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

Policies and programs set forth in this handbook are effective through the academic year 2017–2018. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

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

**MESSAGE FROM THE PRESIDENT** ................................................................. 1

**OVERVIEW OF NOVA SOUTHEASTERN UNIVERSITY**

| Vision Statement, Mission Statement, and Core Values | 5 |
| University Administrators | 5 |
| Deans | 6 |
| Centers, Colleges, and Schools | 7 |
| Accreditation | 7 |
| NSU History | 8 |
| NSU Student Handbook | 8 |
| Reservation of Power | 9 |
| Nondiscrimination Statement | 10 |

**ACADEMIC CENTER SPECIFIC POLICIES AND PROCEDURES—HEALTH PROFESSIONS DIVISION**

| Building Hours | 13 |
| Yearly Fees and Expenses | 13 |
| Charges and Payments | 14 |
| Late Payment Fee | 14 |
| Late Registration | 14 |
| Consequences for Nonpayment | 14 |
| Tuition Credit Policy | 14 |
| Short-Term Preloans | 15 |
| HPD Library | 15 |
| Lost and Found | 16 |
| Computer Labs | 16 |
| Student Lounge/Student Area | 17 |

**HPD POLICIES AND PROCEDURES**

| Acceptance of Professional Fees | 17 |
| HIV/AIDS Policy | 18 |
| Attendance Policy | 18 |
| Background Checks | 19 |
| Health Forms Requirements | 20 |
| Certificate of Physical Examination | 20 |
| Immunization Requirements | 20 |
| Urine Drug Screen | 21 |
| Core Performance Standards | 21 |
| Dress Code | 25 |
| Food in the Lecture Halls | 26 |
| Identification Requirements and Fieldwork Prerequisites | 26 |
| Email | 26 |
| Notices, Messages, and Posters | 26 |

**COLLEGE OF PHARMACY**

| Administration | 33 |
| Reservation of Power | 35 |
| Accreditation | 36 |
| Discrimination | 36 |
| Harassment | 36 |
| Health Care Privacy (HIPAA) Statement | 36 |
| Disability | 36 |

| Financial Affairs | 37 |
| Charges and Payments | 36 |
| Late Payment Fee | 37 |
| Consequences for Nonpayment | 37 |
| Florida Residency | 37 |

| Student and Academic Services | 37 |
| Email Accounts | 37 |
| Computer Requirements | 37 |
| Change of Name or Address | 38 |
| Registration | 38 |
| Adding a Course | 38 |
| Roster Reconciliation | 38 |
| Transfer Credit | 38 |
| Maximum Number of Credits Per Semester | 39 |
| Withdrawals/Drops from a Course for Grading Purposes | 39 |
| Withdrawal from the College of Pharmacy | 39 |
| Peer Mentor Program | 39 |
| Policy on Examinations | 40 |

Parking Lot/Garage | 27 |
Photographs and Recordings | 27 |
Post-Exposure Policies and Procedures | 27 |
Return of University Property | 28 |
Security Checks | 28 |
Social Events and Extracurricular Activities | 28 |
Student Assistance Program | 28 |
Student Employment | 29 |
Student Insurance Requirement | 29 |
Cell Phones, Computers, Tablets, and Electronic Devices | 30 |
Visitors | 30 |
Visits to Other Institutions | 30 |

Notices, Messages, and Posters | 27 |
Parking Lot/Garage | 27 |
Photographs and Recordings | 27 |
Post-Exposure Policies and Procedures | 27 |
Return of University Property | 28 |
Security Checks | 28 |
Social Events and Extracurricular Activities | 28 |
Student Assistance Program | 28 |
Student Employment | 29 |
Student Insurance Requirement | 29 |
Cell Phones, Computers, Tablets, and Electronic Devices | 30 |
Visitors | 30 |
Visits to Other Institutions | 30 |
Graduation Requirements for the
M.S. in Pharmaceutical Sciences Program... 54

Student Conduct
Conduct............................................ 55
Attendance........................................ 55
Tardiness.......................................... 55
Excused Absence Policy...................... 55
Leave of Absence............................... 56
Attending Class at a Different Campus.... 57
Request for a Campus Transfer.............. 57
Dress Code........................................ 57
Illegal, Inappropriate, and
Unprofessional Behavior..................... 58
Cell Phones, Computers,
Tablets, and Electronic Devices............ 58
Weapons and Firearms, Drugs, Alcohol,
and Fire Safety................................. 58
Food and Beverages.......................... 59
Policies and Procedures for Alleged
Code of Behavioral Conduct Violations.... 59
Student Progress Committee
Meeting Protocols and Process
for Behavioral Violations..................... 60

Behavioral Disciplinary Sanctions
Reprimand........................................ 60
Probation......................................... 60
Suspension...................................... 61
Dismissal.......................................... 61
Readmission Policy........................... 62

Miscellaneous Information
Counseling Services............................ 62
Acceptance of Professional Fees............ 62
Visits to Other Institutions.................. 62
Responsibility for School Property........... 63
Student Employment.......................... 63
HIV/AIDS Policy............................... 63

Student Activities
Health Professions Division.................. 63
College of Pharmacy.......................... 63
Social Events and Extracurricular Activities 67

APPENDIX
Fort Lauderdale/Davie Campus Map........ 71-72
Welcome to Nova Southeastern University and congratulations on becoming a proud Shark!

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

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

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

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

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

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

Enjoy your time at NSU, and go Sharks!

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

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

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

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

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

**Deans**

Lisa M. Deziel, Pharm.D., Ph.D.—College of Pharmacy
Richard E. Dodge, Ph.D.—Halmos College of Natural Sciences and Oceanography
Jon M. Garon, J.D.—Shepard Broad College of Law
Karen Grosby, Ed.D.—College of Psychology
J. Preston Jones, D.B.A.—H. Wayne Huizenga College of Business and Entrepreneurship
William J. Kopas, Ed.D.—Head of School, NSU University School
Harold E. Laubach, Ph.D.—College of Medical Sciences
Roni Leiderman, Ph.D.—Mailman Segal Center for Human Development
David S. Loshin, O.D., Ph.D.—College of Optometry
Linda C. Niessen, D.M.D., M.P.H., M.P.P.—College of Dental Medicine
Don H. Rosenblum, Ph.D.—Farquhar Honors College
Marcella M. Rutherford, Ph.D.—College of Nursing
Kimberly Durham, Psy.D.—Interim Dean, Abraham S. Fischler College of Education
Centers, Colleges, and Schools
- Abraham S. Fischler College of Education, (954) 262-8500
- College of Allopathic Medicine, (954) 262-1737
- College of Arts, Humanities, and Social Sciences, (954) 262-3000
- College of Dental Medicine, (954) 262-7319
- College of Engineering and Computing, (954) 262-2031
- College of Health Care Sciences, (954) 262-1101
- College of Medical Sciences, (954) 262-1301
- College of Nursing, (954) 262-1205
- College of Optometry, (954) 262-1402
- College of Osteopathic Medicine, (954) 262-1400
- College of Pharmacy, (954) 262-1300
- College of Psychology, (954) 262-5750
- Farquhar Honors College, (954) 262-2031
- H. Wayne Huizenga College of Business and Entrepreneurship, (954) 262-5000
- Halmos College of Natural Sciences and Oceanography
  - Fort Lauderdale/Davie Campus, (954) 262-8301
  - Oceanographic Campus, (954) 262-3600
- Mailman Segal Center for Human Development, (954) 262-6900
- NSU University School
  - Lower School: Grades JK–5, (954) 262-4500
  - Middle School: Grades 6–8, (954) 262-4444
  - Upper School: Grades 9–12, (954) 262-4400
- Shepard Broad College of Law, (954) 262-6100

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

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

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

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

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

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

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

NSU Student Handbook

The NSU Student Handbook is designed to provide all enrolled students, regardless of academic program, an overview of the universal rights and responsibilities provided and required as a member of our academic community. Through the Student Code of Conduct in the NSU Student Handbook, information regarding academic integrity requirements, as well as behavioral expectations, are provided to all students. In addition, information about grievance, including discrimination procedures, are provided for all students through the NSU Student Handbook. Academic programs/colleges may enforce additional policies for academic progress and/or professional standards and are outlined in the individual college’s catalog/handbook.
For the purpose of promoting its educational mission, Nova Southeastern University has the inherent right to preserve order and maintain stability through the setting of standards of conduct and the prescribing of procedures for the enforcement of such standards. The foundation underlying such student standards relies on the tenet that the exercise of individual rights must be accompanied by an equal amount of responsibility. This assures that the same rights are not denied to others. By becoming a member of the university community, a student acquires rights in, as well as responsibilities to, the whole university community. These rights and responsibilities are defined within the NSU Student Handbook.

Students are required to comply with all university regulations as well as all local, city, county, state, and federal laws. All students, undergraduate, graduate, and professional, are subject to the policies and procedures as contained within the NSU Student Handbook. In addition, any student residing in university residence facilities is subject to these policies and procedures for violations occurring within those facilities. Any act that constitutes a violation or an attempt to violate any of the policies or procedures contained herein may establish cause for disciplinary and/or legal action by the university. In circumstances where this handbook defines a violation more stringently or differently than local/state law, the handbook’s definition shall supersede.

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

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

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

Reservation of Power

The NSU Student Handbook is not intended to be a contract or part of a contractual agreement between NSU and the student. The most current version of the NSU Student Handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.
Nondiscrimination Statement

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

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

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

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

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

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

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

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

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

Yearly Fees and Expenses (Fees subject to change.)

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

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

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

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

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

Consequences for Nonpayment
The student's failure to meet financial obligations in accordance with university policy at the end of 30 days from the start of the term will result in an automatic letter of notification being sent to the student informing him or her of that failure to resolve his or her financial obligation. The university bursar shall
- identify those students who have still failed to meet their financial obligation at the end of each 30-day period
- notify those students of their failure to pay
- forward to the program office the names of all students in delinquent status for the program office to take appropriate administrative action

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

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

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

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

Students enrolled in bachelor degree programs are required to follow policy procedures for drops and withdrawals as noted in the undergraduate catalog.

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

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

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

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

**Short-Term Preloans**

The Office of Student Financial Assistance at HPD administers preloans for students who encounter emergency situations prior to receipt of financial aid refunds. Students must be enrolled for the term, have a completed financial aid file, and must be receiving financial aid with sufficient funds to cover total charges due the university, the loan amount, and the processing fee charged. When approved, disbursement is made electronically through direct deposit within two weeks of disbursement date.

**Health Professions Division Library**

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

Professional reference services are available via phone, text, email, or face to face. Seven professional librarians are available for help with searching, finding full-text journals, citation reference management, and research strategies. Each HPD college/program is assigned a subject specialist liaison librarian who works closely with faculty and offer assistance with specific class assignments.
Quiet study areas are designated in the library, with a variety of seating options available, from large tables to individual carrels and informal seating. There are 48 individual/small group study rooms in the library and adjacent Assembly II Building. Rooms may be reserved for three hours and renewed if no one else is waiting for them. Pagers may be checked out to get in line for the next available room. All rooms are equipped with white boards and Wi-Fi. Markers are available for checkout at the Circulation Desk. Individual, small white boards are available for checkout as well. A small teaching lab is available for group instruction and open to students when not in use for groups.

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

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

Hours of operation for the HPD Library, Study Center rooms in Assembly II, and adjoining computers labs are: Monday-Thursday: 7:00 a.m.-midnight; Friday: 7:00 a.m.-9:00 p.m.; Saturday and Sunday: 10:00 a.m.-midnight. From September through May, the study rooms in the Assembly II building are open 24/7.

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

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

Lost and Found

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

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

Computer Labs

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

Computer Lab hours:

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

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

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

In both locations, full-time technicians and student employees are available to provide technical support. Additional computer labs are found at each of NSU's campuses and are available for student use during open building hours.

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

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

**HPD POLICIES AND PROCEDURES**

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

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

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

Attendance Policy

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

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

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

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

2. Unexcused absences
   Absences not falling into the first category are unexcused absences. The administration realizes that special circumstances may arise on rare occasions leading to an unexcused absence. However, unexcused absences are neither a right nor an entitlement of the student.

   Unexcused absences may result in a written reprimand from the dean or designee with a copy to be placed in the student's permanent file, which may incur loss of percentage points in the course or failure in the course.

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

   If, in the judgment of the dean, a pattern of absences appears to surface, action may be taken, up to and including failure in the courses involved or dismissal from school.
3. Clinical rotations
Attendance while on clinical rotations is mandatory and may follow different procedures and policies according to each college. Students are responsible for referring to their specific college's policy manual, handbook, clinic policy manual, course syllabi, and any other related distributed policies.

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

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

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

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

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

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

Following the initial background check(s), students will be asked annually to provide a certification relating to any convictions or guilty or no-contest pleas to any criminal offense other than traffic violations. Additionally, a Level 2 background check may be required of students completing certain rotations.
Health Forms Requirements

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

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

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

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

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

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

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

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

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

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

PPD Skin Test (2 Step)
One of the following is required: negative two-step test or negative blood test (such as QuantiFERON Gold Blood Test or T-Spot Test) or if positive PPD results, provide a chest X-ray and/or prophylactic treatment information within the past 12 months.
Tetanus Toxoid, Diphtheria Toxoid, and Acellular Pertussis Vaccine (Tdap)

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

Varicella (Chicken Pox)

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

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

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

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

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

Urine Drug Screen

HPD students may be required to submit to additional urine drug screen testing. A student who tests positive for illegal or illicit drugs, or for a controlled substance that they do not have a prescription for, will be referred to the college’s Student Progress Committee for a Code of Conduct Violation.

Core Performance Standards for Admission and Progress

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

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

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

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

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

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

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

**Motor Skills**

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

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

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

**Strength and Mobility**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students may not wear the following:
- shorts
- cut-offs
- mini-skirts (higher than mid-thigh)
- jeans
- see-through clothing or halter-tops
- open-toed shoes—including beach/flip-flops, sandals, thong footwear, or plastic clogs with holes on sides or top (Croc type)
- T-shirts (as the outer shirt)
- jogging or exercise clothing
- hats or caps, unless of a religious nature
All individuals who work or study in the clinic environment must be proactive in reducing the potential for workplace foot injuries. No open-toed shoes are to be worn in the clinics. These guidelines apply on campus and NSU-affiliated clinic sites from 8:00 a.m.–5:00 p.m., Monday through Friday, and while on duty on rotations.

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

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

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

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

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

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

**Parking Lot/Garage**

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

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

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

**Photographs and Recordings**

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

**Post-Exposure Policies and Procedures**

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

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

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

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

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

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

Security Checks

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

Social Events and Extracurricular Activities

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

Student Assistance Program

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

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

The Student Assistance Program is a nondisciplinary student resource. However, in cases of suspected substance abuse, intoxication, influence or impairment, a student may be referred by their college to the Student Assistance Program in order to initiate an investigation. A Student Assistance Program investigation may include drug/alcohol screen(s), or, assessment, evaluation and/or treatment for substance abuse-related issues. All drug screen(s), assessment(s), evaluation(s), and/or treatment for substance abuse-related issues will be provided by an independent licensed health care provider(s) authorized by the Student Assistance Program. All students agree to abide by Student Assistance Program instruction and recommendation(s) as a condition of enrollment at NSU.
A student referred to the Student Assistance Program shall sign an authorization and consent for release of information, including an authorization for the release of a student's medical records so that the Student Assistance Program director and authorized representatives of the applicable college may monitor the student’s performance and compliance with the conditions of the Student Assistance Program. Any failure to comply with the conditions of the Student Assistance Program, or, failure to comply with any recommendation of an authorized independent licensed health care provider authorized by the Student Assistance Program may result in dismissal from the respective college.

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

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

**Student Employment**

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

**Student Insurance Requirement**

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

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

In view of health care reform and the Affordable Care Act, as well as all forms of health care insurance, we wish to advise those students who have health care coverage from commercial carriers—or the marketplace health care exchanges from other states than Florida—to check with their carriers in order to be sure they have comprehensive health care coverage in the region of Florida where they will be attending classes or practicum rotations.
Cell Phones, Computers, Tablets, and Electronic Devices
The use of all electronic devices for nonclassroom related (i.e., personal) business during class time is prohibited.

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

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

Administration
Lisa Deziel, Pharm.D., Ph.D.
Dean
Room 1300/Ext. 21387
The dean is the chief academic officer of the College of Pharmacy. Any matters not readily handled by the assistant/associate deans or the respective departments/programs should be referred to this office.

Peter M. Gannett, Ph.D.
Associate Dean, Research and Graduate Education
Room 1306/Ext. 21277
The associate dean for research and graduate education is responsible for the Ph.D. program, including curriculum, grades, and student academic progress. Additional responsibilities include the oversight of grants submitted by, or awarded to, faculty members in the college.

Robert McGory, Pharm.D.
Associate Dean, Professional Program
Room 1304/Ext. 21302
The associate dean is responsible for the professional program—curriculum, grades, and student academic progress. Additional responsibilities include all academic policies and procedures of the college.

Appu Rathinavelu, Ph.D.
Associate Dean, Institutional Planning and Development
Room 1300/Ext. 24325
The associate dean for institutional planning and development supports the college by coordinating its physical development and overseeing day-to-day programmatic enterprises.

Goar Alvarez, Pharm.D.
Assistant Dean, Pharmacy Services
Room 1395/Ext. 21383
This office is responsible for pharmacy services, the operations of the pharmaceutical care center in Fort Lauderdale, and pharmacy operations for Atlantic Shores Hospital.

Rochelle S. Nappi, Ed.D.
Assistant Dean, Palm Beach
(561) 805-2242
This office handles activities and development of the College of Pharmacy in Palm Beach, including student recruiting, student activities, educational programming, faculty and staff members, and facilities.

David P. Nau, Ph.D.
Assistant Dean, Assessment and Accreditation
Room 1300/Ext. 24325
This office is responsible for leading the planning, development, and implementation of assessment for the Pharm.D. program.
Blanca I. Ortiz, Pharm.D.
Assistant Dean, Puerto Rico
(787) 773-6550
This office handles activities and development of the College of Pharmacy in Puerto Rico, including student recruiting, student activities, educational programming, faculty and staff members, and facilities.

Elizabeth Frenzel Shepherd, Pharm.D.
Assistant Dean, Strategic Partnerships and Program Development
Room 1310/Ext. 21314
This office handles 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.

Manuel J. Carvajal, Ph.D.
Chair, Sociobehavioral and Administrative Pharmacy
Interim Director, M.S. in Pharmaceutical Affairs Program
Room 1320A/Ext. 21322
The chair for sociobehavioral and administrative pharmacy is responsible for the courses, research, and faculty and staff members related to the sociobehavioral and administrative pharmacy discipline. The interim director of the M.S. in Pharmaceutical Affairs program oversees operations, academic progress, assessment, and student advising.

Michelle A. Clark, Ph.D.
Chair, Pharmaceutical Sciences
Interim Director, M.S. in Pharmaceutical Sciences Program
Room 1384/Ext. 21384
This office handles activities concerning the pharmaceutical sciences department. The chair is responsible for the courses, research, laboratories, and faculty and staff members related to pharmaceutical sciences. The interim director of the M.S. in Pharmaceutical Sciences program oversees the operations, academic progress, assessment, and student advising.

Matthew Seamon, Pharm.D., J.D.
Chair, Pharmacy Practice
Room 1382A/Ext. 21312
This office handles activities concerning the pharmacy practice department. The chair is responsible for the courses, research, and faculty and staff members related to pharmacy practice and instructional practice sites.

Carsten Evans, Ph.D.
Executive Director for Continuing Education and Professional Affairs
Room 1516/Ext. 21306
This office is responsible for continuing education and other educational needs for pharmacists and the pharmaceutical industry.

Dawn E. DaCosta, M.A.
Director, Academic Support Services
Room 1320/Ext. 21318
Academic Support Services plans, develops, and implements professional program schedules, initiatives, advising, and academic data for the College of Pharmacy, ensuring the professional program services meet the college's mission, policies, and procedures.
Natalie Damian, M.A.
Director, Finance and Administration
Room 1391/Ext. 21150
This office is responsible for managing the budget and finances for the College of Pharmacy and related administrative operations.

Jeffrey Jurkas, M.B.A.
Interim Director, Student Services
Room 1312/Ext. 21646
Student Services handles all nonacademic issues and programs related to students and student organizations including absences, ADA accommodations, mental health referrals, disciplinary matters, and event planning.

Mislady (Millie) Veléz, M.S.
Director, Alumni Development and Professional Affairs
Room 1387/Ext. 21674
The Department of Alumni Development and Professional Affairs works as a liaison with NSU and COP’s executive leadership in the development and execution of professional relations targeted to alumni, faculty, preceptors, students, and community-based constituents.

The following information is intended for all College of Pharmacy professional and graduate students unless otherwise indicated in the M.S. in Pharmaceutical Affairs, M.S. in Pharmaceutical Sciences, or Ph.D. sections.

Reservation of Power
The 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 College of Pharmacy Student Handbook is available online at http://pharmacy.nova.edu/documents/NSU_COP_Student_Handbook.pdf. Changes in the content of the 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 student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The 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 does not excuse students from the rules, policies, and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the College of Pharmacy Student Handbook, including any revisions or modifications.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in judgment of the administration such changes are required in the exercise of its educational responsibility.
Accreditation
The Doctor of Pharmacy Program is accredited by the Accreditation Council for Pharmacy Education, 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603 (telephone number: (312) 664-3575, 800-533-3606; fax: (312) 664-4652.)

The M.S. in Pharmaceutical Affairs, M.S. in Pharmaceutical Sciences, and Ph.D. 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.

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

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

Health Care Privacy (HIPAA) Statement
See NSU Student Handbook, Statement on Student Rights section for Privacy of Records (FERPA) for HIPAA Statement. Visit nova.edu/student-handbook for more information.

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

FINANCIAL AFFAIRS
Charges and Payments
Tuition charges will be posted for all registration requests. Students are expected to pay in full at the time of registration or have availed themselves of the opportunity to take part in an approved university deferred payment program, or have completed the necessary paperwork for financial aid. Students may pay for tuition using credit cards: MasterCard, Visa, American Express, or College Card.

Students will be billed for any balance due at 30-day intervals. Failure to make payment when due will result in an assessment for each 30-day billing period for which payment has not been completed with the additional assessment charged and posted at the end of the period or when payment is made.
Students with outstanding balances will have a financial hold placed on their record and are ineligible to register for future semesters. Failure to comply with university payment requirements may result in administrative withdrawal from the program and removal from assigned IPPE and APPE sites.

Students in concurrent degree programs should refer to that program website for program specific information.

**Late Payment Fee**

See Academic Center Specific Policies and Procedures—Health Professions Division section on Late Payment Fee. Visit nova.edu/student-handbook for more information.

**Consequences for Nonpayment**

See Academic Center Specific Policies and Procedures—Health Professions Division section on Consequences for Nonpayment. Visit nova.edu/student-handbook for more information.

**Florida Residency**

Florida residents in the entry-level Pharm.D. degree program must request in-state tuition by application. For tuition purposes, students’ Florida residency status (in state or out-of-state) will be determined based on initial matriculation and will remain the same throughout the entire enrollment of the student at NSU. The determination as to eligibility for in-state tuition at NSU shall be made exclusively by NSU. Students may direct questions to the admissions residency specialist via phone at (954) 262-1126 or via email at HPDfloridaresidency@nova.edu.

**STUDENT AND ACADEMIC SERVICES**

**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 at least once each weekday. Any 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 ID number, the expected year of graduation, and assigned school campus. For example, Jane Doe N01234567, Class of 2020, 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 Nova Southeastern University Specific University Policies and Procedures on Computers and Acceptable Use of Computing Resources and All Other Policies. Visit nova.edu/student-handbook for more information.

**Computer Requirements**

All students must purchase an iPad for in class online testing. It is the student’s responsibility to maintain the iPad and upgrade software as needed to comply with college requirements. All students are required to have ongoing access to a computer capable of connecting to the Internet and playing streaming video
files. Online course notes and discussions will be provided to the student through the online course management system. Students may use laptop computers or tablets in class to take notes or access pertinent materials. The use of electronic devices for non-class related (i.e., personal) business during class time is prohibited.

**Change of Name or Address**
Students are required to fill out the data change form, then update their personal information in WebSTAR (webstar.nova.edu) or through SharkLink (sharklink.nova.edu) and update their PEPRx record. In addition, students must submit the request via email to studentupdates@nova.edu and copy phss@nova.edu so that the College of Pharmacy is aware of the name change. You may also fax the request to (954) 262-2915, or mail it to: Nova Southeastern University, Office of the University Registrar, 3600 South University Drive, Fort Lauderdale, Florida 33314-7796. More information is available on the University Registrar’s website at nova.edu/registrar/services. College of Pharmacy students must also copy phss@nova.edu. Pharm.D. students must update their PEPrx records.

**Registration**
Students on academic or disciplinary probation must meet with the academic advisor at their home campus and complete a student transaction form in order to manually register for classes. All other students should complete their semester registration on line via WebSTAR during the scheduled registration period and prior to the first day of classes for the semester in which the student is planning to attend. Students must be registered to attend classes and pharmacy practice sites. Students who fail to register prior to the start of the semester will be dropped from assigned pharmacy practice experiences and will not be allowed to attend classes or have access to Blackboard or other class-related activities.

**Adding a Course**
Students may add courses only during the drop/add period of the semester.

**Roster Reconciliation**
University policy requires each faculty member reconciles and validates the accuracy of his or her class roster 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 director will require students to communicate their attendance in the course either via an attendance roster and/or an assignment. Students deemed as a non-attendee will be dropped from the class roster by the Office of the University Registrar.

Students who believe they were reported in error as non-attendees must communicate with the instructor who is the only one able to correct the record. Faculty members must email rostrec@nova.edu to request a student be left on the class roster who was originally reported as not in attendance.

**Transfer Credit**
Requests for transfer credit must be submitted in writing to the associate dean, Professional Program. The request must include an official copy of the transcript containing the course title, the final course grade, and a course syllabus. Transfer credit will be considered only for courses taken at pharmacy schools accredited by ACPE, or for those courses given prior approval by the associate dean, Professional Program. Up to, but no more than, four elective credit hours may be transferred from a regionally accredited graduate institution. Transfer credit will only be considered for courses designated with a graduate level course number that were passed with a grade of B or better. 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.

An official transcript from the institution attended must be provided before transfer credit will be
awarded. All transfer credit requests for previously completed coursework must be received prior to
August 1 of the first year of pharmacy school.

The associate dean, Professional Program, will evaluate the courses and determine appropriate credits.
A minimum of 30 credit hours of didactic coursework and all advanced pharmacy practice experiences
must be completed at NSU.

**Maximum Number of Credits Per Semester**

A student may enroll in a maximum of 21 credit hours each semester. This policy may be waived under
the following exceptions:

- with written permission from the associate dean or director of the relevant program
- approved students in Pharm.D. concurrent degree programs

With the exception of required P4 curricular review courses, all didactic coursework, including electives
and the Pharmacy Curricular Outcomes Assessment (PCOA), must be successfully completed prior to
starting advanced pharmacy practice experiences.

**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 no later than 5:00 p.m. three
weeks prior to the end of the semester with prior consultation and approval of the associate dean or
director of the relevant program. The student must be in good standing. The student will receive a
grade of W (withdrawal passing) or WF (withdrawal failing), depending on his or her grade at the time
of the withdrawal.

The deadline for withdrawing from any advanced pharmacy practice experience is 5:00 p.m. Monday of
the third week of the experience. If a student withdraws from an advanced pharmacy practice experience,
he or she may not repeat that same experience (same course number) during that semester. If a student is
failing at the time of withdrawal from an advanced pharmacy practice experience (APPE) a final grade
of WF will be recorded on the student's transcript. No refunds or credit will be given.

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

**Withdrawal from the College of Pharmacy**

Students who wish to withdraw from the College of Pharmacy must submit a letter to the associate dean
or director of the relevant 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 WF (withdrawal failing) for each course,
depending on his or her 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.
Peer Mentor Program
Each incoming student is assigned a peer mentor. The program provides guidance to incoming students helping them to assimilate into the Pharm.D. program. Approximately four to six mentees are randomly placed with one peer mentor. The director of student services, along with selected Peer Mentor Program leaders, facilitates the application process and subsequent training sessions for the peer mentors. Additionally, the group provides a framework for how mentors should interact with mentees and provides follow-up sessions to get feedback from all program participants.

Policy on Examinations
The student is expected to follow professional conduct when performing an assessment. The student shall:

• contact student services to request an excused absence at least 30 minutes prior to the assessment if there is a conflict with the scheduled assessment

• ensure his or her iPad is fully charged and working properly, have the most recent version of SofTest-M application and have removed all covering from the iPad prior to the examination

• download the SofTest-M assessment file and place his or her iPad in guided access mode prior to entering the testing room

• report to the assessment and be seated at the assigned seat at the scheduled time of the assessment

• leave all materials including textbooks, backpacks, purses, cell phones (either turned off or placed in vibrate status), smart watches, and computers at the front of the room

• leave NSU issued ID on display at the front edge of the work surface so the proctor can confirm the student attendance during the assessment

• prior to the assessment beginning, place his or her iPad face down on the desk so there is no access to any files or the web once he or she is in the room. iPads that are in use for any purpose other than SofTest-M once the student enters the room may disqualify the student from taking the assessment.

• begin the assessment when the proctor posts the Exam Soft entry code. The Student will not be allowed to enter the assessment room once the exam code has been posted. The assessment shall end at the designated time after beginning the assessment. Students who miss the exam without permission, do not enter the exam room prior to posting of the entry code, or who are disqualified in any way may receive a 0 for that assessment.

Taking Exams at National Professional Meetings
Students who have obtained an excused absence to attend a national professional meeting during a time that conflicts with a scheduled college examination, and who have the approval of the course coordinator, may request permission to complete the exam at a national meeting sponsored by any of the following:

• American Pharmacists Association

• American College of Clinical Pharmacy

• American Society of Health-Systems Pharmacy

Other meetings may be approved by the associate dean or director of the relevant program.
Students are responsible for making all arrangements at the conference including:

- identifying a faculty member who will be at the conference and is willing to proctor the exam
- arranging a facility at the conference or hotel conducive to taking the exam in a quiet location
- paying any fees associated with taking the exam, e.g., Internet/WiFi access, room charges, etc.

The exam will take place at the same time as the scheduled exam given at the NSU Fort Lauderdale/Davie Campus, irrespective of any time zone changes where the conference may be held. Students must abide by all the examination rules established by the College of Pharmacy testing policy.

**Policy on Returning 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 for review no later than two weeks after the examination.

**Grading**

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

Grading for Pharm.D. students will be based on the following:

<table>
<thead>
<tr>
<th>Numeric Grade/Percent</th>
<th>Scale</th>
<th>Alpha Grade Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>95+</td>
<td>4.00</td>
<td>A</td>
</tr>
<tr>
<td>90–94</td>
<td>3.75</td>
<td>A-</td>
</tr>
<tr>
<td>87–89</td>
<td>3.50</td>
<td>B+</td>
</tr>
<tr>
<td>84–86</td>
<td>3.00</td>
<td>B</td>
</tr>
<tr>
<td>80–83</td>
<td>2.75</td>
<td>B-</td>
</tr>
<tr>
<td>77–79</td>
<td>2.50</td>
<td>C+</td>
</tr>
<tr>
<td>74–76</td>
<td>2.00</td>
<td>C</td>
</tr>
<tr>
<td>70–73</td>
<td>1.75</td>
<td>C-</td>
</tr>
<tr>
<td>Below 70</td>
<td>0.00</td>
<td>F*</td>
</tr>
</tbody>
</table>

* Failed courses must be repeated the next time they are offered in the curriculum.
Grading for all Ph.D. and M.S. students will be based on the following:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90–100</td>
</tr>
<tr>
<td>B</td>
<td>80–89</td>
</tr>
<tr>
<td>C</td>
<td>70–79</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>F*</td>
<td>Below 70</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

(An I must be removed by the end of the next semester, or the end of the semester when the course is offered again; otherwise, it will automatically convert to an F.)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR</td>
<td>Progress</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal Passing</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrawal Failing</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
</tbody>
</table>

* Failed courses must be repeated the next time they are offered in the curriculum.

**Remedial Examination Grades**

Pharm.D. students who receive a passing grade of 70 or higher on a remedial examination will receive a final grade of 70E which will replace the failing grade. Master’s-degree students passing a remedial examination with a course cross-listed with the Pharm.D. curriculum will receive a passing grade of C which will replace the failing grade.

Ph.D. and master’s-degree students taking stand-alone master’s courses or courses cross-listed with the Ph.D. curriculum must pass the reexamination with a grade of 80 or greater and will receive a grade of B to replace the failing grade.

All grades on the transcript are calculated in the GPA.

**Audit Policy**

The privilege of taking classes on a noncredit basis is available to students. If the credit hour total (including the audit course) exceeds 21 credit hours, written permission from the associate dean or director of the relevant program is required. 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.

Auditors are expected to attend classes regularly and to complete such assignments as required by the instructor. The auditing privilege carries full rights of class participation and instructor appointments.

Auditing a course 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).
**Chancellor’s List**

Pharm.D. students whose cumulative Grade Point Average (GPA) is in the top 5 percent of their class are placed on the Chancellor’s List for that semester. A letter of commendation is sent from the chancellor to the student, and the honor is recorded on the student’s official transcript.

**Dean’s List**

Pharm.D. students whose cumulative Grade Point Average (GPA) is in the top 6 to 15 percent of their class are placed on the Dean's List for that semester. Additionally, students whose semester GPA places them in the top 15 percent of their class year will be 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.

**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 WebSTAR and report any errors to the program office or the Office of Academic Support Services.

The transcript includes:

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

**Transcript Requests**

Refer to NSU’s website for information on requesting transcripts—novada.edu/registrar/services.

**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 the student to immediate disciplinary actions up to, and including, dismissal from the college.

Academic dishonesty is considered a serious academic offense by the faculty and administration of this university. The 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 may also refer any cases of academic dishonesty to the Student Progress Committee for review. Department chairs, directors, associate and assistant deans, and the dean may enforce additional penalties ranging up to dismissal from the program.

**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 cumulative and semester GPA of 70 percent or higher in the Pharm.D. program, B in the M.S. in Pharmaceutical Sciences and Ph.D. programs, and C in the M.S. in Pharmaceutical Affairs program.

**Satisfactory Academic Progress**

A student making satisfactory academic progress is defined as one who has passed at least 66.7 percent of his or her 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, 5 years for advanced standing students, 4 years for master’s students, and 7 years for Ph.D. students.

**Academic Probation**

Any one of the following will result in academic probation:

- semester grade below 70 percent for the Pharm.D. program, B for the Ph.D. and M.S. in Pharmaceutical Sciences programs, and C for the M.S. in Pharmaceutical Affairs program
- 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 GPA is raised appropriately or failed courses are successfully remediated. While on academic probation, students are prohibited from

- registering for classes online via WebSTAR and must meet with an academic advisor at their campus each semester to complete a student transaction form 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 limit extracurricular activities and hours of employment to have the best chance of academic success in the program.

The Offices of Student Services and Academic Support Services will be notified accordingly. Other activities may be restricted by the associate dean or director of the relevant program.
Academic Dismissal
Any one of the following will result in academic dismissal:

- semester or cumulative GPA below 70 percent in two consecutive grading periods in the Pharm.D. program; B in the Ph.D. and M.S. in Pharmaceutical Sciences programs; C in the M.S. in Pharmaceutical Affairs program
- failure of three or more courses or 66.7 percent of attempted credits in one grading period in the Pharm.D. or M.S. in Pharmaceutical Affairs programs
- failure of two or more courses or 66.7 percent of attempted credits in one grading period in the Ph.D. or M.S. in Pharmaceutical Sciences programs
- failure of four or more courses during a student’s academic enrollment in the Pharm.D. or M.S. in Pharmaceutical Sciences programs
- failure of 3 or more courses during the student’s academic enrollment in the Ph.D. or M.S. in Pharmaceutical Sciences programs
- failure of any repeated course
- remaining on academic probation for more than one year with continuing failures
- more than six academic years to complete the entry-level program
- more than five academic years to complete advanced standing program
- more than 4 years to complete the master’s program
- more than 7 years to complete the Ph.D. program
- legal, moral, behavioral, ethical, or academic dishonesty or professional misconduct
- determination by the dean that there are factors that would interfere with or prevent the student from attaining expected professional standards

Academic Suspension
Suspension bars a student from attending school for a defined period of time if, in the opinion of the associate dean or director of the relevant program, 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 his or her 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.
**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 GPA of 70 percent or better in the Pharm.D. program; C in the M.S. in Pharmaceutical Affairs program; B in the Ph.D. and M.S. in Pharmaceutical Sciences programs

Pharm.D. students will be classified as first-year (P-1) students until all P-1 courses have been satisfactorily completed. This same standard applies to second-year (P-2), third-year (P-3), and fourth-year (P-4) students.

Pharm.D. students must successfully complete all didactic courses, assessments, and introductory pharmacy practice experiences (IPPE), including electives and the PCOA, before entering their final year advanced pharmacy practice experiences (APPE).

Ph.D. students must successfully complete all first- and second-year courses prior to taking requirement comprehensive exams and assessments.

**Extended Students**

Individuals who have finished the academic year but have not successfully completed all of the courses in the respective year are classified as extended students.

Pharm.D. students on a one-year extended program may be eligible for a one-semester tuition reduction. Tuition reductions will only be applied to students who have not had additional failures while on an extended program, and have had at least one fall or winter didactic semester with 10 or fewer academic credits. The tuition reduction will be applied during one of the semesters of the student’s last didactic year of the program.

**Remediation Policies**

Remediation of failures is determined by the dean’s office and/or the dean’s designee on an individual basis and may be assigned by the dean’s office in one of the following modes:

1. **by course repetition**
   - The course may be repeated at Nova Southeastern University College of Pharmacy.
   - The course may be taken at another regionally accredited institution or academic unit within NSU after the department chair and the associate dean or director of the relevant program determine the equivalency of the course to the Nova Southeastern University College of Pharmacy course it will be replacing. The student must obtain approval from the associate dean or director of the relevant program prior to course registration.

2. **by reexamination**
   A student who receives a grade of less than 70 percent for a course may be allowed a single reexamination in that course under the following circumstances:
   - if the student has achieved a grade of 70 percent or better on at least one half (50 percent) of the examinations/tests in the course
   - if the course mean is below 80 percent and the student’s grade is within two standard deviations
on the recommendation of the dean, associate dean, or director of the relevant program

Remedial reexaminations are not automatic and are granted through permission of the associate dean, Professional Program. A successful reexamination will be recorded as 70E for Pharm.D. students, C for M.S. in Pharmaceutical Affairs students and recorded as such on the student’s transcript.

Pharm.D. students may take only one remedial reexamination per semester.

NOTE: Pharm.D. students who earn less than 70 percent in three or more courses during the semester will not be eligible for reexaminations.

Remediation of a course failed during one academic year does not remove it from the total failures allowed per year. Failing a reexamination does not count as a second course failure. In cases of repeat course failure, reexamination may not be permitted.

Student Progress Committee

Students who fail any course either within a semester or during the student’s academic enrollment shall be referred to the Student Progress Committee (SPC). The SPC will meet as soon as possible after the end of each semester to review and make recommendations to the associate dean or director of the relevant program based on guidelines set forth in the student handbook (see Academic Standing). Recommendations up to and including dismissal shall be made to the associate dean or director of the relevant program. Letters of dismissal shall be communicated via e-mail and via Fed Ex to the student and will outline the reason for the decision. Letters of probation shall be communicated via email and by certified letter. Dismissed students will be administratively dropped from all College of Pharmacy courses and will not be allowed to continue in classes in the upcoming semester.

The SPC also meets to address student violations of university or college regulations and recommends to the associate dean or director of the relevant program any disciplinary actions relative to the violation.

GRADE DISPUTES, GRIEVANCES, AND APPEALS

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 who has difficulty in negotiating the grading dispute appeals process may seek guidance from the college’s director of student services.

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 or director of the relevant program (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, Experiential Education
3. chair, Pharmacy Practice
4. associate dean, Professional Program (final level of appeal)

A Pharm.D. 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 problem and complaint at each administrative level will be carried out as expeditiously as possible. If the student is not satisfied with the decision, he or she may appeal to the next administrative level. If the student chooses to continue to appeal, this must be done in writing within 14 calendar days 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).

**Non-grading Related Grievance(s)**

Any student has the right to seek redress of a grievance with immunity from disciplinary action or retaliation without regard as to the sex, race, religion, disability, color, creed, ethnic, or national origin as included in the regulations of Title VI, Title IX, the Americans with Disabilities Act, and section 504 of the Rehabilitation Act. College of Pharmacy students must follow the procedures outlined below.

1. The student will present the grievance to the faculty member. If the faculty member cannot affect a resolution to the problem, the student may then consult with the chair of the department or the assistant dean of the distant site, if applicable. If the chair/assistant dean can not affect a resolution, the student may then consult with the director of student services or designee at each campus.

2. If a satisfactory solution cannot be achieved, the student will be advised to prepare a written, signed request to the chair of the Student Progress Committee (SPC), setting forth the grievance and requesting a hearing with the SPC.

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 SPC shall convene the committee after receipt of a written request.

5. The student will be notified in advance of the date, time, and place of the meeting.

6. The meeting shall be internal, private, and closed to those not associated with the university. Non-university personnel are not available for consultation during these meetings. Legal representatives or any other form of representation is prohibited during the hearing. At the meeting of the SPC, the student will be afforded a full and fair opportunity to present the grievance and to respond to relevant questions posed by members of the committee.

7. The committee will, after deliberation, make a recommendation to the associate dean or director of the relevant program.
8. Following receipt of the committee's recommendation, the dean or the dean's designee will advise the student, in writing, of the action taken to resolve the grievance.

9. If the student is still not satisfied, he or she may request an additional review by the college Appeals Committee. This request must be made in writing and delivered to the associate dean or director of the relevant program within 14 calendar days of the date of the letter advising the student of the grievance resolution. The request must specify additional relevant facts, which were not presented to the SPC and must state the specific redress desired.

10. The NSU-COP Appeals Committee will conduct a review (see Appeals Committee section). The decision of the Appeals Committee shall be final with no official recourse or available appeal.

ACPE Complaints Policy

The Accreditation Council for Pharmacy Education (ACPE) is a national agency for the accreditation of professional degree programs in pharmacy. Complaints, as related to ACPE standards, policies, or procedures, should be written (in detail) and submitted to the ACPE office at csinfo@acpe-accredit.org. For additional information about ACPE, please visit acpe-accredit.org.

Complaints related to ACPE standards may also be submitted in writing to any college administrator. All complaints and responses will be maintained by the Office of Student Services for review by ACPE.

Appeals Committee

Students wishing to appeal a dismissal made by the associate dean or director of the relevant program or the SPC, must submit a written appeal letter to the chair of the Appeals Committee within 14 calendar days from the date of the letter. The appeal must contain a concise statement of all relevant facts and the result sought. The letter should be delivered to the associate dean or director of the relevant program who will deliver it to the chair of the Appeals Committee with documentation concerning the previous decision. Any appeals not submitted to the chair of the Appeals Committee within this time frame may not be heard.

1. Appeals Committee Hearing Guidelines

The student appeal hearing is an informal proceeding. No rules of evidence will be used. The hearing shall be internal, private, and closed to non-university persons. Non-university personnel are not available for consultation during these hearings. All procedures and actions are aimed to safeguard and preserve the educational and developmental mission of the College of Pharmacy.

2. Appeals Committee Responsibilities

The Appeals Committee will hear all student appeals of decisions made by the associate dean or director of the relevant program relating to either dismissal or disciplinary actions as defined in this student handbook.

3. Appeals Committee Membership

The Appeals Committee shall consist of the chancellor of the Health Professions Division or designee and four to five faculty members. One member will be designated as the chair of the committee by the dean of the College of Pharmacy. The associate dean or director of the relevant program, the chair of the Student Progress Committee, and the director of student services will attend the hearing, but will not participate during the vote of the committee's decision. The chair may request representatives from distant campuses when appropriate.
4. Hearings Protocol and Process

• The Appeals Committee hearing will proceed under the direction of the chair.

• The chair will convene the hearing with only committee members present.

• A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.

• The director of student services, the chair of Student Progress Committee, and the associate dean or director of the relevant program, will be nonvoting, will serve only in an advisory capacity, and may be present throughout the entire hearing.

• 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 may be taken.

• The student will be notified of the date, place, and time of the hearing via certified mail to the student’s last-known address or hand delivered with receipt AND sent to the student’s NSU email account. Any student whose presence is requested and fails to appear at the designated date and time automatically will waive his or her right to appeal.

• The student will be present only during his or her testimony.

• If requested by the committee, the student will provide the chair with a written list of any witnesses he or she may have no later than two business days before the hearing date. Only witnesses with direct information that is new and relevant and has not been presented previously to the dean or the Student Progress Committee will be considered.

• If present, witnesses will be called individually by the committee and questioned without the student being present. 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 more witnesses. The student shall not be present during the questioning of any witnesses.

• When all evidence has been heard and witnesses questioned, the chair will call the student into the hearing room.

• The chair will introduce the student to the committee.

• The student will have an opportunity to present his or her appeal, provide statements and evidence in defense of the alleged violation(s), appeal the degree of disciplinary action, summarize his or her position, and respond to any questions from the committee.

• The chair will then dismiss the student from the hearing.

• The committee members will render a decision on the student’s appeal by a majority vote of the voting members in attendance. The committee may delay the vote if it determines that additional information or facts are needed before a vote.
• The chair will participate in the voting process only in the case of a tie or if the chair is counted to make quorum.

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

Graduation Requirements for the Pharm.D. Program
Degrees are awarded upon successful completion of the curricular requirements and when the faculty believes the students have attained sufficient knowledge, skills, maturity of thought, proficiency, and professionalism. If a student fails to graduate, he or she does not necessarily fail in any one subject but is judged by the faculty 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. be of good moral character
2. successfully complete all curricular requirements
3. satisfactorily complete the degree requirements within six academic years for entry-level students or five academic years for advanced-standing students with a GPA of 2.0 on a 4.0 scale, or a numerical average of 70 or above
4. satisfactorily fulfill all financial obligations
5. Transfer students require a minimum of 30 credit hours of didactic coursework and all advanced pharmacy practice experiences completed at Nova Southeastern University.
6. submit to the registrar's office an Application for Degree/Diploma by March of the anticipated year of graduation (Applications received after the due date will not be considered for that year's commencement ceremony.)
7. attend in person the commencement program

Students who do not meet the above requirements will not receive credentials nor will Board of Pharmacies be notified of program completion to take the licensing examinations.

Graduation with Honors
Pharm.D. students with a cumulative GPA in the upper 5 percent of their class will receive a diploma inscribed with highest honors. Students in the next 10 percent of their class 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). Applications for licensure from other states may be obtained from that state's respective board of pharmacy website. Each state has different requirements. Applications for states other than Florida should be submitted to the Office of Experiential Education 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.

**M.S. in Pharmaceutical Affairs**

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 required)
- maximum number of credits: 15 per semester
- peer mentor program (not applicable)

**Transfer Credits**

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 August 1 of the first year of the Master's program. Requests for transfer credit must be submitted in writing and include an official copy of the 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 were passed with a grade of B or better. Credit will not be transferred if previous credit was used to earn a degree from the granting institution, and must be approved by the program director. An official transcript from the institution attended must be provided before transfer credit will be formally awarded.

**Remediation Policies**

Remediation of failures is determined in consultation between the director and the associate dean of the relevant program (i.e., Pharm.D. or Ph.D.) in which the student is taking cross-listed courses offered through those programs, and with regards to policies outlined in Pharm.D. and Ph.D. policies.

**Graduation Requirements for the M.S. in Pharmaceutical Affairs Program**

To receive a M.S. degree students must fulfill the following requirements:

1. satisfactorily complete the curricular requirements with a minimum cumulative GPA of 3.0 out of 4.0
2. be of good moral character
3. satisfactorily complete the degree program within 4 academic years

Students will not receive credentials until all financial obligations to the university are fulfilled.
Ph.D. and M.S. in Pharmaceutical Sciences

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)
- grading scale
- licensure (not applicable)
- Introductory and Advanced Pharmacy Practice Experiences (not applicable)

The associate dean, Research and Graduate Education, oversees the administrative and educational components of the Ph.D. program. The director of the M.S. in Pharmaceutical Sciences program oversees the administrative and educational components of the program.

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 August 1 of the first year of the Master's or Ph.D. program. 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 or program director of the relevant program. Transfer credit will only be considered for courses designated with a graduate level course number that were passed with a grade of B or better.

An official transcript from the institution attended must be provided before transfer credit will be formally awarded.

All Ph.D. dissertation research must be completed at NSU.

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 your name, NSU ID, exam #, or other 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. No make-up exams will be given for any unexcused absences. Students with an excused absence for an examination will receive a make-up exam at the discretion and convenience of the faculty coordinator.

Exam policies for the Pharm.D. program may supersede the above policy for classes that are jointly taught with Pharm.D. students.

Remediation Policies
Remediation of a failure is determined by the associate dean or director of the relevant program and may be assigned in one of the following modes:

1. The course may be repeated at NSU COP.

2. By reexamination:
   • A remedial exam may be offered if the student receives a C in a track specific core course at the discretion of the associate dean or director of the relevant program.
   • If the student is permitted to take a remedial reexamination and passes with a grade of 80 or greater, a grade of B is recorded as on the students transcript and replaces the failing grade.
   • Students who earn less than a B in two or more courses during a semester are not eligible for remedial reexaminations.
   • Remedial exams are not automatic and a student may only take one remedial reexamination per semester.
   • Failing a reexamination does not count as a second course failure.

Successful remediation of a course failed during one academic year does not remove it from the total failures allowed per year. In cases of a repeat course failure, reexamination may not be permitted.

Graduation Requirements for the Ph.D. Program
To receive a Ph.D. degree, every student must fulfill the following requirements.

1. Student must be of good moral character.

2. Prior to graduation, all students must have one first author publication (submitted, accepted, in-press, or published).

3. The Ph.D. will be conferred upon successful completion of the requirements of the curriculum and must be completed within seven years with a GPA of 3.0 on a 4.0 scale.

4. Student must satisfactorily meet all financial and library obligations (to receive credentials).

5. Student must fulfill all obligations to the university (to receive credentials).
Graduation Requirements for the M.S. in Pharmaceutical Sciences Program

To receive an M.S. degree, every student must fulfill the following requirements.

1. Student must be of good moral character.

2. Student must have successful completion of the requirements of the curriculum and must be completed within four years with a GPA of 3.0 on a 4.0 scale.

4. Student must satisfactorily meet all financial and library obligations (to receive credentials).

5. Student must fulfill all obligations to the University (to receive credentials).

STUDENT CONDUCT

Conduct

Students are expected to conduct themselves in a responsible manner, which will reflect well on themselves, the college, and the university, in terms of morality, honor, truth, and good citizenship. Students are also expected to abide by the regulations of the division and the university.

Furthermore, students are expected to conduct themselves in a professionally ethical fashion and to maintain and observe high standards of conduct so that the integrity of the university may be preserved. A student should avoid impropriety and the appearance of impropriety in all activities.

Attendance

- Attendance is mandatory at all examinations, quizzes, laboratories, small group learning activities, interactive learning activities, practice experiences, special events, and guest speaker presentations.

- 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 required on the first day of all classes.

- 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 trait a health care practitioner must display. Additionally, tardiness in class disturbs both the lecturer and other members of the class, and is inconsiderate, rude, and 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 cancelled.

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.
Excused Absence Policy
Excused absences (up to 14 consecutive calendar days in a semester) may be given in certain circumstances. Excused absences do not entitle a student to make up in-class quizzes, assignments, and activities. Other assignments and examinations missed due to an excused absence will be made up at the discretion and convenience of the instructor.

Illness—For excused absences due to illness, the course coordinator or the course facilitator AND the Office of Student Services must be notified no later than 48 hours from the first date of the absence. Absences up to 14 consecutive calendar days will require the submission of a doctor’s note or other supporting documentation.

Religious Holidays—Absences due to major religious holidays may be excused at the discretion of the Office of Student Services. Students are required to obtain approval for a religious holiday absence two weeks prior to the holiday.

Special Circumstances—Special circumstances resulting in an absence, e.g. death in the immediate family, hospitalization, etc., must be cleared with the course coordinator or the course facilitator AND the Office of Student Services, 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.

Leave of Absence
A leave of absence is defined as time away from class attendance for more than 14 consecutive calendar days. A student desiring a voluntary leave of absence must submit a written request to the associate dean or director of the relevant program. If approved, the student must reenter the program no later than the following year at the beginning of the same semester in which the student left.

A leave may be granted for

• medical reasons including, but not limited to, pregnancy, surgery, or other health-related problems pertaining to the student’s health

• personal reasons pertaining to the student’s personal life

Medical/personal leaves may be granted by the dean or associate dean or director of the relevant program to students who have compelling personal circumstances that are temporarily impeding their academic progress, or for documented medical reasons. A student requesting a leave of absence for medical or personal reasons must submit a written request to the dean’s office. The request must be accompanied by one of the following documents:

• Medical Leave—This is a letter from the student’s licensed health care provider documenting the student’s condition and assessing when he or she can return to active academic status. The purpose of medical leave is to allow a student to take time away from his or her studies to obtain medical care. Leave cannot be requested retroactively.

• Personal Leave—This is a personal statement from the student documenting the reason why a personal leave is needed.

A student on medical leave may be asked to provide a licensed health care provider’s evaluation before being allowed to resume studies.
A student on personal leave may be asked to provide a personal statement before being allowed to resume studies. If a personal leave is granted for financial reasons, the student may be asked to provide the financial departments of the university with proof that he or she has the financial capability to continue his or her studies.

A leave of absence will not be granted in excess of two semesters (one calendar year) over the course of a student’s degree program, either cumulatively or within a single leave, during the student’s matriculation.

If a student is granted a leave of absence while current coursework is still in progress, he or she will be withdrawn from those courses. In all such cases, an appropriate designation for each course in progress will be entered on the transcript. A W will be given if no graded coursework has been completed or if graded coursework is at a passing level. A WF will be given if graded coursework has been completed and is not at a passing level.

A student taking a leave of absence also foregoes any tuition refund, if applicable.

**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 Services at their home campus. The request must be submitted, in writing, at least two working days in advance of the date of attendance at a host campus. If approved, the course coordinator and Office of Student Services at the host campus will be notified.

**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 by April 15 of their P-1 or P-2 year.

Students must meet with the assistant dean, director of student 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.

**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, or on a pharmacy practice experience. Students must adhere to the HPD dress code found in the HPD section of this handbook. The following constitutes acceptable attire:

- shirt, tie, slacks, and regular shoes for men, and for women it should be professional business dress, which includes slacks, pants, or skirt with blouse, or dress and appropriate shoes
- matching scrub sets and shoes
- NSU College of Pharmacy polo shirts and dress slacks

In addition to the above attire, Pharm.D. students must wear their white clinical jacket at all times while on campus and at experiential sites.

Identification badges will be issued by the One-Stop Shop and must be worn at all times when the student is on campus or rotation.
Students may not wear the following:

- shorts
- cut-offs
- mini-skirts (higher than mid-thigh)
- jeans
- see-through clothing or halter-tops
- beach/flip-flop sandals or thong footwear
- T-shirts (as the outer shirt)
- jogging or exercise clothing
- hats or caps, unless of a religious nature

These guidelines apply on campus from 8:10 a.m. to 8:00 p.m., Monday through Friday, during any scheduled evening or weekend classes, and while on introductory and advanced pharmacy practice experiences. Students inappropriately dressed or groomed may be requested to leave the campus. In this circumstance, an unexcused absence will be recorded until the student returns properly attired. Questionable or disputed cases of dress or grooming shall be presented to the dean or his or her designee, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action. Classes requiring special dress (e.g., patient care management laboratory or physical assessment) will be the only exceptions to dress code allowed during regular school hours.

The dress code is to be observed at all times.

**Illegal, Inappropriate, and Unprofessional Behavior**

No student shall display disorderly conduct, public intoxication, or lewd, indecent, or obscene behavior on the campus or at any college-sponsored or supervised function or event.

No student shall intentionally or recklessly endanger or threaten the mental or physical health or well-being of any other member of the college community or any visitor to the campus.

No student shall violate the policies established by the university, Health Professions Division, or the college, as well as by federal and state law regarding sexual harassment, discrimination, and the protection afforded under the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act.

A student shall not commit a dishonest act of any nature and shall comply with all university, division, and college policies.

Students are expected to exhibit professional behavior both in class and at introductory and advanced pharmacy practice experience sites. Unprofessional behavior may result in disciplinary sanctions, including warnings, probation, suspension, and dismissal. Unprofessional behavior includes, but is not limited to, disregard for authority, failure to comply with directives of NSU and/or clinical affiliate faculty members, tardiness, failure to attend all required classes and meetings, displaying a poor attitude, 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, and conduct unbecoming an NSU pharmacy student and/or pharmacy professional.
**Cell Phones, Computers, Tablets, and Electronic Devices**
The use of electronic devices for non-classroom related (i.e., personal) business during class time is prohibited.

**Weapons and Firearms, Drugs, Alcohol, and Fire Safety**
See Nova Southeastern University Student Code of Conduct section. Visit nova.edu/student-handbook for more information.

A pharmacy student in violation of the drug-free policy will be required to participate in the NSU student assistance program and may be referred to the Florida Board of Pharmacy for further action.

**Food and Beverages**
Other than bottled water, food and drinks are not permitted in the classrooms, library, auditoriums, or laboratories.

**POLICIES AND PROCEDURES FOR ALLEGED CODE OF BEHAVIORAL CONDUCT VIOLATIONS**
Any member of the college community may file a written complaint with the chair of the Student Progress Committee (SPC) setting forth specific violations.

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, auditing one or more courses, medical treatment, preparing scheduled reports, or any other requirement intended to rehabilitate the student and/or to ensure that the student is able to continue with his or her 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 SPC shall have nonexclusive authority to evaluate all alleged student violations of misconduct, whether academic, moral, professional, or ethical. Exceptions to this authority include, but are not limited to, the following:

- Nothing shall limit the right of NSU-COP 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.
Students in the College of Pharmacy are expected to conduct themselves in an ethical and legal manner. Students who have been convicted, found guilty, or entered a plea of nolo contendere must report the indictment 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.

**Student Progress Committee Meeting Protocols and Process for Behavioral Violations**

Proceedings to determine whether a student has violated a regulation, policy, or behavior, or engaged in academic misconduct of the college shall conform to the following protocols and process:

- When informed of alleged violation, the chair of the Student Progress Committee (SPC) will conduct a preliminary investigation and determine whether a full committee meeting is warranted.

- The chair will then call a meeting of the committee and shall notify the charged student(s). The student(s) shall receive written notice of the time, place, and subject of the meeting. Legal representation or any other form of representation is prohibited during the hearing.

- If necessary, the student will provide the chair with a list of any witnesses he or she may have, in writing, no later than two business days before the meeting date. The student will be responsible for ensuring the presence of his or her witnesses.

- Any witnesses will be called in individually to be questioned and to provide any statements. Any witnesses may be asked to remain outside the meeting room for later recall. The student will not be present during the questioning of any witnesses.

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

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

- At the conclusion of the discussion, the committee will make a recommendation to the associate dean or director of the relevant program. The various disciplinary actions that may be recommended by the SPC are reprimand, probation, suspension, dismissal, and administrative leave of absence.

- The associate dean or director of the relevant program will review the committee's recommendation and the student shall then be notified of the decision by certified mail and the student's NSU email account.

- The recommendations of the SPC and all reports, letters, and investigative records will be maintained in the files of the associate dean or director of the relevant program for not less than five years. This information is not part of the student's permanent records or the student's transcript.
BEHAVIORAL DISCIPLINARY SANCTIONS

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.

Probation
Probation is defined as a trial period during which a student has the opportunity to demonstrate that he or she can academically redeem failing grades or can effectively cease behavioral misconduct.

Probation can be for the remainder of a current semester or may be for the remainder of the time the student is enrolled at NSU-COP.

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 WebSTAR and must meet with an academic advisor at his or her 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 probation for disciplinary reasons, the student must especially show appropriate behavioral, professional, and personal good conduct as defined in the conditions of his or her 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 his or her probation, actions may be taken up to, and including, dismissal from the NSU-COP.

A student is responsible for adhering to all laws, rules, or ethical codes that govern the pharmacy profession and its members of NSU-COP. Once the student has corrected all behavioral deficiencies, the SPC may recommend to the dean to remove the student from probation for behavioral reasons.

Suspension
Suspension bars a student from attending school for a defined period of time if, in the opinion of the associate dean or director of the relevant program, the student has deviated from the academic standards and/or standards of behavior established by the college. A suspended 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 suspension must do so within 14 calendar days of the date of the letter of notification of suspension. Students going through the appeal process are prohibited from taking classes at the College of Pharmacy or participating in college activities.

Suspension is not included in the calculations of the six-year limit for the entry-level Pharm.D. program, five-year limit for the advanced standing program, four-year limit for the M.S. programs, or seven-year limit for the Ph.D. program, for completing all graduation requirements.
Dismissal

Dismissal is the permanent termination of a student's academic enrollment. As with disciplinary actions, the associate dean or director of the relevant program is responsible for imposing this recommendation. A student who chooses to appeal a dismissal must do so within 14 calendar days of the date of the letter of notification of dismissal. While appealing a dismissal 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 (COP) include, but are not limited to

1. academic failure, as outlined in the Academic Dismissal section under Academic Standing
2. a student representing himself or herself as a doctor of pharmacy or to have 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. programs, 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, ethical, or academic 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 his or her 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.

Readmission Policy

If a student is dismissed or withdraws from the College of Pharmacy, he or she may not apply for admission for a class starting less than 12 calendar months after the date of dismissal or withdrawal. He or she may only apply as a first-year student. In order 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.

Any applicant applying for readmission must do so through the Office of Admissions of the Health Professions Divisions and must follow the same procedure as any other entering student. Readmission will be solely at the discretion of the dean as are all admissions. The student's prior academic records will remain part of his or her overall academic record and will be recorded on the permanent transcript. If admitted, none of the student's prior grades will be used in calculating his or her new grade point average.
MISCELLANEOUS INFORMATION

Counseling Services
See Nova Southeastern University Student Handbook section, NSU Resources, NSU Student Counseling. Visit nova.edu/student-handbook for more information.

Acceptance of Professional Fees
The activities of students are not to be construed as the practice of pharmacy. 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 the profession may engage in that professional work to the extent provided by the law.

Visits to Other Institutions
Students in the Health Professions Division may not visit, in an official or presumably official capacity as a professional or graduate student, any health-related institution (hospital, pharmacy, practitioner's office, clinic, industry, etc.) or any health school without express permission from the dean. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all hospital rules are observed.

Responsibility for School Property
Students will be held responsible for damage to university property caused by their negligence or willful act, and may be subject to disciplinary action, dismissal, and/or prosecution by law. Students must pay for damages within 15 days after receipt of invoice. The university is not responsible for personal possessions under any circumstances.

Student Employment
Nova Southeastern University provides on-campus student employment opportunities. For more information visit nova.edu/financialaid/employment. However, due to the intensity of all academic programs, employment during the semester is strongly discouraged.

HIV/AIDS Policy

STUDENT ACTIVITIES
Students in the College or Pharmacy are strongly encouraged to participate in professional organizations, fraternities, and clubs that promote the profession or area of research study. The list that follows includes some of the student organizations officially recognized by the university.
Health Professions Division

Health Professions Division Student Government
The Health Professions Division Student Government is recognized by HPD administration as the official student voice on all university issues. The student members of the organization are the president and vice president of each of the college's student councils.

College of Pharmacy

Student Government Association (SGA)
The SGA is the official voice for all pharmacy students. The organization is open to all students and welcomes proposals and participation from the entire student body.

The responsibilities of the SGA include collecting and expressing student opinion, dispensing funds for student activities, acting as a liaison for the student body, promoting pharmacy, supporting club and class activities, and working to improve the quality of life for all students at the College of Pharmacy.

Four voting representatives are elected from each class. In the spring of each year, the Student Government Association officers—president; vice president, secretary and treasurer from the Fort Lauderdale/Davie campus; and vice presidents and secretaries from the Palm Beach and Puerto Rico sites—are nominated from this pool of representatives.

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 organization is largely concerned with the administrative and patient care issues of individuals enrolled in HMOs, PPOs, etc. Members receive AMCP periodicals and other educational materials, attend national meetings, visit practice sites, shadow practitioners, and have speaker/discussion meetings on managed care topics.

Alpha Zeta Omega (AZO)
Alpha Zeta Omega is a pharmaceutical fraternity composed of pharmacists and undergraduates in pharmacy 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 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 membership in APhA and, through periodic publications and meetings, can keep up-to-date 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 APhA-ASP and still be eligible for participation in any other campus organization.
American Society of Consultant Pharmacists (ASCP)
The American Society of Consultant Pharmacists 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 health care 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)
The 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 Councils
Class Councils exist for each year of the entry-level Pharm.D. and advanced standing Pharm.D. program and have representation from each campus. The purpose of the class councils is to plan and implement activities for the enjoyment of their classmates. Students, must be in good academic standing to hold a leadership position, and are elected in the spring of each year for the upcoming fall semester.

College of Psychiatric and Neurologic Pharmacists (CPNP)
CPNP is devoted to the improvement or advancement of education, practice, and science, as well as the interests of those who practice in the area of psychiatric or neurologic pharmacy. The objectives of this organization are to facilitate the dissemination of information regarding psychotherapeutic agents, patient care, and community support; endorse the Psychiatric Pharmacy Certification Exam process and support programs for the preparation of candidates for the exam; facilitate programs in the areas of psychiatric and neurologic pharmacy at national meetings of organizations that support our interests; improve patient care; and promote research in patient care.

Florida Society of Health-System Pharmacists (FSHP)
The Florida Society of Health-System Pharmacists student chapter participates in shadowing programs that allow students to accompany a hospital pharmacist through his or her daily activities and broaden their exposure to health system pharmacies. Members also are involved in community service projects such as Poison Prevention Week and National Pharmacy Week.

International Pharmaceutical Students’ Federation (IPSF)
IPSF is the leading worldwide federation of student pharmacists. The organization’s goal is to advocate for student pharmacists and improve public health. This is accomplished through provision of information and opportunities to promote networking and cooperation between professionals globally.

International Society for Pharmacoeconomics and Outcomes Research (ISPOR)
The International Society for Pharmacoeconomics and Outcomes Research (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 purpose of JPSO is to motivate and equip 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 learn about pharmacy practice and leadership through various healthcare professionals during chapter meetings.

Kappa Psi
The Kappa Psi 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 contacts and the opportunity to develop qualities of leadership for the general growth of members and the profession of pharmacy.

National Community Pharmacists Association (NCPA)
NCPA (formerly NARD) 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.

Ph.D. Graduate Pharmacy Association (PGPA)
The Ph.D. Graduate Pharmacy Organization (PGPA) provides the Ph.D students a platform to showcase their skills and expertise in science, work together to augment personal and professional growth through academic and extracurricular activities, to share their opinions, and create awareness about the Ph.D. program and its research to a broad audience. PGPA coordinates the activities of the College of Pharmacy graduate student body with the college administration, faculty and NSU SGA to foster mutual understanding and cooperation with other student organizations to promote an environment of personal and academic growth for students.

Phi Delta Chi
The Phi Delta Chi fraternity is an association formed to advance the science of pharmacy and to foster a fraternal spirit among its members. Being a member is a lifelong experience that promotes scholastic, professional, and social growth in order to advance pharmacy. Each member serves the public health and has a goal to be a leader in the profession.

Phi Lambda Sigma
The purpose of Phi Lambda Sigma, the national pharmacy leadership society, is to promote 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 that 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
Rho Chi is the national honor society for pharmacy. Members are selected on the basis of academic excellence—a capacity for achievement in the science and art of pharmacy and the allied sciences. Men and women are chosen on the basis of strength of character, personality, and leadership. They must rank in the highest 20 percent of the class, and have obtained a scholastic average equivalent to the second-highest letter grade. They are eligible for election 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 student, faculty, alumni, and honorary membership.

Student College of Clinical Pharmacy (SCCP)
The purpose of Student College of Clinical Pharmacy (SCCP) is to orient students in the practice of clinical pharmacy by providing information about careers and opportunities within the field of clinical pharmacy and to promote 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 Student National Pharmaceutical Association (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 SNPhA is to plan, organize, coordinate, and execute programs geared toward the improvement of the health, educational, and social environment of the community.

Social Events and Extracurricular Activities
All on- and off-campus extra curricular activities by division-recognized organizations, including fundraisers, must be approved in advance by the Office of Student Services in order to avoid conflicting functions. A student or group of students may not officially represent the division or 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 by the Office of Student Services and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus should be made on forms provided by the Office of Student Services at least two weeks in advance. Activities must be approved by the Office of Student Services before a room can be assigned by the coordinator of educational support. No meeting announcements may be made until approval is received. No announcements for social and extracurricular events can be posted unless authorization is given by the Office of Student Services. Forms and additional information are obtainable from the Office of Student Services. For guidelines on the use of alcohol at NSU events, please see the Alcohol Policy under the Student Code of Conduct in the NSU Student Handbook. Visit nova.edu/student-handbook for more information.
Visit nova.edu/locations/main-campus to view campus map.