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

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

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

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

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

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

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

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

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

Enjoy your time at NSU, and go Sharks!

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

Foreword

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

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

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

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

**Reservation of Power**

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

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

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

Vision 2020 Statement

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

Mission Statement

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

NSU Core Values

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

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

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

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

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

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

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

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

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

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

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

- the right to scrupulous respect for the equal rights and dignity of others
- the right to be treated equally in academic and social settings
- the right to live and/or attend classes in a physically safe environment
- the expectation of a positive living/learning environment
- the right to hold other students accountable to the Code of Student Conduct and Academic Responsibility

- the rights of personal and intellectual freedom which are fundamental to the idea of a university
  - the right of dedication to the scholarly and educational purposes of the university
  - the right to participate in promoting and ensuring the academic quality and credibility of the institution.

- the right to provide service to our community and beyond
  - the right to engage in service opportunities that enhance learning outcomes, both on and off campus
  - the right to associate with student organizations of one’s own choosing

University Equal Opportunity/Nondiscrimination Policy

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

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

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

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

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

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

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

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

Release of Student Information

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

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

Deceased Student Records

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

Health Care Privacy (HIPAA) Statement

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

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

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

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

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

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

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

**Personal responsibility**

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

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

Responsibility to the community

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

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

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

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

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

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

Academic Standards

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

The following acts violate the academic honesty standards:

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

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

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

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

Students are expected to comply with the following academic standards:

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

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

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

• Prohibited Acts—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:
  
  – plagiarism
  
  – any form of cheating
- conspiracy to commit academic dishonesty
- misrepresentation
- bribery in an attempt to gain an academic advantage
- forging or altering documents or credentials
- knowingly furnishing false information to the institution

- Additional Matters of Ethical Concern—Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

**Conduct Standards**

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

**A. General Administrative Policies and Guidelines**

**A.1 Alcohol Policy**

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

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

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

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

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

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

Guidelines for the Use of Alcohol at University Student Events

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

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

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

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

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

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

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

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

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

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

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

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

A.2 Appropriate Conduct and Consensual Relationships Policy

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

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

A.3 Drug-Free Schools and Campuses

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

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

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

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

<table>
<thead>
<tr>
<th>NSU Programs</th>
<th>Community Programs</th>
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<tbody>
<tr>
<td><strong>Henderson Student Counseling Center</strong></td>
<td><strong>Florida Department of Education, Office of Safe Schools</strong></td>
</tr>
<tr>
<td>For an appointment, call (954) 424-6911 or (954) 262-7050</td>
<td>325 West Gaines Street, Room 1444</td>
</tr>
<tr>
<td>3538 South University Drive (in University Park Plaza) Davie, Florida 33328</td>
<td>Tallahassee, Florida 32399</td>
</tr>
<tr>
<td>nova.edu/healthcare/student-services/student-counseling.html</td>
<td>(850) 245-0416 • <a href="mailto:SDFS@fldoe.org">SDFS@fldoe.org</a></td>
</tr>
<tr>
<td></td>
<td>florida.org/schools/safe-healthy-schools/safe-schools/index.shtml</td>
</tr>
<tr>
<td><strong>Healthy Lifestyles Guided Self-Change Program</strong></td>
<td><strong>Florida Department of Children and Families Substance Abuse Program Office</strong></td>
</tr>
<tr>
<td>For an appointment, call (954) 262-5968 or email <a href="mailto:gsc@nova.edu">gsc@nova.edu</a></td>
<td>1317 Winewood Boulevard</td>
</tr>
<tr>
<td>3301 College Avenue</td>
<td>Bldg. 6, Room 299</td>
</tr>
<tr>
<td>Fort Lauderdale, Florida 33314-7796</td>
<td>Tallahassee, Florida 32399</td>
</tr>
<tr>
<td>nova.edu/gsc</td>
<td>(850) 487-2920</td>
</tr>
<tr>
<td></td>
<td>myffamilies.com/service-programs/substance-abuse</td>
</tr>
<tr>
<td><strong>Broward Behavioral Health Coalition</strong></td>
<td></td>
</tr>
<tr>
<td>1715 SE 4th Avenue</td>
<td></td>
</tr>
<tr>
<td>Fort Lauderdale, Florida 33316</td>
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<tr>
<td>(954) 622-8121</td>
<td></td>
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<tr>
<td>bbhcflorida.org</td>
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<tr>
<td>Alcoholics Anonymous: (954) 462-0265</td>
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<tr>
<td>Narcotics Anonymous: (954) 476-9297</td>
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</tbody>
</table>

When you use or deal in drugs or abuse alcohol, you also risk incarceration and/or fines. *The Federal Sentencing Guidelines* outline federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida State Statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Misdemeanor convictions range from less than 60 days to one-year imprisonment. For additional information, please refer to Chapters 316 and 893 of the *Florida Statutes*, or consult with a legal representative of your choosing.
A.4 Health Policies

Health Insurance

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

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

Immunization Requirements

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

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

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

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

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

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

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

Communicable Diseases Guidelines

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

• NSU will make available to the university community detailed information concerning the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.
• Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.
• An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, academic center, and the associate dean of students.
• Within reason, the university will make accommodations to the infected person, whenever possible, to ensure continuity in the classroom.

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

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

A.5 Holds on Student Records

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

A.6 Indebtedness to the University

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

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

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

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

A.8 Jurisdiction of University Policies and Procedures

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

A.9 Off-Campus Residency

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

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

A.10 Student Organization Rights and Responsibilities

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- using computer resources for personal reasons
- using computer resources to invade the privacy of another
- sending email on matters not concerning the legitimate business of the university
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone
- accessing, or attempting to access, another individual’s data or information without proper authorization (e.g. using another’s computing account and password to look at personal information)
- creating a false email address
- propagating electronic mail chain, pyramid schemes, or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a website without permission
- posting a university site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- releasing or threatening to release a virus, worm, or other program that damages or otherwise harms a system, network, or data
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU’s computer systems or networks
- using or attempting to use NSU’s computer systems or networks as a means for the unauthorized access to computer systems, networks, or data outside the university
• improper peer-to-peer file sharing

• viewing, distributing, downloading, posting or transporting child or any pornography via the web, including sexually explicit material for personal use that is not required for educational purposes

• using university resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)

• violating federal copyright, intellectual property, and/or trademark laws or the NSU copyright, intellectual property, and/or policy

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

**Enterprise Username and Password Policy**

*Policy Rationale*

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

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

*Policy Statement*

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

*Remedies*

The university reserves the right to

• suspend access to preserve the confidentiality, integrity, and availability of the network, systems or information

• periodically audit passwords for compliance

• pursue disciplinary action because of non-compliance
Electronic Mail Communications

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

Web Pages—Use of Material

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

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

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

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

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

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

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

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

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

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

B. Specific Conduct Violations

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

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

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

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

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

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

B.5 Cheating
Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is prohibited.
B.6 Complicity

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

B.7 Contracting on Behalf of the University

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

B.8 Damage or Vandalism to Property

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

B.9 Dangerous Items (Explosives, Firearms, Fireworks, and Weapons)

Weapons and firearms are prohibited on campus.

A weapon includes

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

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

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

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

B.10 Disorderly Conduct

Disorderly conduct that is prohibited includes

- loud, threatening, or aggressive behavior or any other behavior which disturbs the peace and/or impedes the rights of others; and/or disrupts the orderly functioning of the university
- lewd, indecent, or obscene conduct or expression made by any means
- disruptive behavior which substantially interferes with, obstructs, or in any way negatively impacts the safety, viewing, or enjoyment of others in the residence halls, classrooms, or at a university-sponsored event, on or off campus
B.11 Distributing or Posting Printed Media
The posting or distribution of printed materials not previously approved by the Posting and Publicity Policies is prohibited. Additional information regarding individual buildings or academic unit policies are also included online for reference.

B.12 Drugs, Drug Paraphernalia
The possession (including the presence of a substance as identified below within a student’s room or contained within his or her possessions), manufacture, distribution, use, abuse, or sale of the following is prohibited.

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

B.13 Emergency Equipment and Procedures
Unnecessarily setting off a fire alarm; tampering with fire hoses, extinguishers, exit signs, and alarm equipment; or blocking fire exits and other means of impeding traffic may result in immediate university disciplinary action and criminal prosecution. Failure to evacuate any building on campus during a fire alarm is also prohibited.

B.14 Facilitating Academic Dishonesty
Intentionally or knowingly helping or attempting to help another to violate any provision of this code is prohibited.

B.15 False Information (Including Fabrication, Fraud, and Falsification of Records)
Any act or statement (written or oral) containing false, incomplete, or misleading information intended to deceive or misrepresent any agency of the university or any person or business is prohibited.

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

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

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

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

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

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

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

**B.21 Health and Safety**

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

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

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

**B.22 Identification Cards**

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

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

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

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

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

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

B.24 Lake Swimming

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

B.25 Littering/Projecting Objects

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

B.26 Misuse of Computers or Telecommunications (Technology)

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

B.27 Noise

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

B.28 Online/Internet Social Networking Usage

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

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

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

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

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

B.30 Plagiarism
The adoption or reproduction of ideas, words, or statements of another person as one’s own without proper acknowledgment is prohibited.

B.31 RecWell Center Policies and Procedures
Nova Southeastern University students and their guests who utilize the facilities (including fields and pools) managed by the Office of Recreation and Wellness must comply with the policies and procedures established by the department. Department policies are available online through the Office of Recreation and Wellness website.

B.32 Removal or Ejection from a University-Sponsored Event
Behavior which causes removal or ejection from any university-sponsored event, occurring either on campus or off campus, is prohibited.

B.33 Requests or Orders
All students and guests of NSU are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices, participation in administration and/or judicial proceedings, and the compliance by the stated deadline with all the terms and conditions of all disciplinary sanctions. Administrative discretion may be used to place a hold on a student’s account (registration, grades, etc.) if the student fails to comply with the directions of a university official.
B.34 Residential Life Policies and Procedures

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

B.35 Retaliation

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

B.36 Smoking/Tobacco-Free Policy

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

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

B.37 Solicitation

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

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

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

B.38 Sorority and Fraternity Life Manual/Policies

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

B.39 Theft or Unauthorized Possession

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

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

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

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

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

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

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

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

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

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

C.5 Retaliation

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

C.6 Sexual Assault

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

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

C.7 Sexual Violence

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

C.8 Sexual Exploitation

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

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

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

D. University Disciplinary Procedures

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

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

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

Investigation

No Violation(s)
When it is determined that no policies have been violated, the student is not charged and the case is closed. File retained.

Violation(s)
When it is determined that there is reasonable cause to believe policy violations have occurred, charges are clearly outlined and delivered in writing to the student.

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

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

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

Responsible
When determined policies have been violated.

Sanctioning

Appeal

Upheld

Denied

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

Responsible
When determined policies have been violated.

Sanctioning

Appeal

Upheld

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

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

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

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

Adjudication Process

Notification

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

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

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

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

D.2 Judicial Conference

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

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

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

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

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

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

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

Sanctions

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

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

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

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

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

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

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

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

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

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

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

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

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

Appeal Process

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

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

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

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

Hearing Procedures

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

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

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

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

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

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

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

Sanctions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appeal Process

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

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

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

D.4 University Sexual Misconduct Disciplinary Procedures

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

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

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

E. Additional Grievance Procedures Available

E.1 Grievance Procedure for Discrimination Based on Disability

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

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

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

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

**b. What does “qualified” mean?**

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

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

**c. Disability Harassment**

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

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

**d. Hostile Environment**

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

a. Filing a Complaint

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

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

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

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

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

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

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

b. Referral or Dismissal of Reports

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. **Notification to Complainant**

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

2. **Notification to Respondent**

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

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

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

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

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

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

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

j. Remediating Disability Discrimination

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

k. Retaliation

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

E.2 Nonacademic Grievance Procedure

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

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

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

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

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

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

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

7. The vice president’s decision is final and binding and cannot be appealed.
Alumni Association

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

ATMs

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

Bookstore

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

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

Campus Shuttle

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

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

Office of Undergraduate Admissions

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

Office of International Affairs

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

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

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

Office of Orientation

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

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

Office of Student Career Development

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

Office of Testing and Tutoring

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

Office of Student Communication and Support

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

Office of Residential Life and Housing

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

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

Office of Special Events and Projects

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

Office of Recreation and Wellness

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

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

Office of Student Leadership and Civic Engagement

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

Office of Student Media

The Office of Student Media oversees the management of the publication of The Current (the NSU student newspaper), WNSU (the student-operated radio station), and Sharks United Television (SUTV—the student operated campus TV station). In addition, Student Media annually hosts the NSU Multimedia Conference and Multimedia Camp. The office also supports the promotion of all campus events and programs to inform students about activities at the university.
Office of Student Conduct

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

Office of Student Disability Services

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

Office of Administrative Services and Marketing

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

Student Activity Fee Accounts Office

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

Office of Student Affairs at the Regional Campuses

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

Enrollment and Student Services

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

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

Office of the University Bursar

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

Office of the University Registrar

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

One-Stop Shop

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

SharkCard Services

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

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

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

University Call Center

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

For questions:

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

NSU Athletics

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

**NSU Student Counseling (Henderson)**

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

**Office of Innovation and Information Technology**

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

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

**SharkPrint**

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

**Student Medical Center**

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

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

NSU Alert: Stay informed of all campus emergencies.

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

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

Shark Dining Services

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

University Health Care Centers

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

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

Veterans Resource Center

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

Wireless Networking—NSU Wings

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

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

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

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

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

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

Charges and Payments

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

Late Payment Fee

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

Tuition Credit Policy—Voluntary Drops and Withdrawals

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

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

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

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

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

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

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

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

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

**Short-Term Preloans**

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

**Health Professions Division Library**

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

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

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

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

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

Other library services:

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

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

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

**Lost and Found**

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

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

**Computer Labs**

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

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

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

Both labs are monitored by attendants who can provide assistance.

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

**Student Lounge/Student Area**

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

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

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

HIV/AIDS Policy
See Communicable Disease section in the NSU portion of the student handbook.

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

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

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

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

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

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

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

3. Clinical rotations

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

4. Promptness

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

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

5. Religious holidays

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

Background Checks

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

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

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

Health Forms Requirements

Certificate of Physical Examination

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

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

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

Immunization Requirements

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

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

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

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

Hepatitis B

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

Influenza Vaccination

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

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

PPD Skin Test (2 Step)

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

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

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

Varicella (Chicken Pox)

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

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

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

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

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

Urine Drug Screen

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

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

Food in the Lecture Halls, Laboratories, and Clinics

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

Identification Requirements and Fieldwork Prerequisites

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

Email

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

Notices, Messages, and Posters

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

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

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

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

Photographs and Recordings

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

Post-Exposure Policies and Procedures

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

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

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

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

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

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

Security Checks

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

Social Events and Extracurricular Activities

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

Student Assistance Program

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

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

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

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

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

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

**Student Employment**

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

**Student Insurance Requirement**

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

**Affirmative Opt-Out Required**

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

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

Cell Phones, Computers, Tablets, and Electronic Devices

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

Visitors

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

Visits to Other Institutions

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

Administration

Michelle A. Clark, Ph.D.
Interim 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.

Michelle A. Clark, Ph.D.
Executive Associate Dean
Room 1300, Ext 1300

This office provides administrative oversight to the College's academic programs and supports the dean in the development and implementation of academic policies and procedures for the professional and graduate degree programs.

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.

Karen Sando, Pharm.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., M.B.A.
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
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.
Ana M. Castejon, Ph.D.
Interim 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.
Director, Student Affairs
Room 1312/Ext. 21646

The Office of Student Affairs handles all nonacademic issues and programs and directs, designs, implements, and evaluates student policies, programs, and activities.

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](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.

Equal Opportunity/Nondiscrimination Policy

See the *NSU Student Handbook*, University Equal Opportunity/Nondiscrimination Policy. Visit [nova.edu/student-handbook](http://nova.edu/student-handbook) for more information.

University Sexual Misconduct Policy/Title IX

See the *NSU Student Handbook*, University Sexual Misconduct Policy/Title IX. Visit [nova.edu/student-handbook](http://nova.edu/student-handbook) for more information.

Health Care Privacy (HIPAA) Statement

See the *NSU Student Handbook*, Health Care Privacy (HIPAA) Statement. Visit [nova.edu/student-handbook](http://nova.edu/student-handbook) for more information.
Communicable Diseases Guidelines


Student Disability Services

Students seeking disability accommodations should contact the NSU Office of Student Disability Services. Policies and procedures relating to disability accommodations, as well as the required forms, are available on the Office of Student Disability Services website, located at nova.edu/disabilityservices. Students in the health professions should contact hpddisabilityservices@nova.edu for additional assistance. 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.

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.

College of Pharmacy 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, faculty, and an interprofessional health care team. Communication includes verbal and nonverbal communication, including, but not limited to, speaking, reading, writing, gestures, and body language. 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 and oral 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 laboratory equipment, grasp and manipulate small objects/instruments, use a computer keyboard, and other related laboratory and medical equipment. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

College of 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.

**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.

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

**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 inquires; 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. 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.

**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.

The student must be able to use tactile senses to diagnose directly by palpation and indirectly by sensations transmitted through instruments, and have tactile ability sufficient for physical assessment.

**Sensory**
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 inclusiveness, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities that will be assessed during the admissions and education process.

Financial Affairs

Yearly Fees and Expenses

(Fees subject to change.)

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSU Student Services Fee</td>
<td>$1,350</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>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>Pharm.D. Testing Fee (graduating Pharm.D. students)</td>
<td>$240</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>
</tbody>
</table>

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

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.

**Consequences for Nonpayment**

See the *NSU Student Handbook*, Indebtedness to the University. 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 Florida 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 the NSU Student Handbook, University Computer and Telecommunications Use Policy. Visit nova.edu/student-handbook for more information.

**Computer Requirements**

All students must purchase an iPad and iPad privacy screen 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 experiential education 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 Canvas 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 (APPEs) 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, must be successfully completed prior to starting APPEs.

**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 assimilate into the Pharm.D. program. Approximately two to six mentees are placed with a peer mentor. The director of student affairs/services at each campus, along with selected Peer Mentor Program leaders, facilitates the application process and subsequent training sessions for the peer mentors.

**Policy on Examinations**

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

- contact student affairs/services at your assigned campus 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 Examplify application and have removed all covering from the iPad prior to the examination
- download the Examplify 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 Examplify 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. Effective fall 2018 the college will be moving to an alpha grading system for incoming Pharm.D. Entry-Level students. Continuing students (including Advanced Standing students) will remain on the numeric grading system through graduation.
### Entry Level Pharm.D. Program (effective fall 2018, new curriculum)

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

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

Students must achieve a minimum grade of C- (69.50–72.49%) in all Pharm.D. courses to pass a course. Students achieving an F will have failed the course (see Remediation Policies).

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

### Entry-Level Pharm.D. (matriculated prior to fall 2018), and Advanced Standing International Program

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

- **P** Pass
- **F*** Fail
- **70E** Reexamination
- **I** Incomplete  
  (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.)
PR  Progress
W  Withdrawal Passing
NPR  No Progress
AU  Audit

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

Ph.D. and M.S. students are graded on the following scale:

A  90–100
B  80–89
C  70–79
F*  Below 70
P  Pass
I  Incomplete  (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.)

PR  Progress
NPR  No Progress
W  Withdrawal
AU  Audit

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

Remedial Examination Grades

Entry Level Pharm.D. Program (effective fall 2018, new curriculum)

Entry-Level Pharm.D. students who matriculate in fall 2018 and score an F may be eligible to take a remedial examination or course (see Remediation Policies). Students successfully passing a remedial examination in the failed course will receive a C- which will replace the failing grade.

Entry-Level Pharm.D. (matriculated prior to fall 2018), and Advanced Standing International Program

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.

Ph.D. and M.S. Students

M.S. 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 M.S. 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
- honors (Chancellor’s/Dean’s List)
- deficiencies (incompletes, failures, probation, dismissal, etc.)
- semester and cumulative grade point average (GPA)
- withdrawals
Transcript Requests
Refer to NSU's website for information on requesting transcripts—nova.edu/registrar/services.

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 minimum cumulative and semester GPA of 2.0 for alpha grading, or 70 percent on numerical grading in the Pharm.D. program; 2.0 in the M.S. in Pharmaceutical Affairs program; and 3.0 in the M.S. in Pharmaceutical Sciences and Ph.D. programs.

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 2.0 for alpha grading, or 70 percent on numerical grading for the Pharm.D. program; below 2.0 in the M.S. in Pharmaceutical Affairs program; and below 3.0 in the M.S. in Pharmaceutical Sciences and Ph.D. programs.

- failure of or withdrawal from any didactic or experiential course

- repeating an academic year

Students on academic probation will remain at that status until their GPA is raised appropriately or failed courses are successfully remediated. While on academic probation, students are prohibited from

- registering for classes on line 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 Affairs/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 2.0 for alpha grading, or 70 percent on numerical grading for the Pharm.D. program; below 2.0 in the M.S. in Pharmaceutical Affairs program; and below 3.0 in the M.S. in Pharmaceutical Sciences and Ph.D. programs.

- 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 Affairs 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 2.0 for alpha grading, or 70 percent on numerical grading for the Pharm.D. program; 2.0 in the M.S. in Pharmaceutical Affairs program; and 3.0 in the M.S. in Pharmaceutical Sciences and Ph.D. 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 before entering their final year APPEs.

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 a 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 reassessment**
   a. Pharm.D. Entry Level Students (matriculated fall 2018)

   A student who receives an *F* for a course may be allowed to remediate the course through reassessment (e.g. examination, performance-based assessment, etc.) as designated by the course coordinator under the following circumstances:
   - if the students final course grade is within two standard deviations of the course mean
   - on the recommendation of the dean or associate dean, professional program (Pharm.D.) through review of student’s overall program performance and/or performance on formative assessments such as the annual cumulative examination or performance-based assessments.

   A successful reassessment will be recorded as *C*- for Pharm.D. students, *C* for M.S. in Pharmaceutical Affairs students, and recorded as such on the student’s transcript.

   **NOTE:** Pharm.D. students who earn an *F* in three or more courses during the semester will not be eligible for remediation.

   Remediation of a course failed during an academic year does not remove it from the total failures allowed over the course of the Pharm.D. program. However, failing a remediation attempt does not count as a second course failure.
b. Entry-Level Pharm.D. (matriculated prior to fall 2018), and Advanced Standing International Program

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 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 experiencing difficulty in negotiating the grading dispute appeals process should seek guidance from a college administrator.

Classroom Grade

A student seeking to appeal a decision regarding a classroom grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

1. course instructor
2. course coordinator
3. department chair
4. associate dean 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 expediently 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 non-grading related grievance(s) with immunity from disciplinary action or retaliation. (See Regulations of Title VI, Title IX, the Americans with Disabilities Act, and section 504 of the Rehabilitation Act.) College of Pharmacy students must follow the procedures outlined below.

1. The student will present the grievance to the director of student affairs, or designee, to work with the faculty member to affect a resolution of the problem. If unable to reach a resolution to the problem, the director of student affairs (or designee) will then consult with the chair of the department or the assistant dean of the distant site, if applicable. If the chair/assistant dean cannot affect a resolution, the grievance should be moved to the Student Progress Committee (SPC). See below.

2. The student will be advised to prepare a written, signed request to the chair of the 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 meeting. At the meeting of the SPC, the student will be afforded a full and fair opportunity to present the grievance, with supporting documentation, 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 Affairs 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 Student Progress Committee, 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 affairs 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 affairs, 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 by the committee chair.

• 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. Student must be of good moral character.

2. Student must successfully complete all curricular requirements within six academic years for entry-level students or five academic years for advanced-standing students with a minimum cumulative GPA of 2.0 on a 4.0 scale, for alpha grading, or a minimum cumulative GPA of 70 percent on numerical grading.

3. Student must satisfactorily fulfill all financial and library obligations (to receive credentials).

4. Transfer students require a minimum of 30 credit hours of didactic coursework and all APPEs completed at Nova Southeastern University.

5. Student must 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.)

6. Student must attend 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. Student must be of good moral character.
2. Student must successfully complete the curricular requirements within four years with a minimum cumulative GPA of 2.0 on a 4.0 scale.
3. Student must meet all financial and library obligations (to receive credentials).
4. Student must fulfill all obligations to the university (to receive credentials).

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)
• peer mentor program (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. Request 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 associate dean or program director of the relevant program. 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 on the student’s 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 (accepted, in-press, or published).
3. Student must successfully complete the requirements of the curriculum 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 successfully complete the requirements of the curriculum within four years with a GPA of 3.0 on a 4.0 scale.

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

4. 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 Affairs/Services at your campus 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 Affairs/Services at your campus. 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 Affairs/Services at your campus, preferably before the absence occurs but no later than 48 hours from the date of the absence occurring and will require the submission of supporting documentation.

**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 NPR 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 Affairs/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 Affairs/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 affairs/services, or director of academic support services, at their home campus to discuss and submit a request. Approved transfers will be effective in the following fall semester only. Submission of a request does not guarantee approval.

**Dress Code**

Students in the Health Professions Division must maintain a neat and clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on campus, in classes or laboratories, and on pharmacy practice experiences and authorized college activities. The dress code must be followed at all times.

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

• Pharm.D. students must wear their white clinical jacket at all times while on campus and at experiential sites.

• NSU issued identification badges

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 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.

**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 experiential 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.

**Dangerous Items (Explosives, Firearms, Fireworks, and Weapons)**

See the *NSU Student Handbook*, Dangerous Items (Explosives, Firearms, Fireworks, and Weapons). Visit nova.edu/student-handbook for more information.

**Drug-Free Schools and Campuses**

See the *NSU Student Handbook*, Drug-Free Schools and Campuses. Visit nova.edu/student-handbook for more information. A college of 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.

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**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 Pharm.D. 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 the *NSU Student Handbook* section, NSU Resources, NSU Student Counseling. Visit [nova.edu/student-handbook](http://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.

Student Activities

Students in the College or Pharmacy are required to participate in professional organizations, fraternities, and clubs that promote the profession or area of research study. The list that follows includes College of Pharmacy 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- and cocurricular activities by NSU-approved organizations, must be pre-approved by the Office of Student Affairs/Services at your campus. A student or group of students may not officially represent the division or university, on or off campus, at any time without written pre-approval by the Office of Student Affairs/Services and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus must be made on forms provided by the Office of Student Affairs/Services at least two weeks in advance. Upon approval a room can be assigned by the coordinator of educational support. No announcements, meetings, social, extra- or cocurricular events can occur prior to approval. Forms and additional information are available from the Office of Student Affairs/Services at your campus.

For guidelines on the use of alcohol at NSU events, please see the Alcohol Policy under the General Administrative Policies and Guidelines. Visit nova.edu/student-handbook for more information.
NSU Fort Lauderdale/Davie Campus Map

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

For directions, call (954) 262-7300.

Academic/Administrative
Athletics/Recreation
HPD
Medical Facility
Residence Hall
Blue Public Safety Phone
Shark Shuttle Stop
Parking Garage
Clinic Parking
Event Parking
Faculty Parking
Gated Parking
Residence Hall Parking
Visitor Parking
CP
EP
FP
GP
RP
VP