

An underwater scene with several sharks swimming in clear blue water. Sunlight rays penetrate the surface from the top left. Small fish are scattered throughout the water.

**NSU** Florida

**2023–2024 Student Handbook**  
Barry and Judy Silverman College of Pharmacy



# Nova Southeastern University

## Student Handbook

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

This handbook and the policies and programs set forth herein are effective through the academic year 2023-2024 or until superseded. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Students are required to comply with all policies and procedures written in the entire handbook. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

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

23-05-058SAT  
23-07-016SAT  
23-04-029SAT



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# Message from the President

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

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

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

Go Sharks, and FINS UP!

Sincerely,

A handwritten signature in blue ink that reads "George L. Hanbury II". The signature is stylized and cursive.

**George L. Hanbury II, Ph.D.**

President and CEO

Nova Southeastern University

# Foreword/Reservation of Power

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## Foreword

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

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

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

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

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

## Reservation of Power

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

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

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

# University Vision Statement, Mission Statement, and Core Values

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## Vision 2025 Statement

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

## Mission Statement

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

## NSU Core Values

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

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

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

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

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

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

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

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

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



An underwater photograph of a deep blue ocean. In the foreground, two large sharks are swimming towards the left. Several smaller fish are scattered throughout the water. Sunlight rays penetrate the surface from the top, creating a bright, hazy effect. The overall tone is serene and aquatic.

Policies and Procedures

# Nova Southeastern University





# Statement on Student Rights and Responsibilities

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

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

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

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

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

## University Equal Opportunity/Nondiscrimination Policy

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

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

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

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

**Laura Bennett**

Title IX Coordinator

(954) 262-7858 • [laura.bennett@nova.edu](mailto:laura.bennett@nova.edu) or [titleix@nova.edu](mailto:titleix@nova.edu)

Website and online reporting form available at [nova.edu/title-ix](https://nova.edu/title-ix).

Office location

Remote/Virtual or Campus Support Building, Room 174

3550 SW 76th Avenue

Fort Lauderdale, FL 33328

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

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

**Benjamin Johnson, Ed.D.**

Dean of Students

(954) 262-7281 • [bj379@nova.edu](mailto:bj379@nova.edu)

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

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

As of August 2023, Nova Southeastern University adopted the Preferred Names and Pronouns Policy. For access to the complete Preferred Names and Pronouns Policy, visit [nova.edu/hr/policies/names-pronouns.html](https://nova.edu/hr/policies/names-pronouns.html).

## Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. A student should submit to the Office of the University Registrar a written request that identifies the record(s) the student wishes to inspect. The Office of the University Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students who believe their education records contain information that is inaccurate or misleading, or is otherwise in violation of the students' privacy or other rights, may discuss their concerns informally with the Office of the University Registrar. If the decision is in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period that the records will not be amended and will be informed by the Office of the University Registrar of the student's right to a formal hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official(s) in performing their tasks. School officials have a legitimate education interest if the school officials need to review an education record in order to fulfill their professional responsibility. Upon request, the university may disclose educational records, without consent, to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment and transfer.
- The right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605, concerning alleged failures by Nova Southeastern University to comply with the requirements of FERPA.
- The right to be notified of students' rights under FERPA annually. The Office of the University Registrar sends a FERPA notification via email to all students each fall.

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

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

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

## Release of Student Information

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

## Conduct Notifications

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

## Deceased Student Records

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

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

## Health Care Privacy (HIPAA) Statement

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

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

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

## Degree Conferral Policy

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

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

## Code of Student Conduct and Academic Responsibility

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

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

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

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

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

## Academic Standards

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

The following acts violate the academic honesty standards:

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

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

Students are expected to comply with the following academic standards:

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

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

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

## Academic Inactivity Policy

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



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

## Conduct Standards

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

## NSU University-Wide Religious Holiday Policy

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

1. This policy applies to all NSU students.
2. Students will not be penalized for approved class absences due to work-restricted religious holidays. This policy does not apply to required attendance in the clinical care setting.
3. The university has developed an interfaith calendar that can be found online at [nova.edu/studentconduct/religious-holiday-policy.html](http://nova.edu/studentconduct/religious-holiday-policy.html), which includes the recognized work-restricted religious holidays that have been approved by NSU. The calendar is published annually at least one month prior to the start of the fall semester. Approved absence requests for additional work-restricted religious holidays that are not included on the NSU interfaith calendar should be directed to the NSU dean of students at (954) 262-7281, who will evaluate the request, determine whether such religious accommodation will be approved, and notify the student and college/program of the outcome.
4. A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU dean of students at [bj379@nova.edu](mailto:bj379@nova.edu) or (954) 262-7281 within three calendar days after the start of the semester. NSU may request documentation or information from the student's religious institution in order to establish a legitimate need for accommodation. Absences for travel associated with religious observances are not deemed approved absences for purposes of this policy. A student's absence request for a work-restricted religious holiday will not be approved if the student fails to provide requisite notice for the absence request and/or provide requisite documentation. The failure to obtain approval for an absence may result in a penalty from the college or program.

5. With appropriate advance notice and approval, accommodations will be provided. The type of accommodation provided is within the discretion of the program, and may vary by course or program depending on the nature and type of educational activity in conflict. An absence for the observance of a work-restricted religious holiday does not relieve students from responsibility for any part of the coursework required during the period of the absence, and missed work remains the students' responsibility to complete. It may not be possible to make up certain academic experiences, including, but not limited to, experiential group activities, as well as laboratory and clinical activities. Approved absences may extend program length or require repetition of a course.
6. It may not be possible to miss extensive periods of a scheduled academic class or experience (e.g., labs, residential institutes) due to the format of the program (e.g., weekends). Students should check the academic calendar prior to enrollment to determine whether they can meet the obligations of the program.
7. If a student's request is approved and the student believes the respective college or program is not complying with this policy, and/or if a student has any questions about this policy, please contact the NSU dean of students at (954) 262-7281.

### NSU Interfaith Work-Restricted Religious Holiday Calendar

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

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

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

## A. General Administrative Policies and Guidelines

### A.1 Alcohol Policy

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

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

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

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

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

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

## A.2 Appropriate Conduct and Consensual Relationships Policy

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

## A.3 Drug-Free Schools and Campuses

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

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

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

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

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

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

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

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

#### A.4 Excused Absences for Participation in Cocurricular Activities

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

## A.5 Flexibility in Policies

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

## A.6 Health Policies

### NSU Student Health Insurance Requirement

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

### ***Immunization Requirements***

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

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

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



- one dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later
- Influenza Vaccine
  - Exemptions or waivers may be obtained at the university's discretion if the individual is 18 years of age or older, or the individual's parent, if the individual is a minor, declines the vaccinations by signing a separate waiver provided by the institution for each of these vaccines, acknowledging receipt and review of the information provided. Exemptions will not necessarily be accepted by the student's program center. Other students may be subject to the immunization requirements in order to participate in clinical or practicum studies. Students are advised to consult with their program to determine whether the refusal will affect their ability to continue their studies.

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

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

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

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

## **Communicable Diseases Guidelines**

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

- NSU will make available to the university community detailed information concerning the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.
- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.

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

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

### **A.7 Holds on Student Records**

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

### **A.8 Image Use Statement**

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

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

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

## **A.9 Indebtedness to the University**

By registering for courses at Nova Southeastern University, the student accepts financial responsibility for payment of all institutional costs including, but not limited to, tuition, fees, housing, health insurance, and meal plan (if applicable), and any additional costs when those charges become due. Payment is due in full at the time of registration. NSU 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 the student's account. This hold stops all student services, including, but not limited to, access to the NSU RecPlex, academic credentials, grades, and future registrations. It will remain on the student's account until the balance has been paid in full. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. Students with delinquent accounts will be liable for any costs associated with the collection of unpaid charges, including attorney fees and court costs. All registration agreements shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Broward County, Florida, regardless of the student's domicile.

## **Force Majeure**

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

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

## University Fees

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

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

### Student Health Insurance Fee (coverage period)

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

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

### Student Services Fee (per semester)

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

**Late Payment Fee**.....\$100.00

*(Assessed for any account with an outstanding balance at 30 days into the semester.)*

**Official Electronic Transcript Fee**..... \$17.00

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

## A.10 Leave of Absence Policy

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

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

### **A.11 International Travel Registration Requirement and Program**

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

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

### **A.12 Jurisdiction of University Policies and Procedures**

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

### **A.13 Off-Campus Residency**

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

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

### **A.14 Student Organization Rights and Responsibilities**

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

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

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

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

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

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

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

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

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

## **A.15 University Computer and Telecommunications Use Policy**

The following five sections detail NSU's policy related to the use of computing and information technology resources, email, and the Internet. The information is available at [nova.edu/portal/oit/policies](http://nova.edu/portal/oit/policies).

### ***Acceptable Use of Information Technology Resources and All Other Policies***

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

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

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

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

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

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

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

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



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

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

## **Enterprise Username and Password Policy**

### ***Policy Rationale***

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



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

### ***Policy Statement***

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

### ***Remedies***

The university reserves the right to

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

## **Electronic Mail Communications**

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

## **Web Pages—Use of Material**

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

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

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 Computing and Engineering. All Rights Reserved.

## **A.16 University Copyright and Patent Policy**

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

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

## **A.17 University Title IX/Sexual Misconduct Policy**

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

# **B. Specific Conduct Violations**

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

## **B.1 Alcoholic Beverages**

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

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

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

## B.2 Animals

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

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

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

### **B.3 Assault/Violence**

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

### **B.4 Bribery**

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

### **B.5 Cheating**

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

### **B.6 Complicity**

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

### **B.7 Contracting on Behalf of the University**

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

### **B.8 Damage or Vandalism to Property**

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

### **B.9 Dangerous Items**

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

The complete NSU Firearms/Weapons Policy is available on the [Public Safety website](#).

A weapon includes

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

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

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

## **B.10 Disorderly Conduct**

Disorderly conduct that is prohibited includes

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

## **B.11 Distributing or Posting Printed Media**

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

## **B.12 Drugs, Drug Paraphernalia**

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

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

### **B.13 Emergency Equipment and Procedures**

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

### **B.14 Facilitating Academic Dishonesty**

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

### **B.15 Failure to Disclose Criminal Offenses**

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

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

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

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

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

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

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

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

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

### **B.17 Fire**

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

### **B.18 Gambling and/or Games of Chance**

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

### **B.19 Guests**

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

### **B.20 Harassment or Harm to Others**

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

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

## **B.21 Hate-Based Conduct Violations**

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

## **B.22 Hazing**

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

## **B.23 Health and Safety**

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

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

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



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

## **B.24 Identification Cards**

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

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

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

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

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

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

## **B.26 Lake Swimming**

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

## **B.27 Littering/Projecting Objects**

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

## **B.28 Misuse of Computers or Telecommunications (Technology)**

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

## **B.29 Noise**

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

## **B.30 Online/Internet Social Networking Usage**

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

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

## **B.31 Parking and Motor Vehicle Policy**

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

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

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

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

### **B.32 Plagiarism**

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

### **B.33 RecWell Center Policies and Procedures**

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

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

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

### **B.35 Requests or Orders**

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

### **B.36 University Housing and Residence Life Policies and Procedures**

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

### **B.37 Retaliation**

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

### **B.38 Smoking/Tobacco-Free Policy**

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

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

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

### **B.39 Solicitation**

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

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

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

### **B.40 Stalking**

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

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

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

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

### **B.42 Theft or Unauthorized Possession**

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

### **B.43 Unauthorized Entry**

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

### **B.44 Unauthorized Possession of University Property**

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

### **B.45 Unauthorized Recording**

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

### **B.46 Video and/or Audio Copyright Violation**

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

### **B.47 Violation of Disciplinary Status/Conditions**

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

### **B.48 Worthless Checks**

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

## C. University Title IX/Sexual Misconduct Policy

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

**1. Quid pro quo Harassment by an Employee**

**2. Denial of Access**

**3. Title IX Sex Offense**

- a. Nonconsensual sexual penetration
- b. Nonconsensual sexual contact
- c. Nonforcible sexual offenses
- d. Dating Violence
- e. Domestic Violence
- f. Stalking

**4. Retaliation**

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

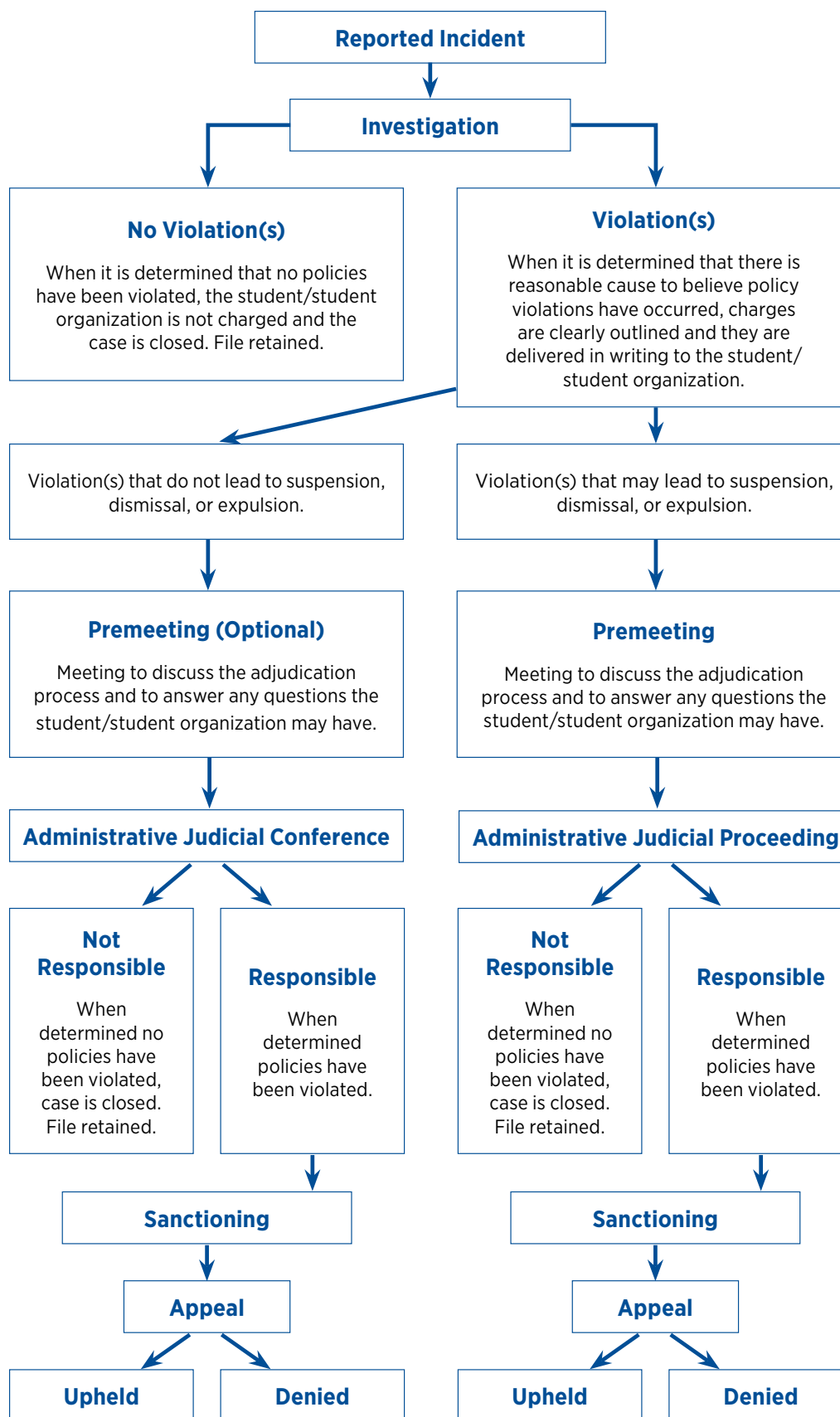
**5. Non-Title IX Sex Offense**

**6. Sexual Harassment**

**7. Gender-Based Harassment**

**8. Sexual Exploitation**

**9. Hostile Environment**



## D. University Disciplinary Procedures

### D.1 Introduction

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

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

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

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

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

- a. Right to abstain from verbal participation—Students/student organizations are not required to share their version of the incident in question, but must understand that their nonparticipation will not preclude a discipline officer from making a decision on charges or responsibility.
- b. Right to review and provide information and offer witnesses. Students/student organizations are permitted to review the incident report that initiated the conduct process against them, and any other documentation they would otherwise be permitted to inspect or review pursuant to FERPA. Students/student organizations may provide any information, documentation, or evidence to the



investigator and/or discipline officer for consideration up to 48 hours after the conclusion of the conference/proceeding.

- c. **Right to an adviser**—For any alleged violation that will impact student enrollment status, students/student organizations may choose to seek out an adviser. That individual may be present with the students/student organizations during all meetings and/or hearings. An adviser must be either a full-time member of the university staff or faculty, unless 1) the alleged conduct arises under the Title IX/Sexual Misconduct Policy, in which case the Sexual Misconduct Policy procedures will apply, or 2) the student is alleged to have engaged in stalking, domestic violence, dating violence, or sexual assault outside of the Title IX context, in which case the student may select the adviser of the student's choice, in accordance with the policies described in the remainder of this paragraph. The adviser should be someone who understands the policies and procedures used in the student discipline process. An adviser may not "represent" a student/student organization or speak for the student/student organization at any point. Rather, an adviser may be present to answer questions the involved student/student organization poses directly to the adviser. Regardless of whether a student/student organization chooses to utilize an adviser or not, every effort will be made by the discipline officer adjudicating the process to answer any questions a student/student organization may have before or after any meetings or hearings.
- d. **Right to an impartial process**—Students/student organizations who believe that the judicial officer has a conflict of interest, which prevents them from conducting the student conduct process in an impartial manner, should notify the judicial officer of such allegation, along with any supporting information, in writing, prior to the occurrence of the student judicial conference/proceeding. In such circumstances, an independent administrator will be appointed by the vice president of Student Affairs to review such claims and make a determination if a conflict of interest exists. If the determination is made that a conflict exists, the vice president of Student Affairs will designate a replacement judicial officer to complete the student conduct process. If a determination is made that no conflict exists, the student conduct process will continue with the original judicial officer.

## **Adjudication Process**

### ***Premeeting***

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

### **Notification**

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

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

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

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

### **D.2 Judicial Conference**

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

### **Conference Procedures**

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

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

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

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

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

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

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

## Sanctions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Appeal Process

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

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

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

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

### **D.3 Administrative Judicial Proceeding**

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

#### **Administrative Judicial Proceedings**

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

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

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

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

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

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

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

## Sanctions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Appeal Process

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

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

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

## D.4 University Title IX/Sexual Misconduct Disciplinary Procedures

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

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

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

## E. Additional Grievance Procedures Available

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

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

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

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

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

#### ***b. What does “qualified” mean?***

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

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



### ***c. Disability Harassment***

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

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

### ***d. Hostile Environment***

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

## **Grievance Procedures for Complaints of Disability Discrimination**

### ***a. Filing a Complaint***

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

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

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

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

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

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

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

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

#### ***b. Referral or Dismissal of Reports***

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

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

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

#### ***d. Informal/Early Resolution of Student Complaints***

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

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

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

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

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

- Investigations may be expanded to address additional allegations that surface during the investigation, at the investigator's discretion. If appropriate, the respondent will be provided with written notice of any such additional allegations. The respondent will be given the opportunity to respond to the additional allegations.
- The investigator typically will complete the investigation within 90 calendar days of the date the report was filed. Should additional time be required to complete the investigation, the investigator will provide written notification to the parties detailing the reason(s) additional time is necessary.
- Parties and witnesses are expected to speak for themselves during the investigation. Attorneys are not permitted to be present during university interviews or meetings in the course of an investigation or resolution of a report.

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

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

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

***g. Determinations by the Dean of Students***

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

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

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

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

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

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

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

#### ***h. Notification of Outcome by the Dean of Students***

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

##### **1. Notification to Complainant**

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

##### **2. Notification to Respondent**

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

#### ***i. Appeals***

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

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

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

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

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

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

### ***j. Remediating Disability Discrimination***

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

### ***k. Retaliation***

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

## **E.2 Nonacademic Grievance Procedure**

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

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

6. The vice president will investigate and review the findings, and will notify the student, in writing, of the decision.
7. The vice president's, or designee's, decision is final and binding and cannot be appealed.

## NSU Resources and Administrative Offices

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### ATMs

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

### Bookstore

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

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

### Campus Shuttle

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

## Enrollment Management and Student Affairs (EMSA)

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

### Center for Academic and Professional Success

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

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

### Center for Student Counseling and Well-Being

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

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

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

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

## Office of Campus Life and Student Engagement

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

## Office of International Affairs

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

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



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

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

## **Office of Recreation and Wellness**

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

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

## **Office of Residence Life**

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

## **Office of Student Academic Services**

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

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

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

## Office of Student Affairs Marketing

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

## Office of Student Conduct

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

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

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

## Office of Student Disability Services

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

## Office of Student Leadership and Civic Engagement

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

## Office of Undergraduate Admissions

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

## Student Activity Fee Accounts Office

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

## Tutoring and Testing Center

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

## Office of Student Financial Assistance

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

## Office of the University Bursar

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

## Office of the University Registrar

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

## One-Stop Shop

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

## Mako Media Network

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

## Military Affairs Veterans Resource Center

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

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

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

## NSU Alumni Association

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

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

To learn more about the NSU Alumni Association, visit [nova.edu/alumni](https://nova.edu/alumni).

## NSU Athletics

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

## NSU Health

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

### Student Medical Center

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

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

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

## NSU Public Safety Department

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

NSU Alert: Stay informed of all campus emergencies.

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

### **If you see something, send something.**

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



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

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

## Office of Innovation and Information Technology

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

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

## Office of University Housing

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

## SharkCard Services

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

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

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



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

## SharkPrint

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

## Shark Dining Services

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

## Title IX/Sexual Misconduct

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



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

## University Libraries

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

## Wireless Networking

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

## Writing and Communication Center (WCC)

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

# University Administrators

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Colleges and Academic Units

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

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

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

College of Dental Medicine, (954) 262-7319

College of Optometry, (954) 262-1402

College of Psychology, (954) 262-5750

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

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

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

Farquhar Honors College, (954) 262-2031

Halmos College of Arts and Sciences

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

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

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

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

NSU University School

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

# Deans

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

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

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

Karen Grosby, Ed.D.—College of Psychology

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

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

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

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

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

Guy M. Nehrenz, Ed.D., M.A., RRT—Interim Dean, Dr. Pallavi Patel College of Health Care Sciences

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

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

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

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

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

# Accreditation

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

An underwater photograph of a shark reef. Two large sharks are swimming in the foreground, with many smaller fish scattered throughout the water. Sunlight rays penetrate the blue water from the top, creating a serene and slightly mysterious atmosphere.

Division-Specific Policies and Procedures

# Health Professions Division





# Health Professions Division

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## Building Hours

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

## Charges and Payments

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

## Tuition Credit Policy—Voluntary Drops and Withdrawals

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

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

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

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

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

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

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

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

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

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

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

## Short-Term Preloans

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

## Martin and Gail Press Health Professions Division Library

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

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

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

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

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

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

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

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

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

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

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

## Tampa Bay Regional Campus Library

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

Hours of operation for the TBRC Library are

Monday–Thursday: 8:30 a.m.–8:00 p.m.

Friday: 8:30 a.m.–8:00 p.m.\*

Saturday: 10:00 a.m.–9:00 p.m.\*

Sunday: 10:00 a.m.–2:00 p.m.\*

\*Hours may vary on select weekends.

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

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

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

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

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

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

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

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

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

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

The area is monitored by attendants who can provide assistance.

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

## Student Lounge/Student Area

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

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

# HPD Policies and Procedures

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## Acceptance of Professional Fees

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

## Background Checks

The HPD may require students within its HPD programs to submit to a Level 1 and/or Level 2 background check, as defined in Chapter 452, Florida Statutes, prior to admission into an HPD program or at any time during the term of enrollment. Each HPD college or program may also establish college- or program-specific requirements for background screening of students or applicants. Accepted applicants and students in such programs are required to authorize the HPD to obtain background check(s) as per adopted policy of March 2011. If the background check(s) reveal information of concern, which the HPD may deem unfavorable, the HPD will request that the individual provide a detailed written explanation of the information contained in this report, along with appropriate documentation (e.g., police reports). Students may also be required to authorize clinical training facilities that they are assigned to by the HPD to obtain a background check, with the results reported to the clinical training facility. Students with questions concerning background checks should contact their respective college and/or academic program for more information.

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

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

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

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

## Health Forms Requirements

### Certificate of Physical Examination

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

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

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

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

#### Hepatitis B

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

#### Influenza Vaccination

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

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

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

### **PPD Skin Test (Two-Step)**

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

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

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

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

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

### **Any Other Vaccinations Required by Clinical Sites**

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

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

Students are financially responsible for all required immunizations.

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

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

### **Urine Drug Screen**

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



## Dress Code

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

## Food in the Lecture Halls, Laboratories, and Clinics

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

## Identification Requirements and Fieldwork Prerequisites

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

## Email

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

## Notices, Messages, and Posters

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

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

## Parking Lot/Garage

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

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

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

## Photographs and Recordings

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

## Postexposure Policies and Procedures

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

If a student has experienced such an exposure, the student must not delay in seeking medical care. If the exposure happens Monday–Friday during business hours, a student who is on the Fort Lauderdale/Davie Campus is to immediately contact Environmental Health and Safety at (954) 770-1179 or (954) 262-8847 to report such an incident. After the student contacts Infection Control, the student is to contact the Student Medical Center (8:30 a.m. to 5:00 p.m.) at (954) 262-1270 or (954) 262-4100 to receive appropriate care. If the student is on rotation at a regional campus, or the exposure occurred

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

The student is also responsible for immediately notifying a supervisor.

NSU's Bloodborne Pathogens Exposure Control Plan can be found at [nova.edu/ehs/NSU-EHS-Bloodborne-Pathogens-2020.pdf](https://nova.edu/ehs/NSU-EHS-Bloodborne-Pathogens-2020.pdf).

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

## Return of University Property

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

## Security Checks

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

## Social Events and Extracurricular Activities

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

## Student Assistance Program

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

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

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

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

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

The Student Assistance Program may require that the student submit to drug/alcohol screen(s), or to partake in assessment, evaluation, and/or treatment for substance abuse-related issues. All drug screen(s), assessment(s), evaluation(s), and/or treatment for substance abuse-related issues will be provided by an independent licensed health care provider(s) authorized by the Student Assistance Program. All students agree to abide by Student Assistance Program instruction and recommendation(s) as a condition of enrollment at NSU.

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

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

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

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

## Student Employment

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

## Student Insurance Requirement

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

### Affirmative Opt-Out Required

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

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

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

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

## **Visitors**

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

## **Visits to Other Institutions**

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

An underwater scene with a deep blue background. Sunlight rays filter down from the top. Several small fish are scattered throughout the upper half. In the lower half, two sharks are swimming towards the right. The larger shark is in the foreground, and a smaller one is slightly behind and above it.

College-Specific Policies and Procedures

# **Barry and Judy Silverman College of Pharmacy**





# Barry and Judy Silverman College of Pharmacy

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## Administration

### **Michelle A. Clark, Ph.D.**

Dean

Room 1300/Ext. 21384

The dean is the chief academic officer of the Barry and Judy Silverman College of Pharmacy (Silverman College of Pharmacy). Any matters not readily handled by the assistant/associate deans or the respective departments/programs should be referred to this office.

### **Ana M. Castejon, Ph.D.**

Associate Dean, Graduate Programs

Room 1300/Ext. 21396

Oversees the Ph.D. and M.S. programs in the college and is responsible for curriculum, grades, and student academic progress. Additional responsibilities include development and implementation of policies and procedures of the graduate programs.

### **Peter M. Gannett, Ph.D.**

Associate Dean, Research

Room 1387/Ext. 21277

Bolsters the college's scholarly and academic excellence, expands extramural funding, and oversees the college's research portfolio.

### **Robert McGory, Pharm.D., M.S.**

Associate Dean, Professional Program

Room 1304/Ext. 21302

Administers the professional program—didactic and experiential curriculum, grades, and student academic progress. Additional responsibilities include development and implementation of policies and procedures of the professional program.

### **Goar Alvarez, Pharm.D.**

Assistant Dean, Pharmacy Services

Room 1395/Ext. 21383

Leads pharmacy services, the operations of the pharmaceutical care center in Fort Lauderdale, and pharmacy operations for Atlantic Shores Hospital.

### **Carla A. Luque, Pharm.D.**

Assistant Dean, Student Services

Room 1310/Ext. 23995

Oversees student and alumni activities, event planning, student organizations, and recruitment.

**Rochelle S. Nappi, Ed.D.**

Assistant Dean, Palm Beach  
(561) 805-2242

Oversees development of the Silverman College of Pharmacy in Palm Beach, including student recruiting, student activities, educational programming, faculty and staff members, and facilities.

**Karen Fiano, Pharm.D.**

Assistant Dean, Accreditation and Assessment  
Room 1300/Ext. 24325

Leads the planning, development, and implementation of assessment for the Pharm.D. program.

**Blanca I. Ortiz, Pharm.D.**

Assistant Dean, Puerto Rico  
(787) 773-6550

Oversees development of the Silverman College of Pharmacy in Puerto Rico, including student recruiting, student activities, educational programming, faculty and staff members, and facilities.

**Elizabeth Frenzel Shepherd, Pharm.D., M.B.A.**

Assistant Dean, Strategic Partnerships and Program Development  
Room 1316/Ext. 21314

Leads special projects to meet the educational, research, and service mission of the college as it relates to business development, pharmaceutical industry internships, strategic planning, and development.

**Carsten Evans, Ph.D.**

Executive Director for Continuing Education and Professional Affairs  
Room 1300/Ext. 21306

Addresses continuing education and other educational needs for pharmacists and the pharmaceutical industry.

## Department Chairs

A chair serves as a department's chief administrative officer and is responsible for that department's resources, faculty and staff members, and budgets.

**Benedict C. Albeni, Ph.D.**

Chair, Pharmaceutical Sciences  
Room 1384/Ext. 21043

**Silvia E. Rabionet, Ed.D., M.Ed.**

Chair, Sociobehavioral and Administrative Pharmacy  
Room 1320A/Ext. 21095

**Jose A. Rey, Pharm.D., M.S.**

Interim Chair, Pharmacy Practice  
Room 1382A/Ext. 21312

## Vision

To be a preeminent college of pharmacy that cultivates leadership, innovation, and diversity in education, practice, research, and service to advance the health and well-being of our communities.

## Mission

To educate and develop inclusive leaders in the science and practice of pharmacy who will improve health through discovery, innovation, advocacy, and the delivery of optimal patient care.

**The following information is intended for all Barry and Judy Silverman College of Pharmacy professional and graduate students unless otherwise indicated in the Ph.D. or M.S. sections.**

## Reservation of Power

The *Barry and Judy Silverman College of Pharmacy Student Handbook* is not intended to be a contract or part of a contractual agreement between Nova Southeastern University and the student. The *Barry and Judy Silverman College of Pharmacy Student Handbook* is available online at [nova.edu/publications/cop-student-handbook/index.html](https://nova.edu/publications/cop-student-handbook/index.html). Changes in the content of the *Barry and Judy Silverman College of Pharmacy 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 *Barry and Judy Silverman College of Pharmacy Student Handbook* supersedes all previous Barry and Judy Silverman College of Pharmacy handbooks, documents, and directives where they may be in conflict. **The Barry and Judy Silverman College of Pharmacy 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 and the preceding NSU Student Handbook and Health Professions Division section does not excuse students from the rules, policies, and procedures contained herein.** Students are expected to be familiar and comply with all the policies and procedures contained within this cumulative book, including any revisions or modifications.

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

## Accreditation

The Doctor of Pharmacy Program is accredited by the Accreditation Council for Pharmacy Education, 190 S. LaSalle Street, Suite 3000, Chicago, IL 60603-3446. Telephone number: (312) 664-3575; fax: 866-228-2631; website: [acpe-accredit.org](https://acpe-accredit.org); email: [info@acpe-accredit.org](mailto:info@acpe-accredit.org).

The Ph.D. and M.S. programs are accredited by the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia, 30033-4097. Telephone number: (404) 679-4500; website: [sacscoc.org](https://sacscoc.org); email: [questions@sacscoc.org](mailto:questions@sacscoc.org).

## Interprofessional Education (IPE)

Doctor of Pharmacy (Pharm.D.) students at Nova Southeastern University's (NSU's) Barry and Judy Silverman College of Pharmacy are educated in a variety of interprofessional education (IPE) settings with colleagues from other health care professions throughout their curriculum. The **Center of Interprofessional Education and Practice (CIPEP)** acts as the coordinating body for IPE, research, and practice at NSU. The overarching goal is to prepare students to be leaders in interprofessional collaborative work environments. NSU provides unique opportunities for exposure, immersion, and competency experiences throughout the curriculum.

**First Professional Year:** Students are introduced to the roles and responsibilities of the pharmacist on a patient care team. In addition to the introduction of the roles of a pharmacist, students work alongside allopathic medical students to work on cases practicing their collaborative roles.

**Second Professional Year:** Students gain additional experience working alongside prescribers, specifically allopathic medical students, to analyze increasingly complicated patient cases. Students will collaborate in interprofessional teams to identify medication-related problems, discuss potential consequences, and develop a plan to address them.

**Third Professional Year:** During the final didactic year, students participate in the annual IPE day experience working alongside various health care professionals, including medical, nursing, dental, physical therapy, occupational therapy, optometry, and physician assistant students from multiple campuses.

**Fourth Professional Year:** During the advanced pharmacy practice experiences, students collaborate with multiple health care professionals while providing team-based care. Students are evaluated on their competency to function as interprofessional team members in a variety of direct patient care settings.

## Yearly Fees and Expenses

### (Fees subject to change.)

NSU Student Services Fee .....	\$1,800
Late Payment Fee.....	\$100
I.D. Replacement.....	\$25
Diploma Replacement.....	\$50
Official Transcripts (each) .....	\$17 (electronic); \$19.50 (paper, domestic); \$22 (paper, international)
Pharmacy General Access Fee .....	\$145
Pharmacy Certification Training Fee.....	\$150
Pharm.D. Testing Fee (graduating Pharm.D. students) .....	\$270
Please note that some courses may have additional fees or expenses associated with them.	

# Student and Academic Services

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## Admissions Shark Program

The Pharm.D. Admissions Shark Program assists newly admitted students through the admissions onboarding process and helps with the transition into the professional degree program. Through early communication with college representatives, students are supported and connected to appropriate NSU resources leading up to the start of their first year.

## Adviser Program

### Purpose

The Adviser Program provides students with individualized support and advice that maximize student personal and professional growth, preparation for employment, and life-long learning.

### Description

The college assigns a faculty adviser to students in each entering class. Students are expected to formally meet with their faculty advisers each academic semester and maintain communication with them throughout the year. The faculty adviser is responsible for referring students to appropriate college, university, and professional resources, as needed.

## Student Peer Mentor Program

Matriculating Pharm.D. students are each assigned a peer mentor who helps them assimilate into the Pharm.D. program. Approximately two to six mentees are placed with a mentor. The director of Student Affairs and designees at each campus facilitate the application process and subsequent training sessions for the peer mentors.

## Email Accounts

All entering students are issued a university email account. Important college and university information will be released via these email accounts; therefore, it is important for students to check their accounts each weekday. Official university business being sent by email will be sent to a student's NSU email only. Students must use their official NSU email accounts for email correspondence within the university. NSU employees will not respond to student email from outside accounts (e.g., Gmail).

Students are expected to maintain professional behavior in all email correspondence. Emails sent to university or college employees, including faculty and staff members and administrators, must include the student's full name, NSU I.D. number, the expected year of graduation, NSU email address, and assigned school campus. For example, Jane Doe N01234567, Class of 2030, *nsuemail@mysu.nova.edu*, Fort Lauderdale/Davie Campus.

For security reasons, NSU ID numbers should never be used in the subject line of an email.

All students must comply with the university's acceptable use of computing resources policy. See the *NSU Student Handbook*, University Computer and Telecommunications Use Policy. Visit [nova.edu/student-handbook](http://nova.edu/student-handbook) for more information.

## Excused Absence Policy

Excused absences may be given in certain circumstances. Excused absences do not entitle a student to make up in-class quizzes, assignments, and activities. Students should refer to the course syllabus regarding missed quizzes, assignments, and activities. Examinations missed due to an excused absence will be made up at a time determined by the college. A course missed due to an extended absence may result in the student being placed in an extended program or on a leave of absence or administrative break in enrollment. Absences will require the submission of supporting documentation.

**Illness/Hospitalization**—For excused absences due to illness/hospitalization, the Office of Student Affairs/Services designee at your campus must be notified no later than 48 hours from the first date of the absence.

**Religious Holidays**—See the Religious Holidays Policy section in the university-wide portion of this publication. Additional dates included for travel to observe a religious holiday will not be approved.

**Other**—Circumstances resulting in an absence not listed above (e.g., death in the immediate family, court appearance, etc.) must be cleared with the Office of Student Affairs/Services designee at your campus, preferably before the absence occurs, but no later than 48 hours from the date of the absence occurring and will require the submission of supporting documentation.

An Excused Absence Documentation Form must be completed and submitted with documentation for consideration. For more information, students should contact the Office of Student Affairs/Services designee at their campus.

## Leave from Studies

It is recognized that students may need to temporarily discontinue all coursework (including pharmacy practice experiences) either voluntarily or by administrative action. This can occur through a leave of absence (LOA) or an administrative break in enrollment. All leave time is counted toward the graduation requirement of completing the program, starting from the date of matriculation into the Silverman College of Pharmacy.

### 1. Leave of Absence (LOA)

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment must consult with the Office of Student Services to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA with the Office of Academic Services on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a

financial aid counselor to learn about impacts on their financial aid eligibility. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance. An approved LOA may be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of the University Registrar's website at [nova.edu/registrar/policies/leave-of-absence-policy.html](https://nova.edu/registrar/policies/leave-of-absence-policy.html).

## **2. Administrative Break in Enrollment**

An administrative break in enrollment may be voluntary, imposed by the dean, or may occur when a student is absent for 20 percent or more of any course (including didactic and experiential).

A student requesting a voluntary administrative break in enrollment must complete the proper paperwork obtained from the Office of Student Services. Additionally, a student must meet with a counselor in the Office of Student Financial Assistance to establish the parameters of the student's financial aid.

The financial aid of a student on an administrative break in enrollment will be adjusted accordingly, which may require a return of previously disbursed money. A student will not be able to obtain financial aid during an administrative break in enrollment regardless of the reason for the administrative break in enrollment.

During an administrative break in enrollment, the student must follow the prescribed instructions and requirements associated with the administrative break in enrollment and, if applicable, complete rehabilitation or treatment for the reason that precipitated the necessity for the administrative break in enrollment.

To resume the program, the student may be required to meet with the associate dean of the program and show that the preestablished instructions and requirements have been met and that the student shows reasonable likelihood that previous problem(s) will not recur and is eligible to resume the program.

## **3. Course Status During an Administrative Break in Enrollment**

In cases of withdrawal from a course, the student must repeat the course in its entirety during the next course offering, after returning from administrative break in enrollment, and will receive the earned grade. Until the course is repeated, the student may not progress to the next class year of study. If a student did not begin a course during the semester in which the student begins the administrative break in enrollment, the course will not be reflected on the student's academic record and transcript. While on an administrative break in enrollment, a student is not eligible to attend any class or laboratory session, make up incomplete class work, or take any class examinations.

A student who has been scheduled for one or more remediation examinations, or one or more course retakes, is not eligible to take an administrative break in enrollment except for documented medical reasons or for special circumstances approved by the dean's office.

A student requesting an administrative break in enrollment beyond one year in length must reapply to the program. (See Readmission Policy.)

#### **4. Return from Leave of Absence/Administrative Break in Enrollment**

A student on a leave of absence or an administrative break in enrollment must communicate the intent to return, in writing, to the associate dean of the student's program no later than 30 business days (excluding school holidays and weekends) prior to the beginning of the semester start date. Any outstanding requirements must be met prior to being eligible to resume classes or experiences. A student on a leave of absence or administrative break in enrollment foregoes any tuition refund, if applicable.

A student who was withdrawn from coursework during the administrative break in enrollment will have to repeat all courses in their entirety during the next course offerings and may not progress to the next class year of study until all such coursework is successfully completed.

A student who was not withdrawn from coursework during the administrative break in enrollment will be expected to take all missed examinations and complete any required coursework according to a schedule determined by the Office of Academic Services in consultation with the involved course director(s). Once these courses are completed, the grade(s) of progress (*PR*) will be replaced with the earned grade(s).

A student, who was withdrawn from pharmacy practice experiences (IPPEs or APPEs) during the administrative break in enrollment, will have to repeat all rotations in their entirety, as scheduled by the Office of Experiential Education.

A student, who was not withdrawn from pharmacy practice experiences (IPPEs or APPEs) during the administrative break in enrollment, will be expected to complete any required assignments, according to a schedule determined by the Office of Experiential Education. Once these requirements are completed, the grade(s) of progress (*PR*) will be replaced with the earned grade(s).

If the student is under review for a disciplinary action or has a disciplinary action imposed at the start of the administrative break in enrollment, the student may resume the program with a disciplinary action imposed at the beginning of the student's resumption for a stated period of time. All decisions made by the dean concerning a student's ability to return following an administrative break in enrollment are final.

#### **5. Leave of Absence Records**

Leave of absence records and the date of each determination shall be placed in the student's academic record.

### **Registration**

Students on academic or disciplinary probation must meet with the academic adviser at their home campus and complete a Student Transaction Form to manually register for classes. All other students should complete their semester registration online via Self-Service Banner during the scheduled registration period and prior to the first day of classes for the semester in which the students are planning to attend. Students must be registered to attend classes and experiential education sites. Students who fail to register prior to the start of the semester will be administratively dropped from assigned pharmacy practice experiences in PEPrx and will not be allowed to attend classes or have access to Canvas or other class-related activities.



## Adding a Course

Students may add courses only during the drop/add period of the semester. Refer to the college academic calendar in SharkLink.

## Maximum Number of Credits per Semester

Pharm.D. students—24 credits

Ph.D./M.S. students—15 credits

This policy may be waived under the following exceptions:

- with written permission from the associate dean of the student's program
- approved students in concurrent degree programs

## Transfer Credit

Requests for transfer credit must be submitted, in writing, to the associate dean of the student's program prior to matriculation. The request must include an official transcript containing the course title, the final course grade, and a course syllabus. Transfer credit will only be considered for courses designated with a graduate-level course number that were passed with a minimum grade of *B* from a regionally accredited school. Credit will not be transferred if previous credit was used to earn a degree from the granting institution, nor exceed two-thirds of the required credits to complete the degree program.

The associate dean of the student's program will evaluate the courses and determine appropriate credits. Pharm.D. students must complete a minimum of 30 credit hours of didactic coursework, and all advanced pharmacy practice experiences (APPEs) must be completed at NSU.

## Withdrawals/Drops from a Course for Grading Purposes

Any course dropped within the drop/add period of each semester will not be reflected on the transcript.

Outside of the drop/add period, a student may withdraw from a course, introductory pharmacy practice experience (IPPE), or advanced pharmacy practice experience (APPE) by 5:00 p.m. on Monday of the third week of the course or experience. A student withdrawing from an advanced pharmacy practice experience may not repeat that same experience (same course number) during that semester. No refunds or credits will be given.

A Student Transaction Form must be completed and submitted to the Office of Academic Support Services, or the program office, for all withdrawals.

## Withdrawal from the Barry and Judy Silverman College of Pharmacy

Students who wish to withdraw from the Silverman College of Pharmacy must submit a letter to the associate dean of the student's program, outlining the reasons for withdrawal. The letter must be

accompanied by a completed Student Transaction Form with the last day of attendance in class noted. If approved, the student will receive a grade of *W* (withdrawal passing) or *F* (withdrawal failing) for each course, depending on the earned grade in each course at the time of the withdrawal. Failure to submit the letter and form may result in a failing grade for all courses registered for that term. The student also forgoes any tuition refund.

## Readmission Policy

A student who is dismissed, withdraws, or fails to return after an approved leave of absence or administrative break in enrollment from the Silverman College of Pharmacy may not apply for readmission for a class starting less than 12 calendar months after the date of dismissal, withdrawal, or last date of attendance. The student may only reapply as a first-year student. To be considered for readmission, the candidate must provide adequate evidence that the conditions and/or factors that caused the prior dismissal or withdrawal have changed significantly, so that there is reasonable expectation that the applicant can perform satisfactorily if readmitted.

Students withdrawn from NSU due to academic inactivity, and seeking readmission to their academic program, will be required to petition their specific college or academic program for readmission. Applicants for readmission must follow the same application procedure as any other entering student. The student's prior academic records will remain part of the student's overall academic record and will be recorded on the permanent transcript.

## Roster Reconciliation

University policy requires that faculty members reconcile and validate the accuracy of their class rosters during the second week of the semester, as determined by the approved academic calendar, to confirm that each registered student is attending class. Each course coordinator will require students to communicate their attendance in the course either via an attendance roster and/or an assignment. Students deemed as a nonattender will be dropped from the class roster by the Office of the University Registrar.

Students who believe they were reported in error as nonattenders must communicate with the instructor, who is the only one able to correct the record. Faculty members must email [rostrec@nova.edu](mailto:rostrec@nova.edu) to request a student be left on the class roster who was originally reported as not in attendance.

## Attending Class at a Different Campus

Students wishing to attend classes at a campus other than their home campus must have prior approval from the Office of Student Affairs/Services designee at their home campus and the host campus. The request must be submitted to the Student Affairs/Services designee at the home campus, in writing, at least two business days (excluding school holidays and weekends) in advance of the date of attendance at a host campus. If approved, the course coordinator and Office of Student Affairs/Services designee at the host campus will be notified by the Office of Student Affairs/Services designee at the home campus.

## Request for Campus Transfer

Pharm.D. students requesting a permanent campus transfer must complete a Request for Campus Transfer Form outlining the reason for the request between April 1 and April 15 of their first or second academic year. Applications are accepted only during the dates listed and are reviewed on a case-by-case basis, not on a first-come, first-served basis. Students must meet with the assistant dean, director of student affairs/services, or director of academic support services at their home campus to discuss and submit a request. Approved transfers will be effective in the following fall semester only. Submission of a request does not guarantee approval.

## Data Change Form

NSU students may use the electronic Data Change Form, located on the registrar's website, to change name, address, gender, social security number, individual taxpayer identification number, date of birth, or other. Supporting documentation is required. Visit [nova.edu/registrar/services](https://nova.edu/registrar/services) for more information.

NSU's Silverman College of Pharmacy students must also

- email [phss@nova.edu](mailto:phss@nova.edu) a copy of the data change form
- update their PEPrx record
- notify National Association of Boards of Pharmacy of any name change or change of address—failure to do so may affect eligibility for licensure examinations

## Computer Requirements

All students must meet the requirements outlined below. Requirements are subject to change as the curriculum, and the technology used in its delivery, evolve. It is the student's responsibility to ensure the device continues to meet the published minimum system requirements. Visit [examsoft.com/resources/examplify-minimum-system-requirements](https://examsoft.com/resources/examplify-minimum-system-requirements) to learn more about these requirements.

### Required Devices

#### 1. Laptop

Students entering NSU's Silverman College of Pharmacy **must** purchase any personal computer (PC) or Macintosh (Mac) laptop that meets the minimum system requirements. The PC or Mac laptop must have an integrated or external USB microphone and webcam. The minimum system requirements are to ensure the device is compatible with the Silverman College of Pharmacy's testing platform, Exemplify (ExamSoft testing application). For the most up-to-date minimum system requirements, visit [examsoft.com/resources/examplify-minimum-system-requirements](https://examsoft.com/resources/examplify-minimum-system-requirements). Students are highly encouraged to purchase extended warranties or accidental coverage to protect the device.

## 2. Nonprogrammable Scientific Calculator

Students must have a personal, nonprogrammable scientific calculator (e.g., TI-30Xa) for in-class and homework purposes. Personal, nonprogrammable scientific calculators are permitted on specific examinations. Virtual calculator is enabled in Exemplify (ExamSoft testing application) for examinations.

### Required Accessories

#### Privacy Screen

Privacy screens **must have a maximum restricted viewing angle of 60 degrees at the brightest setting** and must be used during examinations and per instructor request.

### Optional Devices

#### Tablet

A tablet (e.g., iPad or Microsoft Surface tablet) is NOT required, but students may wish to purchase one as a supplemental device. However, students must have a PC or Mac, which will be the primary device used for course exams in Exemplify (ExamSoft testing application).

### Software

#### Required Software Installation

Students must install the following software on their required computing device:

<b>Exemplify</b>	Exemplify is licensed by NSU's Silverman College of Pharmacy to deliver most examinations. Students must install and maintain a current version of Exemplify on their required device for use during electronic examinations.
<b>Respondus Lockdown Browser</b>	Respondus is licensed by NSU to deliver some Canvas quizzes.
<b>ProctorU</b>	ProctorU is used by the National Association of Boards of Pharmacy to deliver the Pharmacy Curriculum Outcomes Assessment® (PCOA®) in the P3 winter semester. For more information, and to ensure your device is compatible, visit <a href="https://support.proctoru.com/hc/en-us/articles/115011772748-Equipment-Requirements">support.proctoru.com/hc/en-us/articles/115011772748-Equipment-Requirements</a> .
<b>Zoom</b>	Zoom is licensed by NSU to deliver online course content and for virtual meetings.
<b>Adobe Acrobat Reader</b>	Adobe Acrobat Reader is required to view examination attachments and other course-related content.
<b>Microsoft Office 2016 or Greater</b>	Microsoft Office 365 is free for NSU students. For more information, visit <a href="https://sharkfins.nova.edu/office-365-student-advantage-2">sharkfins.nova.edu/office-365-student-advantage-2</a> .
<b>Alternative Browsers</b>	Mozilla Firefox and/or Google Chrome Internet browsers may be used.

<b>Up-To-Date Antivirus/Antimalware Software</b>	NSU recommends antivirus protection. Windows 10 and Windows 11 have built-in Windows Defender.
<b>Other</b>	Other cloud-based or iOS/Android software, such as Poll Everywhere and Kahoot!, may also be used within courses. Students are expected to comply with requests to install software used for educational purposes.

## Restrictions

### Incompatible Devices and Restricted Software

The following are not compatible with Examplify (ExamSoft testing application):

<b>Chromebook Laptops</b>	Chromebook laptops are not compatible.
<b>Android Devices</b>	Android devices are not compatible.
<b>Linux Operating Systems</b>	Devices with Linux operating systems are not compatible.
<b>Windows RT Operating System</b>	Devices with Windows RT operating system are not compatible.
<b>Windows 10S Operating System</b>	This version of Windows is not supported in our testing platform. Before purchasing, please ensure the device can run Windows without S mode. For more information, visit <a href="https://help.examssoft.com/s/article/Set-Up-Your-Microsoft-Surface-Pro-to-Run-Windows-10">help.examssoft.com/s/article/Set-Up-Your-Microsoft-Surface-Pro-to-Run-Windows-10</a> .
<b>Virtual Machine Software</b>	Virtual operating systems such as Microsoft's Virtual Machine, Parallels, VMware, VMware Fusion, or any other virtual environments are not compatible.

## Policy on Examinations

The college's Professional Standards state that student pharmacists must demonstrate compassion, integrity, and a concern for others. This requires a professional and ethical demeanor appropriate to educational level, responsibility for personal actions, and emotional stability under stressful conditions that may come from their professional education.

This examination policy was designed with these standards in mind and with input from faculty members and students. The policy's purpose is to provide expectations for student conduct related to examinations and ensure examinations given at the Silverman College of Pharmacy are adequately and consistently administered and supervised to minimize opportunities for dishonesty. Aside from maintaining academic integrity, examination procedures prepare students for the stringent expectations of the professional licensure process.

Students should be empowered to uphold the highest degree of academic integrity and to expect the same of their classmates. It is understood that not every possible scenario regarding academic integrity can be covered within a policy; therefore, the college and its faculty members may take reasonable measures to enforce the spirit of this policy in keeping with the expectations of society and the profession of pharmacy.

This policy is in effect for all examinations given within the Doctor of Pharmacy program.

## Student Expectations

1. Students will adhere to the Pharm.D. Student Examination Policy and Code of Conduct during all examination-related activities. This includes, but is not limited to
  - a. examination sessions (the examination session starts as soon as students enter the room)
  - b. examination reviews (group or individual)
2. Students will follow all examination procedures as outlined in the Pharm.D. Student Examination Procedures (see Pharm.D. Student Examination Procedures section).
3. Students will bring all required materials to each examination session (see Examination Materials section).
4. Students will avoid wearing restricted attire and leave all restricted items at home or in a closed bag at the front of the examination room. Students wearing restricted attire or possessing restricted items may be penalized (see Restrictions and Examination Penalties sections).
5. Students will attend all examinations. Absences (and subsequent makeup examinations) require appropriate documentation and approval from the Office of Student Services.
6. Students will be on time for examinations. Students arriving after the password is shared in the examination room will be restricted from taking the examination and/or be subject to penalty (see Examination Penalties section).
7. Students will behave professionally and show respect for classmates and proctors. Disruptive students may be dismissed from the examination.
8. Students will comply with proctor requests to turn out pockets, remove jackets, change position, or provide other means to demonstrate compliance with the examination policy. All items are subject to inspection.
9. Students are not permitted to swap assigned seats with other students. Students will stay in their assigned seats until their examination is completed unless otherwise directed by the proctor. If there is a need to communicate with a proctor, students should raise their hands.
10. Students will report acts of academic dishonesty during an examination as soon as possible, as follows:
  - a. Students should alert a proctor, when possible, so the proctor may assess the situation.
  - b. If academic dishonesty is suspected, the proctor will alert the course coordinator. Cases of suspected dishonesty will be referred to the assistant dean of Accreditation and Assessment and assistant dean of Student Services for further evaluation, which may result in referral to the Student Professional Conduct Committee (SPCC).

## Examination Materials

### Required Materials

Students must have the following items at their seat:

- required computing device as outlined in the Computer Requirements section
- privacy screen
- NSU student identification card (driver's license or passport may be presented as an alternative form of identification)

### Allowed Items

Students may have the following items at their seat:

- power adapter
- clear water bottle devoid of markings or labels
- computer mouse
- pen or pencil
- scratch paper (provided only by the proctor; students will not supply their own scratch paper)

The following items may only be used when directed by the course coordinator:

- nonprogrammable scientific calculator (with cover removed; e.g., TI-30Xa calculator)
- pre-authorized reference materials

## Restrictions

### Restricted Attire and Items

- bulky coats or hoodies with pockets (students are instead encouraged to dress in layers, ideally in sweaters/light jackets)
- white coats (students must leave their white coats at front of the examination room with personal belongings)
- hats and/or headwear/coverings (unless for approved medical or religious reasons)
- backpacks/purses (students are to leave their backpacks/purses in the front of the examination room with other personal belongings)
- bracelets (unless for religious reasons)
- watches (regardless of type)

- activity-tracking devices (e.g., Fitbit, Garmin)
- food (unless if permitted for medical/other reasons) and drinks (other than water in a clear container/tumbler), water bottles with unauthorized writing
- pencil cases
- unauthorized reference materials or resources (e.g., books, loose paper, “cheat sheets”)
- electronic devices (all devices must be turned OFF and left in bags at the front of the room)
  - a. cell phones
  - b. additional computing device other than the device the student is testing on
  - c. programmable/graphing calculators
  - d. earbuds, headphones, noise-canceling headphones (medical approved hearing devices, foam and cotton ear plugs are permitted)
  - e. any other devices capable of storing/transmitting/receiving information

## **Examination Penalties**

Course coordinators may apply the following penalties for examination policy violations:

For a minor infraction (no apparent intention of academic dishonesty), the coordinator may impose a penalty of a 10 percent deduction from the student’s earned exam score. Examples are possessing and/or wearing restricted items/attire (see the Restricted Attire and Items section above), failure to use a privacy screen during an examination, and failure to provide appropriate identification (e.g., NSU I.D. or driver’s license).

For a major infraction (likelihood of or evidence of academic dishonesty, the coordinator may invalidate the student’s exam score (exam score of 0). Any concerns regarding academic dishonesty will be referred to the SPCC.

Violations of the Code of Conduct will be referred to the SPCC. Students may have additional penalties imposed by the SPCC in keeping with the Code of Conduct and university policy.

## **Emergency Evacuation**

If a fire alarm or other emergency condition occurs during an examination at any site, the students will immediately leave the exam room and proceed to a designated area per campus instructions. Students at the site being evacuated will be rescheduled for a makeup examination.

## **Pharm.D. Student Examination Procedures: Exemplify**

### **Examination Preparation**

1. Review syllabus/Canvas for examination details, including examination time and authorized materials.



2. Check Exemplify to make sure your device has the latest version installed.
3. Download the examination file at least 24 hours before scheduled examination.
4. Gather all required materials.
  - a. required computing device (laptop or iPad)
  - b. privacy screen
  - c. university student identification card
  - d. pen or pencil
5. Gather any optional items you wish to use.
  - a. charging cord
  - b. computer mouse
  - c. clear water bottle (without labels)
6. Gather any additional authorized materials approved by the course coordinator.
  - a. nonprogrammable scientific calculator (with cover removed; e.g., TI-30Xa calculator)
  - b. formula sheet
  - c. other authorized resources

## **Preexamination**

1. The examination session begins as soon as the student enters the room. No notes, resources, or messaging applications may be accessed or reviewed once students enter the room. The only application that may be open on students' devices is Exemplify.
2. Place personal belongings, including white coats and all restricted attire/items (see Restrictions section), at the front of the room. Phones and smartwatches should be turned off, and items should be contained within a closed bag. Remove any coverings on laptops/iPads, if applicable.
3. Ensure a privacy screen is attached to your laptop prior to finding your assigned seat. iPads without privacy screens must be laid flat on the desk.
4. Go to your assigned seat. Students are not permitted to swap assigned seats.
5. Place your student I.D. next to your computing device in a location that is easily viewable by the proctor(s).
6. Review the Item Check slide projected/displayed on the board and double-check yourself for restricted attire/items.
7. Open Exemplify and proceed to the password screen.
8. Sit quietly and wait for the proctor to start the examination.

## **Examination Start**

1. Enter the examination password into Exemplify.
2. Start the examination.

## **During Examination**

1. Keep your device straight in front of you and keep your gaze directed to your area.
2. If you feel there is a problem with a question, email the course coordinator after the examination.  
No questions regarding examination content will be answered during the examination. Items are reviewed by the course coordinator after the examination and adjustments are made when warranted.

## **Examination End**

1. Submit your examination in Exemplify by following the on-screen prompts, reconnecting to Wi-Fi, and uploading the examination file. Once the exam file is successfully uploaded, a green upload confirmation screen will appear.
2. Quietly, gather your device, scratch paper, and seating cards (if applicable) and walk to the proctor at the front of the examination room.
3. Show the green upload confirmation screen to the proctor and tap on “return to dashboard.”
4. Turn in scratch paper, seating cards (if applicable), and any approved paper materials (e.g., formula sheet).
5. Quietly, pack belongings and leave the examination room when the proctor signals.

## **Policy on Reviewing Examinations**

In order that examinations may be a learning experience, as well as a means of evaluation, all examinations will normally be made available to the students no later than one week after the examination. At the discretion of the course coordinator, students may request to review their examination up to one week after the grade is posted in Canvas.

## **Final Grades**

At the end of each course, after review by the department chair, the course coordinator submits to the associate dean of the student’s program a final grade for each student. Once reviewed, the grades are released to the students by the course coordinator.

## Grading Scale

Percentage Range	Letter Grade	Quality Points
92.50–100%	A	4.00
89.50–92.49%	A-	3.75
86.50–89.49%	B+	3.50
82.50–86.49%	B	3.00
79.50–82.49%	B-	2.75
76.50–79.49%	C+	2.50
72.50–76.49%	C	2.00
69.50–72.49%	C-	1.75
Below 69.50%	F*	0.00
Reexamination	C-	1.75
No Progress	NPR	0.00
Pass Honors	PH	0.00
Pass	P	0.00

Additional Grades: *I* (Incomplete), *W* (Withdrawn), *AU* (Audit), *PR* (Progress), and *TR* (Transfer)

Students in the Pharm.D. and M.S. in Pharmaceutical Affairs programs must achieve a minimum grade of C- (69.50–72.49%) to pass a course. Students in the Ph.D. and M.S. in Pharmaceutical Sciences programs must achieve a minimum grade of B- (79.50–82.49%) to pass a course. Grade assignment is made using the policy above, and **no exceptions** will be made in situations where a student grade is close.

*\*Failed courses should be repeated the next time they are offered in the curriculum and no later than the next academic year. Postponement in retaking a course may result in a later graduation date.*

## Remediation Policy

### Remediation by Reassessment

Students earning a failing grade (< 69.50%) in a course within the Pharm.D. program may remediate one course per semester by reassessment through a cumulative examination or other assessment method (e.g., performance-based assessment, capstone assignment, etc.). Remediation by reassessment is a privilege, not a right, and the offer of a remedial examination is determined by the associate dean of the student's program. Decisions regarding a student's eligibility for remediation by reassessment are made at the end of each semester following calculation of all semester final grades.

Students may be eligible if

- the grade earned in a failed course is 59.50% to 69.49%, and
- the semester GPA is  $\geq 2.0$ .

Students are ineligible for remediation by reassessment if

- they fail three or more courses in a given semester, or
- they have taken three remedial examinations since matriculation into the program, or
- their semester GPA is < 2.0, or
- they fail a repeated course.

A successful remediation by reassessment will result in a grade change from *F* to *C-* and recorded as such on the student transcript. An unsuccessful remediation attempt will not count as a second course failure; instead, the original failing grade earned will remain on the transcript.

It is the students' responsibility to be available on the date and time the remediation examination/reassessment is scheduled. Students who miss a remediation examination will not be offered a makeup examination and will receive a grade of zero for the examination.

## Course Repetition

Students failing a course who are ineligible for remediation by reassessment, or who earn a failing grade (< 69.50%) on the remediation reassessment, will be required to repeat the course the next time it is offered. The course may also be taken at a regionally accredited institution or academic unit within NSU after review of the course syllabus, and the associate dean of the student's program, in consultation with the course coordinator, determines the equivalency of the course to the Silverman College of Pharmacy course it will be replacing. Prior to registering for an equivalent-approved course outside of NSU's Silverman College of Pharmacy, the student must obtain approval from the associate dean of the student's program.

Repetition of a previously failed course does not remove it from the total failures permitted over the course of the program. If the student fails on the second attempt through course repetition, the student will be ineligible for remediation by reassessment and will be dismissed from the program (refer to Academic Dismissal Policy).

## Audit Policy

The privilege of taking classes on a noncredit basis is available to students. Maximum credit hours are not to exceed the allowable credit hours for the program. Auditing a course requires registration, which must be completed during the standard registration period. The practice of "sitting in" on classes (attending, with or without participation, classes for which the student is not registered and paying fees) **is not allowed**.

Auditing a course carries full rights of class participation and instructor appointments and offers no academic credit. Although an instructor may require that the student complete graded assignments and examinations, only an AU (Audit) grade is assigned. Subsequent credit for the course is not available through any means (e.g., registration may not be changed from audit to credit; a student may not enroll at a future time for the audited course). Students must complete the Course Audit Request Form, which is available from their program office.

## Student Records

### Transcripts

Each student's academic achievement is reviewed each semester via the student's academic transcript. It is the responsibility of the student to review the transcript via Self-Service Banner and report any errors to the program office or the Office of Academic Support Services.

The transcript includes

- grades earned
- academic honors
- deficiencies (incompletes, failures, probation, dismissal, etc.)
- semester and cumulative grade point average (GPA)
- withdrawals

### Transcript Requests

Refer to NSU's website for information on requesting transcripts—[nova.edu/registrar/services](https://nova.edu/registrar/services).

## President's List

Pharm.D. students in good academic standing with a credit load of 12 or more credits (8 or more credits for final-year students) and a minimum cumulative GPA of 3.8 on a 4.0 scale of their class year are placed on the President's List for that semester. A letter of commendation is sent from the president to the student, and the honor is recorded on the student's official transcript.

## Dean's List

Pharm.D. students in good academic standing with a credit load of 12 or more credits (8 or more credits for final-year students) and a minimum cumulative GPA between 3.6 to 3.79 on a 4.0 scale of their class year are placed on the Dean's List for that semester. A letter of commendation is sent from the dean to the student, and the honor is recorded on the student's official transcript.

## Academic Standing

There are five major classifications for student academic standing: good academic standing, satisfactory academic progress, academic probation, academic suspension, and academic dismissal. Passed reexaminations are not considered course failures in determining academic standing. Students on academic probation are expected to limit extracurricular activities and hours of employment.

## Good Academic Standing

A student in good academic standing is defined as one who passes all courses and maintains a minimum cumulative and semester GPA of 2.0 in the Pharm.D. or M.S. in Pharmaceutical Affairs programs and 3.0 in the Ph.D. or M.S. in Pharmaceutical Sciences programs.

## Satisfactory Academic Progress

A student making satisfactory academic progress (SAP) is defined as one who has passed at least 66.7 percent of attempted credits; successfully passes any repeated courses; and is on track to complete the degree program in no more than six years for entry-level students, five years for advanced-standing students, two years for M.S. in Pharmaceutical Affairs students, four years for M.S. in Pharmaceutical Sciences students, and seven years for Ph.D. students.

Students receiving federal or state aid must meet all SAP requirements to be eligible for federal and/or state financial aid. For more information visit [nova.edu/financialaid/eligibility/satisfactory-academic-progress.html](https://nova.edu/financialaid/eligibility/satisfactory-academic-progress.html).

## Academic Probation

Any one of the following will result in academic probation:

- semester GPA below 2.0 for the Pharm.D. or M.S. in Pharmaceutical Affairs programs and below 3.0 in the Ph.D. or M.S. in Pharmaceutical Sciences programs
- failure of or withdrawal from any didactic or experiential course
- repeating an academic year

Students on academic probation will remain at that status until their semester GPA is raised appropriately and failed courses are successfully remediated. While on academic probation, students are prohibited from

- registering for classes online via Self-Service Banner and must meet with an academic adviser at their campus each semester in order to register
- holding an office or being elected in any student and/or college-sponsored organization
- being elected to any honorary or other school organizations

Students on academic probation are expected to seek assistance, limit extracurricular activities, and limit or discontinue hours of employment to have the best chance of academic success in the program.

The Offices of Student Affairs/Services and Academic Support Services will be notified accordingly. Other activities may be restricted by the associate dean of the student's program. Students on probation will be notified via NSU email and by certified mail.

## Academic Dismissal

Any one of the following will result in academic dismissal:

- cumulative GPA below 2.0 for the Pharm.D. and M.S. in Pharmaceutical Affairs programs and below 3.0 in the Ph.D. or M.S. in Pharmaceutical Sciences programs

- failure of three or more courses or 66.7 percent of attempted credits in one semester in the Pharm.D. program
- failure of two or more courses or 66.7 percent of attempted credits in one semester in the Ph.D. or M.S. programs
- failure of four or more courses during a student's academic enrollment in the Pharm.D. program
- failure of three or more courses during the student's academic enrollment in the Ph.D. or M.S. programs
- failure of any repeated course
- remaining on academic probation for more than one year with continuing failures
- students in the Ph.D. program who are placed on probation twice during their academic program
- more than six academic years to complete the entry-level program
- more than five academic years to complete advanced-standing program
- more than four years to complete the M.S. in Pharmaceutical Sciences program
- more than two years to complete the M.S. in Pharmaceutical Affairs program
- more than seven years to complete the Ph.D. program
- determination by the dean that there are factors that would interfere with or prevent the student from attaining expected professional standards, including, but not limited to, legal, moral, behavioral, ethical, or academic dishonesty or professional misconduct

Letters of dismissal shall be communicated via NSU email and by certified mail to the student and will outline the reason for the decision. Dismissed students will be administratively dropped from all Silverman College of Pharmacy courses and will not be allowed to continue in classes in the upcoming semester. The student is responsible for notifying the appropriate board of pharmacy of the change in status and nullify the student's pharmacy intern license, as well as contacting any outstanding loan agencies regarding the change in status.

## Academic Suspension

Suspension bars a student from attending school for a defined period of time if, in the opinion of the dean, the student has deviated from the academic standards established by the college.

Students who successfully appeal a dismissal from the college will be placed on academic suspension and must wait until the appropriate courses are offered again before returning to the college.

The college reserves the right—and the student, by the student's act of matriculation, concedes to the college the right—to require withdrawal, probation, suspension, or dismissal, at any time the college deems it necessary to safeguard its standards of scholarship, professional behavior, and compliance with regulations, or for such other reasons as deemed appropriate. Students on suspension will be notified via NSU email and by certified mail.

## Academic Promotion

Promotion is defined as progression from one student level to the next. A student will be promoted to the next level if the student has

- satisfactorily completed all courses in that academic year
- maintained satisfactory academic progress, with a minimum cumulative GPA of 2.0 for the Pharm.D. or M.S. in Pharmaceutical Affairs programs and 3.0 in the Ph.D. or M.S. in Pharmaceutical Sciences programs.

Pharm.D. students will be classified as first-year (P-1) students until all first-year courses have been satisfactorily completed. This same standard applies to second-, third-, and fourth-year students.

Pharm.D. students must successfully complete all didactic and elective courses, assessments, and introductory pharmacy practice experiences (IPPE), before being eligible to begin APPEs.

Ph.D. students must successfully complete all first- and second-year courses prior to taking required comprehensive exams and assessments.

## Extended Students

Students who have finished the academic year, but have not successfully completed all of the courses in the respective year, are classified as extended students if their original graduation date is extended.

Students on an extended program may be eligible to request a one-semester tuition reduction. The dean will only consider tuition reductions on a case-by-case evaluation for students in good academic standing who have not had additional failures while on an extended program. The tuition reduction, if approved, will be applied during one of the semesters of the student's last year of the program.

## Graduation Requirements for the Pharm.D. Program

Degrees are awarded upon successful completion of the curricular requirements and when the faculty members believe the students have attained sufficient knowledge, skills, maturity of thought, proficiency, and professionalism. If a student fails to graduate, the student does not necessarily fail in any one subject, but is judged by the faculty members to be unqualified for the practice of the health profession as a whole.

To receive a Pharm.D. degree, every student must fulfill the following requirements:

1. Student must successfully complete all curricular requirements within six academic years for entry-level students or five academic years for advanced-standing students with a minimum cumulative GPA of 2.0 on a 4.0 scale.
2. Transfer students require a minimum of 30 credit hours of didactic coursework and all APPEs completed at Nova Southeastern University.
3. Student must submit to the registrar's office an Application for Degree/Diploma by the posted deadline of the anticipated year of graduation. (Applications received after the due date will not be considered for that year's commencement ceremony.)



4. Student must be of good moral character.
5. Student must attend the commencement program.
6. Student must satisfactorily fulfill all financial, library, and university obligations (to receive credentials).
7. Students must receive approval by a Silverman College of Pharmacy faculty vote.

Students who do not meet the above requirements will not receive credentials, nor will the National Association of Boards of Pharmacy be notified of program completion to take the licensing examinations.

## Graduation with Honors

Pharm.D. students with a cumulative GPA of 3.8 to 4.0 on a 4.0 scale will receive a diploma inscribed with highest honors. Students with a cumulative GPA of 3.6 to 3.79 on a 4.0 scale will receive a diploma inscribed with honors.

## Licensure Examinations

Applications for licensure within the state of Florida may be obtained through the Florida Board of Pharmacy's website ([floridaspharmacy.gov](http://floridaspharmacy.gov)). Applications for licensure from other states may be obtained from that state's respective board of pharmacy website. Each state has different requirements. Students pursuing licensure must also apply for eligibility for the North American Pharmacist Licensure Examination® (NAPLEX®) and the Multistate Pharmacy Jurisprudence Examination® (MPJE®) through the National Association of Boards of Pharmacy ([nabp.pharmacy/programs/examinations](http://nabp.pharmacy/programs/examinations)).

Applications for states other than Florida should be submitted to the assistant dean of Accreditation and Assessment with a cover letter explaining which sections need to be completed by the school and where the application should be sent (i.e., directly to the respective board of pharmacy office or returned to the student). Documentation will not be completed until after degree conferral.

# Grade Disputes, Grievances, and Appeals

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## Grading Disputes and Appeals Policy for Grading Disputes

Matters regarding grading disputes shall include all concerns related to specific grades received or the processes by which grades are determined. In all appeals regarding a grading dispute, the decision of the dean is final.

A student seeking to dispute a final grade through the administrative channels above must initiate such action, in writing, within 30 days from the date the grade is recorded at the registrar's office. Review

of a student complaint at each administrative level, listed below, will be carried out as expediently as possible. If the student is not satisfied with the decision, the student may appeal to the next administrative level. If the student chooses to continue to appeal, this must be done, in writing, within 10 business days (excluding school holidays and weekends) of the date the decision was rendered. No administrative grade changes will be accepted 60 days after the grade is recorded (unless a grade review is still active).

A student experiencing difficulty in negotiating the grading dispute appeals process should seek guidance from a college administrator.

### **Classroom Grade**

A student seeking to appeal a decision regarding a classroom grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

1. course instructor
2. course coordinator
3. department chair
4. associate dean of the student's program
5. dean (final level of appeal)

### **Experiential Grade**

Pharm.D. students seeking to appeal a decision regarding an experiential grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

1. preceptor of record
2. director of Experiential Education
3. associate dean of Professional Program
4. dean (final level of appeal)

### **Nongrading-Related Grievance(s)**

Any student has the right to seek redress of a nongrading-related grievance(s) with immunity from disciplinary action or retaliation. (See Regulations of Title VI, Title IX, the Americans with Disabilities Act, and section 504 of the Rehabilitation Act.) Silverman College of Pharmacy students must follow the procedures outlined below.

1. The student will present the grievance to the assistant dean of Student Services, or designee, to work with the faculty member to affect a resolution of the problem. If unable to reach a resolution to the problem, the assistant dean of Student Services, or designee, will then consult with the chair of the department or the assistant dean of the student's campus, if applicable. If the chair/assistant dean cannot affect a resolution, the grievance should be moved to the associate dean of the student's program. In the event a suitable resolution is not achieved, the student will be advised to move the grievance to the Student Professional Conduct Committee (SPCC).

2. The student will be advised to prepare a written, signed request to the chair of the SPCC, setting forth the grievance and requesting a hearing with the committee.
3. Copies of appropriate and relevant documentation must be appended to this request, which will include a statement to redress the student requests.
4. The chair of the SPCC shall convene the committee after receipt of a written request. See SPCC section.

## **Student Professional Conduct Committee**

The Silverman College of Pharmacy Student Professional Conduct Committee (SPCC) addresses student violations of the student handbook. The SPCC submits recommendations to the dean on disciplinary actions.

Proceedings to determine whether a student has violated a regulation, policy, law, behavior, or engaged in academic misconduct of the college shall conform to the following protocols and processes:

### **1. Membership**

The SPCC shall consist of the designees from the Silverman College of Pharmacy. One member will be designated as the chair of the committee by the dean of the Silverman College of Pharmacy. One representative from Student Services (or Student Affairs) from the student's home campus will attend the hearing but will not participate in the voting. The chair may request the attendance of the associate dean of the student's program or the assistant dean of the regional campus, when appropriate, in an advisory capacity only.

### **2. Hearing Guidelines**

Upon receipt of a written request, the chair of the SPCC shall convene the committee.

The hearing shall be internal, private, and closed to nonuniversity persons. Nonuniversity 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 Silverman College of Pharmacy. The student will be afforded a full and fair opportunity to present to the committee, with supporting documentation, and to respond to relevant questions posed by committee members.

The student will be notified at least 10 business days (excluding school holidays and weekends) of the date, time, and place of the meeting via the student's NSU email account and certified mail to the student's last-known address.

If necessary, the student will provide the chair with a written list of any witnesses no later than two business days (excluding school holidays and weekends) before the hearing date. Only witnesses with direct information will be considered. The student is responsible for ensuring the presence of any witnesses.

### **3. Hearing Protocol and Process**

- The SPCC hearing will proceed under the direction of the chair.
- A quorum must be present to convene the meeting and will be constituted by a simple majority of the voting membership including the chair (>50% of the committee members).

- The chair will convene the hearing with only committee members present.
- The chair will advise the committee members of the charge(s) or the grievance being heard, review the evidence, respond to any questions, and provide opportunity for any additional input from ex-officio members.
- Summary notes of the hearing must be taken by the chair.
- If present, witnesses will be called individually by the committee, introduced, and questioned. Witnesses may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student. Witnesses may be asked to remain outside the hearing room for later recall or dismissed at the committee's direction.
- The committee will have the option of calling additional witnesses.
- When all evidence has been heard and witnesses have been questioned, the chair will call the student into the hearing room.
- The student will be present only during the student's testimony and shall not be present during the questioning of any witnesses.
- The chair will introduce the student to the committee.
- The student will have an opportunity to present statements to the committee 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 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.

The recommendations of the SPCC and all reports, letters, and investigative records will be maintained in the files of the associate dean of the student's program for no less than five years after the date of the meeting. While SPCC recommendations and all reports, letters, and investigative records will not be maintained as part of the student's permanent records, disciplinary actions may be noted on the student's academic transcript (e.g., disciplinary probation, suspension, dismissal, etc.)

#### **4. Notification of the SPCC Decision**

The recommendation of the SPCC will be forwarded, in writing, by the chair to the dean and associate dean of the student's program. The dean may elect to agree with the committee or adjust the committee's decision. The student will be notified via the student's NSU email account and certified mail to the student's last-known address.

If the dean's decision would result in the student's dismissal or suspension from the academic program, the student may choose to appeal the decision to the college's Appeals Committee (see Appeals Committee section) within 10 business days (excluding school holidays and weekends) of the date of the notification.

## Appeals Committee

The Silverman College of Pharmacy Appeals Committee reviews, hears, and evaluates student appeals of suspension and dismissal decisions from all programs in the Silverman College of Pharmacy and, after deliberation, will make a final decision to uphold or overturn the decision. All decisions of the Appeals Committee are final and binding, and no further requests for appeal will be considered.

The committee will only review, hear, and evaluate appeals of decisions made by the SPCC in the event that

- the student has new, relevant evidence that was not available during the investigation or adjudication and that would substantially alter the outcome of the case
- information that the applicable university procedures were not followed, and the deviance would substantially alter the outcome of the case

Students appealing a suspension or dismissal from the college must submit a written appeal letter to the chair of the Appeals Committee within 10 business days (excluding school holidays and weekends) from the date of the letter advising of the dean's decision. The appeal must contain a concise statement of all relevant facts and the result sought. The letter should be delivered to the associate dean of the student's program, who will deliver it to the chair of the Appeals Committee with documentation concerning the original decision before the appeal. Any appeals not submitted to the chair of the Appeals Committee within this time frame may not be heard.

### 1. Membership

The Appeals Committee shall consist of the designees from the Silverman College of Pharmacy. One member will be designated as the chair of the committee by the dean of the Silverman College of Pharmacy. The chair of the SPCC will attend the meeting when the student is appealing an SPCC decision but will not participate in the voting. One representative from Student Services (or Student Affairs) from the student's home campus will attend the hearing but will not participate in the voting. The chair may request the attendance of the associate dean of the student's program or the assistant dean of the regional campus, when appropriate, in an advisory capacity only.

### 2. 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 nonuniversity persons. Nonuniversity 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 Silverman College of Pharmacy.

The student will be notified at least 10 business days (excluding school holidays and weekends) of the date, place, and time of the hearing via the student's NSU email account and certified mail to the student's last-known address. Any student whose presence is requested and fails to appear at the designated date and time will waive the student's right to appeal.

If requested by the committee, the student will provide the chair with a written list of any witnesses no later than two business days (excluding school holidays and weekends) before the hearing date. Only witnesses with direct information that is new and student's, and has not been presented previously to the dean or the SPCC, will be considered.

### **3. Hearing Protocol and Process**

- The Appeals Committee hearing will proceed under the direction of the chair.
- A quorum must be present to convene an official appeal hearing and will be constituted by a simple majority of the voting membership, including the chair (more than 50 percent of the committee members).
- The chair will convene the hearing with only committee members present.
- 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.
- Summary notes of the hearing must be taken by the chair.
- If present, witnesses will be called individually by the committee, introduced, and questioned. Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student. Witnesses may be asked to remain outside the hearing room for later recall or dismissed at the committee's direction.
- The committee will have the option of calling additional witnesses.
- When all evidence has been heard and witnesses questioned, the chair will call the student into the hearing room.
- The student will be present only during the student's testimony and shall not be present during the questioning of any witnesses.
- The chair will introduce the student to the committee.
- The student will have an opportunity to present the student's appeal, provide statements and evidence in defense of the alleged violation(s), summarize the student's 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 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.

### **4. Notification of the Appeals Committee Decision**

The student will be notified of the Appeals Committee's decision via the student's NSU email account and certified mail to the student's last-known address. This will be the final binding decision. No further option for appeal will be considered.

## M.S. in Pharmaceutical Affairs Program

All of the policies and procedures described for the Doctor of Pharmacy program are applicable to the M.S. in Pharmaceutical Affairs program, with the following exceptions:

- transfer credits (see narrative below)
- remediation policies (see narrative below)
- graduation requirements (see narrative below)
- licensure (not applicable)
- Introductory and Advanced Pharmacy Practice Experiences (not applicable)
- maximum number of credits: 15 per semester
- peer mentor program (not applicable)

### Transfer Credits

A maximum of 3 credits may be transferred from regionally accredited graduate institutions. All transfer credit requests for previously completed coursework must be received prior to matriculation into the program. Requests for transfer credit must be submitted in writing and include an official transcript containing the course(s) and, for each course, the final course grade, and a copy of the course syllabus. Transfer credit will only be considered for courses designated with a graduate level course number that are passed with a minimum grade of *B*. Credit will not be transferred if previous credit was used to earn a degree from the granting institution and must be approved by the associate dean. An official transcript from the institution attended must be provided before transfer credit will be formally awarded.

### Remediation Policy

Remediation of failures is based on the guidelines set forth by the program in which the student is taking cross-listed courses offered through those programs. Courses cross-listed with the Pharm.D. curriculum follow the Pharm.D. policies; courses cross-listed with the graduate curriculum follow the graduate program policies.

### Graduation Requirements for the M.S. in Pharmaceutical Affairs Program

To receive a M.S. degree, students must fulfill the following requirements:

1. Students must successfully complete the curricular requirements within two years with a minimum cumulative GPA of 2.0 on a 4.0 scale.
2. Students must be of good moral character.
3. Students must meet all financial, library, and university obligations (to receive credentials).
4. Students must submit an application for degree/diploma to the registrar's office by the posted deadline.

## Ph.D. and M.S. in Pharmaceutical Sciences Programs

All of the policies and procedures previously described for the Doctor of Pharmacy program are applicable to the Ph.D. and M.S. in Pharmaceutical Sciences programs, with the following exceptions:

- transfer credits (see narrative that follows)
- exam policies (see narrative that follows)
- remediation policies (see narrative that follows)
- graduation requirements (see narrative that follows)
- maximum number of credits: 15 per semester
- licensure (not applicable)
- introductory and advanced pharmacy practice experiences (not applicable)
- peer mentor program (not applicable)
- iPad (not applicable)

The associate dean for Graduate Programs oversees the administrative and educational components of the Ph.D. and M.S. programs.

### Transfer Credit

A maximum of 6 credits may be transferred from regionally accredited graduate institutions. All transfer credit requests for previously completed coursework must be received prior to matriculation into the M.S. or Ph.D. programs. Request for transfer credit must be submitted in writing and include an official transcript containing the course title, the final course grade, and a course syllabus. Transfer credit will only be considered for courses designated with a graduate-level course number that were passed with a minimum grade of *B*. Credit will not be transferred if previous credit was used to earn a degree from the granting institution and must be approved by the associate dean of the student's program.

All Ph.D. dissertation research must be completed at NSU under the supervision of a Silverman College of Pharmacy faculty member.

### Exam Policies

Failure to follow exam behavior protocol may be considered as evidence of academic dishonesty.

1. Students must arrive promptly for the exam. No additional time will be given for students who arrive late.
2. Students may not enter the classroom after the first person has left the exam room.
3. A student may not leave the exam room unless accompanied by a faculty member or facilitator.
4. Talking or other disruptive behaviors are not allowed.



5. Cheating, or the appearance of cheating, will not be tolerated.
6. Unnecessary materials (backpacks, cell phones, books, etc.) must be placed in the front of the room.
7. Cell phones must be turned OFF.
8. Failure to completely and accurately fill in all requested information on the examination forms may result in loss of points as indicated on the exam.
9. Both the exam and the answer sheet must be turned in at the conclusion of the exam unless otherwise instructed.
10. Makeup exams will be given for excused absences only. Students with an excused absence for an examination will receive a makeup exam at the discretion and convenience of the faculty coordinator. The date and time of the makeup assessment will be provided to the student via NSU email. (See Excused Absence Policy.)

### **Remediation Policy**

Remediation of a failed course is allowed by course repetition the next time it is offered at the Silverman College of Pharmacy.

### **Graduation Requirements for the Ph.D. Program**

To receive a Ph.D. degree, students must fulfill the following requirements:

1. Students must successfully complete the requirements of the curriculum within seven years with a minimum cumulative GPA of 3.0 on a 4.0 scale.
2. Prior to graduation, all students must have one first author publication (accepted, in press, or published).
3. Students must successfully defend their dissertation research to the satisfaction of their Dissertation Committee (dissertation defense), and present a bound dissertation copy to the associate dean of graduate programs.
4. Students must be of good moral character.
5. Students must satisfactorily meet all financial, library, and university obligations (to receive credentials).
6. Students must submit an application for degree/diploma to the registrar's office by the posted deadline.

### **Graduation Requirements for the M.S. in Pharmaceutical Sciences Program**

To receive an M.S. degree, students must fulfill the following requirements:

1. Students must successfully complete the requirements of the curriculum within four years with a minimum cumulative GPA of 3.0 on a 4.0 scale.

2. Students must be of good moral character.
3. Students must satisfactorily meet all financial, library, and university obligations (to receive credentials).
4. Students must submit an application for degree/diploma to the registrar's office by the posted deadline.

## Student Conduct

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### Conduct

Students in the Silverman College of Pharmacy are expected to conduct themselves in a professional, ethical, and legal manner at all times. Students are expected to abide by the regulations of the college and university and avoid impropriety and the appearance of impropriety in all activities.

### Academic Honesty

Candidates and students are held to the high standards of intellectual and professional integrity befitting the profession they are entering. While students have an obligation to assist fellow students in meeting common goals of their education, dishonest acts will subject students to immediate disciplinary actions up to, and including, dismissal from the college.

Academic dishonesty is considered a serious academic offense by the faculty members and administration of this university. The Silverman College of Pharmacy does not tolerate cheating, plagiarism, or deceptions of any manner. Academic dishonesty includes, but is not limited to, any attempt to pass examinations or assessments by improper means, to present work not performed by the student, or to aid or abet any dishonest act. Some examples are copying answers from another student's test paper, using notes or answers during a test without approval of the instructor, having another student take your examination or sign an attendance roster for you, and submitting a paper without proper citations for another's ideas or quotations. Students are required to acquaint themselves with the specific course requirements and regulations of the college and the university.

Instructors have the authority to give a failing grade for the assessment and/or course to students who demonstrate academic dishonesty. Instructors will also refer any cases of academic dishonesty to the Student Professional Conduct Committee, which will review and forward recommended action, up to dismissal, to the dean and associate dean of the respective program.

### Attendance

- Attendance is mandatory on the first day of all classes, at all examinations, quizzes, laboratories, small-group learning activities, interactive learning activities, practice experiences, special events, guest speaker presentations, and as noted in each course syllabus.

- Attendance is mandatory at all Introductory Pharmacy Practice Experiences (IPPEs) and Advanced Pharmacy Practice Experiences (APPEs). While on IPPEs and APPEs, holidays **DO NOT APPLY**. All hours are required to meet licensure requirements.
- Attendance is strongly recommended at all assigned classes and lectures unless otherwise indicated by the instructor (see syllabus for faculty policy on attendance for each course).

## Tardiness

Health Professions Division class hours are from 8:10 a.m. to 8:00 p.m. daily, as scheduled. Promptness is a desired trait of a professional. Tardiness disturbs the lecturer and students in the class and is unprofessional.

Classes begin at 10 minutes after the hour and finish on the hour. Students should be seated when class begins and may be denied admission to the class once the lecture has begun. When mandatory attendance is required, students may be marked absent if not present in class when class begins. Students should wait 20 minutes for the instructor's arrival unless notified by an authorized college representative that the class has been canceled.

Class schedules are issued each semester, but the administration reserves the right to make changes, assign weekend and evening hours, or deviate from published schedules, as necessary.

## Dress Code

Students in the Health Professions Division must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on campus, in classes or laboratories, and on pharmacy practice experiences and authorized college activities. Pharm.D. students must wear their white clinical jacket at all times while on campus and at experiential sites. The dress code must be followed at all times.

The following constitutes acceptable professional attire:

- professional business dress, which includes shirt, tie, slacks, pants, skirt with blouse, dress, and appropriate shoes
- matching scrub sets and shoes
- NSU Silverman College of Pharmacy polo shirts and dress slacks
- NSU-issued identification badges

These guidelines apply on campus from 8:00 a.m. to 8:00 p.m., Monday through Friday, during any scheduled evening or weekend classes, and while on pharmacy practice experiences. Students inappropriately dressed or groomed may be requested to leave the campus. Students who are requested to leave campus due to dress code violations will receive an unexcused absence for any class or pharmacy practice experience missed in connection with such violation. Dress code violations will be considered improper professional behavior and may result in referral to the Student Professional Conduct Committee for potential disciplinary action. Classes requiring special dress (e.g., laboratory or physical assessment) will be the only exceptions to dress code allowed during regular school hours.

## Illegal, Inappropriate, and Unprofessional Behavior

Illegal, inappropriate, and unprofessional behavior may result in disciplinary sanctions, up to and including dismissal. Students must adhere to the criminal offense reporting requirements in the *NSU Student Handbook* above. Examples include, but are not limited to

- a dishonest act of any nature
- any conduct that violates the ethical and professional codes of conduct that govern the pharmacy profession as set forth in The Pledge of Professionalism entered into at the White Coat Ceremony
- disorderly conduct, public intoxication, and lewd, indecent, or obscene behavior on campus or at any college-sponsored or supervised function or event
- disregard for authority
- failure to attend all required classes and meetings
- failure to comply with directives of NSU and/or clinical affiliate faculty members
- failure to comply with or violation of the policies established by the university, Health Professions Division, or the college
- intentionally or recklessly endanger or threaten the mental or physical health or well-being of any member of the college community or visitor to the campus
- tardiness
- violation of federal and state laws including—but not limited to—sexual harassment, discrimination, and the protection afforded under the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act

Pharm.D. students who have been convicted, found guilty, or entered a plea of nolo contendere must report the indictment to the associate dean of the program, in writing, within 10 days of the sentence, and to the Florida Board of Pharmacy within 30 days of the sentence. Being convicted or found guilty, regardless of adjudication, in a court of this state or other jurisdiction, of a crime which directly relates to the ability to practice pharmacy or to the practice of pharmacy may constitute grounds for denial of a license or disciplinary action. This includes misdemeanors, felonies, driving while intoxicated (DWI), and driving under the influence (DUI). Crimes must be reported even if they are a suspended imposition of sentence. A plea of nolo contendere constitutes a conviction. If the arrest is not reported, it becomes an actionable administrative complaint, and the college reserves the right to report such information to the board and may result in the student's license being revoked by the board. In addition to the reporting requirements to the Florida Board of Pharmacy, students must adhere to the criminal offense reporting requirements outlined in Section B.15 of the *NSU Student Handbook*.

## Drugs, Drug Paraphernalia

See the Drugs, Drug Paraphernalia statement in the *NSU Student Handbook* portion of this book. A Silverman College of Pharmacy student in violation of the drug-free policy will be referred to the NSU Center for Student Counseling and Well-Being by Henderson Behavioral Health.

# Policies and Procedures for Alleged Code of Behavioral Conduct Violations

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Any member of the college community may file a written complaint with the chair of the Student Professional Conduct Committee (SPCC) setting forth specific violations. See the SPCC section.

During the period of time of any disciplinary action (except dismissal), the student may be directed to comply with the specific requirements intended to rehabilitate or monitor the student. These requirements may include counseling, medical treatment, preparing scheduled reports, or any other requirement intended to rehabilitate the student and/or to ensure the student is able to continue with the student's education without further monitoring.

Records of dismissal, suspension, or leave of absences and the date of each determination shall be placed in the student's permanent records.

The SPCC shall have nonexclusive authority to evaluate all alleged student violations of misconduct, whether legal, moral, professional, or ethical. Exceptions to this authority include, but are not limited to, the following:

- Nothing shall limit the right of the Silverman College of Pharmacy to immediately remove a student from the college who has been accused of a violent act or threat or any act that constitutes a violation of state, local, or federal criminal law subject to further proceedings consistent with these rules. A student who has been removed from the college shall not return until given permission to do so by the dean.
- Nothing shall prevent the dean from taking action deemed necessary, including removing a matter from the committee's consideration, whenever, in the dean's judgment, such action may prevent harm to health, safety, and welfare of any individual; to school property; or to the integrity of the educational process.
- Nothing shall limit the right of the college or any of its representatives or students to file a report with any law enforcement or civil agency.

# Behavioral Disciplinary Sanctions

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## Reprimand

A reprimand is an oral or written notification to the student that continuation of repetitive wrongful conduct may result in more severe disciplinary penalties. Whether the reprimand is oral or written, it is recommended that the student sign a document in which the reprimand is explained and a copy of the document be given to the student and placed in the student's file.

## Disciplinary Probation

Probation is defined as a trial period during which a student has the opportunity to demonstrate that the student can effectively cease behavioral misconduct.

Disciplinary probation can be for the remainder of a current semester or may be for the remainder of the time the student is enrolled at the Silverman College of Pharmacy.

While on disciplinary probation, the student is prohibited from (1) holding an elected position in any NSU class, student organization, club, or fraternity; (2) being elected to any honorary society; (3) registering for classes online via Self-Service Banner and must meet with an academic adviser at the student's campus each semester to register manually; (4) registering for classes outside the required COP curriculum. Participation in any of the aforementioned activities by a student on probation is a violation of the probationary period.

During disciplinary probation, the student must show appropriate behavioral, professional, and personal good conduct as defined in the conditions of the student's probation.

Additionally, the student is required to refrain from any further violation of the code and may be required to comply with any other requirements intended to rehabilitate the student.

If, while on probation, the student violates the terms of the student's probation, actions may be taken up to, and including, dismissal from the Silverman College of Pharmacy.

A student is responsible for adhering to all laws, rules, or ethical codes that govern the pharmacy profession and its members of the Silverman College of Pharmacy. Once the student has corrected all behavioral deficiencies, the SPCC may recommend to the dean to remove the student from probation for behavioral reasons.

## Disciplinary Suspension

Disciplinary suspension bars a student from attending school for a defined period of time if, in the opinion of the dean, the student has deviated from the standards of behavior established by the college. The student will be removed from the academic enrollment with revocation of all other privileges or activities, including the privilege of entering the campus. A student who chooses to appeal a disciplinary suspension must do so within 10 business days (excluding school holidays and weekends) of the date of the letter of notification of suspension. Students going through the appeal process are prohibited from taking classes at the Silverman College of Pharmacy or participating in college activities.

All time is counted toward the graduation requirement of completing the program, starting from the date of matriculation into the Silverman College of Pharmacy.

## Disciplinary Expulsion

Disciplinary expulsion is the permanent termination of a student's academic enrollment. The dean is responsible for imposing this recommendation. A student who chooses to appeal a disciplinary expulsion must do so within 10 business days (excluding school holidays and weekends) of the date of the letter of notification of dismissal. While appealing an expulsion based on a violation of the code of behavioral conduct and/or academic honesty standards, a student cannot attend classes and will be dropped from all classes.

The reasons for which a student may be dismissed from the College of Pharmacy include, but are not limited to

1. academic dishonesty
2. students representing themselves as doctors of pharmacy or having practiced pharmacy, or any phase thereof, not under the direct supervision of a licensed pharmacist or a clinical affiliate faculty member of the university
3. exceeding the six-year limit for the entry-level Pharm.D. program, five-year limit for the advanced-standing Pharm.D. program, four-year limit for the M.S. in Pharmaceutical Sciences program, two-year limit for the M.S. in Pharmaceutical Affairs program, and seven-year limit for the Ph.D. program for completing all graduation requirements, exclusive of any approved leave of absence in good standing
4. circumstances of a legal, moral, behavioral, or ethical nature that warrant such action
5. determination by the dean that there are factors that would interfere with or prevent the student from practicing the highest professional standard
6. The college reserves the right—and the student, by the student's act of matriculation, concedes to the college the right—to require withdrawal, probation, suspension, or dismissal, at any time the college deems it necessary to safeguard its standards of scholarship, professional behavior, and compliance with regulations, or for such other reasons that are deemed appropriate.

# Student Activities

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Students in the Barry and Judy Silverman College of Pharmacy are required to participate in professional organizations, fraternities, and clubs that promote the profession or area of research study. The list that follows includes Silverman College of Pharmacy-approved student organizations and task force.

## **Student Government Association (SGA)**

The Silverman College of Pharmacy SGA acts as a liaison between students, faculty members, student organizations, and other health care programs to elicit an environment conducive for professional development among students. The SGA promotes the profession of pharmacy by supporting organization and class activities and working to improve the quality of life for students in the college.

## **Academy of Managed Care Pharmacy (AMCP)**

In 1997, NSU students formed the nation's third student chapter of the Academy of Managed Care Pharmacy. The AMCP educates students on how to enhance patient health by safeguarding access to high-quality, cost-effective medications and therapies. The academy is primarily concerned with expanding and applying evidence-based medication-use strategies that strengthen member and population health outcomes, while elevating health care resources. Members receive AMCP periodicals and other educational materials, attend national meetings, visit practice sites, shadow practitioners, and have speakers and discussion meetings on managed care topics.

## **Alpha Zeta Omega (AZO)**

AZO is a pharmaceutical fraternity composed of pharmacists and pharmacy students selected on the basis of character, fellowship, and scholarship. The objectives of the fraternity are to promote the profession of pharmacy; to develop high standards of scholarship; to inculcate a spirit of fellowship amongst its members; to bring together a body of men and women who, by diligent maintenance of ethical ideals and faithful service, have proven to be a credit to their chosen profession; to honor achievement in others; to commend all worthy deeds; and to build within the fraternity a triangle composed of three supporting sides—peace, friendship, and brotherly love.

## **American Association of Psychiatric Pharmacists (AAPP)**

The AAPP is devoted to the advancement of the education, practice, and science of psychiatric and neurologic pharmacy. It strives to help build a world where all individuals living with mental illness, including those with substance abuse and neurologic disorders, receive safe, appropriate, and effective treatment. Its objectives are to facilitate the dissemination of information regarding psychotherapeutic agents, patient care, and community support. Additionally, the AAPP facilitates programs in the areas of psychiatric and neurologic pharmacy at national meetings that support its interests, improve patient care, and promote research in patient care. By providing numerous interactive and educational events, the student chapter strives to incorporate mental health awareness into the forefront of pharmacy education. Its mission is to advance the reach and practice of psychiatric pharmacy and serve as the voice of the specialty.



### **American Pharmacists Association—Academy of Student Pharmacists (APhA-ASP)**

The APhA-ASP is the student branch of America's largest and oldest association of pharmacists—the American Pharmacists Association (APhA). This pharmacy organization represents all practice settings, and at present, has more than 10,000 student members attending the schools and colleges of pharmacy across the country. The APhA-ASP has representation within the organization and has its own standing committees on education programs, publications, awards, and policy. Each member also receives the full benefits of APhA membership and, through periodic publications and meetings, can stay current on the developments and events that affect the practice of pharmacy. At the local level, student members can participate in service projects that benefit both the college and the community, as well as social activities that foster school spirit. Any pharmacy student can be a member of the APhA-ASP and still be eligible for participation in any other campus organization.

### **American Society of Consultant Pharmacists (ASCP)**

The ASCP is the international professional association that provides leadership, education, advocacy, and resources to advance the practice of senior care pharmacy. Consultant pharmacists specializing in senior care pharmacy are essential participants in the healthcare system, recognized and valued for the practice of pharmaceutical care for the senior population and people with chronic illnesses. In their role as medication therapy experts, consultant pharmacists take responsibility for their patients' medication-related needs; ensure their patients' medications are the most appropriate, the most effective, the safest possible, and are used correctly; and identify, resolve, and prevent medication-related problems that may interfere with the goals of therapy.

### **Christian Pharmacists Fellowship International (CPFI)**

CPFI is a worldwide, interdenominational ministry of individuals working in all areas of pharmaceutical service and practice. The student chapter's mission is to help students grow spiritually and promote fellowship among pharmacists and students. The advancement of knowledge and ethics in the practice of pharmacy is encouraged.

### **Class Officers Executive Boards**

A Class Officers Executive Board exists for each class in the Pharm.D. and graduate programs and has representation from each campus, as applicable. The purpose of these boards is to plan and implement activities for the enjoyment of their classmates. Students must be in good academic standing to be elected to and hold a leadership position on the board. Elections take place in the spring prior to the upcoming fall semester.

### **Industry Pharmacists Organization (IPhO)**

The IPhO was launched to meet the needs of pharmacists and student pharmacists interested in exploring pharmaceutical industry careers. The goal of IPhO at NSU is to enhance understanding of the pharmaceutical industry, evaluate career opportunities, and prepare to pursue an industry-focused career. Members interact with industrial mentors, strengthen their network, and access internships and job opportunities nationwide through the IPhO website.

### **International Pharmaceutical Students' Association (IPSA)**

The International Pharmacy Students' Association (IPSA-NSU) is an independent student organization of the International Pharmaceutical Students' Federation (IPSF). The IPSF partners with professional organizations such as the World Health Organization (WHO); United Nations Educational, Scientific, and

Cultural Organization (UNESCO); International Pharmaceutical Federation (FIP); and Commonwealth Pharmacists Association. It promotes the interests of global pharmacy affairs and facilitates the international collaboration between NSU's Barry and Judy Silverman College of Pharmacy and other colleges of pharmacy worldwide. It pursues this aim by establishing permanent forms of contact with representative organizations of pharmaceutical students, advocating for the exchange of ideas by correspondence and by encouragement of full dissemination of scientific and professional knowledge, promoting the exchange of ideas and knowledge amongst students from different backgrounds and nations, and arranging events or meetings to share professional knowledge amongst students and professionals within the pharmaceutical community.

#### **International Society for Pharmacoeconomics and Outcomes Research (ISPOR)**

The ISPOR promotes the science of pharmacoeconomics (health economics) and outcomes research (the scientific discipline that evaluates the effect of health care interventions on patient well-being, including clinical, economic, and patient-centered outcomes) and facilitates the translation of this research into useful information for health care decision-makers to increase the efficiency, effectiveness, and fairness of health care to improve health.

#### **Jewish Pharmacy Student Organization (JPSO)**

The JPSO motivates and equips pharmacy students to practice faith in Judaism in their personal and professional lives. The group provides Jewish pharmacy students the opportunity to learn about Judaism via a Lunch and Learn program, as well as learn about pharmacy practice and leadership through health care professionals during chapter meetings.

#### **Kappa Psi Pharmaceutical Fraternity (KΨ)**

The Kappa Psi Pharmaceutical Fraternity promotes and maintains a serious atmosphere through its professional programs and thus supplies an intellectual stimulus essential in pursuing college work in pharmacy. The fraternity also provides social functions and professional activities to develop qualities of leadership for the general growth of members and the profession of pharmacy.

#### **National Community Pharmacists Association (NCPA)**

The NCPA provides pharmacy students with the opportunity to interact with successful pharmacy practitioners across the nation in order to build a career in an independent pharmacy setting. Information on how to start your own pharmacy through financing and management is presented, as well as strategies on successful retail operations. A matching service that brings together employers and employees is provided, as well as a listing of pharmacies that are for sale. Legislative and regulatory developments are supplied to the students. Numerous scholarships and loans are available.

#### **Phi Delta Chi (ΦΔΘ)**

Phi Delta Chi is a pharmacy fraternity formed to advance the science of pharmacy and its allied interests and to foster and promote a fraternal spirit among its members. This lifelong fraternity supports its brothers (both male and female) throughout pharmacy school and beyond, placing importance on individual growth through social, personal, and leadership opportunities.

#### **Phi Lambda Sigma (ΦΛΣ)**

Phi Lambda Sigma, the national pharmacy leadership society, promotes the development of leadership in pharmacy, especially among pharmacy students. Membership crosses fraternal and organizational

lines and, therefore, the society does not compete with any other organization. By peer recognition, the society encourages participation in all pharmacy activities. It recognizes those students, alumni, faculty members, and practicing pharmacists who have assumed leadership roles in pharmacy. Such recognition serves to instill self-confidence and to promote greater efforts toward furthering the profession of pharmacy. Students who are eligible for membership shall be of high moral and ethical character, shall be at least in their second year of education at an accredited college of pharmacy, and shall maintain an academic performance minimum of 78 percentile on a 100-percentile scale. No more than 5 percent of each class is inducted into Phi Lambda Sigma, and inductees are selected on the basis of their demonstration of dedication, service, and leadership toward the advancement of pharmacy.

### **Rho Chi (Px)**

Membership in Rho Chi, the national honor society for pharmacy, is a privilege accorded to a few who distinguish themselves by their academic and professional achievements. This society believes in education and the pursuit of intellectual excellence. Members are selected on the basis of academic excellence. They must rank in the highest 20 percent of the class and have obtained a scholastic average equivalent to the second-highest letter grade. Students are eligible after completing six semesters or nine quarters of scholastic work applicable toward the degree granted by their school of pharmacy. Rho Chi elections therefore take place in either the second year or the third professional year of most pharmacy curricula. The society also provides for graduate students, faculty members, alumni, and honorary membership.

### **Student College of Clinical Pharmacy (SCCP)**

The SCCP orients students in the practice of clinical pharmacy by providing information about careers and opportunities within the field of clinical pharmacy and promotes dedication to excellence in patient care, research, and education. The organization aims to encourage professional development of student pharmacists into knowledgeable and competent health care professionals. Student members are encouraged to participate in the American College of Clinical Pharmacy while they are students, as well as postgraduates.

### **Student National Pharmaceutical Association (SNPhA)**

The SNPhA is an educational service association of pharmacy students who are concerned with pharmacy and health care-related issues and promoting minority representation in pharmacy and other health-related professions. The purpose of the SNPhA is to plan, organize, coordinate, and execute programs geared toward the improvement of the health, educational, and social environment of the minority community.

### **Student Society of Health-System Pharmacists (SSHP)**

The Student Society of Health-System Pharmacists (SSHP) supports students with an interest in hospital and health-system practice settings. The SSHP is a recognized student chapter of the American Society of Health-System Pharmacists (ASHP) and is affiliated with the Florida Society of Health-System Pharmacists (FSHP). The SSHP strives to increase knowledge about careers and trends in health-system pharmacy practice and educate members on all aspects of pharmacy residency. By providing opportunities to develop professionally and clinically; be involved with advocacy and community service; and network with various health-system pharmacists, residents, and program directors, students have the necessary tools to apply for residencies and postgraduate training.

## **Legislative Task Force**

The Barry and Judy Silverman College of Pharmacy Legislative Task Force (LTF) advocates for health care advancement by optimizing the role of the pharmacist, improving patient care, and educating students in health care advancement. Students learn about bills and policies related to pharmacy; receive training on communicating with state senators and representatives; and participate in the annual Florida Legislative Session in Tallahassee, Florida. Members of the LTF represent NSU as leaders, innovators, and influencers on the future of pharmacy.

## **Social Events and Extracurricular Activities**

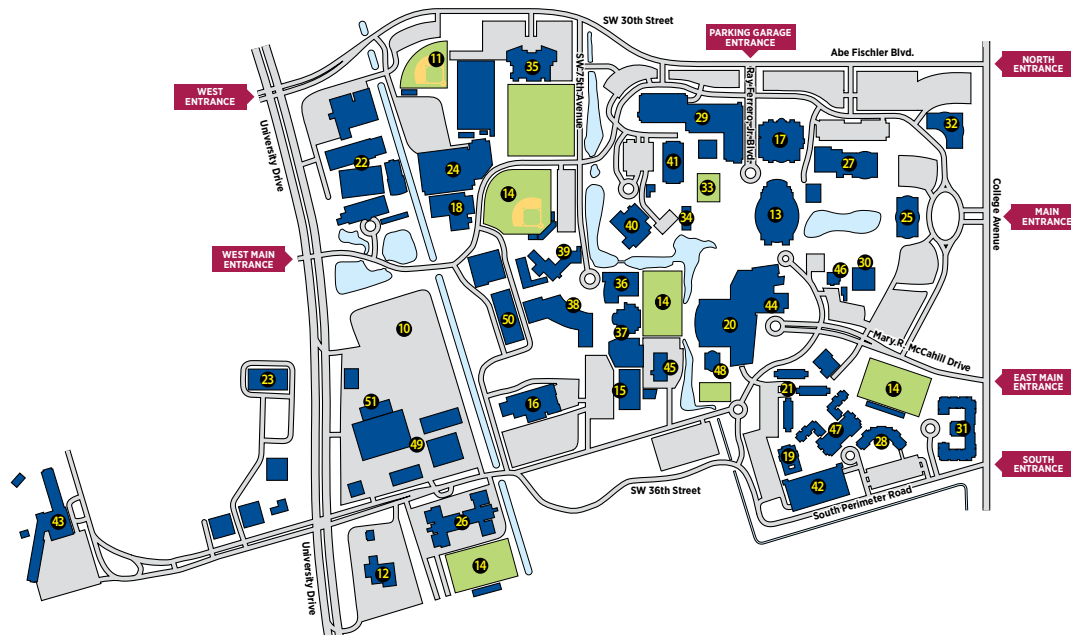
All on- and off-campus extra- and cocurricular activities by NSU-approved organizations must be preapproved by the Office of Student Affairs/Services at your campus. A student or group of students may not officially represent the division or university, on or off campus, at any time without written preapproval by the Office of Student Affairs/Services and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus must be submitted on the eventsRX platform at least two weeks in advance. Upon approval, a room can be assigned by the coordinator of educational support. No announcements, meetings, social, extra- or cocurricular events can occur prior to approval. Forms and additional information are available from the Office of Student Affairs/Services at your campus.

For guidelines on the use of alcohol at NSU events, please see the Alcohol Policy under the General Administrative Policies and Guidelines section in the *NSU Student Handbook* portion of this publication.

An underwater photograph showing two sharks swimming in deep blue water. Sunlight rays penetrate the surface from above, creating a bright, hazy effect. Several smaller fish are visible in the background. The word "Appendix" is centered in white text.

# Appendix

## NSU Fort Lauderdale/Davie Campus Map



Academical Village .....	10	Maltz Building .....	32
A.D. Griffin Sports Complex with Lighted Softball Fields .....	11	Medicinal and Healing Garden .....	33
Administrative Services Building .....	12	NSU Bookstore .....	34
Alvin Sherman Library, Research, and Information Technology Center .....	13	NSU Future Expansion Space .....	35
Athletics Fields .....	14	NSU University School— AutoNation Center for the Arts .....	36
Aquatics Center .....	15	NSU University School— Nöel P. Brown Sports Center .....	37
Campus Support Building .....	16	NSU University School—Lower School .....	38
Carl DeSantis Building .....	17	NSU University School—Middle School (Dauer Building) .....	39
Center for Collaborative Research .....	18	NSU University School—Upper School (Sonken Building) .....	40
Cultural Living Center .....	19	Parker Building .....	41
Don Taft University Center .....	20	Residence Hall Parking Garage .....	42
Farquhar, Founders, and Vettel Apartments .....	21	Rolling Hills Graduate Apartments .....	43
Health Professions Division Complex .....	22	Rosenthal Student Center .....	44
HPD Annex .....	23	Shark Athletics Building .....	45
HPD and Health Care Center Parking Garage .....	24	Student Affairs Building .....	46
Horvitz Administration Building .....	25	The Commons Hall .....	47
Jim & Jan Moran Family Center Village .....	26	University Center Rec Plex Pool .....	48
Leo Goodwin Sr. Building .....	27	University Hospital .....	49
Leo Goodwin Sr. Hall .....	28	West Parking Garage .....	50
Library and Student Main Parking Garage .....	29	Westside Regional Medical Center ER .....	51
Mailman-Hollywood Building .....	30		
Mako Hall .....	31		

Visit [nova.edu/locations/main-campus](https://nova.edu/locations/main-campus) to view campus map.



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**NSU** Florida

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