



**NSU** Florida

2021-2022  
Student Handbook

**COLLEGE OF DENTAL MEDICINE—POSTDOCTORAL PROGRAMS**

# Nova Southeastern University Student Handbook

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

Policies and programs set forth in this handbook are effective through the academic year 2021-2022. 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.

0377-2021-NOM  
0376-2021-NOM  
0437-2021-NOM



# CORONAVIRUS (COVID-19)

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Due to the evolving nature of COVID-19, updates to academic and safety protocols will be reflected on the following web page: [nova.edu/coronavirus](https://nova.edu/coronavirus).



# Table of Contents

<b>CORONAVIRUS (COVID-19) .....</b>	<b>III</b>
<b>MESSAGE FROM THE PRESIDENT .....</b>	<b>1</b>
<b>FOREWORD/RESERVATION OF POWER .....</b>	<b>2</b>
Foreword.....	2
Reservation of Power .....	3
<b>UNIVERSITY VISION STATEMENT, MISSION STATEMENT, AND CORE VALUES.....</b>	<b>4</b>
Vision 2025 Statement.....	4
Mission Statement .....	4
NSU Core Values .....	4
<b>POLICIES AND PROCEDURES NOVA SOUTHEASTERN UNIVERSITY .....</b>	<b>7</b>
<b>STATEMENT ON STUDENT RIGHTS AND RESPONSIBILITIES.....</b>	<b>9</b>
University Equal Opportunity /Nondiscrimination Policy .....	9
Family Educational Rights and Privacy Act (FERPA) .....	10
Release of Student Information.....	12
Conduct Notifications .....	12
Deceased Student Records .....	12
Health Care Privacy (HIPAA) Statement .....	12
<b>CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY.....</b>	<b>13</b>
Academic Standards.....	14
Conduct Standards .....	16
NSU University-Wide Religious Holidays Policy.....	16
NSU Interfaith Work-Restricted Religious Holiday Calendar.....	17
<b>A. General Administrative Policies and Guidelines.....</b>	<b>19</b>
A.1 Alcohol Policy .....	19
A.2 Appropriate Conduct and Consensual Relationships Policy .....	21
A.3 Drug-Free Schools and Campuses .....	21
A.4 Health Policies .....	22
A.5 Holds on Student Records.....	25
A.6 Image Use Statement .....	25
A.7 Indebtedness to the University .....	25
Force Majeure .....	26
University Fees.....	26
A.8 International Travel Registration Requirement and Program .....	27
A.9 Jurisdiction of University Policies and Procedures .....	27
A.10 Off-Campus Residency .....	27
A.11 Student Organization Rights and Responsibilities .....	28
A.12 University Computer and Telecommunications Use Policy.....	28
A.13 University Copyright and Patent Policy.....	32
A.14 University Title IX/Sexual Misconduct Policy .....	32
<b>B. Specific Conduct Violations .....</b>	<b>33</b>
B.1 Alcoholic Beverages.....	33
B.2 Animals.....	33
B.3 Assault/Violence.....	34
B.4 Bribery.....	34
B.5 Cheating.....	34
B.6 Complicity .....	34
B.7 Contracting on Behalf of the University ...	34
B.8 Damage or Vandalism to Property .....	35
B.9 Dangerous Items .....	35
B.10 Disorderly Conduct.....	35
B.11 Distributing or Posting Printed Media .....	35
B.12 Drugs, Drug Paraphernalia.....	36
B.13 Emergency Equipment and Procedures ...	36
B.14 Facilitating Academic Dishonesty .....	36
B.15 Failure to Disclose Criminal Offenses.....	36
B.16 False Information (Including Fabrication, Fraud, and Falsification of Records) .....	37
B.17 Fire.....	37
B.18 Gambling and/or Games of Chance .....	38
B.19 Guests .....	38
B.20 Harassment or Harm to Others .....	38
B.21 Hate-Based Conduct Violations.....	38

B.22 Hazing .....	38	<b>E. Additional Grievance</b>	
B.23 Health and Safety .....	39	<b>Procedures Available .....</b>	<b>53</b>
B.24 Identification Cards.....	39	E.1 Grievance Procedure for	
B.25 Interference with University		Discrimination Based on Disability .....	53
Investigations, Disciplinary		E.2 Nonacademic Grievance Procedure .....	59
Proceedings, or Records.....	40		
B.26 Lake Swimming .....	40	<b>NSU RESOURCES AND</b>	
B.27 Littering/Projecting Objects .....	40	<b>ADMINISTRATIVE OFFICES .....</b>	<b>60</b>
B.28 Misuse of Computers or		Alumni Association .....	60
Telecommunications (Technology).....	40	ATMs.....	60
B.29 Noise.....	40	Bookstore.....	60
B.30 Online/Internet Social		Campus Shuttle.....	60
Networking Usage .....	41	Division of Student Affairs and	
B.31 Parking and Motor Vehicle Policy .....	41	the College of Undergraduate Studies.....	61
B.32 Plagiarism.....	41	Office of Undergraduate Admissions .....	61
B.33 RecWell Center Policies		Office of International Affairs .....	61
and Procedures .....	41	Office of Orientation.....	62
B.34 Removal or Ejection from a		Center for Academic	
University-Sponsored Event.....	42	and Professional Success .....	62
B.35 Requests or Orders .....	42	Tutoring and Testing Center.....	62
B.36 Residential Life Policies		Office of Student Academic Service.....	62
and Procedures .....	42	Office of Residential Life and Housing .....	63
B.37 Retaliation.....	42	Office of Campus Life	
B.38 Smoking/Tobacco-Free Policy .....	42	and Student Engagement.....	63
B.39 Solicitation .....	43	Office of Recreation and Wellness .....	63
B.40 Stalking.....	43	Office of Student Leadership	
B.41 <i>Fraternity and Sorority</i>		and Civic Engagement .....	63
<i>Life Manual/Policies</i> .....	43	Office of Student Conduct.....	64
B.42 Theft or Unauthorized Possession.....	43	Office of Student Disability Services .....	64
B.43 Unauthorized Entry .....	43	Office of Student Affairs Marketing .....	64
B.44 Unauthorized Possession		Student Activity Fee Accounts Office .....	64
of University Property.....	44	Office of Student Affairs	
B.45 Unauthorized Recording.....	44	at the Regional Campuses.....	65
B.46 Video and/or Audio		Center for Student Counseling	
Copyright Violation.....	44	and Well-Being.....	65
B.47 Violation of Disciplinary		Enrollment and Student Services .....	65
Status/Conditions .....	44	Office of Student Financial Assistance .....	65
B.48 Worthless Checks.....	44	Office of the University Bursar .....	66
<b>C. University Title IX/Sexual</b>		Office of the University Registrar .....	66
<b>    Misconduct Policy .....</b>	<b>44</b>	One-Stop Shop.....	66
<b>D. University Disciplinary Procedures .....</b>	<b>45</b>	SharkCard Services.....	66
D.1 Introduction .....	45	NSU Athletics.....	67
D.2 Judicial Conference .....	48	Office of Innovation and	
D.3 Administrative Judicial Proceeding.....	50	Information Technology .....	67
D.4 University Title IX/Sexual		Office of Student Media.....	68
Misconduct Disciplinary Procedures.....	53	Military Affairs Veterans Resource Center .....	68
		SharkPrint .....	68

Student Medical Center .....	69	Return of University Property.....	89
Public Safety .....	69	Security Checks.....	89
Shark Dining Services.....	70	Social Events and Extracurricular Activities...	89
University Health Care Centers .....	70	Student Assistance Program.....	90
University Libraries .....	70	Student Employment.....	91
Wireless Networking .....	71	Student Insurance Requirement .....	91
Writing and Communication Center (WCC).....	71	Affirmative Opt-Out Required.....	91
<b>UNIVERSITY ADMINISTRATORS .....</b>	<b>72</b>	Cell Phones, Computers,	
<b>COLLEGES AND ACADEMIC UNITS .....</b>	<b>74</b>	Tablets, and Electronic Devices.....	92
<b>DEANS .....</b>	<b>75</b>	Visitors .....	92
<b>ACCREDITATION .....</b>	<b>76</b>	Visits to Other Institutions .....	92
<b>DIVISION-SPECIFIC</b>		<b>COLLEGE-SPECIFIC</b>	
<b>POLICIES AND PROCEDURES</b>		<b>POLICIES AND PROCEDURES</b>	
<b>HEALTH PROFESSIONS DIVISION.....</b>	<b>77</b>	<b>COLLEGE OF DENTAL MEDICINE</b>	
Building Hours .....	79	<b>POSTDOCTORAL PROGRAMS.....</b>	<b>93</b>
Charges and Payments .....	79	<b>College of Dental Medicine.....</b>	<b>95</b>
Late Payment Fee.....	79	Administration.....	95
Tuition Credit Policy—Voluntary		Postdoctoral Program Directors.....	96
Drops and Withdrawals .....	79	Mission Statement.....	98
Short-Term Preloans .....	80	Vision Statement.....	98
Martin and Gail Press		Reservation of Power .....	98
Health Professions Division Library .....	80	Discrimination.....	99
Tampa Bay Regional Campus Library .....	82	Harassment .....	99
Lost and Found .....	83	Health Care Privacy (HIPAA) Statement .....	99
Computer Laboratories.....	83	Disability.....	99
Student Lounge/Student Area .....	83	<b>Postdoctoral Dental Education .....</b>	<b>100</b>
<b>HPD Policies and Procedures.....</b>	<b>84</b>	Core Performance Standards	
Acceptance of Professional Fees.....	84	for Admission and Progress .....	100
HIV/AIDS Policy.....	84	Intellectual, Conceptual, Integrative,	
Background Checks .....	84	and Qualitative Abilities.....	101
Health Forms Requirements.....	85	Visual.....	101
Certificate of Physical Examination.....	85	Tactile.....	102
Immunization Requirements.....	85	Sensory.....	102
Urine Drug Screen .....	87	Behavioral and Social Attributes .....	102
Dress Code .....	87	<b>Student Affairs.....</b>	<b>102</b>
Food in the Lecture Halls,		A. Student Access to Grades.....	102
Laboratories, and Clinics .....	87	B. Special Counseling Arrangements .....	103
Identification Requirements		C. Student Career Counseling.....	103
and Fieldwork Prerequisites.....	87	D. Health Insurance .....	103
Email .....	87	E. Technology Resources for Students.....	103
Notices, Messages, and Posters .....	88	Self-Service Banner.....	104
Parking Lot/Garage .....	88	Office 365 .....	104
Photographs and Recordings .....	88	Online Course Access and Canvas .....	104
Post-Exposure Policies and Procedures .....	88	Access to Instructional Materials .....	104
		Course Evaluations.....	104



F. Student Responsibility to Obtain Information and Respond to Program Communications.....	105	C. Title .....	121
G. Nondiscrimination Policy .....	105	<b>Code of Behavioral Conduct.....</b>	<b>121</b>
H. Tuition Payment .....	105	A. Code of Behavioral Conduct Policies .....	121
I. Fees and Expenses .....	105	1. Professional Attributes.....	122
J. Deferral Policy .....	106	2. Academic Dishonesty .....	124
K. Extracurricular Student Activities.....	106	3. Plagiarism Policy .....	124
Student Activity Groups.....	106	4. Postings Prohibited.....	125
Opportunities for Students to Attend CDM Dental Continuing Education Programs .....	106	5. Postdoctoral Student Attendance Policies.....	125
<b>Postdoctoral Academic and Curricular Policies and Procedures .....</b>	<b>107</b>	6. Religious Holiday Policy.....	126
A. General Information.....	107	7. Time Commitments, Extracurricular Dental Practice (“Moonlighting”), and Referrals to Outside Practices.....	126
1. Faculty Access .....	107	8. Classroom Behavior .....	126
2. Academic Records.....	107	9. Dress Code.....	127
3. Course and Instructor Evaluations.....	107	10. Failure to Report a Violation .....	128
4. Library Skills Policy .....	107	11. Food and Beverage.....	128
5. Withdrawal from the CDM.....	107	12. Illegal, Inappropriate, and Unprofessional Behavior .....	129
6. Withdrawal from a Course .....	108	13. Guests on Campus .....	129
7. Leave of Absence .....	108	14. Building Hours.....	129
B. Academic Standing.....	110	B. Policies and Procedures for Alleged Code of Behavioral Conduct Violations .....	129
C. Academic Promotion.....	111	1. General Information .....	129
1. Student Grades and Performance Evaluation.....	111	2. ADEC Meeting Protocols and Process: Code of Behavioral Conduct Alleged Violations .....	130
2. Examination Policies and Procedures.....	112	<b>Academic, Behavioral, and Disciplinary Actions .....</b>	<b>131</b>
3. Incomplete Coursework.....	114	A. Disciplinary Actions.....	131
4. Course Failures, Remediation, and Reexamination.....	114	1. Reprimand.....	131
5. Make-Up Examinations .....	115	2. Written Censure.....	132
6. Transcript Notations.....	115	3. Restitution.....	132
D. Academic Deficiencies (Didactic/Laboratory/Clinical Courses).....	116	4. Academic Warning.....	132
E. Advanced Dental Education Committee (ADEC) .....	116	5. Probation.....	132
1. Purpose and Responsibilities .....	116	6. Repeat of Didactic, Laboratory, Clinical Courses, and Research.....	133
2. ADEC Membership.....	117	7. Extension of Program Length.....	133
3. ADEC Meeting Protocols and Process: Academic Deficiencies .....	117	8. Suspension.....	134
F. Graduation Requirements.....	119	9. Administrative Leave .....	135
G. Notification Regarding a Student’s Extended Absence or Dismissal from the CDM.....	119	10. Dismissal .....	135
<b>Postdoctoral Clinical Education .....</b>	<b>120</b>	B. Admission Policy for Students Who Have Previously Withdrawn or Been Dismissed.....	135
A. Responsibilities and Duties.....	120	<b>Grievances and Appeals.....</b>	<b>136</b>
B. Duty to Notify .....	120	A. Appeals Policy for Grading Disputes.....	136

1. Classroom (Didactic) and/or Laboratory Grade .....	136
2. Clinical Course/Rotation Grade .....	137
B. Grievance(s) Not Related to Grades .....	137
C. Appeals Board .....	138
1. Policy and Procedure .....	138
2. Submission of Appeals .....	139
3. Appeals Board Membership .....	139
4. Appeals Board Hearings Protocol and Procedure .....	139
5. Appeals Board Hearing Process .....	140
6. Notification of the Appeals Board Decision .....	141
<b>Related Educational Program .....</b>	<b>141</b>
Master of Science—CDM .....	141
<b>APPENDIX .....</b>	<b>143</b>
NSU Fort Lauderdale/Davie Campus Map .....	145



# Message from the President

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Welcome to Nova Southeastern University! As the President of NSU, it is my honor to welcome you into our Shark family.

Our goal is to provide you with a quality education that will prepare you for a rewarding future in your career, your community, and your life. Within all our programs, you will learn from the expertise of our diverse faculty. Your hands-on, immersive program will challenge you in new ways that you have not experienced before. Over time, you will grow academically and personally as you work with professors and your peers. You will push past any limits you have set for yourself as you learn the skills that will allow you to dominate your chosen profession.

There is much more to life at NSU than going to class, so I encourage you to explore your interests with our on-campus clubs, organizations, and internship opportunities. Your course at NSU is yours to chart, and I am confident that you will make the best choices and have enriching experiences.

This moment represents the start of a new journey, and I would like to remind you that the journey is as important as the destination. Soon enough you will be completing your degree, and I assure you by the time you finish, with the knowledge and experience you gleaned at NSU, you will have unleashed your potential to be a leader.

Go Sharks, and FINS UP!

Sincerely,

A handwritten signature in blue ink that reads "George L. Hanbury II". The signature is written in a cursive, flowing style.

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

# Foreword/Reservation of Power

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## Foreword

For the purpose of promoting its educational mission, Nova Southeastern University (NSU) has the inherent right to preserve order and maintain stability through the setting of standards of conduct and the prescribing of procedures for the enforcement of such standards. In addition to maintaining order and stability, whenever possible, the university aims to utilize its disciplinary 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 at all times. All students are subject to the policies and procedures as contained herein. The term “students” includes any individual enrolled in a course or academic program offered by 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. The Student Behavioral Concerns Committee, in its judgment, can also place conditions upon a student for either remaining in school or returning from a leave of absence. Such conditions include, but are not limited to, mandating that a student attend counseling. Students who withdraw for reasons of health or safety must contact the Office of Student Conduct 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

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## Vision 2025 Statement

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

## Mission Statement

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

## NSU Core Values

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

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

**COMMUNITY** NSU is a community of faculty 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.

**DIVERSITY** Diversity includes, but is not limited to, race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, or political beliefs or affiliations. 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.

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

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

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

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

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





An underwater scene with a deep blue background. Several sharks are swimming in the lower half of the frame, and many smaller fish are scattered throughout. Sunlight rays are visible at the top, creating a bright, hazy effect.

Policies and Procedures

# Nova Southeastern University



# Statement on Student Rights and Responsibilities

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

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

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

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

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

## University Equal Opportunity/Nondiscrimination Policy

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

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

The 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](mailto:laura.bennett@nova.edu) or [titleix@nova.edu](mailto:titleix@nova.edu)

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

Office location:

Office of Human Resources

3100 SW 9th Ave., #248

Fort Lauderdale, FL 33315

Inquiries about the application of Title IX may be directed to the Title IX coordinator, the assistant secretary of education of the United States, or both.

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

**Benjamin Johnson, Ed.D.**

Assistant Dean for Student Development

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

## Family Educational Rights and Privacy Act (FERPA)

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

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

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

- student name
- local and home address
- telephone numbers
- email addresses
- photo I.D.
- major field of study
- participation in sports
- place of birth
- dates of attendance
- degrees, honors, and awards received
- enrollment status

- year in school
- anticipated graduation date
- photographs and video recordings taken in public places

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

## Release of Student Information

A student can give consent to permit Nova Southeastern University to discuss and/or release personal identifiable information to a third party such as a spouse, a parent, a guardian, etc. 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 program, and requests from prospective employers are denied, and the student cannot be communicated with over the telephone. The only legal means of communicating with a student who submitted a Request to Prevent Disclosure of Directory Information form is in person or through NSU email.

Completed forms may be mailed to Nova Southeastern University, Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, FL, 33314-7796, or dropped off at the One-Stop Shop locations in the Horvitz or Terry Administration buildings, or scanned and emailed to [nsuregistrar@nova.edu](mailto:nsuregistrar@nova.edu).

## Conduct Notifications

University personnel may use administrative discretion with parental or legal guardian notification, in writing and/or by phone, of a student younger than 21 years of age when violations of university alcohol or drug policies occurs, 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. Please see the NSU Health Care Centers HIPAA Privacy Policies and Procedures on the NSU Office of HIPAA Privacy website at [nova.edu/hipaa-privacy](http://nova.edu/hipaa-privacy).

## Code of Student Conduct and Academic Responsibility

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



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

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

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

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

## Academic Standards

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

The following acts violate the academic honesty standards:

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

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

Students are expected to comply with the following academic standards:

- Original work—Assignments such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, 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) is 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 at all times, regardless of whether such conduct occurs on or off campus, or in connection with an NSU-sponsored or affiliated event. Additional information about specific violations of the Code of Student Conduct is included in this handbook, under section B. Specific Conduct Violations.

## NSU University-Wide Religious Holidays Policy

1. NSU, although a secular institution, values the diversity of its student body, including diversity in religious expression. NSU recognizes that the religious diversity of its students may result in potential conflicts between work-restricted religious high holidays and educational activities such as classes or scheduled examinations. NSU seeks to accommodate students with personal religious beliefs who wish to observe work-restricted religious holidays. The following provisions apply to all faiths and religious groups equally.
2. This policy applies to all NSU students.
3. Students will not be penalized for approved class absences due to work-restricted religious holidays. This policy does not apply to required attendance in the clinical care setting.
4. The university has developed an interfaith calendar that can be found online at [nova.edu/studentconduct/religious-holiday-policy.html](http://nova.edu/studentconduct/religious-holiday-policy.html), and which includes the recognized work-restricted religious holidays that have been approved by NSU. The calendar is published annually at least one month prior to the start of the fall semester. Approved absence requests for additional work-restricted religious holidays that are not included on the NSU interfaith calendar should be directed to the NSU assistant dean for Student Development at (954) 262-7281, who will evaluate the request, determine whether such religious accommodation will be approved, and notify the student and college/program of the outcome.
5. A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU assistant dean for Student Development at [bj379@nova.edu](mailto:bj379@nova.edu) or (954) 262-7281 within three calendar days after the start of the semester. NSU may request documentation or information from the student's religious institution in order to establish a legitimate need for accommodation. Absences for travel associated with religious observances are not deemed approved absences for purposes of this policy. A student's absence request for a work-restricted religious holiday will not be approved if the student fails to provide requisite notice for the absence request and/or provide requisite documentation. The failure to obtain approval for an absence may result in a penalty from the college or program.
6. With appropriate advance notice and approval, accommodations will be provided. The type of accommodation provided is within the discretion of the program, and may vary by course or program depending on the nature and type of educational activity in conflict. An absence for the observance of a work-restricted religious holiday does not relieve students from responsibility for

any part of the coursework required during the period of the absence, and missed work remains the student's responsibility to complete. It may not be possible to make up certain academic experiences, including, but not limited to, experiential group activities, as well as laboratory and clinical activities. Approved absences may extend program length or require repetition of a course.

7. It may not be possible to miss extensive periods of a scheduled academic class or experience (e.g., labs, residential institutes) due to the format of the program (e.g., weekend). Students should check the academic calendar prior to enrollment to determine whether they can meet the obligations of the program.
8. If a student's request is approved and he or she believes his or her respective college or program is not complying with this policy, and/or if a student has any questions about this policy, please contact the NSU assistant dean for Student Development at (954) 262-7281.

### NSU Interfaith Work-Restricted Religious Holiday Calendar

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

<p><b>2021:</b> Sundown on Sat., March 27 through Sundown on Mon., March 29</p> <p><b>2022:</b> Sundown on Fri., April 15 through Sundown on Sun., April 17</p> <p><b>2023:</b> Sundown on Wed., April 5 through Sundown on Fri., April 7</p>	<p><i>First two (2) days of Passover</i></p>	<p><b>Judaism</b></p>
<p><b>2021:</b> Sundown on Fri., April 2 through Sundown on Sun., April 4</p> <p><b>2022:</b> Sundown on Thurs., April 21 through Sundown on Sat., April 23</p> <p><b>2023:</b> Sundown on Tues., April 11 through Sundown on Thurs., April 13</p>	<p><i>Last two (2) days of Passover</i></p>	<p><b>Judaism</b></p>
<p><b>2021:</b> Sundown on Sat., July 17 through Sundown on Sun., July 18</p> <p><b>2022:</b> Sundown on Fri., Aug. 5 through Sundown on Sat., Aug. 6</p> <p><b>2023:</b> Sundown on Wed., July 26 through Sundown on Thurs., July 27</p>	<p><i>Tisha B'Av</i></p>	<p><b>Judaism</b></p>
<p><b>2021:</b> Sundown on Mon., July 19 through Sundown on Tues., July 20</p> <p><b>2022:</b> Sundown on Sat., July 9 through Sundown on Sun., July 10</p> <p><b>2023:</b> Sundown on Wed., June 28 through Sundown on Thurs., June 29</p>	<p><i>Eid al-Adha</i></p>	<p><b>Islam</b></p>

<p><b>2021:</b> Sundown on Mon., Sept. 6 through Sundown on Wed., Sept. 8</p> <p><b>2022:</b> Sundown on Sun., Sept. 25 through Sundown on Tues., Sept. 27</p> <p><b>2023:</b> Sundown on Fri., Sept. 15 through Sundown on Sun., Sept. 17</p>	<p><i>Rosh Hashanah</i></p>	<p><b>Judaism</b></p>
<p><b>2021:</b> Sundown on Wed., Sept. 15 through Sundown on Thurs., Sept. 16</p> <p><b>2022:</b> Sundown on Tues., Oct. 4 through Sundown on Wed., Oct. 5</p> <p><b>2023:</b> Sundown on Sun., Sept. 24 through Sundown on Mon., Sept. 25</p>	<p><i>Yom Kippur</i></p>	<p><b>Judaism</b></p>
<p><b>2021:</b> Sundown on Mon., Sept. 20 through Sundown on Wed., Sept. 22</p> <p><b>2022:</b> Sundown on Sun., Oct. 9 through Sundown on Tues., Oct 11</p> <p><b>2023:</b> Sundown on Fri., Sept. 29 through Sundown on Sun., Oct. 1</p>	<p><i>First two (2) days of Sukkot</i></p>	<p><b>Judaism</b></p>
<p><b>2021:</b> Sundown on Mon., Sept. 27 through Sundown on Wed., Sept. 29</p> <p><b>2022:</b> Sundown on Sun., Oct. 16 through Sundown on Tues., Oct. 18</p> <p><b>2023:</b> Sundown on Fri., Oct. 6 through Sundown on Sun., Oct 8</p>	<p><i>Shemini Atzeret /Simchat Torah</i></p>	<p><b>Judaism</b></p>
<p><b>2021:</b> Sundown on Sat., Nov. 6 through Sundown on Sun., Nov. 7</p> <p><b>2022:</b> Sundown on Wed., Oct. 26 through Sundown on Thurs., Oct. 27</p> <p><b>2023:</b> Sundown on Mon., Oct. 16 through Sundown on Tues., Oct. 17</p>	<p><i>Birth of the Báb /Birth of Bahá'u'lláh</i></p>	<p><b>Bahá'í</b></p>
<p><b>2021:</b> Sundown on Sun., May 16 through Sundown on Tuesday, May 18</p> <p><b>2022:</b> Sundown on Sat., June 4 through Sundown on Mon., June 6</p> <p><b>2023:</b> Sundown on Thurs., May 25 through Sundown on Sat., May 27</p>	<p><i>Shavout</i></p>	<p><b>Judaism</b></p>

## A. General Administrative Policies and Guidelines

### A.1 Alcohol Policy

Nova Southeastern University, as an institution of higher education, is dedicated to the well-being of all members of the university community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), NSU endeavors to prevent substance abuse through programs of education and prevention. NSU recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is NSU's policy to work with members of the NSU community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. NSU also recognizes that the possession and/or use of certain substances 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**

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

## **A.3 Drug-Free Schools and Campuses**

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), 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](http://nova.edu/studentconduct).



NSU Programs	Community Programs
<p><b>Center for Student Counseling and Well-Being</b>            For an appointment, call (954) 424-6911 or (954) 262-7050            Student Affairs Building, 3rd floor            3301 College Avenue            Fort Lauderdale, FL 33314-7796  <a href="http://nova.edu/studentcounseling">nova.edu/studentcounseling</a></p>	<p><b>Florida Department of Education, Office of Safe Schools</b>            325 West Gaines Street, Room 1444            Tallahassee, FL 32399            (850) 245-0416 • <a href="mailto:SDFS@fldoe.org">SDFS@fldoe.org</a>  <a href="http://fldoe.org/safe-schools">fldoe.org/safe-schools</a></p>
<p><b>Healthy Lifestyles Guided Self-Change Program</b>            For an appointment, call (954) 262-5968 or email <a href="mailto:gsc@nova.edu">gsc@nova.edu</a>            3301 College Avenue            Fort Lauderdale, FL 33314-7796  <a href="http://nova.edu/gsc">nova.edu/gsc</a></p>	<p><b>Florida Department of Children and Families Substance Abuse Program Office</b>            1317 Winewood Boulevard            Bldg. 6, Room 299            Tallahassee, FL 32399            (850) 487-2920  <a href="http://myflfamilies.com/service-programs/substance-abuse">myflfamilies.com/service-programs/substance-abuse</a></p>
	<p><b>Broward Behavioral Health Coalition</b>            1715 SE 4th Avenue            Fort Lauderdale, FL 33316            (954) 622-8121  <a href="http://bbhcflorida.org">bbhcflorida.org</a></p> <p>Alcoholics Anonymous: (954) 462-0265            Narcotics Anonymous: (954) 476-9297</p>

When you use or deal in drugs or abuse alcohol, you also risk incarceration and/or fines. [The Federal Sentencing Guidelines](#) outline federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida 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

### NSU Student Health Insurance Requirement

NSU requires all students to carry adequate health insurance coverage. Therefore, all NSU students will automatically be enrolled in the NSU Student Health Insurance Plan, and their student accounts will be charged when they register for classes. Students who reside and take classes outside of the United States are exempt from this requirement. Students who already have health insurance must opt out of the NSU Student Health Insurance Plan each academic year by the given waiver deadline

for their program. For detailed information, including waiver deadlines, access to the online waiver, NSU Student Health Insurance Plan features, costs, and more, students should visit the [Office of the University Bursar](#) website.

### **Immunization Requirements**

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

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

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

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

- Medical exemptions—Must produce a signed letter from a doctor, on his or 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 Student Affairs.
- Within reason, the university will make arrangements for the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after appropriate arrangements to assist the student have been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, with or without such arrangements, or poses a reasonable threat to the health and safety of others.

In the event that a student has a concern about the potential for the spread of a communicable disease within the university community, those concerns should be brought to the Office of the Vice President of Student Affairs for review consistent with the current available information on the spread of the

particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the university community by an infected person, the Office of the Vice President of Student Affairs will, after notification of the issues presented to the university president, contact the Centers for Disease Control and Prevention and/or Broward Health Department for recommendations of appropriate action consistent with state law.

### **A.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 a student's account for different reasons. Students must contact the office that initiated the hold(s) to discuss what requirements must be met to have the hold(s) removed. To view their hold(s), students must log in to SharkLink, select "My Account" from the navigation, and click "View Holds."

### **A.6 Image Use Statement**

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

I permit and authorize Nova Southeastern University (NSU) and its employees, agents, representatives, contractors, and personnel who are acting on behalf of NSU to take and/or obtain my photograph, name, alias, video and/or audio recording, or other likeness of myself, or any combination thereof, at any public NSU-related events or at any public areas on NSU's property (hereinafter "my likeness"). I further grant NSU permission to utilize my likeness for commercial purposes including publicity, marketing, and promotion for NSU and its programs, without compensation to me, to the extent permissible under the Family Educational Rights and Privacy Act (FERPA). I understand and consent to NSU copying, reproducing, and distributing my likeness in any media format. I further understand that my likeness may be subject to reasonable modification and/or editing and waive any right to inspect or approve the finished product or material in which NSU may eventually use my likeness. I acknowledge that NSU owns all rights to my likeness and understand that, although NSU will endeavor to use my likeness in accordance with standards of good judgment, NSU cannot warrant or guarantee that any further dissemination of my likeness will be subject to NSU's supervision or control. Accordingly, I release NSU from any and all liability related to the use, dissemination, reproduction, distribution, and/or display of my likeness in any media format, and any alteration, distortion, or illusionary effect of my likeness, whether intentional or otherwise, in connection with said use. I also understand that I may not withdraw my permission for use of my likeness which was granted.

### **A.7 Indebtedness to the University**

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

These student fees are blended together to create 1NSU with high-tech systems, student activities, and many other essential student services that make a complete, integrated university. This mission transcends the development and ultimate determination of the amount of student fees for all students, irrespective of their choice of learning modality.

By registering for courses at Nova Southeastern University, the student accepts financial responsibility for payment of all institutional costs including, but not limited to, tuition, fees, housing, health insurance, and meal plan (if applicable), and any additional costs when those charges become due. Payment is due in full at the time of registration. NSU ebills are sent the middle of each month to the student’s NSU email address. However, to avoid late charges, students should not wait for their billing statement to pay their tuition and fees. A student will not be able to register for future semesters until all outstanding balances from previous semesters have been paid in full. If a student has a balance 30 days after the start of the semester, a hold and a \$100 late fee will be placed on 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.

### Force Majeure

NSU’s duties and obligations to the student shall be suspended immediately, without notice, during all periods that the university is closed or ceases or curtails operations because of force majeure events including, but not limited to, any fire or any casualty, flood, earthquake, lightning, explosion, strikes, lockouts, prolonged shortage of energy supplies, riots or civil commotion, act(s) of God, hurricane, war, governmental action, act(s) of terrorism, epidemic, pandemic, or any other event beyond the university’s control. If such an event occurs, NSU’s duties and obligations to the student will be postponed until such time as the school, in its sole discretion, may safely reopen or resume operations. Under no circumstances, except as otherwise required by Federal or State statute, will NSU be obligated to refund any portion of tuition, housing, meal plans, fees, or any other cost or charge attributable to any location or service affected by any such force majeure event.

### University Fees

NSU fees are annually approved by the Board of Trustees—in the spring—for the upcoming academic year. Rates are subject to change without notice. The below fees are assessed for all NSU students. Additional fees, such as acceptance, access, late registration, and lab fees, may be assessed by the student’s college and/or program.

**Registration Fee** (per semester).....\$30.00

**Student Health Insurance Fee** (coverage period)

- coverage May 1, 2021–April 30, 2022.....\$2,068.00
- coverage June 1, 2021–May 31, 2022.....\$2,068.00

- coverage July 1, 2021–June 30, 2022.....\$2,068.00
- coverage August 1, 2021–July 31, 2022 .....\$2,068.00
- coverage May 1, 2021–July 31, 2022  
(final-year HPD students 15 months of coverage) ..... \$2,585.00

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

**Student Services Fee** (per semester)

- 1–3 credits .....\$250.00
- 4 or more credits ..... \$500.00

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

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

**Application for Degree Fee** (final semester only).....\$100.00

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

## **A.8 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.9 Jurisdiction of University Policies and Procedures**

All students attending Nova Southeastern University shall be subject to this code. 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. Students may be held accountable through this code when a violation is reported, regardless of whether such act occurred on or off campus, or in connection with an NSU-sponsored or affiliated event.

## **A.10 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.11 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](http://nova.edu/campuslife/organizations/registration.html). With the exception of fraternities and sororities, the Office of Campus Life and Student Engagement grants final approval for the creation of student organizations.

All student organizations are under the disciplinary jurisdiction of the Office of Student Conduct. All student organizations and groups are subject to the rules and policies of 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 *Fraternity and Sorority Life Manual*.

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 Student 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 Student 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.12 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 [nova.edu/portal/oiit/policies](http://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 of 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.

## **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.13 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.14 University Title IX/Sexual Misconduct Policy**

NSU's Title IX/Sexual Misconduct Policy may be found online at [nova.edu/title-ix](http://nova.edu/title-ix), which is the most up-to-date version of the policy and related procedures. In addition to the responses to forms of sexual misconduct which violate Title IX, NSU will respond within the scope of its policy and procedures when:

1. A formal complaint has been filed by an affected individual/student (or parent on behalf of a student under 18) indicating they have experienced one or more forms of Title IX sexual harassment and requesting that NSU investigate the incident. The Title IX coordinator may also file a formal complaint if warranted.

2. At the time of filing the formal complaint, the complainant must have been participating in or attempting to participate in an NSU educational program or activity.
3. NSU must have had substantial control over the alleged perpetrator (i.e., respondent) and the context where the sexual harassment occurred.
4. The sexual harassment must have occurred toward a person in the United States.

Additional information regarding the specific violations related to Title IX/Sexual Misconduct can be found in Section C of this handbook. Please be advised that the policy and procedures on the Title IX website supersede any other version of this policy or related procedure.

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

### B.2 Animals

No pets or animals, other than fish, are permitted on the NSU campus, including all residence halls, with the exception of assistance animals (trained service animals or approved emotional support animals). There are different policies/processes for trained service animals and emotional support animals. The Service and Support Animal Policy can be found on the [Student Disability Services website](#). Students seeking an approved emotional support animal must complete the housing/facility accommodation request form and provide documentation to support the accommodation request. The form and documentation guidelines are available on the [Student Disability Services website](#). Approved emotional support animals are only permitted in NSU residence halls and may not be taken elsewhere on the

NSU campus or into other university property or facilities. Students who need a service animal in campus housing must register with the Office of Student Disability Services and provide the necessary documentation that the service animal meets all requirements for the presence of animals in public places (vaccinations, licensure, I.D. tags, etc.) mandated by state or local ordinances and has an annual clean bill of health from a licensed veterinarian. Students who are not living on campus and are using a service animal solely to access the campus environment are encouraged to register with the Office of Student Disability Services but are not required to do so. Students are responsible for the actions of any authorized animal, both trained service animals and approved emotional support animals, that they bring onto the campus grounds or into one of the campus facilities.

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

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

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

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

### **B.4 Bribery**

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

### **B.5 Cheating**

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

### **B.6 Complicity**

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

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

Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the university. Students who attempt to, or enter into, a contract on behalf of the university without

proper authorization, are subject to disciplinary action that will result in a hold being placed on university records and transcripts until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of the university by a student without proper authorization is void.

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

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

## **B.9 Dangerous Items**

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

The complete NSU Firearms or other weapons policy is available on the [Public Safety website](#).

A weapon includes

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

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

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

## **B.10 Disorderly Conduct**

Disorderly conduct that is prohibited includes

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

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

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

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

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

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

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

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

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

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

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

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

- arrests for any criminal offense in any city, state, or country, other than minor traffic offenses
- convictions of any criminal offense in any city, state, or country, other than minor traffic offenses
- any pending criminal charges filed against them

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

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

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

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

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

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

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

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

### **B.17 Fire**

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



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

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

## **B.19 Guests**

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

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

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

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

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

## **B.22 Hazing**

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor,

drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective. (Florida Hazing Law, 1006.63) Engaging in, supporting, promoting, or sponsoring hazing or violating university rules governing hazing is prohibited.

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

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.

Additional information about the Student Behavioral Concerns Committee and its policies and procedures can be found at [nova.edu/studentconduct/report-a-concern.html](http://nova.edu/studentconduct/report-a-concern.html).

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 the Center for Student Counseling and Well-Being 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 NSU. Students who withdraw for reasons of health or safety must petition the Office of Student Conduct for approval of readmission to the university.

### **B.24 Identification Cards**

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

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

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

Interference with university investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by 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, communications about proceedings in which causes disruption or compromises impartiality, actual disruption of proceedings, or promise of reward to any person or property of persons involved in university investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy university investigations or destroy university records or evidence. Interference with university investigations, disciplinary proceedings, or records may result in disciplinary action.

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

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

## **B.26 Lake Swimming**

Swimming in any lake, canal, and/or body of water on the 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.27 Littering/Projecting Objects**

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

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

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

## **B.29 Noise**

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

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

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

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

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

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

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

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.32 Plagiarism**

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

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

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

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

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

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

### **B.36 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.37 Retaliation**

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

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

Smoking and tobacco use are prohibited in all 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.39 Solicitation**

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

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

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

### **B.40 Stalking**

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

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

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

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

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

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

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

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

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

Students in possession of property owned or controlled by 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.45 Unauthorized Recording**

Students are prohibited from making or attempting to make audio or video recordings of members of the university community in any location or situation wherein an individual has reasonable expectation of privacy unless all parties being recorded are aware of, and consent to, such recordings. Additionally, students are not permitted to take photographs or record audio or video in classrooms without prior permission of the instructor. Students wishing to record lectures must obtain permission from the instructor. The use, transmission, and/or distribution of any unauthorized recording is also prohibited. Any student who is found to have violated this policy may be subject to disciplinary action.

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

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

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

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

## **B.48 Worthless Checks**

Students who make and/or deliver checks to 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 Title IX/Sexual Misconduct Policy**

The complete Nova Southeastern University Title IX/Sexual Misconduct Policy is available online. While violations are listed below, definitions of each term are available at [nova.edu/title-ix](http://nova.edu/title-ix), along with the Title IX Resolution Procedures which are used to investigate and resolve formal complaints of sexual harassment under Title IX.

- 1. Quid pro quo Harassment by an Employee**
- 2. Denial of Access**
- 3. Title IX Sex Offense**
  - a. Non-consensual sexual penetration

- b. Non-consensual sexual contact
- c. Non-forcible sexual offenses
- d. Dating Violence
- e. Domestic Violence
- f. Stalking

#### **4. Retaliation**

**Note:** *The above violations are processed in accordance with Title IX Resolution Procedures, found on the Title IX website. If a report of sexual misconduct does not fall under the jurisdiction of Title IX, it is subject to the procedures in D. University Disciplinary Procedures. This includes the violations below, as defined in the Title IX/Sexual Misconduct Policy.*

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

#### **6. Sexual Harassment**

#### **7. Gender-Based Harassment**

#### **8. Sexual Exploitation**

#### **9. Hostile Environment**

## **D. University Disciplinary Procedures**

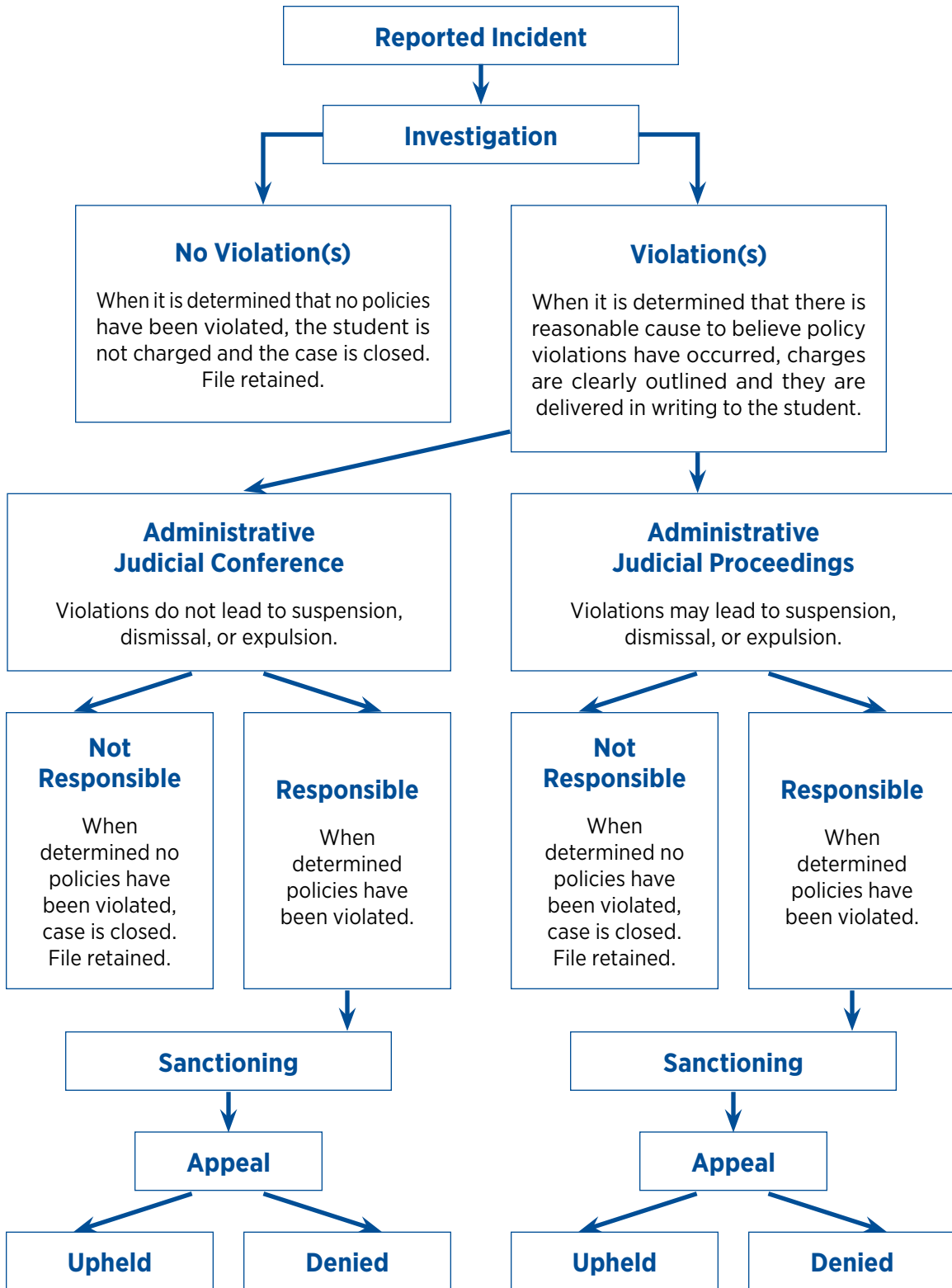
### **D.1 Introduction**

A student (or student organization) who is alleged to have violated policies of the NSU Code of Student Conduct and Academic Responsibility and/or any other university policies and procedures (other than the University 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):





## **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 and provide information and offer witnesses. Students are permitted to review the incident report that initiated the conduct process against them, and any other documentation they would otherwise be permitted to inspect or review pursuant to FERPA. Students may provide any information, documentation, or evidence to the investigator and/or discipline officer for consideration up to 48 hours after the conclusion of the conference/proceeding.
- c. Right to an adviser—For any alleged violation that will impact student enrollment status, students 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, unless 1) the alleged conduct arises under the NSU Sexual Misconduct Policy, in which case the Sexual Misconduct Policy procedures will apply, or 2) the student is alleged to have engaged in stalking, domestic violence, dating violence, or sexual assault outside of the Title IX context, in which case the student may select the adviser of their choice, in accordance with the policies described in the remainder of this paragraph. The adviser should be someone who understands the policies and procedures used in the student discipline process. An adviser may not “represent” a student 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.
- d. Right to an impartial process—Students who believe that the judicial officer has a conflict of interest, which prevents them from conducting the student conduct process in an impartial manner, should notify the judicial officer of such allegation, along with any supporting information, in writing, prior to the occurrence of the student judicial conference/proceeding. In such circumstances, an independent administrator will be appointed by the vice president of Student Affairs to review such claims and make a determination if a conflict of interest exists. If the determination is made that a conflict exists, the vice president of Student Affairs will designate a replacement judicial officer to complete the student conduct process. If a determination is made that no conflict exists, the student conduct process will continue with the original judicial officer.

## **Adjudication Process**

### ***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

- a request to schedule a conference/hearing within five business days
- an invitation to provide the judicial officer with any relevant information, evidence, or witnesses in relation to the alleged conduct

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

Reasonable 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, the university may, at its discretion, continue through the disciplinary process without the student's participation, or place the disciplinary process on hold until the student's attempted return to NSU. Students are not permitted to reenter NSU until all outstanding disciplinary cases are resolved. Additionally, degrees will not be conferred to students with pending disciplinary matters until all such matters are resolved.

## D.2 Judicial Conference

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

### Conference Procedures

Following notification of charges, the accused student 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 *absentia* conference. In addition, holds may be placed on a student's account that restrict registration for future semesters.

The conference is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct. 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 his or her 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 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.

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

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

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

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

**Disciplinary Warning** is a disciplinary sanction serving notice to a student that his or her 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 within the Code of Student Conduct and Academic Responsibility.

**Restitution** is a 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, the assistant dean for Student Development, and/or the 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 for 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 and addressed to the Office of Student Conduct within five business days of the receipt of the written disposition of the conference. When appealing a judicial decision, the appeal must fall into one of the following categories:

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

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

## D.3 Administrative Judicial Proceeding

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

### Administrative Judicial Proceedings

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

The judicial proceeding is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct. The judicial proceeding will only be open to the accused student, his or her adviser (should the student choose to have one), the discipline officer, and a "recorder." All meetings will be digitally

recorded. An individual “recorder” will be present during the judicial proceeding to ensure this process. The individual has no other role in the judicial proceeding. The recording will be used only for the appellate process. The record will be the property of the university.

The 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 with the opportunity to present 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 judicial proceeding, and the discipline officer has, in good faith, exhausted reasonable efforts to schedule the meeting, the discipline officer may make a determination based on the information available. If the student is found responsible, the officer may impose sanctions. This decision shall be communicated in writing to the student and/or organization via NSU email.

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

**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 or the 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 in flagrant violation of university standards, under which the following conditions exist:

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

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

**Disciplinary Warning** is a disciplinary sanction serving notice to a student that his or her 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 within the Code of Student Conduct and Academic Responsibility.

**Restitution** is a 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, the assistant dean for Student Development, and/or the 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 for 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 an administrative judicial proceeding must be in writing to the vice president of Student Affairs, or his or her designee, within five business days of the receipt of the written disposition of the hearing. In appealing a judicial decision, the appeal must fall into one of the following categories:

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

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

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

All reports of sexual misconduct are subject to the Title IX/Sexual Misconduct Policy and accompanying procedures, which describes when a report may be referred to the University Disciplinary Procedures in this code. Any questions about the Title IX/Sexual Misconduct Policy and related procedures may be addressed to the Title IX coordinator.

## E. Additional Grievance Procedures Available

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

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

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

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

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



***b. What does “qualified” mean?***

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

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

***c. Disability Harassment***

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

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

***d. Hostile Environment***

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

**Grievance Procedures for Complaints of Disability Discrimination**

***a. Filing a Complaint***

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

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

Benjamin Johnson, Ed.D.  
Assistant Dean for Student Development  
(954) 262-7281 • [bj379@nova.edu](mailto:bj379@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, in accordance with the policies contained in the *Faculty Policy Manual* or *Employee Policy Manual* and the grievance procedures contained therein.

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

\* NSU also will accept oral complaints from individuals with disabilities, if, due to their disability, they are unable to file a written complaint. The university will memorialize the individual's complaint in writing and the individual will certify that the written complaint is an accurate representation of 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, and/or department, who will meet with the complainant within five business days to document the allegations, based on the written complaint and any other information gathered. The allegations made by the complainant will be the basis for the investigation.

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

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

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

***e. Investigation Process of Student Complaints Processed by the 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, relevant evidence that was not available during the investigation or adjudication that would substantially alter the outcome of the case.
- Information that the applicable university procedures were not followed and the deviance would substantially alter the outcome.
- The sanction(s) do not relate appropriately to the violation(s).

A written decision will be provided by the vice president of Student Affairs, or 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. This policy is not an avenue to challenge a disciplinary decision or to appeal an academic assessment.

1. First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for 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, or his or her designee, in writing.
5. The student may then appeal, in writing, to the vice president of Student Affairs, or his or her designee.
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, or his or her designee's, decision is final and binding and cannot be appealed.

# NSU Resources and Administrative Offices

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## Alumni Association

The *Nova Southeastern University Alumni Association* is your connection to more than 193,000 alumni living in all 50 states and more than 115 countries around the world. It is committed to engaging and enriching the lives of alumni while creating meaningful relationships to help alumni stay connected to their alma mater. With mentorship opportunities and networking events open to NSU students, current Sharks can connect with alumni in specific industries through [nsuconnect.net](https://nsuconnect.net). Upon graduation, all alumni receive a complimentary membership to the NSU Alumni Association with access to special members-only benefits and services.

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

## 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 Rick Case Arena, 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](https://nsubooks.bncollege.com) for free in-store and regional campus pickup or for domestic and international delivery. (Delivery fees apply.) The NSU Bookstore is conveniently located in the center of campus, right in front of the Alvin Sherman Library. 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, faculty, and staff members. The iShark App can be utilized to access real-time arrival data. Shark Shuttle buses are monitored by a GPS, called NextBus. A complete Shark Shuttle route information can be found at [nova.edu/locations/shuttle.html](https://nova.edu/locations/shuttle.html). To gain access to real-time bus arrival predictions, access the NSU iShark App or call the Shark Shuttle Office at (954) 262-8871.

## 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 cocurricular learning opportunities that are conducive to student growth, development, and engagement that leads to retention and 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 of the university's colleges that house undergraduate academic programs, the Office of Financial Aid, and other campus departments and offices that are relevant to undergraduate recruitment and admissions. The office also participates in numerous college admission fairs, hosts school counselors on campus, provides campus tours through student ambassadors, and maintains an active national and international student recruitment schedule.

### Office of International Affairs

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

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



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

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

## Office of Orientation

The *Office of Orientation* focuses on providing positive and smooth transitions into the university and college life for new NSU students. Orientation, a daylong program facilitated by student leaders, faculty and staff members prior to the beginning of the fall term, gives new students and their families information and resources that provide a foundation for a successful start to the student's academic pursuits. In addition, the office provides orientation programs for transfer and online students.

## Center for Academic and Professional Success

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

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

## Tutoring and Testing Center

Tutoring and Testing Center (TTC), housed within the College of Undergraduate Studies, offers supplemental instruction, individualized tutoring, academic success coaching, and a variety of testing services. Students are encouraged to take advantage of these resources to help meet their educational goals, achieve academic excellence, and enhance personal growth.

## Office of Student Academic Service

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

## Office of 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 and 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 nine on-campus residence halls. On-campus housing consists of a traditional residence hall with private bath facilities for undergraduate students, as well as apartment-style housing for upper-division undergraduate students and limited graduate students.

## Office of Campus Life and Student Engagement

The *Office of Campus Life and Student Engagement* (CLSE) is home to the Student Events and Activities (SEA) Board, more than 130 registered undergraduate student organizations, the Inter-Organizational Council (IOC), the Diversity Student Council (DSC), Fraternity and Sorority Life, and the Undergraduate Student Government Association (USGA). This office hosts and sponsors university-wide events such as the Student Life Achievement Awards, Sharkapalooza, Homecoming, FinsFootball, and CommunityFest. CLSE is also responsible for our Sharks on the Scene (S.O.S.) Program, offering students exclusive discounted tickets to some of the largest events South Florida has to offer. Additionally, CLSE oversees the Diversity, Equity, Inclusion and Belonging Office. This office serves as a catalyst for the recognition and coordination of the celebration of our diverse student body and offers resources, support, and inclusive programming activities. CLSE plays a key role in assisting students to develop an affinity to NSU through engagement in organizations and activities related to their interests.

## Office of Recreation and Wellness

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

The face of NSU RecWell is its recreational complex, known as the “RecPlex”. This 100,000-square-foot facility is located in the Don Taft University Center and houses a 15,000-square-foot cardiovascular and strength training area, two indoor basketball courts, three indoor racquetball courts, an indoor climbing wall, a leisure swimming pool, three multipurpose rooms, and men’s and women’s locker rooms—equipped with showers and saunas. RecWell also oversees all campus swimming pools, including the largest continuous volume competition pool in the state of Florida.

## 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 Annual Leadership Conference, the Emerging Leaders Experience, and the facilitation of Experiential Education and Learning Units in leadership development and community engagement. The office also houses NSU’s premier leadership program, *Razor’s Edge Leadership*, a dynamic leadership development program for high-performing student

leaders who participate in a four-year curriculum that includes curricular and cocurricular elements. Students in the program graduate with a minor in Experiential Leadership. President's 64, an elite body of student leaders whose purpose is to strengthen the relationship between Nova Southeastern University and its community, is also housed in this office.

### **Office of Student Conduct**

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

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

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

### **Office of Student Disability Services**

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

### **Office of Student Affairs Marketing**

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

### **Student Activity Fee Accounts Office**

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

## Office of Student Affairs at the Regional Campuses

*Student Affairs at NSU's regional campuses* serves as the liaison with the Fort Lauderdale/Davie Campus to provide an array of programs, services, resources, and opportunities for all regional campus students. This function oversees and advises local student government associations (SGAs) and the Regional PanSGA, advocating on behalf of regional campus students in addition to fostering campus and community engagement.

## Center for Student Counseling and Well-Being

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

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

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

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

## 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, 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* (OSFA) is dedicated to assisting students in making well-informed decisions regarding the funding of their education at NSU. The OSFA administers grants, scholarships, student employment, and loans, and prepares student financial aid award offers based on federal and state regulations and institutional guidelines. The OSFA provides information on the

application processes for financial aid, student employment, and veterans educational benefits, and counsels students on proactive debt management strategies and financial literacy. The office also monitors student Satisfactory Academic Progress (SAP) for financial aid eligibility and awards scholarships from internal and external sources. Students may receive financial aid guidance in person, by email, or telephone. For more details, visit [nova.edu/financialaid](http://nova.edu/financialaid) or call (954) 262-3380 or 800-541-6682, ext. 23380.

## Office of the University Bursar

The *Office of the University Bursar* is responsible for billing students, collecting and depositing payments, sending invoices and receipts, 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. NSU Student Health Insurance is also housed within this office. For more information, visit [nova.edu/bursar](http://nova.edu/bursar) or call (954) 262-5200 or 800-541-6682, ext. 25200.

## Office of the University Registrar

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

## One-Stop Shop

The *One-Stop Shop* is the central point of contact for information and service for walk-in prospective, new, and continuing students. Staff members are cross-trained to answer inquiries about financial aid, registrar, and bursar functions. Students can submit required financial aid documents, obtain enrollment verification, request official transcripts, and register for classes. Students can also obtain their SharkCard and parking permit at the One-Stop Shop, which is located in the Horvitz Administration Building, as well as on the first floor of the Terry Administration Building at the Fort Lauderdale/Davie Campus. Hours of operation are Monday through Thursday, 8:30 a.m. to 7:00 p.m.; Friday, 8:30 a.m. to 6:00 p.m.; and Saturday (Horvitz Administration Building only) 9:00 a.m. to noon.

## SharkCard Services

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

- building access
- campus and student event access

- copier usage
- use as a form of payment at participating off-campus retailer locations
- 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 card also links biometric data used to calculate time and attendance for both students and staff members. The magnetic stripe allows users to add funds in increments of \$1, \$5, \$10, or \$20 to an online account that can be used for copying, printing, vending machines, and more. Students are able to add these funds online or at dedicated value stations located at the Alvin Sherman Library or at the Health Professions Division Library/Lab Building. The SharkCard office is located in the Horvitz Administration Building, in the One-Stop Shop, and at the Terry Administration Building, in the One-Stop Shop.

## 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 accordance with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes. *NSU Athletics* is also dedicated to sponsoring competitive intercollegiate programs for both men and women. Valuing deeply the physical, social, and emotional welfare of those who participate, the department and the university express this commitment through their membership with NCAA Division II (DII) and the Sunshine State Conference. Both exemplify the principles of amateur athletics, which include diversity, sportsmanship, fair play, and equitable opportunity for all. In its short 39-year history, the NSU Department of Athletics began as a one-sport NAIA program, in 1982, and has grown into the 16-sport NCAA program that it is today. During this span, NSU Athletics has won 8 team national championships, 23 individual national championships, 361 All-American honors, 333 Scholar All-Americans, and countless conference championships. Men's sports include baseball, basketball, cross country, golf, soccer, swimming, and distance track. Women's sports include basketball, cross country, golf, soccer, softball, swimming, tennis, distance track, and volleyball. As an 18-year member of NCAA DII, NSU Athletics has experienced an unprecedented amount of success in the past decade. Valuing deeply the commitment to academic success, NSU student-athletes have also maintained a cumulative departmental GPA of 3.0, or better, every year since obtaining NCAA DII membership in 2002.

## Office of Innovation and Information Technology

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

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

## Office of Student Media

The *Office of Student Media* engages students by providing high-quality programs, including live radio, an entertaining lineup of original television shows, and investigative news stories. The office oversees the publication of *The Current*, NSU’s student run weekly newspaper; *Radio X*, the student-operated live radio station; and *Sharks United Television (SUTV)*, the student-operated campus TV station, and the new student-run photography department. In addition, Student Media annually hosts NSU’s Media Mash programming and the 72-Hour Film Competition. The office also supports the promotion of all campus events and programs to inform students about activities at the university.

## Military Affairs Veterans Resource Center

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

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

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

## SharkPrint

NSU provides students with laser printing at libraries, computer laboratories, and on regional campuses. The print release stations, either stand alone or embedded, are located in various locations around each campus and control the process. Each registered NSU student (both full-time and part-time) receives a credit of \$75.00 per fiscal year (July 1 through June 30) on his or her MyNSU Print account. The student also can use his or her funds for making copies at the photocopy machines. Unused credits cannot be carried over to the following year. The *MyNSU Print* credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Revalue stations are available for the public and for NSU students to add value to their SharkCards.



## 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, 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 regional campuses, as well as to augment security services at the Oceanographic Campus and the NSU Art Museum Fort Lauderdale. NSU Public Safety and contract security officers only patrol and have jurisdiction to report and enforce university policies and parking and traffic enforcement on university property. 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 911 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](http://nova.edu/emergency). Program the NSU Emergency Hotline number, 800-256-5065, and [SMS@blackboard.com](mailto: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.

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

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

If you have information about something that seems a little off, take a picture, write a text, or take a screenshot and send it to SaferWatch. The information goes directly to NSU's Public Safety officers, so they can review it, take appropriate action, and send updates via the SaferWatch app. NOTE: SaferWatch is not a replacement for 911. This is something to report tips. If you see an in-progress emergency, call 911. Visit the [NSU Alert website](#) to learn more.

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



## Shark Dining Services

An integral feature to campus life undoubtedly lies within the dining services. The passion and pride of *Shark Dining* is undeniable as the team has the sole objective of delivering an unforgettable dining experience through the highest quality, menu ingenuity, and value. The team also strives to build community through its culinary expertise. The team embraces cooking from scratch, menuing seasonally, and resourcing responsibly. Shark Dining offers 15 distinctive dining venues, 3 convenience locations, and a hybrid space that converts 7 retail dining brands in the Razor's Reef into a one-price dining experience. Dining on campus hosts popular national brands such as Starbucks, Subway, Einstein Bros. Bagels, and illy Coffee. Shark Dining also provides a range of internal concepts to include extended options for vegetarians and vegans. Shark Dining has an acute focus on health and wellness, nutritional labeling, and accommodating special dietary requests, ensuring no student will go hungry. The flavor and variety will satisfy any craving at Nova Southeastern University's Fort Lauderdale/Davie Campus. Shark Dining has amazing partnerships with departments such as RecWell, which brings a monthly Teaching Kitchen experience, focused on getting students comfortable with cooking nutritional and manageable meals. Shark Dining also hosts a monthly dining forum to target feedback from the campus community and maintain an open line of communication with on-site senior management team. Menus, hours, dining venues, events, and more can be accessed any time at [dineoncampus.com/nsu](http://dineoncampus.com/nsu) or through the smart phone app, Dine On Campus. Students are able to "GET" connected to their dining funds and SharkCard by downloading the GET mobile app. Within the app, Sharks can add funds at any time to their SharkCard, and it allows for food ordering for on-campus pickup or delivery. A comprehensive how-to guide can be found online at [dineoncampus.com/nsu/get-mobile-howtoguide](http://dineoncampus.com/nsu/get-mobile-howtoguide).

## University Health Care Centers

The Division of Clinical Operations oversees the administration and oversight of the university's 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 *Martin and Gail Press Health Professions Division Library*, the *Panza Maurer Law Library*, the *Oceanographic Campus Library*, and the *Tampa Bay Regional Campus Library*. The 325,000-square-foot Alvin Sherman Library is a joint-use facility with the Broward County Board of County Commissioners. It serves students and faculty and staff members of NSU, as well as residents of Broward County. The five-story structure encompasses electronic classrooms, group-study rooms, a café, Ann Porterfield digital media lab and creative makerspace, and service desks with staff trained and ready to serve library users. Collections of electronic resources support the research of students and faculty and staff members. A large spacious atrium houses educational art pieces. The second-

floor reference desk is clearly visible to students, and enhanced by The NSU Glass Garden created by glass artist Dale Chihuly for the Sherman Library. Also on the second floor is the Craig and Barbara Weiner Holocaust Resource and Reflection Center. Overall, the university's libraries house more than one million items. Interlibrary Loan agreements through organizations such as the Online Computer Library Center, the Southeast Florida Library Information Network, the Consortium of Southeastern Law Libraries, and the National Library of Medicine provide broad access to a wide range of materials.

## Wireless Networking

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

## Writing and Communication Center (WCC)

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

# University Administrators

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

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

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

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

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

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

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

Stephanie G. Brown, Ed.D.—Vice President for Enrollment and Student Services

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, Marketing, and Creative Services

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

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.—Associate Vice President for University Advancement  
and Director of Athletics

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

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

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

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

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

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

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

H. Thomas Temple, M.D.—Special Assistant to the President

John Wensveen, Ph.D.—Executive Director and Chief Innovation Officer  
NSU-Broward Center for Innovation

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

Brad 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

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

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

College of Dental Medicine, (954) 262-7319

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) 262-1200

Farquhar Honors College, (954) 262-2031

Halmos College of Arts and Sciences

- Fort Lauderdale/Davie Campus, (954) 262-8301
- Oceanographic Campus, (954) 262-3600

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

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

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

NSU University School

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

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

# Deans

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Michelle A. Clark, Ph.D.—College of Pharmacy

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

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

Karen Grosby, Ed.D.—College of Psychology

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

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

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

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

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

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

Marcella M. Rutherford, Ph.D., M.B.A., M.S.N.—Ron and Kathy Assaf College of Nursing

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

Andrea Shaw-Nevins, Ph.D.\*—Farquhar Honors College

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

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

*\*as of September 6, 2021*

# Accreditation

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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.

An underwater scene with a deep blue background. Several sharks are swimming in the lower half of the frame, and many smaller fish are scattered throughout. Sunlight rays filter down from the top, creating a bright, hazy atmosphere.

Division-Specific Policies and Procedures

# Health Professions Division





# Health Professions Division

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## Building Hours

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

## Charges and Payments

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

## 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 refund of the tuition, according to the following formula:

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

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

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

**Students enrolled in programs that have a drop/add period** will have until 11:59 p.m., the first Sunday of the semester—which is the end of the drop/add period—to make any changes in their schedule without incurring any financial expenses. Students who drop during the 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's degree programs are required to follow policies and procedures for drops and withdrawals as noted at [nova.edu/undergradtestudies/academic-catalog.html](http://nova.edu/undergradtestudies/academic-catalog.html) in the undergraduate catalog.

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

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

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

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

## Short-Term Preloans

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

## Martin and Gail Press Health Professions Division Library

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

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

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

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

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

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

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

Additional resources at the circulation desk (limited checkout times):

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

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

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

## Tampa Bay Regional Campus Library

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

Hours of operation for the TBRC Library are:

Monday–Thursday: 8:30 a.m.–8:00 p.m.

Friday: 8:30 a.m.–8:00 p.m.\*

Saturday: 10:00 a.m.–9:00 p.m.\*

Sunday: 10:00 a.m.–2:00 p.m.\*

\*Hours may vary on select weekends.

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

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

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

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

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

Additional resources at the circulation desk (limited checkout times):

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

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

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

## Lost and Found

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

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

## Computer Laboratories

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

The area is monitored by attendants who can provide assistance.

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

## Student Lounge/Student Area

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

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

# HPD Policies and Procedures

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## Acceptance of Professional Fees

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

## HIV/AIDS Policy

See Health Policies section in the NSU portion of the student handbook.

## Background Checks

Certain programs at the NSU Health Professions Division require students to submit to background checks. Accepted applicants and students in such programs 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. Students with questions concerning background checks should contact their respective college and/or academic program for more information.

For programs that require students to submit to background checks, offers of admission will not be considered final until the completion of the background check(s), with results deemed favorable by the NSU Health Professions Division, and where appropriate, by the clinical training facilities. If information received in connection with a background check 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 student's 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 students 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 pretrial diversion program, or its equivalent, for any criminal offense.

While enrolled at NSU, students have a continuing duty to disclose all of the above, along with any arrests or pending criminal charges within 10 days of any arrest or charges are filed. **Students, other than those enrolled in programs within the Health Professions Division, must notify the assistant dean for Student Affairs—or designee—of any arrests or pending criminal charges.** A failure to timely disclose any arrests or pending criminal charges may result in disciplinary action, up to and including dismissal from NSU.

## Health Forms Requirements

### Certificate of Physical Examination

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

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

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

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

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

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

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

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

One of the following is required: 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 QuantiFERON Gold Blood Test.

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

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

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

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

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

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

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

Students are financially responsible for all required immunizations.

Failure to comply: The university is not required to provide alternative sites for clinical practicum or rotations should immunization be a requirement for placement. **Therefore, failure to comply with this policy may result in 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. Students who test 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 or clinics. Special college administration approval is required for students to consume food and beverages, other than water, in the locations mentioned.

## Identification Requirements and Fieldwork Prerequisites

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

## Email

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

## Notices, Messages, and Posters

After approval from the specific college's Office of Student Affairs/Office of Student Activities, students may post notices on the bulletin boards located in the student lounge and other locations. Notices announcing events shall be removed within seven days after the event has passed. Other boards are provided for university or division business only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No notices, announcements, posters, or any other papers may be posted anywhere, including doors, windows, and elevators, except on bulletin boards provided for that purpose. Please refer to the Distributing or Posting Printed Material section of the NSU portion of the student handbook.

## Parking Lot/Garage

You are encouraged to use the parking areas designated for our students. **You must obtain a parking permit from the One-Stop Shop in the 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. In addition, all vehicles parked on NSU campuses must abide by the "head-in only" rule to ensure that the license plate is facing the road and can be read by the License Plate Recognition (LPR) cameras. Vehicles displaying an official state-issued front license plate may reverse into parking spaces. Reversing into a parking space without the front plate option will result in the issuance of a "no back-in violation" citation. Remember to lock your car every day and park within the specified areas. Do not leave valuables in your vehicle.

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

The 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

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

## Post-Exposure Policies and Procedures

An occupational exposure is considered an urgent medical concern that requires immediate attention for proper medical management. An exposure that might place a student at risk for Hepatitis B Virus, Hepatitis C Virus, or HIV infection is defined as a percutaneous injury (e.g., a needle stick or cut with

a sharp object) or contact of mucous membrane or nonintact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood, tissue, or other body fluid that is potentially infectious.

If a student has experienced such an exposure, 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) 770-1179 or (954) 817-0332 to report such an incident. After the student contacts Infection Control, the student is to contact the Student Medical Center (8:30 a.m. to 5:00 p.m.) at (954) 262-1270 or (954) 262-4100 to receive appropriate care. If the student is on rotation, at a regional campus, or the exposure occurred outside of the business hours of the Student Medical Center, the student must go to the nearest local emergency room or urgent care center for evaluation and treatment.

The student also is responsible for immediately notifying a supervisor.

NSU's Post-Exposure Policy and Procedure: [nova.edu/smc/forms/compliance-exposure-policy.pdf](https://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, certificates, and final transcripts 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. A student or group of students may not officially represent the division or the university, on or off campus, at any time without prior authorization in written form. All events sponsored by student body groups must receive prior approval from the specific college's Office of Student Affairs/Office of Student Activities designee and faculty advisers affiliated with the group. Requests for permission for speakers, student meetings, and other activities on campus should be made on the student activities request form at least two weeks in advance. The specific college's Office of Student Affairs/Office of Student Activities must approve activities before the manager of events and academic support systems can assign a room, and no meeting announcements may be made until approval is received. At that time, a specific room will be assigned for the function. No announcements can be posted unless authorization is given.

## Student Assistance Program

As a condition of enrollment in the Health Professions Division of Nova Southeastern University, 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 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 his or her respective college's Office of Student Affairs or directly with the Student Assistance Program Office.

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 his or her college to the Student Assistance Program for testing and assessment. This 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 Office and authorized representatives of the applicable college may monitor the student's performance and compliance with the conditions of the Student Assistance Program. Any failure to comply with the conditions of the Student Assistance Program, or failure to comply with any recommendation of an independent, licensed health care provider authorized by the Student Assistance Program, may result in 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 rescheduled 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 Assistance Program procedures:

1. Any student who has received a DUI or any type of citation due to substance abuse (alcohol, drugs, etc.) must notify the Student Assistance Program Office at [sap@nova.edu](mailto:sap@nova.edu) immediately. Rotation site eligibility may be affected.
2. A student referred to the Student Assistance Program Office will be referred to Henderson Behavioral Health for an evaluation/assessment and testing.

3. Student will be responsible for fees.
4. Student will complete all forms and give authorization for processing.
5. Student will be responsible for keeping appointments.
6. The Student Assistance Program Office will be in communication with the student's college as needed and warranted.
7. A copy of the completed assessment will be reviewed by the Student Assistance Program Office. Recommendations resulting from the assessment will be shared with the student's college. The assessment report will be kept in the Student Assistance Program Office and not in the student's academic file.

## Student Employment

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

## Student Insurance Requirement

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

### Affirmative Opt-Out Required

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

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

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

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

## **Visitors**

Visitors are not permitted in classrooms or laboratories on HPD property without prior permission from the college or department. No visitors are permitted in a restricted area at any time. If 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 may not use their enrollment in an HPD college as a professional or graduate school student to gain expanded access to any health-related institution beyond what is granted to the general public. Visits to relatives or friends who are hospitalized are permitted, provided they are within visiting hours and all health care providers' rules are observed.

An underwater scene with a blue gradient background. Several sharks are swimming in the lower half of the frame, and many small fish are scattered throughout. Sunlight rays are visible at the top, creating a bright, hazy effect.

College-Specific Policies and Procedures

# College of Dental Medicine Postdoctoral Programs





# College of Dental Medicine

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## Administration

### **Steven I. Kaltman, D.M.D., M.D., FACS**

Dean

Room 7310/Ext. 27311 • [skaltman@nova.edu](mailto:skaltman@nova.edu)

The dean is the chief academic and administrative officer of the College of Dental Medicine (CDM).

### **Steven M. Kelner, D.M.D., M.S.**

Executive Associate Dean for Institutional Affairs

Room 7315/Ext. 27316 • [skelner@nova.edu](mailto:skelner@nova.edu)

The executive associate dean for Institutional Affairs is responsible for all activities related to accreditation and institutional assessment, oversight of educational research, and quality improvement activities.

### **Hal Lippman, D.D.S.**

Executive Associate Dean for Operations

Room 7316/Ext. 21796 • [hlippman@nova.edu](mailto:hlippman@nova.edu)

The executive associate dean for Operations is a senior member of the dean's leadership team, responsible for developing and communicating the vision of the CDM. The executive associate dean for Operations provides oversight for all departments, including clinical operations, to provide interdepartmental collaboration that promotes excellence in academics, research and scholarship, community service, and patient care.

### **Rafael G. Castellon, D.D.S.**

Associate Dean for Clinical Services

(954) 262-7358 • [crafael@nova.edu](mailto:crafael@nova.edu)

The associate dean for Clinical Services is responsible for the administration and operation of the predoctoral and postdoctoral clinics at the CDM.

### **Jodi Kodish-Stav, D.D.S.**

Associate Dean for Clinical Informatics

Room 4328C/Ext. 21920 • [jkodish@nova.edu](mailto:jkodish@nova.edu)

The associate dean for Clinical Informatics provides leadership to the college in the development, implementation, and analysis of the clinical data and benchmarking needed to improve the curriculum and clinical care delivery.

**William B. Parker, D.D.S.**

Associate Dean for Postgraduate Education  
Room 7330/Ext. 27330 • [parkwill@nova.edu](mailto:parkwill@nova.edu)

The associate dean for Postgraduate Education Programs plans, directs, and oversees all advanced educational affairs, ensuring that these activities meet the college's mission, goals, and objectives.

**Sibel A. Antonson, D.D.S., Ph.D., M.B.A.**

Assistant Dean for Research  
Room 7320/Ext. 27604 • [sibel.antonson@nova.edu](mailto:sibel.antonson@nova.edu)

The assistant dean for Research is responsible for research planning and administration, as well as developing research in the oral sciences.

**Audrey Levitt Galka, D.D.S.**

Assistant Dean for Admissions, Student Affairs and Services  
(954) 262-7318 • [agalka@nova.edu](mailto:agalka@nova.edu)

The assistant dean for Admissions, Student Affairs and Services is responsible for planning, directing administration, and coordinating all aspects of the Office of Student Services and Office of Admissions.

**Maria A. Hernandez, D.D.S.**

Assistant Dean for Academic Affairs  
Room 7317/Ext. 27342 • [marher@nova.edu](mailto:marher@nova.edu)

The assistant dean for Academic Affairs is responsible for the development, implementation, and oversight of the CDM's academic programs.

**Mark Schweizer, D.D.S., M.P.H.**

Assistant Dean for Community Programs and Public Health  
(954) 262-7527 • [schweize@nova.edu](mailto:schweize@nova.edu)

**Michael Siegel, D.D.S., M.S., FDS RCSEd**

Assistant Dean for Faculty  
Room 7376/Ext. 24309 • [masiegel@nova.edu](mailto:masiegel@nova.edu)

The assistant dean for Faculty is responsible for faculty appointment and promotion, faculty development, and special assignments as per the team.

## Postdoctoral Program Directors

### Advanced Education in General Dentistry (AEGD)

**Christina Robinson, D.M.D.**

Director and Assistant Professor  
Cariology and Restorative Dentistry  
Room 7374/Ext. 27378 • [crobinson@nova.edu](mailto:crobinson@nova.edu)

## **Endodontics**

### **James L. Gutmann, D.D.S.**

Diplomate, American Board of Endodontics  
Professor  
Room 7328/Ext. 27390 • [jgutmann@nova.edu](mailto:jgutmann@nova.edu)

## **Operative Dentistry**

### **Aryia Amini, D.M.D.**

Assistant Professor  
Room 7357/Ext. 27541 • [aamini@nova.edu](mailto:aamini@nova.edu)

## **Oral and Maxillofacial Surgery**

### **Shawn A. McClure, D.M.D., M.D., F.A.C.S.**

Diplomate, American Board of Oral and Maxillofacial Surgery  
Associate Professor, Director of Research  
Room 7386/Ext. 27332 • [smclure@nova.edu](mailto:smclure@nova.edu)

## **Orthodontics and Dentofacial Orthopedics**

### **Sheela Premaraj, B.D.S., Ph.D.**

Diplomate, American Board of Orthodontics  
Associate Professor  
Room 4324/Ext. 21627

## **Pediatric Dentistry**

### **Judith Renee Chin, D.D.S., M.S.**

Diplomate, American Board of Pediatric Dentistry  
Associate Professor  
Room 4317/Ext. 27663 • [jchin1@nova.edu](mailto:jchin1@nova.edu)

## **Periodontics**

### **Theofilos Koutouzis, D.D.S., M.S.**

Diplomate American Board of Periodontology  
Associate Professor  
Room 7348/Ext. 21742 • [tkoutouzis@nova.edu](mailto:tkoutouzis@nova.edu)

## **Prosthodontics**

### **Max Nahon, D.D.S.**

Diplomate, American Board of Prosthodontics  
Assistant Professor  
Room 7368/Ext. 24345 • [nahon@nova.edu](mailto:nahon@nova.edu)

## Master of Science

### Richard H. Singer, D.M.D., M.S.

Diplomate, American Board of Orthodontics

Associate Professor

Room 7335/Ext. 21610 • [rsinger@nova.edu](mailto:rsinger@nova.edu)

## Mission Statement

The mission of the College of Dental Medicine (CDM) is to educate students to become competent in all phases of the general practice of dental medicine and postdoctoral residents to become proficient in their respective specialty fields. The CDM is committed to ensuring graduates' excellence in the art and science of dental medicine and their commitment to independent, lifelong learning. This mission requires graduates to be knowledgeable in the biological sciences, clinically skilled, technologically proficient, compassionate, and sensitive to the needs of the public. The graduate will be competent to function as a member of, or in conjunction with, an interdisciplinary primary care health team.

The CDM fosters leadership and excellence in dental education through a commitment to

- recruitment and retention of the highest caliber of self-motivated students, residents, and faculty members
- innovative teaching methods, research, scholarship, professionalism, and ethical principles
- continuing education
- service to the local, national, and international communities

The CDM has a special commitment to educate students and residents to provide culturally sensitive care to the underserved and special needs populations.

## Vision Statement

The vision of the College of Dental Medicine is to be the acknowledged leader in educating students for an enriched career in general and specialty practice, academia, and/or research with special emphasis on underserved populations.

## Reservation of Power

The *College of Dental Medicine Postdoctoral 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 Dental Medicine Postdoctoral Student Handbook* is available online by accessing your SharkLink account at [sharklink.nova.edu](http://sharklink.nova.edu). Under the student tab, click **CDM**, and then click **handbook**. Changes in the content of the *College of Dental Medicine Postdoctoral 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 Dental Medicine Postdoctoral 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 Dental Medicine Postdoctoral 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.

## Discrimination

See the *NSU Student Handbook*, Statement on Student Rights section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Additional Grievance Procedures Available section for the Nonacademic Grievance Procedure as well as the Grievance Procedure for Discrimination based on Disability. The *NSU Student Handbook* can be found at [nova.edu/student-handbook](http://nova.edu/student-handbook).

## Harassment

See the *NSU Student Handbook*, Statement on Student Rights Section for the NSU Nondiscrimination Statement. Additionally, see the *NSU Student Handbook*, Specific Conduct Violations, Additional Grievance Procedures Available and University Sexual Misconduct Policy/Title IX sections for the Harassment policy, Nonacademic Grievance Procedure, and Sexual Harassment policies. The *NSU Student Handbook* can be found at [nova.edu/student-handbook](http://nova.edu/student-handbook).

## Health Care Privacy (HIPAA) Statement

See the *NSU Student Handbook*, Statement on Student Rights section for the Health Care Privacy (HIPAA) Statement. The *NSU Student Handbook* can be found at [nova.edu/student-handbook](http://nova.edu/student-handbook).

## Disability

Students seeking disability accommodations should contact the NSU Office of Student Disability Services. Contact information for the Office of Student Disability Services, as well as policies and procedures relating to disability accommodations, are available on the Office of Student Disability Services web page, [nova.edu/disabilityservices](http://nova.edu/disabilityservices). See the *NSU Student Handbook*, Statement on Student Rights section for Nondiscrimination Statement, as well as the Additional Grievance Procedures Available section for the Grievance Procedure for Discrimination based on Disability.

# Postdoctoral Dental Education

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The CDM currently sponsors the following postdoctoral dental education programs:

- Advanced Education in General Dentistry—includes optional second-year track in Advanced General Dentistry
- Endodontics
- Operative Dentistry
- Oral and Maxillofacial Surgery
- Orthodontics and Dentofacial Orthopedics
- Pediatric Dentistry
- Periodontics
- Prosthodontics

Throughout this handbook, the term student and resident are used interchangeably.

## Core Performance Standards for Admission and Progress

The Nova Southeastern University (NSU) Health Professions Division (HPD) and the CDM are 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. To carry out the activities described below, candidates for HPD 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 are essential and

dependent upon the exemplary behavior of the individual health care provider in his/her relations with patients, faculty members, staff, and colleagues. This includes accountability to oneself and to relationships with fellow students, future colleagues, staff, faculty members, members of the general public, and patients who come under the student's care or contribute to his/her training and growth. This applies to personal conduct that reflects on the student's honesty and integrity in both academic and nonacademic settings, whether or not involving an NSU-sponsored activity. All students must have the capacity to manage their lives and anticipate their own needs. Upon accepting admission to NSU, each student subscribes to and pledges complete observance to NSU's Student Code of Conduct Policies. A violation of these standards is an abuse of the trust placed in every student and could lead to suspension or dismissal. Candidates for degrees offered by the HPD 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. They must be able to think quickly and accurately in an organized manner, despite environmental distractions. All individuals are expected to meet their program requirements on a satisfactory level as determined by HPD administration or the applicable college/program administration.

### **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. Dental Medicine students must have sufficient visual ability to use dental instruments. It is necessary to have adequate visual capabilities for proper evaluation and treatment integration. Candidates and students must be able to observe the patient and the patient's responses, including body language and features of the examination and treatment. Students must be able to read and write prescriptions, consultation letters, patient information, and dental product information. Dental Medicine students must be able to observe a patient accurately, at a distance and close up, interpreting nonverbal communications while performing dental procedures or administering medications. A student must be able to perform dental examinations and treatments that require the use of sight and touch. The student must be able to see fine detail, focus at a variety of distances, and discern differences and variations in color, shape, and texture that are necessary to differentiate normal and abnormal soft and hard tissues. A student must also possess the visual acuity to read charts, records, radiographs, diagnostic images, small print, and handwritten notation.



## **Tactile**

Candidates and students must have sufficient tactile ability for physical assessment. Dental Medicine students must be able to deliver appropriate treatment using high-technology equipment such as dental drills and surgical instruments. The student must be able to use tactile senses to diagnose directly by palpation and indirectly by sensations transmitted through instruments. Examples include, and are not limited to: detection of dental hard and soft tissue conditions, use of hand instruments, and performance of palpation for purposes of intra and extra oral exam.

## **Sensory**

Dental Medicine students must be able to acquire information through demonstrations and experiences in basic science and dental science courses. Such information includes, but is not limited to, information conveyed through a variety of mechanisms, including and not limited to microscopic images of microorganisms and tissues in normal and pathologic states, and demonstration and skill exercises of techniques using dental models. A student must be able to acquire information from written documents, and to evaluate information presented as images from digital platforms, paper, films, slides, or video. A student must be able to benefit from electronic and other instrumentation that enhances visual, auditory, and somatic sensations needed for examination or treatment.

## **Behavioral and Social Attributes**

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

# **Student Affairs**

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## **A. Student Access to Grades**

To fully comply with the Family Educational Rights and Privacy Act of 1974, exam grades, assignment grades, and course grades are not posted in publicly accessible areas. Grades may only be accessed by the student through any of the following means.

- Student has access to his or her own Canvas login, where the course director may provide exam grades and assignment grades. Final course grades may or may not be posted in Canvas at the discretion of the course director. Final course grades are accessible to the student by student's access to his or her own Self-Service Banner login.
- Grades may be provided by the course director to each individual student.

## B. Special Counseling Arrangements

In cooperation with the HPD, the NSU Center for Student Counseling and Well-Being provides students with psychological counseling. The center has scheduled and walk-in hours, as well as 24-hour crisis counseling. Students who need assistance are strongly encouraged to call (954) 424-6911 or visit the center's web page at [nova.edu/studentcounseling](http://nova.edu/studentcounseling) for details.

## C. Student Career Counseling

In addition to counseling students regarding opportunities in practice and postdoctoral education (e.g., fellowships and residency programs), the CDM also provides information for students on alternative careers in dental medicine. The Office of Student Affairs assists students in identifying opportunities for careers in

- teaching and research
- military service
- federal, state, and local government
- underserved areas of dental care
- National Health Service Corps

In addition, community dentists on the faculty offer individualized career counseling and information on other careers in dental medicine, such as hospital, clinic, and private practice; group and solo practice; and careers in public health.

Students who need career counseling should call the CDM's Office of Student Affairs at (954) 262-7302.

## D. Health Insurance

Prior to matriculation and through graduation, all students are required to obtain and maintain health insurance that allows the student to be treated locally. At the start of each academic year, students must sign an affidavit confirming that their health insurance is current and will be maintained. A student may be prevented from continuing his or her studies for lack of health insurance.

## E. Technology Resources for Students

The NSU homepage: [nova.edu](http://nova.edu)

The CDM homepage: [dental.nova.edu](http://dental.nova.edu)

The CDM SharkLink page: [sharklink.nova.edu/web/tm/my-cdm](http://sharklink.nova.edu/web/tm/my-cdm)

## Self-Service Banner

Website: [ssb.nova.edu](http://ssb.nova.edu)

Self-Service Banner help desk: [help@nova.edu](mailto:help@nova.edu) or (954) 262-HELP [4357]; 1-800-541-6682, ext. 24357

Once students are admitted to the CDM, the Office of Innovation and Information Technology (OIIT) assigns and mails all students a personal identification number (PIN). Students' PINs provide access to the Self-Service Banner system.

Self-Service Banner is designed to assist students with online registration, general financial aid information with links to recommended loan agency sites, class schedule information, course catalogs, and course listings. Self-Service Banner also provides personal information where students can change their addresses, phone numbers, emergency contact information, and view or print their unofficial transcripts and degree information.

## Office 365

NSU Office of Innovation and Information Technology uses the Office 365 cloud-based platform. Information is available at [nova.edu/oit/office-365](http://nova.edu/oit/office-365).

Additional information and assistance may be available through the CDM's director of Informational and Instructional Technology, at [joelslin@nova.edu](mailto:joelslin@nova.edu).

## Online Course Access and Canvas

All online and/or hybrid courses that a student has registered for will be accessed through Canvas. This is a web-based, course-management system designed to allow students and faculty to participate in classes delivered online, or use online materials and activities to complement face-to-face teaching. Students must use their NSU email login and password to log in to their courses posted on Canvas. The Canvas login can be accessed at [nsu.instructure.com](http://nsu.instructure.com). Students who are not registered and have not paid tuition on the first day of the term will be locked out of Canvas access until tuition is paid.

## Access to Instructional Materials

The access to all instructional resources such as lectures, handouts, manuals, PowerPoint presentations, videos, photographs, pictures, articles, and web links is limited to students who are enrolled in the course and is not for public distribution. The use of these instructional resources is exclusively for noncommercial and nonprofit educational use.

## Course Evaluations

Web page: [nova.edu/online\\_evaluations](http://nova.edu/online_evaluations)

CDM administers online course evaluations at the conclusion of each academic term. Several weeks before the term ends, students will be notified via email of the link to the online course evaluation web page. All evaluations submitted by students are anonymous.

## F. Student Responsibility to Obtain Information and Respond to Program Communications

Each student enrolled in the CDM is individually responsible for knowledge of the current academic regulations; the general and specific requirements; and the operational policies as contained in this student handbook, the *HPD Catalog*, the *NSU Student Handbook*, and other official documents or announcements of the university, HPD, and the college.

Official college communications may be sent via email and/or certified mail, return receipt requested (U.S. Postal Service). All students are required to maintain and access their NSU email account on a daily basis to read any communications that have been forwarded.

All students are required to reply to emails, or other written requests for reply (including but not limited to Canvas, email, etc.). Failure to reply to a faculty, administration, or staff person when a reply is requested, within three business days, may result in disciplinary actions. This can include and is not limited to denying student access to axiUm, Canvas, or other platforms, or privileges.

## G. Nondiscrimination Policy

See the Nondiscrimination Statement in the *NSU Student Handbook* under the Statement on Student Rights section.

## H. Tuition Payment

Late tuition payments or failure to make arrangements to pay tuition may result in the student being removed from class and/or clinic.

## I. Fees and Expenses

### (Fees subject to change)

NSU Student Services Fee (per semester).....	\$500
Dental General Access Fee (per year).....	\$145
Registration Fee (per semester) .....	\$30
Diploma/Degree Application Fee (seniors only).....	\$100
Late Payment Fee.....	\$100
I.D. Replacement.....	\$25
Diploma Replacement.....	\$30
Official Transcripts (each) .....	\$17
CDM Technology Fee.....	\$500
Instrument Management Fee.....	\$0-\$10,400

## J. Deferral Policy

Admissions policies and procedures may be found in the NSU HPD CDM catalog and brochure, and on the NSU website. With respect to deferral, if the accepted postgraduate student does not matriculate on the specified date, admission to the program may be deferred at the discretion of CDM, or withdrawn, in which case the individual would have the opportunity to reapply for admission for the following year.

## K. Extracurricular Student Activities

### Student Activity Groups

The CDM's assistant dean for Admissions, Student Affairs and Services must approve all extracurricular student activities and recognized on- and off-campus student organizations. All activities and events must be appropriately scheduled to avoid conflicts. Requests for permission to obtain the services of speakers for various functions, student meetings, and other on-campus activities should be made at least two weeks in advance on forms provided by the college's Office of Student Services. Activities must be approved by the Office of Student Services before a room can be assigned, and no meeting announcements may be made until such approval is received. Postdoctoral students may participate in a variety of organizations, which are listed below.

#### **1. National Dental Organizations**

Postdoctoral students in advanced specialty education programs are required to be a member of their respective specialty dental organizations.

#### **2. Dental Fraternities**

The following international dental fraternities have active chapters at the CDM: Alpha Omega, Delta Sigma Delta, and Psi Omega. All of these fraternities were established to uphold the highest standards of professionalism, foster service and scholarship, and serve as a social activity center for their members.

#### **3. Advanced Dental Education Student Council (ADESC)**

The ADESC is recognized by the HPD and college administration as the governmental assembly of the postdoctoral student body. It serves to collect and express postdoctoral student opinion, and also serves as the conduit for all interaction between the postdoctoral students, faculty members, and administrators. The council consists of one student representative from each postdoctoral program.

### Opportunities for Students to Attend CDM Dental Continuing Education Programs

Postdoctoral residents are provided the opportunity to attend CDM Dental Continuing Education (CE) lecture-based events, space permitting, and at the student's expense. CE events that are in conflict with the student's academic and program responsibilities require approval to attend by the associate dean for Postgraduate Education. Dental students may be eligible for discounts and must register via CE Office process.

# Postdoctoral Academic and Curricular Policies and Procedures

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## A. General Information

### 1. Faculty Access

Faculty members generally have an “open-door” policy and are also available during posted office hours, by email, and/or by appointment.

### 2. Academic Records

All documentation placed in the student’s permanent records will be maintained in the CDM’s Office of Academic Affairs. In addition, a student’s official academic record is maintained in the university’s Office of the Registrar. Any students requesting a copy of their official record must contact the registrar.

### 3. Course and Instructor Evaluations

Each student has a professional responsibility to provide constructive evaluation for courses and instructors in the curriculum. This responsibility will be met by participation in course evaluations that are routinely administered by the CDM. The college expects each student to sincerely accept this responsibility and obligation in a constructive manner so that optimal feedback can be provided. This input will facilitate student welfare by promoting changes that will improve the educational effectiveness of the curriculum, as well as assist faculty members by providing constructive input to help them improve their teaching strategies.

### 4. Library Skills Policy

All students must be able to identify and locate materials in the library as needed or required by course instructors. Students must be familiar with the leading dental journals and be able to research specific topics related to dental medicine by using standard bibliographies and indexes.

The CDM, in cooperation with the HPD’s library staff, includes courses in the academic program that provide students with information on conducting online electronic searches in health care databases and other related topics.

### 5. Withdrawal from the CDM

Withdrawal is a voluntary resignation by the student, in writing to the dean via certified mail or NSU email, under which he or she surrenders all rights and privileges as a student in the CDM. Additionally, a student who does not register and/or attend classes, clinic, and/or rotations for five consecutive business days (excluding official school holidays and weekends) without written notification to the dean’s office regarding the reason for the absence, as well as his or her intention to continue studies,

shall be considered withdrawn from the college's postdoctoral program. A student's written withdrawal or five consecutive business days' absence without written notification to the dean's office is considered as permanent withdrawal and not reversible.

To return to school after withdrawal, the student must apply for admission through the HPD's Office of Admissions.

## 6. Withdrawal from a Course

Withdrawal by students from an individual course or courses is not permitted, except under special circumstances such as leave of absence (see section on Leave of Absence below). Final approval of a student's request to withdraw from a course(s) is at the dean's discretion.

Withdrawal from a course or courses must be distinguished from a withdrawal from the CDM (see section on Withdrawal from the CDM preceding this section).

## 7. Leave of Absence

A leave of absence is defined as an extended period of time away from CDM activities that may become necessary due to personal, financial, medical reasons; pregnancy and childbirth; prolonged illness; or personal matters of significant gravity. Leave of absence records and the date of each determination shall be placed in the student's permanent record.

There are two types of leaves of absence:

### a. Administrative Leave of Absence

An administrative leave of absence is a mandatory leave of absence imposed by the dean at his or her discretion. During the leave, the dean will provide the student with the opportunity to rectify the situation that precipitated the necessity for the leave. This might require that the student seek and carry out actions that resolve the problem(s) that led to the mandatory leave of absence, including, but not limited to, rehabilitation or treatment. Administrative leave may be considered a disciplinary action (see the section on Academic, Behavioral, and Disciplinary Actions in this student handbook.)

To be considered for reinstatement to the program after the administrative leave of absence, the student must write a letter addressed to the dean and

- submit a written request for reinstatement
- demonstrate to the dean's satisfaction that a reasonable likelihood exists that the need for an additional administrative leave of absence will not recur

Depending on the nature and circumstances of the situation or problem that precipitated the necessity for the mandatory leave, the dean may also require that before a student is permitted to return to the college, the student provide written documentation from a qualified and licensed health care practitioner or physician, as deemed appropriate by the dean, certifying that the student is able to meet the Core Performance Standards described in the *CDM Postdoctoral Programs Student Handbook* and that the student's physical and mental health are sufficient to permit him or her to continue his or her dental education.

## **b. Voluntary Leave of Absence**

A voluntary leave of absence is a request by a student to temporarily withdraw from classes and/or clinic for personal, financial, or medical reasons, or pregnancy or childbirth. A voluntary leave of absence must be requested in writing to the postdoctoral program director, who will review the request and submit a recommendation to the associate dean for Postgraduate Education who will in turn submit the request and recommendation to the dean. The dean will then determine whether or not the leave of absence will be granted. It is important to note that a voluntary leave of absence is rarely granted at the postdoctoral level due to the smaller postdoctoral facilities and the need for continuity of the programs.

A voluntary leave of absence cannot exceed one year, either cumulatively or within a single leave, during the student's postgraduate program. If the student does not return within one year, he or she will automatically be considered to have voluntarily withdrawn from the college. The specific time frame of a voluntary leave of absence is dependent on the ability of the student to return to classes and/or clinic to keep the coursework on the appropriate continuum, which will be determined by the program administration. While on a leave of absence, a student is not eligible to make up incomplete class work or remediate any failed courses.

If a voluntary leave of absence is granted and the student is in good academic standing, the student may reenter the program at the end of the leave without any need for readmission to his or her academic program, other than meeting any requirements imposed as a condition of his or her voluntary leave of absence. However, the student must still meet any new requirement(s) that may become effective during the leave of absence.

If a student is granted a voluntary leave of absence while current coursework is still in progress, he or she will be withdrawn from those courses. In all such cases, a designation of *W* for withdrawal will be entered on the student's transcript for each course in progress. In such cases of withdrawal from courses, students will be required to successfully complete all of these courses when they return from their leave of absence and before they will be permitted to progress into the next academic year or semester appropriate to the curricular cycle. If a student is granted a voluntary leave of absence in which the leave of absence commences after a course has been completed, the student's earned grade or earned progress designation will be entered on the student's transcript for each completed course. If a student is granted a voluntary leave of absence in which the leave of absence commences up to three weeks prior to the end of the semester, the student may receive a grade of incomplete (*I*), at the discretion of the CDM administration. If a student is granted a voluntary leave of absence in which the leave of absence commences within the last three weeks of a semester, a designation of *W*, *I*, earned grade, or *65/F* may be entered on the student's transcript at the discretion of the CDM administration.

If a voluntary leave of absence is approved by the dean and the student is currently not in good academic standing, is under review for a disciplinary action, or has a disciplinary action imposed upon him or her, then the student may not be reinstated to the college without a review by the Advanced Dental Education Committee (ADEC). Upon completion of its review, the ADEC will make a recommendation to the dean regarding whether or not to reinstate the student. If the student is denied reinstatement, his or her status will be changed to either a withdrawal from the college or a dismissal. If appropriate, students may be reinstated with a disciplinary action imposed upon them at the beginning of their reinstatement for a stated period of time.



Before they will be allowed to return to the college, students granted a voluntary leave of absence for a medical reason must have a qualified and licensed health care practitioner or physician, as deemed appropriate by the dean, certify in writing that their physical and mental health are sufficient to permit him or her to continue with his or her dental education and that he or she is able to meet the Core Performance Standards described in the *CDM Postdoctoral Programs Student Handbook*.

Students granted a voluntary leave of absence for financial reasons must, before their return to the college, prove to the financial departments of the university that they have the financial capability to advance in their education.

Prior to returning from a voluntary leave of absence, and to be considered for returning to the program, the student must also provide the following to the dean after the end of the student's approved leave:

- submit a written request to return to the program by the specified time frame, 30 days prior to approved time of return to the program
- demonstrate to the dean's satisfaction that a reasonable likelihood exists that the need for an additional voluntary leave of absence will not recur
- if a voluntary leave of absence for a medical reason is granted, provide written documentation from a qualified and licensed health care practitioner or physician, as deemed appropriate by the dean, certifying that he or she is able to meet the Core Performance Standards described in the *CDM Postgraduate Programs Student Handbook* and that his or her physical and mental health are sufficient to permit him or her to continue his or her dental education.

All actions regarding a student's administrative or voluntary leave of absence are at the dean's discretion. The decision of the dean is final.

## **B. Academic Standing**

Every postdoctoral student's academic performance is reviewed each semester by the postdoctoral program director and a transcript is compiled for all students by the Office of the Registrar. A copy of this transcript is available to the student, the Office of Academic Affairs, the ADEC, the Office of Student Financial Aid, and to other individuals or institutions when authorized by the student or the dean, in accordance with the Family Educational Rights and Privacy Act.

The student's official transcript includes

- grades earned (including any remediated failing grades)
- deficiencies (e.g., incompletes, failures, and probationary status)
- semester grade point average (GPA) and cumulative GPA
- suspensions and/or dismissals

Students are considered to be in good academic standing when they have successfully completed all required coursework to date. This implies that all incomplete coursework has been satisfactorily completed and that the student is not currently under an academic or behavioral disciplinary sanction such as probation, suspension, dismissal, or administrative leave of absence. All postdoctoral students

failing a course will be placed on academic probation until the ADEC recommends to the dean that these students be removed from probation. A student who is not in good academic standing may be prohibited from participating in extracurricular or other student activities; holding office in any NSU organization; being elected to any honorary or other school organizations; or being approved by the dean as eligible to take national, state, or regional board examinations.

Under certain circumstances and after consultation with the dean, the academic dean may grant students *special student status*. For a further description and an example of circumstances when this status may be assigned to students, see the section on Course Failures, Remediation and Reexamination in this student handbook.

It is the responsibility of the CDM's dean or designee to inform students in writing regarding changes in their academic standing.

## C. Academic Promotion

Promotion is defined as progression from one academic year to the next. To make satisfactory academic progress, a student must successfully complete all courses required in the preceding academic year to move on to the next academic year in the program.

First-year (PG1) postdoctoral courses are considered prerequisites for second-year (PG2) courses, as are PG2 courses prerequisites for third-year (PG3) courses, and PG3 courses for fourth-year (PG4) courses, when applicable. Similarly, classroom and laboratory courses are considered to be prerequisites for clinical assignments. As such, no student with an incomplete, withdrawal, or failure in a prerequisite course will be permitted to proceed with clinical assignments without written approval from the associate dean for Postgraduate Education.

The dental professional is obligated and expected to practice lifelong learning. As such, student performance, academic promotion, and approval of certificate and/or degree conferral include the responsibility for all students to continue learning on an ongoing and full-time basis of continued patient care, and attendance to all classes through the last day of their postdoctoral programs.

The postdoctoral program directors will consider each postdoctoral student's academic performance and annually recommend to the dean all students who are eligible for promotion into the next academic year, as well as those qualified to receive their certificates.

### 1. Student Grades and Performance Evaluation

At the completion of each course, the course director will have the responsibility for posting grades in Canvas, via the "NSU Grades" menu option, and for submitting grades to the associate dean for Postgraduate Education.

Each academic department has established criteria describing levels of clinical competence within each dental discipline and determined the number/types/quality of clinical experiences necessary for students to complete their clinical requirements. Each department has also established criteria to achieve particular grade levels. This information is available to students from each of the college's academic sections.

As such, the CDM's grade format is the following:

**For students/residents who matriculated into their postgraduate program before July 1, 2018, courses were graded on a numerical or Pass/Fail (i.e., P/F) basis.**

For students who enter their postgraduate program on or after July 1, 2018, courses are graded on a letter grade format or Pass/Fail (i.e., P/F) basis, as follows:

### **Pass/Fail:**

<i>PH</i>	Pass with honors
<i>P</i>	Pass
<i>F</i>	Fail
<i>RP</i>	Remediated Pass—Failed course remediated successfully in a Pass/Fail course.
<i>PR</i>	Progressing
<i>NPR</i>	Not progressing

### **Letter Grade:**

<b>Letter Grade</b>	<b>Percentage Range</b>	<b>Equivalent on 4.0 Scale</b>
<i>A</i>	93–100	4.00
<i>A-</i>	90 to < 93	3.75
<i>B+</i>	86 to < 90	3.50
<i>B</i>	83 to < 86	3.00
<i>B-</i>	80 to < 83	2.75
<i>C+</i>	76 to < 80	2.50
<i>C</i>	73 to < 76	2.00
<i>C-</i>	70 to < 73	1.75
<i>F</i>	< 70	0.00
<i>C(E)</i>	Failed course successfully remediated.	

See also the section below on Course Failures, Remediation, and Reexamination.

## **2. Examination Policies and Procedures**

- a. All tests, quizzes, and examinations are hereafter referred to as exams.
- b. All exams must be proctored by the course director or faculty designee.
- c. It is given and understood that during examinations
  - academic dishonesty will not be tolerated.
  - the appearance of academic dishonesty of any kind will be investigated and will be addressed in accordance with CDM policy.
  - students may only work during the designated examination time.

- **All** personal items (including—but not limited to—backpacks, bookbags, purses, laptop computers, notebooks, papers, cell phones, watches, pagers, calculators, PDAs, pen/pencil cases, hats, and hoods) are to be left at the front of the auditorium/test area OR outside of the test area entirely during all examinations and must not be accessed during the test:
  - For written exams, only the appropriate writing instrument is permitted; all other items must be placed away from the test area.
  - For laboratory practical exams or clinical exams, only the materials needed for the procedure(s) and designated by the course director are permitted; all other items must be placed away from the test area.
- For exams administered through an online-only platform, the following policies apply in addition to the policies above:
  - When required by the course director, students must download the exam prior to the day of the exam (this does not allow students to open an exam).
  - Devices that are used to take an exam must be fully charged prior to the exam time. Device chargers and/or power cords will not be permitted.
  - Device screen or tablet monitor must be placed face down until the course director announces the start time.
  - Use of scrap paper is not permitted prior to the start of an exam.
  - Use of scrap paper during an exam is at the discretion of the course director. If allowed, the following policies apply.
    - Only paper distributed by the faculty member may be used.
    - Students must print and sign their name on the scrap paper and date it.
    - Students may only use a pen or pencil that is distributed by the faculty member and only during the exam time.
    - Students must turn in their scrap paper before leaving the exam room.
  - The exam information and responses that the student submits will serve to count as his or her grade on the exam. If there is a system error, this will be identified and managed through the system.
  - No device accessories are permitted before or during the exam.

This shall be enforced even in circumstances where the examination proctor has not specifically announced this policy.

- d. Faculty members and other designated proctors will monitor exams at all times. Any student having the appearance of engaging in an act of academic dishonesty may
- have his or her paper removed
  - receive a grade of 0 or *F* for that particular exam
  - receive a grade of 0 or *F* in that course
  - be referred to the ADEC

- e. Exam challenges by students to examination questions or evaluation of graded work are only allowed at the discretion of the course director.
- f. Remediation Reexaminations: See section on Course Failures, Remediation, and Reexamination in this student handbook.

### 3. Incomplete Coursework

When a student fails to complete all the requirements of a course or clinical rotation, the student shall receive a grade of incomplete (*I*). An *I* does not imply that a student has produced inadequate work, but reflects the student's inability to complete required work. An *I* will be changed to a passing grade upon the student's satisfactory completion of the course requirements.

A change from an *I* to a passing grade must occur within the time frame specified by the course director, but not later than the beginning of the fall semester of the next academic year or at an earlier time as designated in writing by the course director. An *I* grade that is not remediated within this time frame will be converted to a failing grade.

### 4. Course Failures, Remediation, and Reexamination

Postdoctoral students who fail a course or courses (i.e., earn a grade less than 70 or an *F*) will be provided with one opportunity for reexamination following a period of remediation. This remediation may include a review of course materials assigned by the course director, assigned readings, tutoring sessions arranged by the student, or other types of review sessions conducted by the course director or a designee. The course director is responsible for communicating with students who have failed a course and informing them of the procedures that will be used for remediation of the particular academic deficiency and subsequent reexamination to provide these students with an opportunity to pass the course. The format of the reexamination may be of any exam type, at the discretion of the course director. Successful remediation of a failed course will result in the following grade changes:

- For courses graded on a numerical basis, the student's grade will *70E*. For courses graded on a Pass/Fail basis, the course grade of *F* will be changed to *RP* (remediated pass).
- For courses graded on the alpha letter grade basis, the course grade of *F* will be changed to *C(E)*.

Successful remediation of all failed courses must occur prior to the end of the subsequent semester. If knowledge and/or materials related to the failed course are prerequisite or key to clinic or a subsequent course, the student's clinical activities or registration in that course may be delayed until remediation is complete. This delayed start may in turn affect the student's clinical or course grade. If a postdoctoral student does not successfully remediate all course failures prior to the end of the subsequent semester (i.e., if the student fails a course remediation or does not complete remediation of a failed course), the ADEC will review the student's academic record and will recommend to the dean that one of the following actions be taken:

- The student will be granted special student status, whereby the student may go on to the next academic year without being promoted with his or her class and take all courses offered during that year. The student will remain on special student status until he or she repeats and passes the failed course(s). At that time, the student will be promoted to the next academic year and remain on academic probation until the ADEC recommends to the dean that he or she be removed from probation.

- The student will be required to repeat the previous academic year in its entirety and pay full tuition for the repeated year. It is important to note that this option may not be available due to limitations within a Postgraduate Program such as (but not limited to) class sizes as approved by the Commission on Dental Education, availability of clinic space, availability of faculty members and mentors, and availability of patients.
- The student will be dismissed from the CDM.

Students repeating a failed course may not be permitted to remediate and take a reexamination if they fail the course again, and may be dismissed from the college.

Students who fail two or more classroom/laboratory/clinical courses during the entire term of their postdoctoral program may be dismissed, regardless of whether or not they have successfully remediated any of these course failures.

The ADEC and the dean will always consider the student's entire postdoctoral CDM academic record when determining how the aforementioned policies apply to an individual student's academic standing. Exceptions to any of these policies may be made at the discretion of the dean.

## 5. Make-Up Examinations

Make-up examinations are generally not offered at the postdoctoral level, except under extreme circumstances and at the discretion of the course director. If a student does not take an examination at its scheduled time, the student may ask the course director for the opportunity to take a make-up examination. If this request is not granted, a grade of 0 will be recorded. If it is granted, the student will be required to take a make-up examination during the following 12-day period. Failure to take a scheduled make-up exam will result in a grade of 0 for that missed exam. For didactic courses, make-up examinations may include short answer, essay, or multiple-choice formats at the instructor's discretion and will be treated the same as any other examination in terms of grading. For clinical courses, make-up examinations will consist of an appropriate clinical test format selected by the course director and will be treated the same as any other examination in terms of grading. The date, time, and location of all make-up examinations will be determined by the course director.

## 6. Transcript Notations

Designations that may appear on a student's official transcript include the following:

Numerical grades in the scale of 0–100

Letter grades *A*, *A-*, *B+*, *B*, *B-*, *C+*, *C*, *C-*, *F* (refer to grade scale in prior section)

*70E* Failed course remediated successfully by reexamination (for courses graded on a numerical basis)

*70R* Repeated course successfully to remediate a prior course failure (for courses graded on a numerical basis)

*C(E)* Failed course remediated successfully by reexamination (for courses graded on a alpha letter grade basis)

*P* Pass

*F* Fail

<i>PH</i>	Pass with Honors
<i>RP</i>	Pass Remediated—Failed course remediated successfully in a Pass/Fail course
<i>PR</i>	Progress
<i>NPR</i>	No Progress
<i>I</i>	Incomplete
<i>W</i>	Withdrawal Without Penalty
<i>AU</i>	Audit

Grades below *70*, *F* (Failure), or *I* (Incomplete) require special action, as noted previously in this student handbook. To graduate, students must pass all courses.

Failing grades will be included in calculating the GPA for that semester and the cumulative GPA. If a course is failed and subsequently passed after remediation and reexamination, a grade of *70E*, *C(E)*, or *RP* (the highest possible grades on reexamination) or *P* will be recorded with the notation *E* next to the grade on the transcript, indicating that the course was passed after successful remediation. The reexamination grade of *70* will be used to calculate all subsequent GPAs.

If a course is failed and the remediation is also failed, the highest failed course grade will be recorded on the transcript. A student who fails a course and the course remediation will, at least, be required to repeat the course during the next academic year. If he or she passes the repeated course, the grade earned by the student in that course will be recorded on the transcript and used to calculate all subsequent GPAs. The original failing grade in the course will still be included on the transcript but will not be utilized in calculating the student's GPA and class ranking.

## **D. Academic Deficiencies (Didactic/Laboratory/Clinical Courses)**

1. In cases of academic deficiencies, the postdoctoral program director shall notify students of their grades and remedial requirements through written communication. Students who have satisfactorily remediated all deficiencies will be recommended for promotion with their class to the next academic year in the postdoctoral program.

2. Postdoctoral students who have remaining deficiencies following unsatisfactory remediation may not be promoted with their class and may be requested, in writing, to meet before the ADEC (see section on ADEC Meeting Protocols and Process: Academic Deficiencies in this student handbook).

## **E. Advanced Dental Education Committee (ADEC)**

### **1. Purpose and Responsibilities**

The purpose of the ADEC is to ensure that students satisfy the academic and behavioral requirements for certificates in an advanced dental education program as follows:

- develop, implement, evaluate, revise, and monitor the postdoctoral didactic and clinical curricula and the core biomedical science didactic program
- monitor all postdoctoral academic activities

- review the progress of all postdoctoral students referred with academic deficiencies (see section on ADEC Meeting Protocols and Process: Academic Deficiencies in this student handbook)
- address problems related to alleged student violations of the CDM's Code of Behavioral Conduct or any regulation, policy, behavioral code, or academic code of the college and/or NSU; specifically, the ADEC addresses issues regarding any postdoctoral student's professionalism, ethics, and behavior.
- review the reinstatement of postdoctoral students on voluntary leave-of-absence status who are not in good academic standing
- recommend appropriate actions to the dean (see section on Academic, Behavioral, and Disciplinary Actions in this student handbook)

Postdoctoral program directors must provide ADEC with three-month progress reports for committee discussion and action on any students who have received academic or behavioral sanctions.

In postdoctoral dental education, the program directors fulfill several of the responsibilities that the Student Progress Committee oversees in predoctoral dental education. The oversight obligations of the program directors are to

- **verify that postdoctoral students have fulfilled all academic requirements and review the eligibility** of students for promotion to the succeeding academic year
- evaluate student personal academic records to determine eligibility for continuation in the program or appropriate remedial action
- verify that postdoctoral students have maintained the standard of ethical, moral, personal, and professional conduct required for the continued postdoctoral study of dental medicine
- recommend candidates to the dean who qualify to receive their postdoctoral certificates

## 2. ADEC Membership

The ADEC membership shall include each postdoctoral program director, the associate dean for Postgraduate Education who serves as chair, and a postdoctoral resident/student selected by the dean. All members of ADEC will be voting members. The resident/student member shall not vote on issues involving resident discipline.

## 3. ADEC Meeting Protocols and Process: Academic Deficiencies

The ADEC reviews the academic progress of all postdoctoral students. Students who have ongoing and/or remaining deficiencies may be requested, in writing, to meet with the ADEC to discuss their academic performance. This will provide them with the opportunity to advise the ADEC of any circumstances they feel are relevant to their academic deficiencies that should be considered by the committee in making its recommendation to the dean. The student(s) shall receive at least three business days' (excluding official school holidays and weekends) written notice of the time and place of the meeting, either via email to the student's NSU email address, certified mail to the student's street address on file with the university, or via hand delivery with a signed receipt. The student may waive the three business days' requirement. If a student has been properly notified to appear at the ADEC and fails to appear, it can be considered that he or she has forfeited his or her right to appear at the meeting, and the committee



will consider the information that is available to them when rendering a decision. In any matter related to a student's referral to the ADEC, the ADEC will operate on a good faith basis and attempt to maintain the confidentiality of the matter on a "need to know" basis. Legal representation or any other form of representation is prohibited during the hearing. The following protocol will be followed when the ADEC meets with postdoctoral students to discuss their academic deficiencies:

- The ADEC will review with the student the reason(s) for the meeting, may attempt to gain from the student a more in-depth understanding of the basis for the student's academic difficulties, and may determine and recommend an appropriate action to the dean (see section on Academic, Behavioral, and Disciplinary Actions in this student handbook). Students/residents meeting with the ADEC are required to disclose any relevant information that could impact the ADEC's recommendation to the dean. Any materials the student wishes the ADEC to consider should be submitted to the chair of the ADEC in advance of the meeting.
- The student/resident must notify the chair of the ADEC of any witnesses he/she wishes to have appear on their behalf at least one day prior to the meeting. The student/resident is responsible for ensuring the appearance of any witnesses they wish to appear. The ADEC has the option of calling additional witnesses who are believed to have information pertinent to the issue at hand. The student/resident will not be present during the questioning of any witness(es), but will be informed as to what the witness(es) state and given the opportunity to respond to the specific statements made by the witness(es). The chair will dismiss the student and any witness(es) and close the meeting for discussion.
- The dean will review the ADEC's recommendation. The dean shall have the authority to uphold the decision of the ADEC, reverse the decision, refer the case back to the committee for reconsideration, or uphold the decision and change the action imposed. The student shall then be notified of the dean's decision through written communication either via email to the student's NSU email address, certified mail to the student's street address on file with the university, or via hand delivery with a signed receipt. The decision of the dean is final, except in cases of repeat of coursework, courses, and/or clinical work, extension of program length, suspension, or dismissal from the CDM relating to both academic and behavioral issues. In such cases, the student may appeal to the NSU CDM Appeals Board (see section on Appeals Board in this student handbook).
- All participants in these proceedings are cautioned to maintain the highest degree of confidentiality and integrity (consistent with the university's policy, practice, and procedure) throughout the committee's investigatory and deliberatory sessions, as well as after the conclusion of the proceeding. The confidentiality afforded to these proceedings does not expire, and violators may be subject to disciplinary action.
- In the event that the associate dean for Postgraduate Education is unavailable, the dean of the CDM may, at his or her discretion, appoint a designee to fulfill his or her responsibilities related to the student disciplinary process, or assume their responsibilities him or herself. If the chair of the ADEC is unavailable, their responsibilities will be assumed by another member of the ADEC, subject to approval by the dean.

Procedures related to alleged Code of Behavioral Conduct violations by students are described in the section on Policies and Procedures for Alleged Code of Behavioral Conduct Violations in this student handbook.

## F. Graduation Requirements

To receive an advanced dental education program certificate from the CDM, every postdoctoral student must fulfill the following requirements:

- be of good and ethical moral character
- have demonstrated the ethical, personal, and professional qualities deemed necessary for the successful and continued postdoctoral study and practice of dental medicine
- have successfully passed all required didactic and clinical courses
- have demonstrated learning on an ongoing and full-time basis through the last day of his or her postdoctoral program (this includes evidence of the student's ongoing participation in continued patient care, as well as attendance to all classes)
- have successfully completed all clinical requirements
- have completed all postdoctoral coursework in the CDM in no more than one year beyond the stated program length
- have successfully completed all assigned curriculum requirements for the advanced dental education certificate with a numerical average of 70 percent or higher for students graded on a numerical grade system, and a GPA of C (2.0) or higher for students graded on the alpha letter system
- have satisfactorily met all financial and library obligations
- have attended, in person, the graduation ceremony at which the certificate is awarded
- have complied with any other university or HPD graduation requirements

Certificates are not awarded solely upon the completion of any prescribed number of courses or upon passing a prescribed number of examinations but, in addition, when the faculty believes that the student has attained sufficient maturity of thought and proficiency. **Matriculation and enrollment do not guarantee the issuance of a certificate without satisfactorily meeting the aforementioned program requirements.**

## G. Notification Regarding a Student's Extended Absence or Dismissal from the CDM

When events occur whereby a student will be absent from the CDM, including, but not limited to, repeat of year, dismissal, extension of program length, suspension, leave of absence, or withdrawal, to effectuate the absence, it may be necessary for CDM personnel to notify other CDM and university personnel of, and/or share information related to, the absence.

All CDM and university personnel will treat the information with respect for the student's right to privacy in accordance with FERPA and in consideration of the sensitive nature of such information.

# Postdoctoral Clinical Education

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Although postdoctoral students enrolled at NSU's CDM may or may not be licensed dentists, they are not permitted to provide clinical care in the college or in extramural clinics unless a clinical faculty member is present in the dental clinic and immediately available for consultation, supervision, and active teaching when students are treating patients. The attending dentist is responsible for the dental care of the patient and for countersigning all orders, progress notes, and chart notations written by the student. A student may not administer therapy or medication, unless under the direct supervision of a clinical faculty member.

To be eligible for clinical assignments, students must have successfully completed and passed all preparatory courses, including, but not limited to, certification in Basic Life Support and instruction in Occupational Safety and Health Administration (OSHA) requirements for bloodborne disease precautions, infectious waste disposal, and standard precautions. Furthermore, students must have health insurance and receive all required immunizations and related testing. Documentation of this information must be on file with the college's Office of Student Affairs prior to entering clinical training.

Students are required to adhere to all policies found in the CDM Clinic Manual. The manual can be found in axiUm, SharkLink (CDM web page), and linked to [sharklink.nova.edu/web/tm/my-cdm](http://sharklink.nova.edu/web/tm/my-cdm) under "Policies and Procedures." Breach of the CDM Clinic Manual policies may result in disciplinary actions described in this handbook, up to and including dismissal.

## A. Responsibilities and Duties

Students in clinical training will be responsible at all times to their postdoctoral program directors and the director of clinics. In addition, all postdoctoral students will be expected to comply with the general rules and dental ethics established by the American Dental Association and NSU's CDM. A professional demeanor is essential at all times. Students should communicate any problems or difficulties related to their clinical training to their program directors and/or the director of clinics.

Although postdoctoral students are assigned patients to treat, it is the students' responsibility to ensure that these patient assignments will be sufficient for them to complete their clinical requirements.

Students must refer to the *CDM Clinic Policies and Procedures Manual* for the college's specific clinical policies and protocols. It is important to note that clinic policies and protocols are subject to change at the direction of the associate dean for Postgraduate Education and the department chairs, where applicable.

## B. Duty to Notify

Any student who is prescribed a medication or course of medical treatment (e.g., physical therapy), that may interfere with the student's ability to meet the college's Core Performance Standards necessary to safely deliver patient care, has a duty to immediately notify the associate dean for Postgraduate Education. The student may not be able to participate in clinical activities and/or render patient care

until such time written documentation is received from his or her licensed health care provider or physician indicating that the medication or treatment will not affect his or her ability to meet the Core Performance Standards to allow him or her to safely deliver patient care.

## C. Title

Postdoctoral students will use the title *doctor* when working with patients.

# Code of Behavioral Conduct

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## A. Code of Behavioral Conduct Policies

The CDM's Code of Behavioral Conduct does not replace or take precedence over the NSU Code of Student Conduct. Students are required to know and adhere to both the college's and the university's codes.

NSU's CDM has established the following Code of Behavioral Conduct, which shall apply to all postdoctoral students enrolled in the college.

- Students enrolled at NSU's CDM are expected to adhere to behavior consistent with the high standards of the dental profession. Compliance with institutional rules and regulations as well as city, state, and federal laws is expected.
- Students shall act honorably, ethically, and in a professional manner. Dishonesty, unethical actions, or other inappropriate conduct will not be tolerated. Such inappropriate conduct disruptive to the academic or operational functioning of the college includes, but is not limited to, conduct unbecoming a postdoctoral dental student and/or conduct that violates the rules promulgated by the Florida State Board of Dentistry. It is not possible to enumerate all forms of inappropriate behavior that would raise serious questions concerning a student's ability to continue in the academic program or to practice after graduation.

Any student, faculty member, or staff member who knowingly or directly observes academic dishonesty is obligated to report this observation to the ADEC. Failure to report any such observation or refusal to participate in an investigative proceeding may constitute a violation of the Code of Behavioral Conduct.

Every member of the CDM community (i.e., students, administrators, faculty members, and employees) has the duty to report a postgraduate student violation of the Code of Behavioral Conduct to the ADEC whenever it is felt that a substantial breach of the code has occurred. Failure to report a violation of the code is itself a violation. All members of the college community have an affirmative duty to participate in the inquiry or investigative complaint process.

The following are the general rules and policies that shall apply to all students:

## **1. Professional Attributes**

Students of the CDM are expected at all times to behave in a way exemplifying the following Professional Attributes, which have been identified by the faculty as behaviors and attitudes that dental students are expected to develop. Learning experiences related to these attributes occur throughout the curriculum and student attainment of each attribute is assessed in a variety of ways:

- communication skills
- legal and regulatory compliance
- documentation and imaging
- ethical and professional core values of the American Dental Association
- clinical judgment, critical thinking, and decision-making

## **Responsibilities of Teachers and Learners**

Preparation for a career in dental medicine demands the acquisition of a large body of knowledge and range of special skills. It also demands the strengthening of those virtues that serve as the foundation of the doctor/patient relationship and that sustain the profession of dental medicine as a moral enterprise. This serves both as a pledge and as a reminder to teachers and learners that their conduct in fulfilling their mutual obligations is the medium through which the profession inculcates its ethical values.

## **Guiding Principles Duty**

Dental Medicine educators have a duty, not only to convey the knowledge and skills required for delivering the profession's contemporary standard of care, but also to inculcate the values and attitudes required for preserving the dental profession's social contract across generations.

## **Integrity**

The learning environments conducive to conveying professional values must be suffused with integrity. Students learn enduring lessons of professionalism by observing and emulating role models who epitomize authentic professional values and attitudes.

## **Respect**

Fundamental to the ethic of dental medicine is respect for every individual. Mutual respect between learners, as novice members of the dental profession, and their teachers, as experienced and esteemed professionals, is essential for nurturing that ethic. Given the inherently hierarchical nature of the teacher/learner relationship, teachers have a special obligation to ensure that students and residents are always treated respectfully.

## Responsibilities to Students

Because of their inevitable function as role models, NSU faculty, staff members, and administrators should be guided by the highest ethical and professional standards.

NSU faculty and administrators should aspire to excellence in teaching and administration. They should prepare conscientiously for class and employ teaching methods appropriate for the subject and objectives of their courses. The objectives and requirements of their courses, including applicable attendance and grading rules, should be clearly stated. Classes should meet as scheduled; or when this is impracticable, classes should be rescheduled at a time reasonably convenient for students, or alternative means of instruction should be provided.

NSU faculty, staff members, and administrators have an obligation to treat students with civility and respect and should nurture and protect intellectual freedom for their students and colleagues.

Evaluation of student work is one of the fundamental obligations of NSU faculty and academic administrators. Examinations and assignments should be conscientiously designed, and all student work should be evaluated with impartiality.

NSU faculty and administrators should be available to counsel students about academic matters, career choices, and professional interests. In performing this function, NSU faculty and administrators should make every effort to ensure that the information they transmit is timely and accurate.

When a faculty member or administrator receives information that the student expects to be confidential, they should not disclose that information, unless required to do so by NSU rule or applicable law. Faculty and administrators should inform students concerning the possibility of such disclosure.

In conferring the advanced education certificates, NSU certifies that the student is prepared to enter the challenges of dental practice. The certificate degree also certifies that, in addition to competency in dental knowledge and skills, the graduate possesses those traits essential to the profession of dental medicine as judged by the faculty. Attitudes or behaviors inconsistent with compassionate care; refusal by, or inability of, the student to participate constructively in learning or patient care; derogatory attitudes or inappropriate behaviors directed at patients, peers, faculty or staff members; misuse of written or electronic patient records (e.g., accession of patient information without valid reason); substance abuse; failure to disclose pertinent information on a criminal background check; or other unprofessional conduct may be evidence of student's failure to satisfactorily achieve the college's academic standards. Similarly, alleged violations of NSU's Code of Student Conduct may indicate unsatisfactory performance in the college's core competency of professionalism. The ADEC may review allegations of conduct that, in its judgment, indicate an academic deficiency and, if a deficiency is found, may dismiss the student. An ADEC review of a student's academic progress does not preclude an NSU review for student conduct code violations.

Therefore, students are evaluated in technical skills, knowledge, professional values, that are discipline specific, and nondiscipline specific that serve as the foundations needed in all patient care. Failure to meet these standards with a progress (*PR*) notation and a passing grade may lead to failing grades and academic sanctions up to, and including, dismissal. As such, meeting the behavioral standards that are expected and required of students is an academic requirement.

## 2. Academic Dishonesty

NSU's CDM holds its students to the highest standards of academic, intellectual, professional, and personal integrity. As such, any form of academic dishonesty is an extremely serious offense, which may warrant severe academic consequences, up to and including, dismissal from the CDM. All CDM students are required to abide by the Code of Behavioral Conduct delineated in this handbook, as well as the academic honesty standards contained in the *NSU Student Handbook's* Student Code of Conduct, which is available online at [sharklink.nova.edu/web/tm/policies-and-procedures](http://sharklink.nova.edu/web/tm/policies-and-procedures).

Therefore, the failure of a student to adhere to academic or behavioral standards of NSU and/or the CDM, including, but not limited to, the attempt of any student to pass any examination by improper or prohibited means, misrepresent their presence in any program activity, misrepresent faculty approval or grade of any assignment or any program activity, knowingly giving, receiving, using, or allowing one's work to be copied, giving out exam questions or answer, releasing or selling unauthorized course material, submitting any assignment or project (written, laboratory, clinical, other) that the student did not personally carry out, or aiding, abetting, observing any other student in any dishonest academic act, or having direct knowledge of such without reporting it, may subject the offending student to a meeting before the ADEC and disciplinary action up to and including dismissal from the college.

Students shall be afforded the opportunity for an internal and private (i.e., no nonuniversity participants) meeting with the ADEC in matters relevant to academic dishonesty.

Any report of student academic dishonesty will be investigated.

- If a report of student academic dishonesty is substantiated, a record of the violation will be maintained in the Office of Advanced Education.
- It is also important to note that any substantiated allegation of academic dishonesty may result in the student's dismissal from the CDM, pursuant to the procedures and Code of Behavioral Conduct as stated in this student handbook.

## 3. Plagiarism Policy

All work submitted must be the original work of the student. Any assignment that is not the original work of the student is considered to be plagiarized and in violation of the academic and/or behavioral codes set forth herein.

Plagiarism occurs when another person's work, words, or ideas are represented as one's own without the use of proper citation (e.g., copied from another source—such as an author, another student, a faculty member, a researcher, etc.—without properly acknowledging the actual writer/author), or when another person's work is copied or otherwise duplicated. Plagiarism also occurs when knowingly giving or allowing one's own work to be copied or otherwise duplicated by another for academic credit, or when resubmitting one's own work (i.e., work that has previously been submitted for academic credit).

Course assignments and any other work submitted in partial fulfillment of course requirements may be checked for plagiarism.

Students are required to abide by the following statement: All assignments, exams, works, patient care, whether written, laboratory, oral, or clinical, must be done as the independent work of each individual student. Plagiarism, copying, or sharing the work of another; altering documentation to present something as your own work when it is not; or falsely stating attendance at a class when a student is not present are all considered serious offenses that will not be tolerated. **These actions will be considered in violation of the CDM Code of Behavioral Conduct and will be referred for appropriate action.** Students who need assistance in their learning goals should communicate with the appropriate CDM course director and/or faculty member.

#### 4. Postings Prohibited

The posting of any photographs, audio or video recordings of any kind, taken in classrooms, laboratories, clinics, administrative areas, or grade postings—whether taken with or without permission—is unprofessional, unethical, and expressly prohibited unless written permission is obtained from the dean’s office. This includes, but is not limited to, postings via any electronic means such as websites, blogs, etc.

#### 5. Postdoctoral Student Attendance Policies

CDM policy, approved by the dean and faculty, states that 100 percent attendance is required in class, laboratory sessions, and clinical sessions. Specific attendance policies in the postdoctoral programs may be included in the program’s student manual. An approved absence must be signed by the program director and the department chair prior to such absence.

#### Personal Leave

Residents may request up to four days of personal leave during the course of the academic year, outside of the scheduled leave and holidays, with the following guidelines:

- a. All requests for personal leave must be submitted in writing to the program director at least two weeks prior to the proposed leave.
- b. It is the resident’s responsibility to obtain coverage for any teaching periods that will be missed in the predoctoral clinic.
- c. The resident is responsible for ensuring that his or her personal leave does not conflict with case presentations, literature reviews, grand rounds, etc. If the resident is assigned emergency call, he or she must also obtain coverage during his or her period of proposed absence, and document in writing the change in emergency coverage to the director and patient management coordinator.
- d. This personal leave is not intended to be (and will not be used as) an additional period of vacation time, but is granted to accommodate time off for personal/family matters, such as job hunting, family weddings, anniversaries, moving, etc.
- e. The resident will be notified if his or her personal leave is approved. No definitive plans should be made until written approval is obtained.



## 6. Religious Holiday Policy

See the *NSU Student Handbook*, Religious Holidays Policy section. Visit [nova.edu/studentconduct/religious-holiday-policy.html](http://nova.edu/studentconduct/religious-holiday-policy.html) for more information.

A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU assistant dean for Student Development, at [bj379@nova.edu](mailto:bj379@nova.edu) or (954) 262-7281, within three calendar days after the start of the semester.

## 7. Time Commitments, Extracurricular Dental Practice (“Moonlighting”), and Referrals to Outside Practices

Postdoctoral students have a commitment first and foremost to their scholastic program. This may involve additional attendance required during evenings and/or weekends. An approved faculty member must supervise all postdoctoral student care within the school, regardless of hour. Postdoctoral students must request that faculty stay in attendance until dental procedures are completed. Patients who need to be seen after hours must be seen with a faculty member in attendance. Under these circumstances, the program director or his/her designee must be called in to supervise the student. Patient instructions, final photos, and dismissal may be done after faculty leave the clinic floor once procedures are completed, as long as the faculty member remains in the building and is readily available to return to the clinic.

Practicing dentistry outside of the college is a privilege. Permission to practice general dentistry outside the school while enrolled in a postdoctoral program is only at the discretion of the program director. Students on academic probation are generally not eligible to practice outside the college. Postdoctoral students with a valid Florida dental license may ask permission from their program director to practice during the program’s off hours. Permission must be granted in writing by the program director and may be revoked at any time. Postdoctoral students may only practice general dentistry and may not practice in a specialty practice or otherwise in a manner in which they may be perceived as representing themselves as a specialist.

Referrals of patients from a specialty program to a practice outside the college must be obtained through the program director. Under no circumstances may postdoctoral students refer patients to themselves outside the school.

## 8. Classroom Behavior

Talking during lecture to those nearby is disturbing to others. The use of computers, telephones, or other electronic equipment for noneducational purposes during lectures is considered unprofessional conduct and is disruptive to the learning environment. The instructor may dismiss anyone from any class who is involved in disruptive behavior.

As a courtesy to instructors, pagers and mobile phones must also be silenced. Unprofessional behavior may have negative consequences on the course grade.

## 9. Dress Code

Students must maintain a neat, clean appearance befitting students attending professional school. Therefore, attire should convey a professional appearance whenever the student is on the main campus, or at any off-campus site for any school-related activity. In addition, the dress code incorporates policies related to infection control and safety in a clinical and/or laboratory environment.

The dress code is to be maintained **at all times**. Those failing to comply may be dismissed from the campus, resulting in an unexcused absence for the day.

Questionable or disputed cases of dress or grooming shall be presented to the associate dean advanced education, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action.

For all students, a white clinic jacket and university-issued identification badge must be worn at all times, in addition to the acceptable professional attire noted below.

### **For all postdoctoral students:**

Each postdoctoral student is assigned the same color-matched scrub set by the dean of the CDM. Students are required to wear their designated scrub sets whenever they are on campus for educational purposes (i.e., when they attend didactic courses, laboratory courses, and/or clinics), or at any off-campus educational site for any CDM-, HPD-, or university-related activity. The scrubs will be embroidered with the student's name, degree (e.g., D.D.S.) and postgraduate program (e.g., Postgraduate Endodontics). In addition, students must wear white clinic jackets whenever they are not in the laboratory or clinic.

Clothing must be clean and neat. Approved footwear includes closed-toe shoes or sneakers that are clean, in good condition, and provide safe traction and coverage of the feet. Pant hems may not drag on the floor. Personal protective equipment (PPE, such as clinic gowns, masks, gloves, etc.) may only be worn in the clinical areas. Students must adhere to any dress code protocols as designated in the *Clinic Policies and Procedures Manual*. For certain special events, students may be permitted to dress in appropriate business attire.

### **Personal Grooming and Appearance Policies**

Without unduly restricting individual tastes, the following personal appearance policies must be followed:

- Mustaches and beards must be clean, well-trimmed, and neat.
- Hair must be clean, neat, not obscure the face or vision of the student and be worn in such a manner as to prevent contact with the patient or other items in the care environment.
- Fingernails should be clean, neat, and of short to medium length. Students may not have artificial nails while providing patient care services.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Jewelry should not be functionally restrictive or dangerous to patient care or simulation activities.

- Students must always have their own NSU-issued I.D. badge, which must be contained in a manner in which it does not come in contact with the patient or interfere with simulation activities.
- Facial jewelry—such as eyebrow rings, nose rings, lip rings, and tongue studs—are not professionally appropriate and must not be worn during business hours.
- Torso body piercing with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible, excessive tattoos and similar body art must be covered during business hours.
- Chewing gum or nicotine products is strictly prohibited.

### **Students may not wear the following:**

- shorts or cutoffs
- miniskirts (higher than mid-thigh)
- jeans
- see-through clothing or halter tops
- sandals, flip-flops, flats, ballet-style shoes, crocs, or any other footwear that does not meet the preceding description of approved footwear
- T-shirts (as the outer shirt)
- athletic or workout-style clothing or beach attire
- hats, caps, or head coverings, unless of a religious nature
- garments with any offensive, obscene, or unprofessional statements or gestures

Artificial fingernails are not permitted; fingernails are to be kept clean, short, and well-cared for. Hair, I.D. badges, and jewelry must be contained in a manner in which it does not come in contact with the patient.

## **10. Failure to Report a Violation**

Every member of the CDM community (i.e., students, administrators, faculty members, employees) has the duty to report a postdoctoral student violation of the Code of Behavioral Conduct to the ADEC whenever it is felt that a substantial breach of the code has occurred. Failure to report a violation of the code is itself a violation. All members of the college community have an affirmative duty to participate in the inquiry or investigative complaint process.

## **11. Food and Beverage**

Food and drink are not permitted in auditoriums, laboratories, clinics, or in the library.

## 12. 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/event.

No student shall consume or possess alcoholic beverages in any form on HPD-controlled property.

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

## 13. Guests on Campus

Children are not permitted in lecture classes, other professional presentations, laboratories, or clinics. The policy for guests on campus can be found in the appropriate pages of this handbook. Prior permission is also required for guests visiting CDM-affiliated program sites.

## 14. Building Hours

The executive and administrative offices of the HPD are open from 8:30 a.m. to 5:00 p.m., Monday through Friday, except holidays that are noted on the NSU Academic Calendar. The Martin and Gail Press HPD Library maintains its own hours.

**In the CDM, some areas such as laboratories may be closed or may be accessible during specific posted hours. Clinics may not be accessed without administration approval. Refer to the CDM's policies and schedules provided by the CDM Office of Academic and Clinical Resources.**

# B. Policies and Procedures for Alleged Code of Behavioral Conduct Violations

## 1. General Information

Any member of the CDM community may file a written complaint with the associate dean for Postgraduate Education regarding alleged specific student violations of the Code of Behavioral Conduct.

During the period of time of any disciplinary action, except dismissal, students may be directed to comply with the specific requirements intended to rehabilitate or monitor them. These requirements may include counseling, auditing one or more courses, an extension of the program length up to an additional year beyond the standard dental curriculum, 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.

Failure of the student to comply with the designated requirements may lead to dismissal of the student. Due to varying circumstances, it is impossible to dictate the exact consequences of a particular disciplinary situation. Therefore, the administration of the CDM has the discretion to impose specific requirements that it deems appropriate under the circumstances.

Records of suspension, dismissal, or leave of absence, and the date of each determination, shall be placed in the student's permanent records.

As stated previously, the ADEC shall have nonexclusive authority to evaluate all alleged postdoctoral 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's CDM to immediately remove a student from the college whose conduct disrupts the operation of, or is detrimental to, the college or 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 ADEC's consideration whenever, in the dean's judgment, such action may prevent harm to the 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.

Please refer to the section of this handbook titled ADEC Meeting Protocols and Process for further information concerning the procedures relating to the ADEC.

## **2. ADEC Meeting Protocols and Process: Code of Behavioral Conduct Alleged Violations**

Proceedings to determine whether a postdoctoral student has violated the CDM's Code of Behavioral Conduct or any regulation, policy, behavioral code, or academic code of the college and/or NSU shall conform to the following protocols and process:

- When informed of an alleged violation, the associate dean for Postgraduate Education will call a meeting of the ADEC and notify the charged student(s) and his or her postdoctoral program director. The student(s) shall receive at least three business days' (excluding official school holidays and weekends) written notice of the time, place, and subject of the meeting. Notification can be via certified mail (return receipt requested), email to the student's NSU email address, or hand-delivered to the student with documentation of receipt. The student may waive the three business days' requirement. If a student has been properly notified to appear at the ADEC and fails to appear, it can be considered that he or she has forfeited his or her right to appear at the meeting, and the committee will consider the information that is available to them when rendering a decision. Legal representation or any other form of representation is prohibited during the hearing. In any matter related to student violation of the Code of Behavioral Conduct, communications will be limited to individuals on a "need to know" basis. The CDM will make a good faith effort to maintain the confidentiality of the matter.
- If necessary, the student(s) will provide the chair of the ADEC with a list of any witnesses he or she may have, in writing, no later than one business day before the meeting date. The student(s) will be responsible for ensuring the presence of his or her witness(es).

- Any witness(es) will be called in individually to be questioned and to provide any statements. Witness(es) may be asked to remain outside the meeting room for later recall. The student(s) will not be present during the questioning of any witness(es).
- The student(s) will be given the opportunity to present his or her statements to the committee. The student(s) will only be present during his or her statements and to respond to any questions from the committee.
- The chair will dismiss the student(s) and any witness(es) and close the meeting for discussion.
- At the conclusion of the discussion, the committee shall make a recommendation to the dean. The various disciplinary actions that may be recommended by the committee are reprimand, censure, restitution, probation with special conditions and requirements designated by the ADEC, repeat of coursework and/or clinical work, extension of program length, suspension, and dismissal.

The dean shall review the committee's recommendation and the student shall then be notified of the dean's decision via certified mail to the student's street address on file with the university (return receipt requested), email to the student's NSU email address, or hand-delivered to the student with documentation of receipt. **The decision of the dean is final, except in cases of repeat of coursework and/or clinical work, extension of program length, or suspension or dismissal from the college relating to both academic and behavioral issues.** In such cases, the student may appeal to the NSU CDM Appeals Board (see section on Appeals Board in this student handbook). The request for appeal must follow the procedures outlined in the Appeals Board section of this handbook.

All participants in these proceedings are to make a good faith effort to maintain proper decorum and confidentiality throughout the committee's investigatory and deliberatory sessions as well as after the conclusion of the proceeding. Violators may be subject to disciplinary action.

Any substantiated disciplinary records will be maintained in the student's permanent file.

## Academic, Behavioral, and Disciplinary Actions

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The following language is intended to be illustrative, but not all-inclusive.

### A. Disciplinary Actions

#### 1. Reprimand

A verbal reprimand is an oral notification to the student that continuation of wrongful conduct may result in more severe disciplinary penalties. A record of the verbal reprimand will be placed in the student's file.

## **2. Written Censure**

A censure is a written reprimand for a violation of specific rules with the warning that any other violation(s) of the Code of Behavioral Conduct, within a stated period of time, may be cause for more severe disciplinary penalties. A copy of the document will be provided to the student and placed in the student's file. The student will be required to sign a document in which the censure is explained.

## **3. Restitution**

Restitution is payment of a specific sum of money to an injured party and/or performance of specified rehabilitative services within a stated period of time.

## **4. Academic Warning**

An academic warning is a written notification to the student indicating a level of academic deficiency that may lead to probation. The intent of this action is to promote communication by the student with faculty members or administrators to help identify weak areas and suggest professional strategies to improve performance.

## **5. 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 term or may be for the remainder of the time the student is enrolled at NSU's CDM. Probation may have special requirements that must be complied with by the student.

When a student is placed on probation, he or she will be notified by the associate dean for Postgraduate Education, and documentation will be placed in the student's file. Additionally, a notation regarding this probationary status may be included on the student's official academic transcript. While on probation, a student's participation in extracurricular or other student activities may be restricted by the dean if he or she feels that such participation could adversely impact the student's academic progress. A student on probation may also be prohibited from holding office in any NSU organizations, clubs, fraternities, or sororities. Students may also be prohibited from being elected to any honorary or other school organizations. Participation in any restricted activities by a student on probation is a violation of the probationary period.

Students must comply with the following guidelines, in addition to any special requirements of the probationary period, when placed on probation for academic and/or behavioral disciplinary reasons:

- a. During probation for academic reasons, the student cannot incur any additional failures. However, during the probationary period, the student is permitted to remediate prior failing grades. Any additional failures while on probation may result in actions being taken up to and including the student's dismissal.

- b. During probation for behavioral reasons, the student must demonstrate 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 of Behavioral Conduct and may be required to perform community service or 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 CDM.

The ADEC may make a recommendation to the dean to place a student on probation with any additional requirements when

- a student has received a failing grade in a classroom/laboratory/clinical course, regardless of whether or not he or she has successfully remediated it
- a student has not remediated failures in a timely manner, is repeating a course, or is otherwise not making satisfactory progress toward meeting graduation requirements
- it is believed that a student has failed to achieve sufficient maturity of thought or professionalism
- a student is responsible for a violation of local, state, or federal laws, rules, or ethical codes, including codes that govern the dental profession, its members, or NSU

Once the student has corrected all academic and/or behavioral deficiencies and complied with all of the requirements, the ADEC may recommend to the dean to remove the student from probation.

## **6. Repeat of Didactic, Laboratory, Clinical Courses, and Research**

Successful remediation of all failed didactic, laboratory, and clinical courses must occur prior to the end of the subsequent semester. If a postdoctoral student does not successfully remediate all course failures within this time frame (i.e., if the student fails a course remediation or does not complete remediation of a failed course), the ADEC will review the student's academic record and may recommend to the dean that one of the following actions be taken:

- The student may be granted special student status, whereby the student may go on to the next academic year without being promoted with his or her class and take all courses offered during that year. The student will remain on special student status until he or she repeats and passes the failed course(s). At that time, the student will be promoted to the next academic year and remain on academic probation until the ADEC recommends to the dean that he or she be removed from probation.
- Dismiss the student.

## **7. Extension of Program Length**

The ADEC may make a recommendation to the dean to require a postdoctoral student to extend the length of his or her program beyond the program length requirement due to unresolved academic or behavioral deficiencies. For instance, the ADEC may recommend extending the length of a student's



academic program beyond graduation to remediate any deficiencies in fulfilling his or her graduation requirements. This may necessitate the student enrolling for an additional term or terms, in which case the student would be responsible for any related tuition and fees.

If the student does not remediate any such deficiencies within the extended time frame, the ADEC will review the student's academic record and may recommend to the dean that one of the following actions be taken:

- The student will remain on special student status until he or she corrects the academic or behavioral deficiencies, at which time the student will be recommended for graduation.
- Any action may be recommended to the dean by the ADEC, up to and including dismissal.
- The CDM has no obligation to provide a student with an extension of program length or customized extended curriculum. Extension of a program cannot be utilized to change or interrupt the sequence and curriculum of the program.

## **8. Suspension**

### **a. Clinical Suspension**

The program director and/or department chair reserve the right to impose suspension of a student's clinical duties for up to one week. Such a suspension will result in an equal number of days added to the student's program length in order for the student to receive the certificate of program completion. This may necessitate the student enrolling for an additional term, in which case the student would be responsible for any related tuition and fees.

At their discretion, the program director and/or department chair will assign alternative duties to the student during the clinical suspension period.

### **b. Suspension**

Suspension bars a student from attending school for a defined period of time if, in the opinion of the dean, the student has not attained a satisfactory academic level or has deviated significantly from the academic standards and/or standards of behavior established by the CDM. A suspended student will be removed from the academic enrollment with revocation of all other privileges and activities, including the privilege of entering the campus for a specified period of time. A student who chooses to appeal a suspension must do so, to the chair of the Appeals Board, within five business days (excluding official school holidays and weekends) from the date of suspension. While appealing a suspension, a student may continue to participate in the program in the usual manner.

Suspension is included in the calculation of the time limit for completing all postdoctoral graduation requirements (i.e., no more than one year beyond the stated program length).

## 9. Administrative Leave

An administrative leave is a mandatory leave of absence imposed by the dean. During the leave, the dean will provide the student with the opportunity to rectify the situation that precipitated the necessity for the leave. This might require that the student seek rehabilitation or treatment for a problem that has led to the mandatory leave of absence.

See the section in this student handbook on Administrative Leave of Absence for additional information.

## 10. Dismissal

Dismissal is the permanent termination of a student's academic enrollment. As with all disciplinary actions, the dean is responsible for imposing this recommendation. A postdoctoral student who chooses to appeal a dismissal must do so, to the chair of the Appeals Board, within five business days (excluding official school holidays and weekends) from the date of dismissal. While appealing a dismissal, a student may continue to participate in the program in the usual manner.

The reasons for which a postdoctoral student may be dismissed from the CDM include, but are not limited to,

- failure of two or more classroom/laboratory/clinical courses during the entire term of a student's postdoctoral program, regardless of whether or not the student has successfully remediated any of these course failures
- if a student does not successfully remediate all course failures prior to the end of the subsequent semester (i.e., if the student fails a course remediation or does not complete remediation of a failed course)
- if a student repeats a failed course and fails the course again
- if a student fails one or more courses while on probation or otherwise violates the terms of a probationary period
- if a student exceeds the time limit for completing all graduation requirements (i.e., no more than one year beyond the stated program length), exclusive of any approved leave of absence in good standing
- if, in the opinion of the dean, circumstances of a legal, moral, behavioral, ethical, or academic nature warrant such action
- if the dean determines there are factors that would interfere with or prevent the student from practicing dental medicine at or above the standard of care

## B. Admission Policy for Students Who Have Previously Withdrawn or Been Dismissed

If a student is dismissed or withdraws from the CDM, he or she will not be eligible for admission for at least one calendar year (12 months) from the date of dismissal or withdrawal. While generally he or she may only apply as a first-year postdoctoral student, admission with credit for previous passing

coursework and/or a special curriculum may be considered at the discretion of the program director and approval of the associate dean for Postgraduate Education. To be considered for admission, the candidate must provide official documentation that the conditions and/or factors that caused the prior dismissal or withdrawal have been addressed, so that there are reasonable expectations that the applicant can achieve a successful outcome if admitted.

All applicants applying for admission must follow all procedures and protocols outlined in the official CDM brochure and the *HPD Catalog*, and must meet all current postdoctoral requirements and standards. Admission decisions are made by the dean's office and will follow the standard admissions policies that govern all CDM admissions. The student's prior academic record will remain part of his or her overall academic record and will be recorded on the permanent transcript. If admitted, the student's prior grades will not be used in calculating his or her new grade point average.

## Grievances and Appeals

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### A. Appeals Policy for Grading Disputes

Matters regarding grading disputes shall include concerns related to the processes by which grades are determined. No appeals for grades shall be allowed, other than the calculation or miscalculation thereof or allegations of federally/state protected discrimination. In all appeals regarding a grading dispute, the decision of the associate dean for Postgraduate Education is final. Appeal(s) must be made within five business days of posting of the grade(s) in question.

#### 1. Classroom (Didactic) and/or Laboratory Grade

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

- a. course director
- b. postdoctoral program director
- c. associate dean for Postgraduate Education (final level of appeal)

A student seeking to resolve a classroom (didactic) and/or laboratory grade problem or complaint through the administrative channels cited above must initiate such action in writing within five business days (excluding official school holidays and weekends) from the date that the grade was recorded at the registrar's office. Review of a student grade problem or 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 the appeal, this must be done in writing within five business days (excluding official school holidays and weekends) of the date the decision was rendered. No administrative grade changes will be accepted 30 days (excluding official school holidays and weekends) after the grade was recorded.

## **2. Clinical Course/Rotation Grade**

A postdoctoral student seeking to appeal a decision regarding a clinical course/rotation grade should seek solutions through the following administrative channels, entering at the appropriate level and proceeding in the order stated.

- a. clinical course director
- b. postdoctoral program director
- c. associate dean for Postgraduate Education (final level of appeal)

A student seeking to resolve a clinical course/rotation grade problem or complaint through the administrative channels cited above must initiate such action in writing within five business days (excluding official school holidays and weekends) from the date that the grade was recorded at the registrar's office. Review of a student grade problem or complaint at each administrative level will be carried out as expeditiously as possible. If a student is not satisfied with the decision, he or she may appeal to the next administrative level.

If the student chooses to continue the appeal, this must be done in writing within five business days (excluding official school holidays and weekends) of the date the decision was rendered. No administrative grade changes will be accepted 30 days (excluding official school holidays and weekends) after the grade was recorded.

## **B. Grievance(s) Not Related to Grades**

All postdoctoral students have the right to file a grievance, as set forth in the following policies. The grievance procedure applies as follows:

1. The student will present the grievance to the associate dean for Postgraduate Education, who will meet with the student to hear the grievance.
2. If a satisfactory solution cannot be achieved, the student will be advised to prepare a written, signed request, setting forth the grievance and requesting a hearing with the ADEC.
3. Copies of appropriate and relevant documentation must be appended to this request, which will include a statement to redress the student's grievance.
4. The student will submit the request to the assistant dean for Admissions, Student Affairs and Services, who will present it to the chairperson of the ADEC.
5. The chairperson of the ADEC shall convene a meeting of the committee after receipt of the written request.

6. The student will be notified in writing at least three business days (excluding official school holidays and weekends) in advance of the date, time, and place of the meeting. Notification to the student may be via email to the student's NSU email address, certified mail with return receipt requested, or presented to the student in person. If a student has been properly notified to appear at the ADEC and fails to appear, it can be considered that he or she has forfeited his or her right to appear at the meeting, and the committee will consider the information that is available to them when rendering a decision.
7. The meeting shall be internal, private, and closed to nonuniversity persons. Nonuniversity personnel are not available for consultation during these meetings. Legal representation or any other form of representation is prohibited during the hearing. At the meeting of the ADEC, the student will be afforded a full and fair opportunity to present the grievance and to respond to relevant questions posed by members of the committee.
8. The committee will, after deliberation, make a recommendation to the dean.
9. Following receipt of the committee's recommendation, the dean or his designee will advise the student, in writing, of the action taken to resolve the grievance. Notification to the student may be via email to the student's NSU email address, certified mail with return receipt requested, or presented to the student in person.
10. If the student is still not satisfied, he or she may request an additional review by the NSU CDM Appeals Board. This request must be made in writing and delivered to the chair of the Appeals Board within five business days (excluding official school holidays and weekends) of the date of the letter advising the student of the grievance resolution. The request must specify additional relevant facts that were not presented to the ADEC and must state the specific redress desired. This policy is not an avenue for students to grieve decisions made by the ADEC, dean, or Appeals Board relating to academic or behavioral issues. Additionally, claims involving allegations of discrimination will not be addressed under this policy. Students should direct grievances that include allegations of discrimination to the appropriate party identified under the University Equal Opportunity/Nondiscrimination Policy detailed in this handbook.

The NSU CDM Appeals Board will then conduct a review (see section on the Appeals Board in this student handbook).

The decision of the Appeals Board shall be final with no further recourse or available appeal.

## **C. Appeals Board**

### **1. Policy and Procedure**

The student appeals hearing is an informal proceeding conducted by the NSU CDM Appeals Board upon the written request of the student in question. The Appeals Board will hear appeals of decisions of the dean of the CDM, which will result in a student's repeat of didactic, laboratory, or clinical courses, extension of program length, suspension, and dismissal from the college, relating to both academic and behavioral issues. The purpose of the Appeals Board is to review such decisions to ensure the policies and procedures of the university, HPD, and the CDM have been followed. Participation by legal

representatives with regard to preparation of the written request for appeal is prohibited. No rules of evidence will be used. The hearing shall be internal, private, and closed to those not associated with the university. Nonuniversity personnel are not available for consultation during these hearings and legal representation or any other form of representation during the hearing is prohibited. No recording devices will be permitted during the hearing process. All students are required to provide supporting documentation of the basis of the appeal.

## **2. Submission of Appeals**

The Appeals Board will only review decisions of the dean to ensure that the policies and procedures of the university, HPD, and the CDM have been followed. If a student appeals such a decision, the appeal must be in writing and submitted to the chair of the Appeals Board within five business days (excluding holidays and weekends) after the date of receiving notification of the dean's decision. Any appeals not submitted to the chair of the Appeals Board within this time frame will be barred. If the chair of the Appeals Board is not available, appeals should be submitted to the office of the assistant dean for Admissions, Student Affairs and Services. The appeal must contain a concise statement of all relevant facts and the result sought. If a student wishes to withdraw an appeal after filing, the decision to approve or deny the request is strictly at the discretion of the Appeals Board.

## **3. Appeals Board Membership**

The Appeals Board shall consist of the chancellor of the HPD or designee and six faculty members from the CDM appointed by the dean, one of whom will serve as Appeals Board Chair. The Appeals Board will not include individuals who served on the ADEC in reviewing the same issue(s) for the student. The dean may appoint an interim member to replace any member of the Appeals Board as a one-time appointment, if deemed necessary. The assistant dean for Admissions, Student Affairs and Services, the chair of the ADEC, and the associate dean for Academic Affairs, based on their participation in the ADEC, may attend Appeals Board Hearings, but will not participate during the vote of the Appeals Board's decision. These individuals will be nonvoting board members, shall serve only in an advisory capacity, and may be present during the entire hearing.

## **4. Appeals Board Hearings Protocol and Procedure**

The following protocol and procedure applies to Appeals Board hearings involving postdoctoral students.

- The student will be notified at least three business days (excluding official school holidays and weekends) in advance of the date, place, and time of the hearing in writing, either via email to the student's NSU email address, certified mail to the student's address on file with the university, or via hand delivery with receipt. The student may waive the three business days' requirement.
- If a student has been properly notified to appear at the Appeals Board and fails to appear, it can be considered that he or she has forfeited his or her right to appear at the meeting, and the Board will consider the information that is available to it when rendering a decision.
- The Appeals Board hearing will proceed under the direction of the chair.
- A quorum must be present to convene an official appeal hearing and will be constituted by 50 percent or more of the voting membership including the chair.

- The student will provide the Appeals Board chair with a list of any witnesses he or she may have, in writing, no later than one business day before the hearing date. Only witnesses with direct information related to the dean or SPC's failure to adhere to the policies and procedures of the university, HPD, and/or the CDM in making decision(s)/recommendation(s) will be considered.
- The student will be present only during his or her testimony. The student is not permitted to be present during the questioning of any witness(es) or to question any witness(es) during the hearing.
- Witnesses, if any, may be present only during their testimony. Each witness will be housed in a separate waiting area to avoid any contact among witnesses or with the student.
- The Appeals Board may question any witnesses present during the hearing.
- The Appeals Board will have the option of calling additional witnesses.
- All participants in these proceedings are cautioned to maintain the highest degree of confidentiality and integrity (consistent with the university's policy, practice, and procedure) throughout the Appeals Board's investigatory and deliberatory sessions, as well as after the conclusion of the proceeding. The confidentiality afforded to these proceedings does not expire and violators may be subject to disciplinary action.

## 5. Appeals Board Hearing Process

- The chair will convene the hearing with only Appeals Board members present.
- The chair will advise the Appeals Board members of the violation(s) and the dean's decision, review the evidence, respond to any questions, and provide opportunity for preliminary discussions.
- The chair will call the student into the hearing room and introduce the student to the Appeals Board members.
- The student will have an opportunity to present his or her appeal, provide statements, summarize his or her position, and respond to any questions from the Appeals Board members.
- The chair will then dismiss the student from the hearing.
- Witnesses will be called individually by the Appeals Board and questioned without the student being present.
- Witnesses may be asked to remain outside the hearing room for later recall or may be dismissed at the Appeals Board's discretion.
- The sole criteria to be considered by the Appeals Board is whether the policies, procedures, and processes of the university, HPD, and/or the CDM were properly adhered to.
- Based upon its review of the facts and the criteria listed above, the Appeals Board has the authority to uphold, modify, change, or rescind the actions taken by the dean.
- The Appeals Board members will render a decision on the student's appeal by a majority vote of the voting members in attendance. The Appeals Board may delay the vote if it determines that additional information or facts are needed before a vote, or may remand the matter back to the ADEC for further deliberation.

- The chair will participate in the voting process only in the case of a tie or if the chair is counted to make a quorum.

## 6. Notification of the Appeals Board Decision

The decision of the Appeals Board will be forwarded in writing by the chair to the student, either via email to the student's NSU email address, certified mail to the student's address on file with the university, or via hand delivery with receipt. Copies will be delivered to the program director/chair. All decisions of the Appeals Board will be final and binding. No further option for appeal will be considered.

If the chair of the Appeals Board is unavailable, their responsibilities will be assumed by a member of the Appeals Board, subject to approval by the dean.

# Related Educational Program

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## Master of Science—CDM

The Master of Science (M.S.) program of the CDM provides advanced education in study design and research methodology that culminates in a thesis. This program provides graduates a foundation for academic careers and a better understanding of oral biology and the scientific basis of clinical dentistry. Typically, integrating clinical specialty training with the master's degree program requires up to three years for completion.

According to the American Dental Association Foundation, the quality of dental education in the United States serves as a standard for the remainder of the world. As such, maintaining the quality of future faculty members teaching in dental schools is of utmost importance. Currently there is a significant lack of academic training for future dental academicians, especially those trained in both clinical and academic dentistry. Moreover, there are many unfilled, funded faculty positions available in U.S. dental schools. The research and thesis experiences of this program require graduates to develop critical thinking, enabling them to more readily pursue research activities and academic careers. A student graduating from this program will therefore have many opportunities to pursue a career in academics, as well as in the private sector.

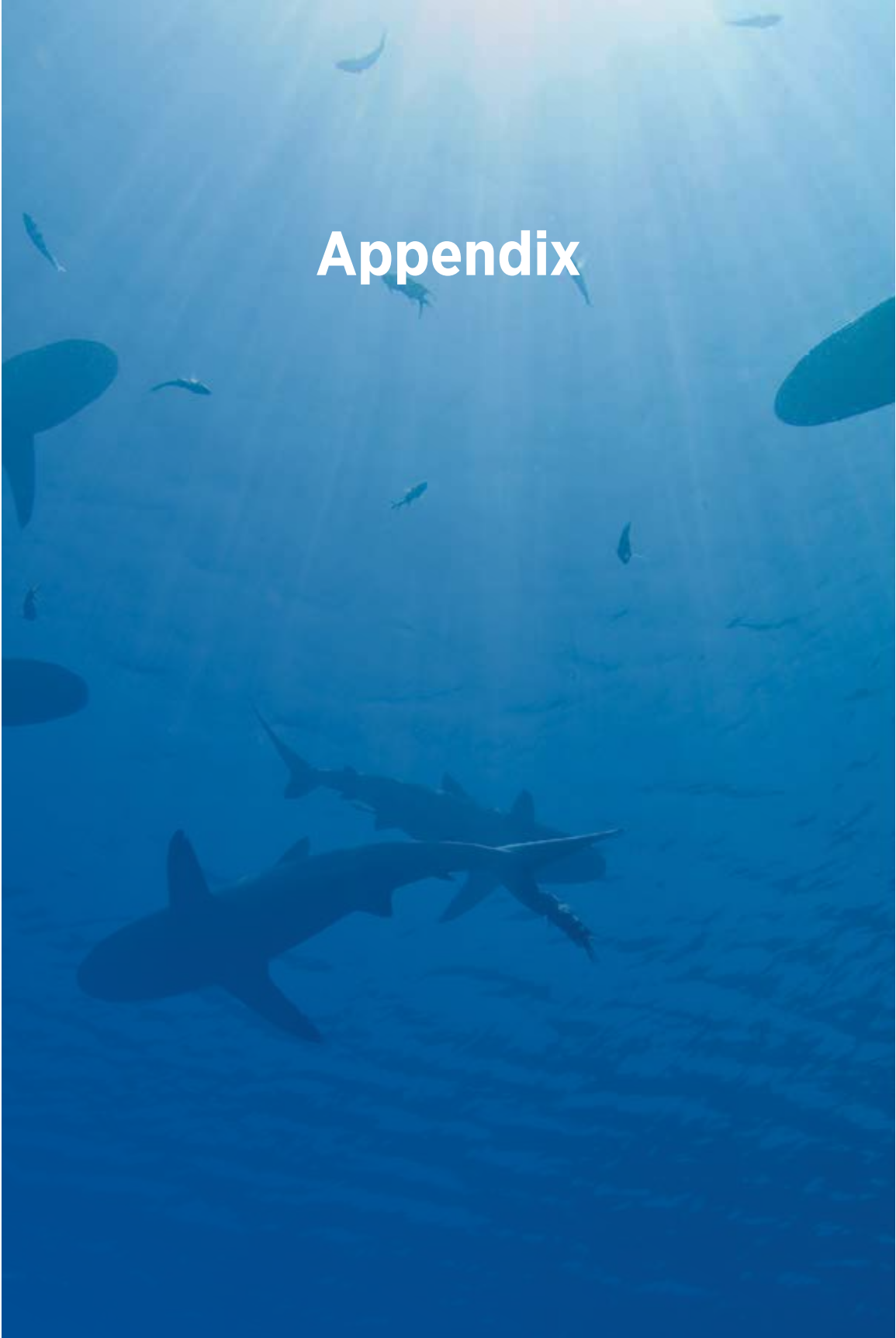
One of the main characteristics of the M.S. program is the mentee/mentor collaborative relationship. Mentors not only provide guidance for students' research efforts, but they are also faculty role models who exemplify the pursuit of academic careers within dentistry and other health professions. The collaborative efforts of mentee and mentor provide students with firsthand insights of an academic or research career. This program provides the dental professional graduate student with an overall knowledge of health sciences research. It is expected that a graduate from this program will be qualified to work at any university in the United States or abroad.



Students enrolled concurrently in both an advanced dental education certificate program and the M.S. program must not allow requirements of the master's degree program to interfere with their responsibilities and requirements in the advanced dental education program. It is expected that students' activities related to the M.S. program will complement their dental education certificate programs, and students will exercise sound judgment in time-management in order to excel in both programs. Students are encouraged to initiate their master's degree research study during their certificate program. Historically, completion of the Master of Science program coincides with completion of the student's clinical certificate program. However, it should be noted that students do have a limit of up to five years from the date of matriculation into their respective certificate program to fulfill all of the requirements of the M.S. program.

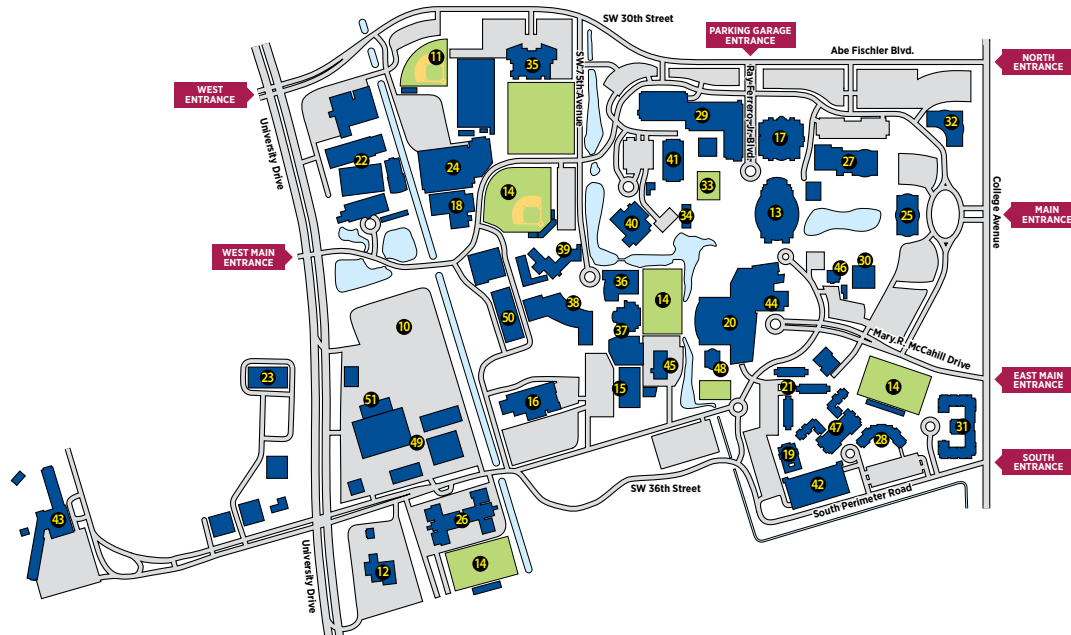
Students currently enrolled in the certificate programs in the departments of Orthodontics and Operative Dentistry must complete the requirements of the M.S. program in partial fulfillment of the graduation requirements of their respective certificate programs. Students enrolled in any of the other CDM advanced dental education certificate programs must seek the approval of the appropriate advanced dental education program director to participate in this program. All students seeking to enroll in the M.S. program must submit the NSU Master of Science application to the program as soon as possible after matriculation into their respective certificate programs. While the advanced dental education program directors must monitor students' activities in their respective advanced dental education certificate programs, the master's degree program director must approve and monitor students' activities in their M.S. program. The advanced dental education program directors and the master's degree program director will work together to monitor students' overall educational activities in these two concurrent programs.

# Appendix





# NSU Fort Lauderdale/Davie Campus Map



Academical Village .....	10	Maltz Building .....	32
A.D. Griffin Sports Complex with Lighted Softball Fields .....	11	Medicinal and Healing Garden .....	33
Administrative Services Building .....	12	NSU Bookstore .....	34
Alvin Sherman Library, Research, and Information Technology Center .....	13	NSU Future Expansion Space .....	35
Athletics Fields .....	14	NSU University School— AutoNation Center for the Arts .....	36
Aquatics Center .....	15	NSU University School— Nöel P. Brown Sports Center .....	37
Campus Support Building .....	16	NSU University School—Lower School .....	38
Carl DeSantis Building .....	17	NSU University School—Middle School (Dauer Building) .....	39
Center for Collaborative Research .....	18	NSU University School—Upper School (Sonken Building) .....	40
Cultural Living Center .....	19	Parker Building .....	41
Don Taft University Center .....	20	Residence Hall Parking Garage .....	42
Farquhar, Founders, and Vettel Apartments .....	21	Rolling Hills Graduate Apartments .....	43
Health Professions Division Complex .....	22	Rosenthal Student Center .....	44
HPD Annex .....	23	Shark Athletics Building .....	45
HPD and Health Care Center Parking Garage .....	24	Student Affairs Building .....	46
Horvitz Administration Building .....	25	The Commons Hall .....	47
Jim & Jan Moran Family Center Village .....	26	University Center Rec Plex Pool .....	48
Leo Goodwin Sr. Building .....	27	University Hospital .....	49
Leo Goodwin Sr. Hall .....	28	West Parking Garage .....	50
Library and Student Main Parking Garage .....	29	Westside Regional Medical Center ER .....	51
Mailman-Hollywood Building .....	30		
Mako Hall .....	31		

Visit [nova.edu/locations/main-campus](http://nova.edu/locations/main-campus) to view campus map.



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# NSU Florida

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