanography
  - Fort Lauderdale/Davie Campus, (954) 262-8301
  - Oceanographic Campus, (954) 262-3600
H. Wayne Huizenga College of Business and Entrepreneurship, (954) 262-5000
Mailman Segal Center for Human Development, (954) 262-6900
NSU University School
  - Lower School: Grades JK–5, (954) 262-4500
  - Middle School: Grades 6–8, (954) 262-4444
  - Upper School: Grades 9–12, (954) 262-4400
Ron and Kathy Assaf College of Nursing, (954) 262-1205
Shepard Broad College of Law, (954) 262-6100
Deans

Lisa M. Deziel, Pharm.D., Ph.D.—College of Pharmacy
Richard E. Dodge, Ph.D.—Halmos College of Natural Sciences and Oceanography
Kimberly Durham, Psy. D.—Interim Dean, Abraham S. Fischler College of Education
Jon M. Garon, J.D.—Shepard Broad College of Law
Karen Grosby, Ed.D.—College of Psychology
J. Preston Jones, D.B.A.—H. Wayne Huizenga College of Business and Entrepreneurship
William J. Kopas, Ed.D.—NSU University School (Head of School)
Harold E. Laubach, Ph.D.—College of Medical Sciences
Roni Leiderman, Ph.D.—Mailman Segal Center for Human Development
David S. Loshin, O.D., Ph.D.—College of Optometry
Linda Niessen, D.M.D., M.P.H., M.P.P.—College of Dental Medicine
Don Rosenblum, Ph.D.—Farquhar Honors College
Marcella M. Rutherford, Ph.D.—Ron and Kathy Assaf College of Nursing
Yong X. Tao, Ph.D.—College of Engineering and Computing
Johannes W. Vieweg, M.D., FACS—Dr. Kiran C. Patel College of Allopathic Medicine
Elaine M. Wallace, D.O., M.S., M.S.—Dr. Kiran C. Patel College of Osteopathic Medicine
Stanley H. Wilson, PT, Ed.D.—Dr. Pallavi Patel College of Health Care Sciences
Honggang Yang, Ph.D.—College of Arts, Humanities, and Social Sciences
Accreditation

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

Building Hours

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

Charges and Payments

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

Late Payment Fee

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

Tuition Credit Policy—Voluntary Drops and Withdrawals

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

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

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

Students enrolled in programs that have a drop/add period will have until 11:59 p.m., the first Sunday of the semester—which is the end of the drop/add period—in order to make any changes in their schedule without incurring any financial expenses. Students who drop during the second week of classes will receive a reversal of 75 percent of their charged tuition. Students who drop after the second week of the semester will not be entitled to receive a refund.
Students enrolled in bachelor degree programs are required to follow policy procedures for drops and withdrawals as noted at nova.edu/undergraduates/studies/academic-catalog.html in the undergraduate catalog.

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

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

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

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

**Short-Term Preloans**

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

**Health Professions Division Library**

The HPD Library is located on the first floor at the north end of the Terry Building Complex in the Library/Lab Building. The collection consists of more than 17,000 print volumes, 700+ electronic books, and 8,000+ active medical/health journal subscriptions in both print and digital formats. Many of the available electronic texts are required textbooks in various courses. In addition, more than 210 medical/health databases are available 24/7 to meet the needs of the eight HPD colleges. All students have access to the full resources of all NSU libraries, both print and online. Medical/health databases include Medline, CINAHL, Clinical Key (which includes Procedures Consult, Nursing Consult, and First Consult), Lexi-Comp, UpToDate, Web of Science, and Access Pharmacy, as well as many databases specific to individual programs. The Interlibrary Loan/Document Delivery Office will provide additional journal articles, books, and items not available digitally to any student at no cost. All resources are available through the HPD Library home page (nova.edu/hpdlibrary). In addition, free notary service is available during business hours.

Professional reference services are available via phone, text, email, or face to face. Seven professional librarians are available for help with searching, finding full-text journals, citation reference management, and research strategies. Each HPD college/program is assigned a subject specialist liaison librarian who works closely with faculty and offer assistance with specific class assignments.
Quiet study areas are designated in the library, with a variety of seating options available, from large tables to individual carrels and informal seating. There are 50 individual/small group study rooms in the library and adjacent Assembly II Building. Rooms may be checked out for three hours and renewed if no one else is waiting for them. Pagers may be checked out to secure a place in line for the next available room. All rooms are equipped with white boards and Wi-Fi. Markers are available for checkout at the Circulation Desk. Individual, small white boards are available for checkout as well. A small teaching lab is available for group instruction and open to students when not in use for groups.

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

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

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

Other library services:

- binding, faxing, and scanning services
- free notary service
- anatomy models and skeletons
- individual, small whiteboards and markers
- earplugs and school supplies for sale
- chargers and extension cords for checkout
- writing assistance for students
- coffee service
- sports equipment for use in the student lounge (Ping-Pong, Foosball, and pool)
Hours of operation for the HPD Library, Study Center rooms in Assembly II, and adjoining computers labs are: Monday–Thursday: 7:00 a.m.–midnight; Friday: 7:00 a.m.–9:00 p.m.; Saturday and Sunday: 10:00 a.m.–midnight. From September through May, the study rooms in the Assembly II building are open 24/7.

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

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

### Lost and Found

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

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

### Computer Labs

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

Monday–Thursday: 7 a.m.–midnight
Friday: 7 a.m.–9 p.m.
Saturday and Sunday: 10 a.m.–midnight
(Hours extended during exams.)

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

Both labs are monitored by attendants who can provide assistance.

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

### Student Lounge/Student Area

Students who wish to relax may use the student lounge on the second floor of the HPD Library/Laboratory Building during their free hours. Vending machines, pool table, and other games are provided for student use. Additional student lounges are available at the Miami, Palm Beach, Jacksonville, Orlando, Fort Myers, Tampa, and Puerto Rico regional campuses.

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

Acceptance of Professional Fees

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

HIV/AIDS Policy

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

Attendance Policy

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

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

1. Excused absences

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

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

2. Unexcused absences

   Absences not falling into the first category are unexcused absences. The administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.
Unexcused absences may result in a written reprimand from the dean or designee with a copy to be placed in the student’s permanent file, which may incur loss of percentage points in the course or failure in the course.

Each laboratory, assignment, or examination missed must be made up at the discretion and convenience of the instructor or in accordance with the specific college’s policies.

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

3. Clinical rotations

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

4. Promptness

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

Classes begin at various times within each college. Any student not seated in his or her assigned seat by the time class begins may be marked absent. Students will await the instructor’s arrival until at least 20 minutes after the specified starting time, unless notified otherwise by an authorized person. Class schedules are issued from time to time as an aid to faculty members and students, but the administration reserves the right to make changes, assign weekend and evening hours, or deviate from published schedules with advanced notice.

5. Religious holidays

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

Background Checks

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

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

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

**Health Forms Requirements**

**Certificate of Physical Examination**

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

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

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

**Immunization Requirements**

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

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

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

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

**Hepatitis B**

- Both of the following are required: three vaccinations and positive surface antibody titer. (Lab report is required.)

- If the series is in progress, evidence of at least one shot must be provided, and the renewal date will be set accordingly.

- If the titer is negative or equivocal, the student must repeat the series and provide repeat titer report.

**Influenza Vaccination**

Administered annually. (An annual, seasonal influenza vaccine is required by most clinical sites.)
Measles, Mumps and Rubella (MMR)

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

PPD Skin Test (2 Step)

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

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

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

Varicella (Chicken Pox)

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

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

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

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

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

Urine Drug Screen

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

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

Food in the Lecture Halls, Laboratories, and Clinics

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

Identification Requirements and Fieldwork Prerequisites

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

Email

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

Notices, Messages, and Posters

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

You are encouraged to use the parking areas designated for our students. **You must obtain a parking decal from the One-Stop Shop in the Health Professions Division, the Horvitz Administration Building, or the Office of Student Affairs (at regional campuses).** Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for administrators, visitors, and patients only. Parking in spaces other than those appropriated may result in a ticket violation or towing of the vehicle. Remember to lock your car everyday and park within the specified areas. Do not leave valuables in your vehicle.

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

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

Photographs and Recordings

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

Post-Exposure Policies and Procedures

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

If a student has experienced such an exposure he or she must not delay in seeking medical care. If the exposure happens Monday-Friday during business hours, a student who is on the Fort Lauderdale/Davie Campus is to immediately contact Infection Control at (954) 262-7352 to report such an incident. After the student contacts Infection Control the student is to contact the Student Medical Center (8:30 a.m. to 5:00 p.m.) at (954) 262-1270 to receive appropriate care. If the student is on rotation or at a regional campus, the student must go to the nearest local emergency room or urgent care center for evaluation and treatment.

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

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

Hotline: National Clinician’s Post-Exposure Prophylaxis Hotline 888-448-4911.
Return of University Property

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

Security Checks

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

Social Events and Extracurricular Activities

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

Student Assistance Program

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

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

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

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

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

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

**Student Employment**

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

**Student Insurance Requirement**

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

**Affirmative Opt-Out Required**

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

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

**Cell Phones, Computers, Tablets, and Electronic Devices**

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

**Visitors**

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

**Visits to Other Institutions**

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

Administration

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Michael Parker, Ph.D.
Professor and Chair, Pharmacology Department
Room 1357/Ext. 21357

Nicholas Lutfi, D.P.M.
Professor and Chair, Anatomy Department
Room 1351, Ext. 21351
Reservation of Power

The College of Medical 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 College of Medical Sciences Student Handbook, including any revisions or modifications. The College of Medical Sciences Student Handbook is not intended to be a contract or part of a contractual agreement between Nova Southeastern University and the student. The College of Medical Sciences Student Handbook is available on http://medsciences.nova.edu/forms/medsci_student_handbook.pdf. Changes in the content of the College of Medical Sciences Student Handbook may be made at any time, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict.

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

Discrimination

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

Harassment

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

Health Care Privacy (HIPAA) Statement

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

Disability

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

In order to be eligible for financial aid and maintain satisfactory academic progress, an enrolled student must take a minimum of 6 credits per semester. Students enrolled in the College of Medical Sciences must take a minimum of 9 credit hours per semester to maintain full-time status.

Satisfactory Academic Progress (SAP) measures a specified educational objective time frame as defined by the institution. All students must meet these requirements, regardless of whether they previously received financial aid.

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

2. Health Insurance

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

3. Background Checks, Immunizations, and Physical Examination Requirements

Students entering into the Master of Biomedical Sciences Program are required to submit to a background check, receive the required immunizations, and have a complete physical examination. Failure to meet these requirements by established deadlines may result in forfeiture of your seat or a deferment in your matriculation into the program. The company used for all processes is CastleBranch.

Questions regarding the mandatory immunization and physical examination can be directed to CastleBranch at 888-850-4314 or at castlebranch.com.

a. Incoming students must go to the CastleBranch website to fill out their background check form.

b. Upon completion of the background check form, the student will be directed to go to the secure CastleBranch Portal to upload the immunization and physical examination forms. The CastleBranch Portal will send reminders to the student’s email address if the student has not completed any of the requirements.

c. Students should review the Immunization Guidelines and have their physician fill out the Nova Southeastern University Health Professional Division Certificate of Physical Examination Form and the Immunization Form. These forms must be completed, signed, and stamped by a health care provider.

d. Students must upload all immunization and physical records to the CastleBranch Portal.
The following immunizations are required of all Master of Biomedical Sciences students:

**Measles, Mumps, and Rubella (MMR)**

- One of the following is required: two vaccinations or positive antibody titers for measles (rubeola) and rubella (lab reports required).

- If a titer is negative or equivocal, the student must provide a booster shot with both titers or repeat the series and provide repeat titer report.

**Varicella (Chicken Pox)**

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

- If a titer is negative or equivocal, the student must provide a booster shot with both titers or repeat the series and provide repeat titer report.

**Hepatitis B**

- Both of the following are required: three vaccinations and positive surface antibody titer (lab report required).

- If the series is in process, at least one shot must be provided, and the renewal date will be set accordingly.

- If a titer is negative or equivocal, the student must repeat the series or provide repeat titer report.

**Tetanus-Diphtheria (Td) & Pertussis (Tdap)**

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

**PPD Skin Test (2 Step)**

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

- The renewal date will be set for one year from date of latest test or two years from latest chest X-ray.

### 4. Anatomy Lab Personal Protective Equipment

The NSU College of Medical Sciences requires that all students be properly attired with personal protective equipment [PPE] before entering the Anatomy Lab.

To that end, there is a Standard Operating Procedure [SOP] which requires:

- Students must use specified entering and exiting procedures for the Anatomy Lab and Personal Protective Equipment (PPE).

- Students may only take into the lab the PPE and lab instruments. The instruments must be thoroughly cleaned before leaving the anatomy lab.
• Students may not take their textbook or anatomy atlas into the lab. These books will be provided and permanently retained within the lab.

• Disposable PPE items which must be used are isolation gowns and Nitrile gloves. Disposable shoe covers are optional.

• Non-disposable PPE equipment which must be used are scrubs, closed-toed shoes, and safety glasses/goggles.

• Any individual not following the PPE required guidelines will not be permitted to enter the lab and/or remain in the lab if they violate the protocol.

The required PPE may be purchased through the NSU Bookstore or elsewhere as long as the products are comparable. Students will be required to purchase and use all the required PPE and follow the protocol when entering and exiting the lab.

Prior to the start of a course utilizing the Anatomy Lab, all students are required to complete a set of modules titled Blood-borne Pathogens, Hazard Communication, Material Safety Data Sheets [MSDS], and Personal Protective Equipment. The modules will be made available to students electronically via Canvas at least two weeks prior to the first course meeting. Students must also sign the Pledge of Respect.

Upon completion of the modules and prior to the first class meeting, students must print certificates of completion and present them to the course director. Failure to complete the modules and provide proof that the modules were completed prior to the first class meeting in the Anatomy Lab will result in the student not being allowed in the lab area and the missed lab session(s) being considered an unexcused absence(s).

In addition to the above and prior to the first anatomy lab experience, students will participate in a review of safety issues and NSU protocol led by a representative of the NSU Environmental Health Services unit; information regarding the Pledge of Respect and the handling of cadavers by the NSU representative to the Anatomical Review Board; and a general review of the academic course requirements led by the course director.

5. Fees and Expenses (subject to change)

**Yearly Fees**

- NSU Student Services Fee ....................................................................................................................... $1,350
- HPD General Access Fee ............................................................................................................................ $145
- Registration Fee (per semester) ................................................................................................................... $30
- Equipment/Lab Fee .................................................................................................................................... $100

**Other Expenses (per occurrence)**

- Late Payment Fee+ ..................................................................................................................................... $100
- I.D. Replacement .......................................................................................................................................... $25
- Degree Application Fee++ ........................................................................................................................... $100
- Commencement Fee++ ................................................................................................................................. $175
Diploma Replacement .................................................................................................................................. $30
Official Transcripts (each) .......................................................................................................................... $10

+ If a student has a balance at 30 days after the start of the semester, a hold and a $100 late fee will be placed on the account. The hold stops all student services, including, but not limited to, access to the NSU RecPlex and future registrations. It will remain on the student’s account until the balance has been paid in full.

++ For graduating students only

6. Core Performance Standards for Admission and Progress

The Nova Southeastern University Health Professions Division is pledged to the admission and matriculation of qualified students. Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in 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.

Regarding those students with verifiable disabilities, the university will not discriminate against such individuals who are otherwise qualified, but will expect applicants and students to meet certain minimal technical standards (core performance standards) as set forth herein, with or without reasonable accommodation. In adopting these standards, the university believes it must keep in mind the ultimate safety of the patients whom its graduates will eventually serve, as well as the efficacy and safety in the learning environment. The standards reflect what the university believes are reasonable expectations required of health professions students and personnel in performing common functions. Any exceptions to such standards must be approved by the dean of a student’s particular college, based upon appropriate circumstances.

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

Honor and integrity of the health professions student and health care professional is essential and depends on the exemplary behavior of the individual health care provider in his or her relations with patients, faculty members, and colleagues. This includes accountability to oneself and to relationships with fellow students, future colleagues, faculty members, and patients who come under the student’s care or contribute to his or her training and growth, as well as members of the general public. This applies to personal conduct that reflects on the student’s honesty and integrity in both academic and nonacademic settings, whether or not involving an NSU-sponsored activity. All students must have the capacity to manage their lives and anticipate their own needs. Upon accepting admission to NSU, each student subscribes to, and pledges complete observance to, NSU’s Student Code of Conduct Policies. A violation of these standards is an abuse of the trust placed in every student and could lead to suspension or dismissal.
Candidates for degrees offered by the Health Professions Division must have, with or without reasonable accommodation, multiple abilities and skills including intellectual, conceptual, integrative, and quantitative abilities; interpersonal communication; mobility and strength; motor skills; and hearing, visual, tactile, behavioral, and social attributes. Candidates for admission and progression must be able to perform these abilities and skills in a reasonably independent manner.

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

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

**Interpersonal Communication**

Candidates and students must be able to interact and communicate effectively, with respect to policies, protocols, and process—with faculty and staff members, students, and administration—during the student’s educational program. Communication includes not only speech, but also reading and writing. Candidates and students must also be able to communicate effectively and efficiently in all written forms. They must have interpersonal abilities sufficient to interact with individuals; families; and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Students must have sufficient proficiency with English to retrieve information from texts and lectures and communicate concepts on written and practical exams.

**Motor Skills**

Candidates and students must have sufficient motor function to execute movements reasonably required to use various pieces of equipment. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Examples include, but are not limited to, calibration and use of equipment, grasping and manipulating small objects/instruments, and using a computer keyboard.

**Strength and Mobility**

Candidates and students must have the physical ability to move sufficiently from room to room and to maneuver in small places.

**Hearing**

Candidates and students must have sufficient auditory ability to monitor and assess health needs.
Visual
Candidates and students must have visual ability sufficient for observation, assessment, and rendering of treatment necessary in patient care. It is necessary to have adequate visual capabilities for proper evaluation and treatment integration.

Students must be able to see fine detail; focus at a variety of distances; and discern differences and variations in color, shape, and texture that are necessary to differentiate normal and abnormal soft and hard tissues. Students must also possess the visual acuity to read charts, records, radiographs, small print, and handwritten notations.

Tactile
Candidates and students must have sufficient tactile ability for physical assessment. Students must be able to use tactile senses to diagnose directly by palpation and indirectly by sensations transmitted through instruments.

Sensory
Candidates and students must be able to acquire a predetermined level of required information through demonstrations and experiences in basic science courses. Such information includes, but is not limited to, information conveyed through a) physiologic and pharmacologic demonstrations, b) microscopic images of microorganisms and tissues in normal and pathologic states, and c) demonstration of techniques using anatomical models. Students must be able to acquire information from written documents and to evaluate information presented as images from digital platforms, paper, films, slides, or video. They must be able to benefit from electronic and other instrumentation that enhances visual, auditory, and somatic sensations needed for examination or treatment.

Behavioral and Social Attributes
Candidates and students must possess the emotional health required for full use of their intellectual abilities; the exercise of good judgment; and the ability to take responsibility for their own actions with respect to policies, protocols, and process with faculty and staff members, students, and administration during the student’s educational program. Candidates and students must be able to physically tolerate taxing workloads, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, diversity, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and education process.

7. Dress Code
Students in the Health Professions Division must maintain a neat and clean appearance befitting those attending professional school. Therefore, attire should convey a professional appearance whenever the student is on campus and in classes or laboratory.

The following constitute acceptable attire: Shirt, tie, pants, socks, and regular shoes for men, or matching scrub sets, socks, and shoes. For women, it should be pants or skirt with blouse, or a dress and appropriate shoes, or matching scrub sets, socks, and shoes.
Students may not wear the following:

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

Identification badges will be issued at the One-Stop Shop in the Health Professions Division building and must be worn and visible at all times when the student is on campus. Please note that ID badges are necessary for proper use of on-campus auditoriums, library and recreational facilities, offices, laboratories, and certain restricted parking areas. These badges are given to the students at no charge, except for replacement.

Academic Affairs

Grading Policies and Procedures

At the completion of each course, the course director shall have the responsibility for completing and signing the computer grade roster sheet listing all students in the course and their grades.

Within 10 working days following completion of the course, the course grade roster sheet will be forwarded directly under confidential cover to the Office of the Dean.

The dean shall notify students through written communication of any unsatisfactory grade and the procedures for recourse if appropriate.

A copy of the student communication will be sent, under confidential cover, to the dean, registrar, and chair of the Student Progress Committee for retention in the student’s individual files and any other action if appropriate.
Grading Format

Academic performance for first and second year medical science students is assessed using percentage grades, on a scale of 0–100 points. Specifically, grading will be based on the following criteria:

- **A** 90–100
- **B** 80–89
- **C** 70–79
- **F** Below 70
- **P** Pass
- **W** Withdrawal

Final course grades of **C** or higher (*70 percent or higher) is passing.

Final course grades below a **C** (*below 70 percent) is failing.

All students are required to earn a final course grade of **B** or higher (*80 percent or higher) to satisfactorily complete the course.

For students entering in fall 2018, final course grades will be indicated on the transcript using the letter scale.

* For students who entered in fall 2017, final course grades will be indicated on the transcript using the numeric scale.

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 expertise. 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. Students should seek solutions for grade disputes through the following administrative channels, in the order stated:

- Grade disputes should be directed to the course instructor.
- If the grade dispute is unresolved, the dispute can be appealed to the course director for review.
- If the student is not satisfied with the result of the grade review, he or she can request a final review to be conducted by the department chair or designee.

In all appeals regarding a grade dispute, the decision of the department chair or designee is final.

Examinations

Students are expected to arrive 15 minutes prior to the scheduled examination start time. Students reporting after the scheduled examination start time and/or not in dress code attire will not be allowed to sit for the exam and will be required to take a make-up examination (see Make-up Examinations).
When an examination is administered electronically, students are required to arrive with their iPads® appropriately configured to take the exam. Students arriving without their iPads® will not be allowed to sit for the examination at that time.

Once seated, a student may not leave his/her seat prior to the start of the examination unless accompanied by a proctor. Students are not permitted to write on the examination or in the examination booklet prior to the announced start of the examination, with the exception of providing the student's name and required demographic information on the answer sheet.

During the examination, a student may not leave his/her seat without permission from a proctor. A proctor will escort any student needing to go to the restroom during an examination. This proctor will ask the student to demonstrate that all pockets are empty prior to entering the restroom. The proctor will accompany the student into the restroom area and will assign the student to a restroom stall. The proctor will wait for the student in the restroom and will accompany the student back to the classroom.

A student must leave the classroom upon completion of the examination.

During any examination, a student will not be permitted access to any information or data not provided to the student by the examination proctors including, but not limited to, any access to a cellular phone, text, notes, or other non-approved materials, electronic or otherwise, and may not communicate in any manner with anyone inside or outside of the examination area except the proctors or faculty members present. Non-approved materials are any materials for which the student has not received prior permission from the course director or chief proctor to use during an examination.

All examinations have a time limit. It is the student’s responsibility to complete all demographic information, examination answer form identification, and examination form answers on the optical character recognition (OCR, e.g. scantron®) form or any other testing instrument prior to the end of the allotted examination time. Any writing on any examination materials after time has been called by the chief proctor will be considered academic dishonesty and the student is subject to referral to the Student Progress Committee.

Test forms submitted represent a student’s final answer and will be scored as marked. Answers not marked on the OCR form during the allotted examination time will be scored as incorrect. Examinations will be scored based on the test form identified by the student on the OCR form.

**Make-up Examinations**

Students are expected to take all examinations at their originally scheduled times, except when on an approved leave of absence (see Leave of Absence section).

The ability for a student to take a make-up examination when an examination is missed is subject to approval of the faculty member and pursuant to the guidelines of the course syllabus. When an examination is missed, it is the responsibility of the student to contact the professor within 24 hours of the missed examination. The student must supply the reason the examination was missed. If the student misses the make-up examination, he or she will receive a zero for that examination. The policies for examinations will pertain to all make-up examinations. The format of a make-up examination may differ from the format of the originally scheduled examination.
Course Retake

Any first-year student who receives a final course grade of C (70–79 percent) will be eligible to retake the course(s) in the second year of the program, if the total number of credit hours does not exceed 7 credits. A course retake for a second-year student is permitted only if the student has not exceeded 7 credit hours with a final course grade of C (70–79).

Course Remediation

There is no course remediation for students enrolled in the Master of Biomedical Sciences program.

Withdrawal and Leave

Withdrawal from a Course

Withdrawal from a course or courses must be distinguished from withdrawal from the college (see Withdrawal from College section).

Students may not elect to withdraw from any required course. However, the college may require withdrawal from courses (see Leave of Absence section). A student withdrawing from courses will receive a W on his/her transcript coursework. The withdrawal period starts with the first week of the course and ends three weeks prior to the end of the course.

Students are required to be actively involved in all courses they are registered in. During the first two-weeks of each term, faculty members will reconcile their course registration with those attending class. Students who are not attending classes, and therefore not included in the roster reconciliation, will be reported to the NSU Office of the Registrar and will be notified that they will be withdrawn from those courses.

Withdrawal from the College

Withdrawal is a resignation by the student under which he or she surrenders all rights and privileges as a student in the college.

A student withdrawing from the college must notify the dean and complete a withdrawal form (Student Transaction Form). Students must notify the Office of Financial Aid and be counseled regarding their financial status. After completing the required documentation and obtaining the dean’s approval, an eligible student may receive partial credit of the tuition, according to the following formula:

- A 75 percent refund is given if the withdrawal is during the first week of the semester in which classes begin.
- There is no refund if the withdrawal is after the first week of the semester in which classes begin.

A student in the Master of Biomedical Sciences Program who does not register for classes and has not requested an approved Leave of Absence will be considered as having withdrawn from the college.
Leave of Absence

A voluntary leave of absence is a request by a student to discontinue coursework for personal, financial, medical, or other significant reason.

A student desiring a voluntary leave of absence must submit a written request to the dean of the college or the dean’s designee, who will then determine whether or not the leave of absence is to be granted and the date and conditions under which the student may return to school. In making such a request, the student understands that he or she cannot return to school before the next academic year. Voluntary leave of absence is granted only to students in good standing.

Academic Standing

A student is considered in good academic standing when he or she has completed all required coursework to date with a final course grade of B or higher (80 percent or higher) and is not currently on probation or suspension.

As soon as a student receives a final grade of C (70–79 percent) in one or more academic courses, totaling 7 credits or less, he or she will no longer be considered in good academic standing and will be placed on probation. This change in status occurs on the issuance of a final course grade. The student will maintain this status until he or she has retaken and satisfactorily passed the course(s) in its/their entirety, if eligible.

Each student’s academic achievement is reviewed each semester, and a transcript is compiled by the registrar.

The transcript includes

- grades earned
- deficiencies (failures, probation, etc.)
- semester GPA and cumulative GPA
- withdrawals

Academic Promotion

Promotion is defined as progression from one academic semester to the next. To be making satisfactory academic progress, students must have satisfactorily completed all courses required in the preceding academic semester in order to move to the next academic semester.

A student’s professionalism, maturity of thought, and/or academic performance will be considered in academic promotion. All students are reviewed and considered for academic promotion at the conclusion of every semester.

This review will be forwarded to the Student Progress Committee (SPC) or, if it is felt that more immediate action is necessary, forwarded to the dean. The dean will either take action he deems appropriate or refer the matter to the SPC.

For more information, see the Student Progress Committee section of this handbook, under this section for Academic Affairs.
**Academic Curriculum Committee**

The Academic Curriculum Committee

- reviews and evaluates all curricular schedules and other related materials presented by the dean
- makes recommendations for any curricular modifications after seeking appropriate input from the individual faculty members, student evaluation reports, and any other pertinent resources
- forwards final recommendations for curricular scheduling and content to the dean for approval

**Student Progress Committee**

The Student Progress Committee (SPC) has the responsibility for evaluating the academic progress of each student and making recommendations to the dean regarding student promotion. The committee meets at the end of each semester to review and evaluate the records and performance of all enrolled students. After a review of final course grades for the current semester, students are recommended for one of the following:

- Promotion—the student has completed the current courses with a final grade of $B$ or higher (80 percent or higher) and is eligible to progress to the next semester of coursework
- Probation—the student has completed 1 to 7 credit hours of coursework with a final course grade(s) of $C$ (70–79 percent). The student is allowed to continue in the program and must successfully retake the deficient course(s) earning a final grade of $B$ or higher (80 percent or higher)
- Dismissal—the student is terminated from the program

Recommendations are then forwarded to the dean for approval.

The SPC also meets to address student violations of policies, university Code of Conduct and/or college Code of Behavioral Standards, and recommends to the dean any disciplinary actions relative to the violations. For more information, see the Student Progress Committee—Process and Procedures for Alleged Policy or Code of Behavioral Conduct Violations section of this handbook, under the section for Student Affairs.

**Course and Instructor Evaluations**

Each student has a responsibility in his or her professional development to provide constructive evaluation for each course and instructor in the curriculum. This responsibility will be met by participation in course evaluations that are routinely administered by the college. The college expects each student to sincerely accept this responsibility and obligation in a constructive manner so that optimal feedback can be provided. This input can facilitate student welfare by promoting changes that will improve the educational effectiveness of the curriculum as well as assist faculty members by providing them with constructive input that may aid them in making improvements in their teaching strategies.
Graduation Requirements

Degrees are awarded when the faculty believes the students have attained sufficient maturity of thought and proficiency as demonstrated by satisfactory completion of a prescribed number of courses.

To receive a degree, a student must fulfill the following requirements:

• be of good moral character
• satisfactorily pass all required courses
• complete a minimum of 36 semester hours of coursework for the Master of Biomedical Sciences degree
• satisfactorily complete the program requirements for the degree, including all assignments, with a minimum 3.0 GPA and with no course grade below a B (below 80 percent)
• have satisfactorily met all financial and library obligations
• attend in person the commencement program, at which time the degree is awarded

Student Affairs

Classroom Behavior

Students are expected to behave in a professional manner at all times. The instructor may dismiss anyone from class who is involved in disruptive behavior.

Attendance

The overall attendance policy of the Health Professions Division of Nova Southeastern University relates to all medical science students. Each course director, however, has the responsibility for determining how attendance is monitored and for communicating to students, early in the course, individual policies regarding attendance within that course including his or her policy and penalties for unexcused absences. If laboratories, assignments, or examinations missed are to be made up, they will be done at the direction and discretion of the course director.

Code of Behavioral Standards

The dean of Nova Southeastern University College of Medical Sciences presents the following Code of Behavioral Standards, which shall apply to all students enrolled in the college.
Students enrolled at Nova Southeastern University College of Medical Sciences are expected to adhere to high standards of behavior. Compliance with institutional rules and regulations as well as city, state, and federal laws is expected.

Students shall act honorably and ethically and shall not tolerate dishonest, unethical actions or inappropriate conduct. It is not possible to enumerate all forms of inappropriate behavior that would raise serious questions concerning a student’s status as a graduate student. The following, however, are the general rules and policies that shall apply to students:

1. Every student shall dress in a manner appropriate for graduate school. Please refer to the section on dress code policy.
   a. Students must maintain a neat and clean appearance befitting students attending graduate school. Therefore, attire should convey a professional appearance whenever the student is on university grounds or in classes or laboratories.
   b. Identification badges must be worn at all times when the student is on campus.
2. No student shall use, possess, or distribute illegal or controlled drugs or substances, unless prescribed by a licensed physician. Please see the NSU “Drug-Free Schools and Campuses” policy in the NSU Student Handbook for more information.
3. No student shall consume or possess alcoholic beverages in any form on HPD-controlled property.
4. No student shall use, display, possess, or distribute a firearm or other weapon, or any implement that may be considered a weapon, on university-controlled property, including housing, or at any university-sponsored event.
5. No student shall commit disorderly conduct, including public intoxication or lewd, indecent, or obscene conduct or expression on the campus premises or at any college-sponsored or supervised function or event.
6. No student shall intentionally or recklessly endanger or threaten the mental or physical health or well-being of any member of the college community or any visitor to the campus premises.
7. No student shall commit a dishonest act of any nature and shall comply with all university, HPD, and college policies.

Every member of the college community has the duty to file a complaint with the Student Progress Committee whenever it is felt a substantial violation of the Code of Behavioral Standards has occurred. Failure to report a violation of the code is itself a violation.

**Student Progress Committee—Process and Procedures for Alleged Policy or Code of Behavioral Conduct Violations**

The Student Progress Committee (SPC) is responsible for conducting proceedings to determine whether a student has violated the college’s regulations, policies, and/or professional or behavioral codes of conduct. The SPC examines individual cases and makes appropriate recommendations to the dean, who determines
the final status of the individual student. NOTE: This section does not apply to grade disputes, which are addressed in the Grade Disputes section of this handbook, under the section for Academic Affairs. Further, this section does not apply to the academic progress review of every student conducted by the SPC at the end of each semester, which is addressed in the Student Progress Committee section of this handbook, under the section for Academic Affairs.

- When informed of the alleged violation or academic deficiency by the department chair or course director, the chair of the SPC will conduct a preliminary investigation.

- The SPC 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 be given ample opportunity to present his or her statements to the committee. The student will only be present during his or her statement and to respond to any questions from the committee.

- The SPC chair will dismiss the student and close the meeting for discussion.

- At the conclusion of the discussion, the committee shall make recommendations to the dean. The various actions that may be recommended by the SPC include, but are not limited to, warning, probation, suspension, dismissal, and administrative leave of absence.

- The dean shall review the committee's recommendations and shall notify the student of his/her final decision in writing by certified mail (return receipt requested), and by email with response requested. The recommendations of the SPC and all reports, letters, and investigative records shall be maintained by the college 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 dismissal decisions within five business days of notification from the dean. For more information regarding appeals, see the Appeal Policy section of this handbook.

## Dismissal, Suspension, and Appeal Policies

### Dismissal

Dismissal is the permanent termination of a student’s academic enrollment if, in the opinion of the dean, the student has not attained the academic level and/or has deviated from the academic standards and/or standards of behavior or ethics established by the college. As with all disciplinary actions, the dean is responsible for imposing this recommendation. A student who chooses to appeal a dismissal must do so in writing within five school days of the date of dismissal via the process outlined in the Appeal Policy section of this handbook. Dismissed students will be administratively dropped from all College of Medical Sciences courses and will not be allowed to continue to attend classes in the upcoming semester.
Grounds for dismissal from the College of Medical Sciences include, but are not limited to:

- failing a course during any semester (final course grade is less than a C or below 70 percent)
- earning a final course grade of a C (70–79 percent) in a course they are repeating
- earning a final course grade of a C (70–79 percent) in more than 7 hours of classroom courses in any semester or overall, regardless of whether the course was repeated
- exceeding a five-year limit for completing all graduation requirements for the Master of Biomedical Sciences program, exclusive of any approved leave of absence or withdrawal in good standing
- if, in the opinion of the dean, circumstances of a legal, moral, behavioral, ethical, or academic nature warrant such action, or if, in the dean’s opinion, there are factors that would interfere with or prevent them from meeting appropriate professional standards

Suspension

A student may be suspended (removed from academic enrollment and/or revocation of all other privileges or activities and from the privilege to enter the campus for a specified period of time) if, in the opinion of the dean, the student has not attained satisfactory academic performance and/or has deviated significantly from the standards of behavior established by the College of Medical Sciences.

Readmission Following Suspension

If a student is suspended from the College of Medical Sciences, he or she may return to the college when, in the opinion of the dean, he or she can present adequate evidence that the conditions and/or factors that caused the suspension have changed significantly so that there is a reasonable expectation that the student can perform satisfactorily if permitted to resume his or her studies. Readmission will be solely at the discretion of the dean. The student’s prior academic record will remain part of his or her overall academic record and will be recorded on the permanent transcript. A suspended student will be withdrawn from all courses and receive a W on his or her transcript (see Withdrawal from Course).

Academic Probation

Academic probation is defined as a trial period during which a student has the opportunity to demonstrate that he or she can academically redeem deficient grades. The Student Progress Committee will make a recommendation for academic probation to the dean when a student is not making satisfactory progress toward meeting degree requirements. When a student is placed on academic probation, the student will be notified and notice will be placed in the student’s file.

- While on academic probation, a student may not hold any office in a student-, college-, HPD-, or university-sponsored organization. Other restrictions may be applied by the dean.
- When the student has corrected all deficiencies, the Student Progress Committee will recommend that the dean remove the student from academic probation. If, while on probation, the student violates the terms of his or her probation, actions may be taken, up to and including dismissal from the College of Medical Sciences.
Disciplinary Probation

When it is believed that a student has failed to achieve sufficient maturity of thought or professionalism, disciplinary probation may be recommended to the dean. If the dean places a student on disciplinary probation, the student may not hold any office within any college-, HPD-, or university-recognized organization, and the dean may institute other probationary terms, including but not limited to counseling, supervision of professional appearance, attendance, and general demeanor.

If, while on disciplinary probation, the student violates the terms of his or her probation, actions may be taken, up to and including dismissal from the College of Medical Sciences.

Disciplinary probation will be removed when, in the judgment of the dean, it is believed that the student has attained sufficient maturity of thought and professionalism.

Appeal Policy

Appeals Committee

Students wishing to appeal a dismissal made by the dean must submit a written appeal letter to the chair of the Appeals Committee within five school days from the date of the letter. The appeal must contain a concise statement of all relevant facts and the result sought. Any appeals not submitted to the chair of the Appeals Committee within this time frame will not be heard.

1. Appeals Committee Hearing Guidelines

The student appeal hearing is an informal proceeding. No rules of evidence will be used. The hearing shall be internal, private, and closed to non-university persons. Non-university personnel are not available for consultation during these hearings. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Medical Sciences. The purpose of the Appeals Committee is to review decisions to ensure the policies and procedures of the university, HPD and College of Medical Sciences have been followed. No new evidence which was not presented to the department will be considered by the Appeals Committee.

2. Appeals Committee Responsibilities

The Appeals Committee will hear all student appeals of decisions made by the dean relating to dismissal as defined in this student handbook.

3. Appeals Committee Membership

The Appeals Committee shall consist of the chancellor of the Health Professions Division or designee, the chair of the Appeals Committee, and three faculty members. The chair may request a representative from other colleges within the Health Professions Division when appropriate.
4. Hearings Protocol and Process

- The student will be notified of the date, place, and time of the hearing via certified mail and sent to the student’s NSU email account. Any student whose presence is requested and fails to appear at the designated date and time automatically will waive his or her right to appeal.
- The Appeals Committee hearing will proceed under the direction of the chair.
- The chair will convene the hearing with only committee members present.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.
- The chair will advise the committee members of the charge(s) and the dean’s decision, review the evidence, respond to any questions, and provide opportunity for any additional input from ex-officio members.
- When all evidence has been heard, the chair will call the student into the hearing room. The student will only be present during his or her testimony.
- The student will have an opportunity to present his or her appeal, provide statements and evidence in defense of the alleged violation(s), appeal the degree of disciplinary action, summarize his or her position, and respond to any questions from the committee.
- The chair will then dismiss the student from the hearing.
- 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.
- The chair will participate in the voting process only in the case of a tie or if the chair is counted to make quorum.

5. Notification of the Appeals Committee Decision

The decision of the committee will be forwarded in writing by the chair to the dean’s office and will be forwarded to the student by Fed Ex to the student’s last official address. All decisions of the Appeals Committee will be final and binding. No further option for appeal will be considered.

Nonacademic Grievance Procedure

Except for grievances and/or complaints involving sexual misconduct, discrimination, and disability accommodations, students should follow the process outlined in the NSU Student Handbook under the section titled “Nonacademic Grievance Procedure” for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school.
Student Activity Groups

All extracurricular student activities within the College of Medical Sciences, on campus and off campus, must be approved in advance by the assistant dean for student affairs. Requests for permission for speakers, student meetings, and other activities must be approved at least two weeks in advance. Activities must be approved before a room can be assigned by the coordinator of educational support, and no meeting announcements may be made until approval is granted.

Medical Sciences Student Government Association

The College of Medical Sciences Student Government Association is the official voice of all students in the college. The organization is open to all students and welcomes participation from the student body. Its responsibilities include expressing student opinions and dispensing funds for student activities.

Student Responsibility to Obtain Information

Each student enrolled in the College of Medical Sciences is individually responsible for knowledge of the current academic regulations, the general and specific requirements, and the operational policies, as contained in the college handbook, college catalog, and other official documents or announcements of the college.

Students are responsible, for example, for being aware of their grades, and the times and locations of all examinations—regardless of whether or not they have received written or formal communication.

As the chief academic officer of the College of Medical Sciences, the dean reserves the right to revise or modify any of these policies at any time, if he feels it is in the best interest of a student or the college to do so.
NSU Fort Lauderdale/Davie Campus Map

Visit nova.edu/locations/main-campus to view campus map.

For directions, call (954) 262-7300.

Academic/Administrative
Athletics/Recreation
HPD
Medical Facility
Residence Hall
Blue Public Safety Phone
Entrance
Shark Shuttle Stop

Parking Garage
Clinic Parking
Event Parking
Faculty Parking
Gated Parking
Residence Hall Parking
Visitor Parking

CP
EP
FP
GP
RP
VP