



NSU Florida

2024-2025 Student Handbook
College of Dental Medicine

Predoctoral Degree and Master of Dental Science Certificate Programs

Nova Southeastern University Student Handbook

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

This handbook and the policies and programs set forth herein are effective through the academic year 2024–2025 or until superseded. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Students are required to comply with all policies and procedures written in the entire handbook. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

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

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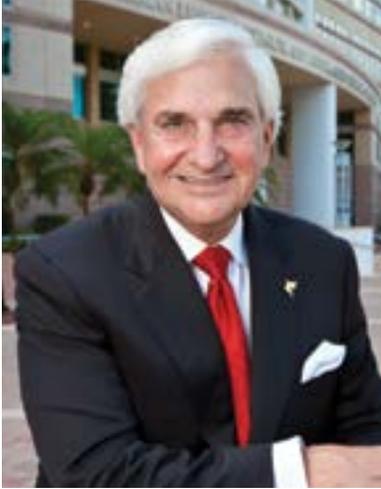
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Message from the President



Welcome to Shark Nation, with the Mako Shark, Razor, as our mascot! As Sharks, you're beginning a journey full of new possibilities and experiences. Part of this journey is academic, as you learn from our diverse and experienced faculty. You and your colleagues will benefit from their expertise, and you'll learn to work together as you tackle new challenges. I encourage you to take a wide latitude with your academic courses and explore subjects that can both excite and enrich.

Studies have shown that a student who is engaged outside of the classroom will remain enrolled at the university and ultimately graduate as a leader. As such, NSU has much to offer outside the classroom. We have many on-campus clubs and organizations to join, as well as internship opportunities across multiple disciplines. Also, our Shark student-athletes compete

in a variety of sports and have won 11 NCAA national championships over the years. We even have an art museum in downtown Fort Lauderdale that is free for all students to explore.

I always advise students to keep their aim above their reach and set goals for which they can track their progress throughout the year. I know you'll make the most of your time at NSU and surpass those goals you set—Mako Sharks swim faster, jump higher, and always swim forward!

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 CEO
Nova Southeastern University

Foreword/Reservation of Power

Foreword

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

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

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

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

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

Reservation of Power

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

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

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

University Vision Statement, Mission Statement, and Core Values

Vision 2025 Statement

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

Mission Statement

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

NSU Core Values

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

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

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

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

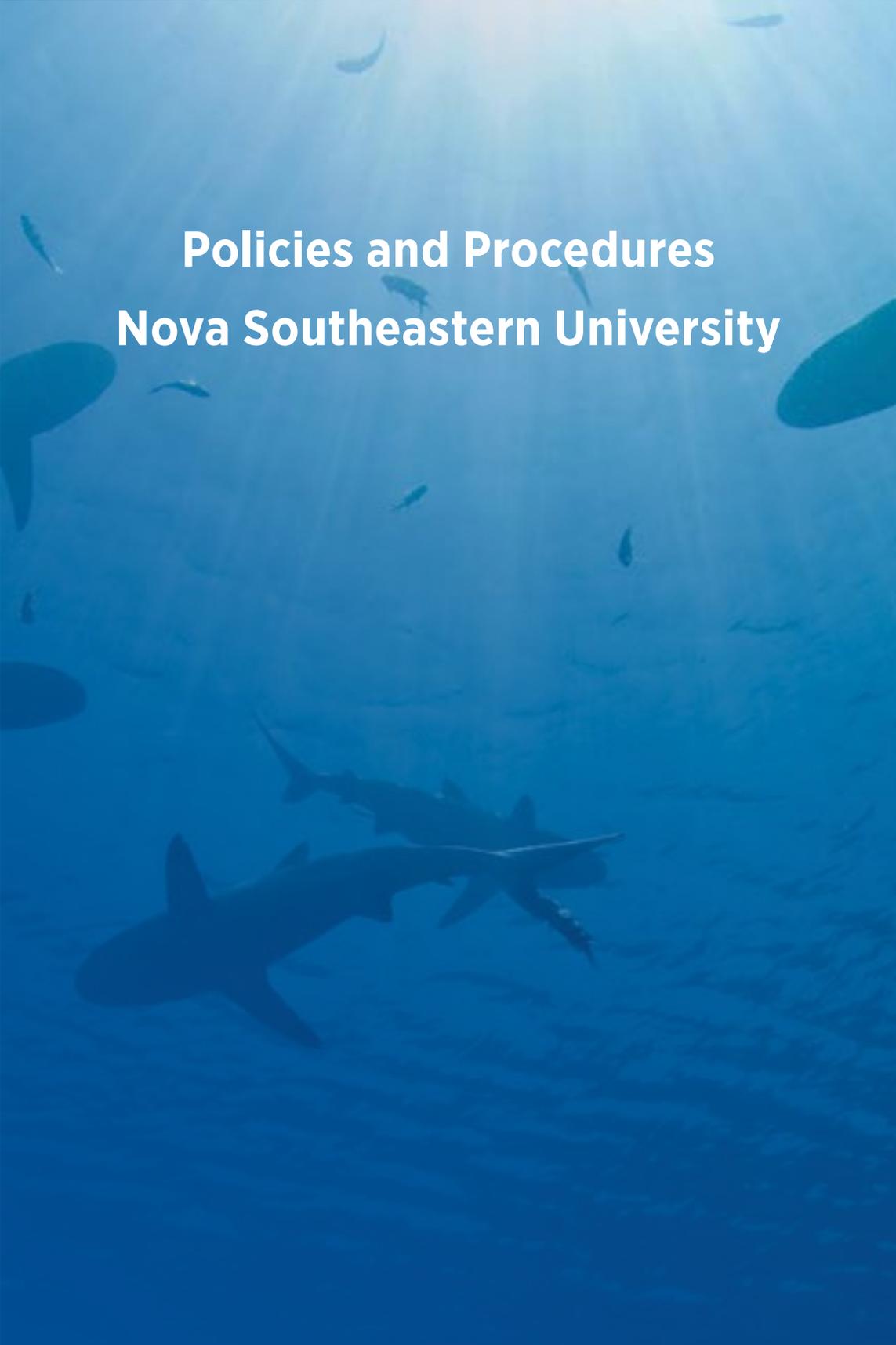
INNOVATION Innovation is the creative and deliberate application of teaching, research, scholarship and service for effective education, and the development of useful products or processes providing a value added to the community.

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

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

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

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

An underwater scene with a deep blue background. Sunlight rays filter down from the top. Several sharks are visible, swimming in the lower half of the frame. Numerous small fish are scattered throughout the water.

Policies and Procedures
Nova Southeastern University

Statement on Student Rights and Responsibilities

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

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

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

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

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

University Equal Opportunity/Nondiscrimination Policy

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

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

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

NSU does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including admissions and employment.

Inquiries about Title IX may be referred to NSU's Title IX coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

NSU's Title IX coordinator is Laura Bennett.

Laura Bennett

Title IX Coordinator/Managing Director of Title IX Compliance
(954) 262-7858 • laura.bennett@nova.edu
nova.edu/title-ix

Mailing Address

Office of Human Resources
3300 S. University Drive
Fort Lauderdale, FL 33328-2004

The office of the Title IX coordinator is remote/virtual with team offices in the Campus Support Building (170B, 171, 174). Please visit nova.edu/title-ix to review NSU's Title IX nondiscrimination policy and grievance procedures, to report information about conduct that may constitute sex discrimination, or to make a complaint of sex discrimination under Title IX.

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

Benjamin Johnson, Ed.D.

Dean of Students
(954) 262-7281 • bj379@nova.edu

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

Additionally, students and employees will now be able to designate preferred names as well as their legal names and their preferred pronouns in the various technological mediums.

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

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

Release of Student Information

A student can give consent to permit Nova Southeastern University to discuss and/or release personally identifiable information to a third party such as a spouse, a parent, a guardian, etc. Students can manage this consent in Self-Service Banner/SharkLink (nova.edu/roi). However, the university is under no obligation to discuss and/or release personally identifiable information from a student's education record to a third party, except in limited circumstances under FERPA, or when legally compelled to do so.

A student may also withhold directory information (as defined above) by completing the [Request to Prevent Disclosure of Directory Information Form](#). A student is warned, however, that some of the consequences of preventing disclosure of directory information may be undesirable: a student's name will not be published on the Dean's List or commencement program, and requests from prospective employers are denied, and the student cannot be communicated with over the telephone. The only legal means of communicating with a student who submitted a Request to Prevent Disclosure of Directory Information Form is in person or through NSU email. Students may visit the registrar's website at nova.edu/registrar/services/ferpa.html for more information about rights with respect to their education records.

Conduct Notifications

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

Deceased Student Records

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

Health Care Privacy (HIPAA) Statement

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

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

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

Degree Conferral Policy

Upon completion of all program requirements, NSU students must submit an application to receive their degree/diploma. Instructions relating to the submission of a degree/diploma application and additional information can be located on the Office of the University Registrar's website at nova.edu/registrar/instructions.html. NSU students are expected to submit a degree application by the time they reach their final academic semester, and must do so no later than one calendar year from the date all program requirements are successfully completed. Absent exigent circumstances, as determined at the discretion of NSU, the failure to timely submit a degree/diploma application will constitute an abandonment of the degree and the student will be withdrawn from the student's academic program.

Degree Limits Policy

To encourage focused academic achievement, promote postgraduate professional success, and allocate university resources efficiently, NSU has established the following limitations with respect to the number of degrees it will award to a single student:

- A maximum of four degrees at the master's level, regardless of academic program, major or concentration
- A maximum of two education specialist (Ed.S.) degrees
- One of each type of all other doctoral or professional degrees (e.g., Ph.D., M.D., J.D., D.O., etc.) at NSU.

Multiple doctoral degrees of the same type are not permitted, regardless of whether they have different majors/concentrations or are offered through different colleges or academic programs at NSU. By setting these limits, NSU aims to support students in achieving depth and specialization in their chosen fields while balancing academic rigor and maintaining the quality and accessibility of its educational offerings.

Although degrees awarded at other institutions do not count toward this policy, when exercising its academic discretion with respect to admissions decisions, NSU considers the totality of an applicant's academic history, including the nature and number of degrees possessed by the applicant.

Code of Student Conduct and Academic Responsibility

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university as defined by the university administration or with the rights of other members of the university cannot

be tolerated. Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the university retains the power to maintain order within the university and to exclude those who are disruptive to the educational process.

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

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

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

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

Academic Standards

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

The following acts violate the academic honesty standards:

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

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

Students are expected to comply with the following academic standards:

- Original work—Assignments, such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center’s recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, and/or remediation. Students’ use of generative artificial intelligence (e.g., ChatGPT, Google Bard, DALL-E, Midjourney, etc.) or similar resources on any coursework or academic assessments without the prior permission of their faculty member, or the use of these resources in any way that violates the academic standards of NSU and/or a student’s academic program, is expressly prohibited.
- Referencing the works of another author—All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each academic program’s specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their program and become familiar with accepted scholarly and editorial practice in their program. Students’ work must comport with the adopted citation manual for their particular center. At NSU, it is plagiarism to represent another person’s work, words, or ideas as one’s own without use of a center-recognized method of citation. Deviating from center standards is considered plagiarism at NSU.
- Tendering of information—All academic work must be the original work of the student. Knowingly giving or allowing one’s work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited. This includes the posting of course content, exam questions and/or answers, or other work submitted for academic credit to online sources or otherwise making such materials publicly available without the prior consent of appropriate faculty members and/or their academic program.
- Acts prohibited—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:
 - plagiarism
 - any form of cheating
 - conspiracy to commit academic dishonesty

- misrepresentation
 - bribery in an attempt to gain an academic advantage
 - forging or altering documents or credentials
 - knowingly furnishing false information to the institution
- Additional matters of ethical concern—Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

Academic Inactivity Policy

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

Conduct Standards

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

NSU University-Wide Religious Holiday Policy

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

to observe work-restricted religious holidays. The following provisions apply to all faiths and religious groups equally:

1. This policy applies to all NSU students.
2. Students will not be penalized for approved class absences due to work-restricted religious holidays. This policy does not apply to required attendance in the clinical care setting.
3. The university has developed an interfaith calendar that can be found online at nova.edu/studentconduct/religious-holiday-policy.html, which includes the recognized work-restricted religious holidays that have been approved by NSU. The calendar is published annually at least one month prior to the start of the fall semester. Approved absence requests for additional work-restricted religious holidays that are not included on the NSU interfaith calendar should be directed to the NSU dean of students at (954) 262-7281, who will evaluate the request, determine whether such religious accommodation will be approved, and notify the student and college/program of the outcome.
4. A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU dean of students at bj379@nova.edu or (954) 262-7281 within three calendar days after the start of the semester. NSU may request documentation or information from the student's religious institution in order to establish a legitimate need for accommodation. Absences for travel associated with religious observances are not deemed approved absences for purposes of this policy. A student's absence request for a work-restricted religious holiday will not be approved if the student fails to provide requisite notice for the absence request and/or provide requisite documentation. The failure to obtain approval for an absence may result in a penalty from the college or program.
5. With appropriate advance notice and approval, accommodations will be provided. The type of accommodation provided is within the discretion of the program, and may vary by course or program depending on the nature and type of educational activity in conflict. An absence for the observance of a work-restricted religious holiday does not relieve students from responsibility for any part of the coursework required during the period of the absence, and missed work remains the students' responsibility to complete. It may not be possible to make up certain academic experiences, including, but not limited to, experiential group activities, as well as laboratory and clinical activities. Approved absences may extend program length or require repetition of a course.
6. It may not be possible to miss extensive periods of a scheduled academic class or experience (e.g., labs, residential institutes) due to the format of the program (e.g., weekends). Students should check the academic calendar prior to enrollment to determine whether they can meet the obligations of the program.
7. If a student's request is approved and the student believes the respective college or program is not complying with this policy, and/or if a student has any questions about this policy, please contact the NSU dean of students at (954) 262-7281.

NSU Interfaith Work-Restricted Religious Holiday Calendar

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

<p>2024: Sundown on Mon., April 22 through Sundown on Wed., April 24</p> <p>2025: Sundown on Sat., April 12 through Sundown on Mon., April 14</p> <p>2026: Sundown on Wed., April 1 through Sundown on Fri., April 3</p>	<p><i>First two (2) days of Passover</i></p>	<p>Judaism</p>
<p>2024: Sundown on Sun., April 28 through Sundown on Tues., April 30</p> <p>2025: Sundown on Fri., April 18 through Sundown on Sun., April 20</p> <p>2026: Sundown on Tues., April 7 through Sundown on Thurs., April 9</p>	<p><i>Last two (2) days of Passover</i></p>	<p>Judaism</p>
<p>2024: Sundown on Mon., August 12 through Sundown on Tues., August 13</p> <p>2025: Sundown on Sat., August 2 through Sundown on Sun., August 3</p> <p>2026: Sundown on Wed., July 22 through Sundown on Thurs., July 23</p>	<p><i>Tisha B'Av</i></p>	<p>Judaism</p>
<p>2024: Sundown on Sun., June 16 through Sundown on Mon., June 17</p> <p>2025: Sundown on Fri., June 6 through Sat., June 7</p> <p>2026: Sundown on Wed., May 27 through Sundown on Thurs., May 28</p>	<p><i>Eid al-Adha</i></p>	<p>Islam</p>
<p>2024: Sundown on Wed., April 10 through Sundown on Thurs., April 11</p> <p>2025: Sundown on Sun., March 30 through Sundown on Mon., March 31</p> <p>2026: Sundown on Thurs., March 19 through Sundown on Fri., March 20</p>	<p><i>Eid-al-Fitr*</i></p>	<p>Islam</p>
<p>2024: Sundown on Wed., October 2 through Sundown on Fri., October 4</p> <p>2025: Sundown on Mon., September 22 through Sundown on Wed., September 24</p> <p>2026: Sundown on Fri., September 11 through Sundown on Sun., September 13</p>	<p><i>Rosh Hashanah</i></p>	<p>Judaism</p>
<p>2024: Sundown on Fri., October 11 through Sundown on Sat., October 12</p> <p>2025: Sundown on Wed., October 1 through Sundown on Thurs., October 2</p> <p>2026: Sundown on Sun., September 20 through Sundown on Mon., September 21</p>	<p><i>Yom Kippur</i></p>	<p>Judaism</p>

**Date varies and is subject to change.*

<p>2024: Sundown on Wed., October 16 through Sundown on Fri., October 18</p> <p>2025: Sundown on Mon., October 6 through Wed., October 8</p> <p>2026: Sundown on Fri., September 25 through Sundown on Sun., September 27</p>	<p><i>First two (2) days of Sukkot</i></p>	<p>Judaism</p>
<p>2024: Sundown on Wed., October 23 through Sundown on Fri., October 25</p> <p>2025: Sundown on Mon., October 13 through Sundown on Wed., October 15</p> <p>2026: Sundown on Fri., October 2 through Sundown on Sun., October 4</p>	<p><i>Shemini Atzeret /Simchat Torah</i></p>	<p>Judaism</p>
<p>2024: Sundown on Sun., October 20 through Sundown on Mon., October 21</p> <p>2025: Sundown on Sat., November 2 through Sundown on Sun., November 3</p> <p>2026: Sundown on Tues., November 10 through Sundown on Wed., November 11</p>	<p><i>Birth of the Báb /Birth of Bahá'u'lláh</i></p>	<p>Bahá'í</p>
<p>2024: Sundown on Tues., June 11 through Sundown on Thurs., June 13</p> <p>2025: Sundown on Sun., June 1 through Sundown on Tues., June 3</p> <p>2026: Sundown on Thurs., May 21 through Sundown on Sat., May 23</p>	<p><i>Shavout</i></p>	<p>Judaism</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 is illegal. NSU is further obligated to comply with all local, state, and federal laws. The policy governing the use of alcohol by students at NSU is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by individuals younger than 21 years of age.

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

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

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

Guidelines for the Use of Alcohol at University Student Events

- Nova Southeastern University functions, which are student oriented, may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Vice President of Student Affairs.
- Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.
- One-quarter hour before the approved ending time of the event, ticket sales will stop.
- Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
- An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined when the request for the event is submitted for review/approval.
- No organization or individual may purchase beer or wine for an event. No other alcohol is permitted.
- A full-time university employee will be present during an event at which beer and wine are served.

If the faculty adviser of the organization is not available, the organization must identify which other university employee will be attending the event. The organizational contact of the event must be present during the entire event as a point of contact for the university.

- The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies; rather, these guidelines should be used in conjunction with any and all other university policies.
- Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Vice President of Student Affairs, screening people entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having had enough alcohol before or during the event.
- Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.
- It shall be at the discretion of the Office of the Vice President of Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.
- Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Vice President of Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

A.2 Appropriate Conduct and Consensual Relationships Policy

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

A.3 Drug-Free Schools and Campuses

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

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

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

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

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

NSU Programs	Community Programs
<p>Center for Student Counseling and Well-Being For an appointment, call (954) 424-6911 or (954) 262-7050. Student Affairs Building, 3rd floor 3300 S. University Drive Fort Lauderdale, FL 33328-2004 nova.edu/studentcounseling</p>	<p>Florida Department of Education, Office of Safe Schools 325 West Gaines Street, Room 1444 Tallahassee, FL 32399 (850) 245-0416 • SDFS@fldoe.org fldoe.org/safe-schools</p>
<p>Healthy Lifestyles Guided Self-Change Program For an appointment, call (954) 262-5968 or email gsc@nova.edu. 3300 S. University Drive Fort Lauderdale, FL 33328-2004 nova.edu/gsc</p>	<p>Florida Department of Children and Families Substance Abuse Program Office 2415 N. Monroe Street, Suite 400 Tallahassee, FL 32303 (850) 487-2920 myflfamilies.com/service-programs/substance-abuse</p>
	<p>Broward Behavioral Health Coalition 3521 W. Broward Boulevard Lauderhill, FL 33312 (954) 622-8121 bbhcflorida.org</p> <p>Alcoholics Anonymous: (954) 462-0265 Narcotics Anonymous: (954) 476-9297</p>

When you use or deal in drugs or abuse alcohol, you also risk incarceration and/or fines. [The Federal Sentencing Guidelines](#) outline federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida Statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending upon the amount and type of drug and/or alcohol

involved. Felony convictions range from one year to life imprisonment. Misdemeanor convictions range from less than 60 days to one-year imprisonment. For additional information, please refer to Chapters 316 and 893 of the *Florida Statutes*, or consult with a legal representative of your choosing.

A.4 Excused Absences for Participation in Cocurricular Activities

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

A.5 Flexibility in Policies

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

A.6 Health Policies

NSU Student Health Insurance Requirement

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

Immunization Requirements

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

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

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

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

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

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

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

Communicable Diseases Guidelines

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the university to protect the rights of those infected with a communicable disease. Students who do become infected with a communicable disease must report the contracting of the disease to their program dean, and 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.
- Within reason, the university will make arrangements for the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after appropriate arrangements to assist the student have been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, with or without such arrangements, or poses a reasonable threat to the health and safety of others.

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

A.7 Student Account Holds

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 accessing student services, including, but not limited to, campus residence hall check-in, future registration, and use of the NSU RecPlex. Other university entities, such as the Office of the University Registrar and the Office of Student Conduct, may place a hold on a student's account for different reasons. Students must contact the office that initiated the hold(s) to discuss what requirements must be met to have the hold(s) removed. To view their hold(s), students must log in to SharkLink.

A.8 Image Use Statement

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

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

A.9 Indebtedness to the University

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

FORCE MAJEURE

NSU's duties and obligations to the student shall be suspended or modified immediately, without notice, during all periods that the university determines it is closed or ceases or modifies or curtails operations because of force majeure events including, but not limited to, any fire or any casualty, flood, earthquake, hurricane, lightning, explosion, strikes, lockouts, prolonged shortage of energy supplies, riots or civil commotion, act(s) of God, war, governmental action, act(s) of terrorism, infectious diseases,

epidemic, pandemic, physical or structural dangers, or any other event beyond the university’s control. If such an event occurs, NSU’s duties and obligations to the student (including its delivery and format of classes, student housing and dining, campus facilities and related services, activities, and events) will be postponed, canceled, or modified until such time as the school, in its sole discretion, may safely reopen or resume normal operations. Under no circumstances, except as otherwise required by federal or state statute, will NSU be obligated to refund, reduce, or credit any portion of tuition, housing, meal plans, fees, or any other cost or charge attributable to any location, delivery modality, or service affected by any such force majeure event necessitated by act(s) of God, university or academic or health and safety decisions, and/or any situations outside of the university’s control. This includes, but is not limited to, any suspensions to or changes from in-person, on-campus education, services and/or activities to remote services, activities, and/or remote learning. By choosing to enroll or study at NSU, students agree to these terms.

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

UNIVERSITY FEES

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

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

Student Health Insurance Fee (coverage period)

- coverage May 1, 2024–April 30, 2025..... \$2,520.00
- coverage June 1, 2024–May 31, 2025..... \$2,520.00
- coverage July 1, 2024–June 30, 2025..... \$2,520.00
- coverage August 1, 2024–July 31, 2025 \$2,520.00
- coverage May 1, 2024–July 31, 2025
(final-year HPD students 15 months of coverage) \$3,155.00

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

Student Services Fee (per semester)

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

Late Payment Fee \$100.00

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

Official Electronic Transcript Fee \$17.00

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

A.10 Leave of Absence Policy

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience certain circumstances that prevent them from maintaining an active status through continuous enrollment must consult with their academic advisor, program office, or the Office of the Dean of Students representative to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. Failure to qualify for—or timely return from—an LOA may have a significant impact on a student’s ability to procure future financial aid and may result in the student being placed into a loan repayment status with the student’s lender pursuant to applicable federal regulations. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance. An approved LOA may be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of the University Registrar’s website at nova.edu/registrar/policies/leave-of-absence-policy.

A.11 International Travel Registration Requirement and Program

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

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

A.12 Jurisdiction of University Policies and Procedures

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

A.13 Off-Campus Residency

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

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

A.14 Student Organization Rights and Responsibilities

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

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

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

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

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

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

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

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

A.15 University Computer and Telecommunications Use Policy

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

Acceptable Use of Information Technology Resources and All Other Policies

NSU's Acceptable Use Policy provides guidelines for the appropriate and inappropriate use of the computing and information technology resources of NSU and can be found at nova.edu/portal/oit/policies/forms/information-security-acceptable-use-policy.pdf. This policy applies to all users of the university's information technology resources, including students, faculty and staff members, alumni, and guests of the university. Information technology resources include, but are not limited to, Internet/intranet/extranet-related systems, computing devices and related equipment, software, operating systems, storage media, network accounts providing electronic mail, Internet browsing, FTP data, local area networks, and listservs for which the university is responsible, as well as networks throughout the world to which the university provides computer access.

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

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

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

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

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

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

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

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

Enterprise Username and Password Policy

Policy Rationale

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

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

Policy Statement

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

Remedies

The university reserves the right to

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

Electronic Mail Communications

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

Web Pages—Use of Material

You should assume that materials you find on the web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your web page(s) without the expressed permission of the copyright owner (e.g., graphic images from other web pages, articles, video, audio, photographs, software, or images scanned from published works). You may include short quotations of text provided you identify in an obvious way (e.g., in a footnote) the

author and the work from which the quotation is taken. If you want to include something from another web page in one of your web pages, then link to it rather than copy it. The occurrence of plagiarism on your web page is subject to the same sanctions that apply to plagiarism in any other media. Images in the NSU graphics repository may be used on web pages without permission. Clip art images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a web page without the expressed permission of the people in the picture or video. Every person has the right to privacy, which includes the right to restrict the use of each person's own image. In addition, the picture or video may be protected by copyright.

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

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

- web pages
 - Copyright 2005 (your name). All rights reserved.
- organization web pages (examples)
 - Copyright 2005 Cornell Law Review. All Rights Reserved.
 - Copyright 2005 Nova Southeastern University. All Rights Reserved.
 - Copyright 2005 NSU College of Computing and Engineering. All Rights Reserved.

A.16 University Copyright and Patent Policy

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

- [*Copyright and Patent*](#)
- [*Use of Copyright-Protected Works in Education and Research*](#)
- [*Copyright Guidelines for Electronic Course Reserves*](#)

A.17 University Title IX/Sexual Misconduct Policy

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

A.18 Bathroom Policy

In accordance with the Florida statute known as the Safety in Private Spaces Act (Fla. Statute § 553.865), NSU is required to restrict access to restrooms and changing rooms on its Florida campuses for exclusive use by males and exclusive use by females. For purposes of this policy, **male** and **female** is defined as an individual's biological sex at birth. These exclusive-use restrooms are designated by signs for **men** for males or **women** for females. Unisex, single-person occupancy restrooms and changing rooms can

be used by anyone. These restrooms are designated by signs for **unisex**, **gender-neutral**, or **family** restrooms or changing rooms. On the Fort Lauderdale/Davie Campus, these unisex restrooms can be found on the Gender Neutral Restrooms layer of the [interactive campus map](#). This policy does not apply to NSU campuses outside Florida.

A person who enters willfully, for a purpose other than those listed below, an exclusive-use restroom or changing facility designated for a sex different than their sex at birth, and who refuses to leave when asked to do so by administrative and/or instructional personnel, faculty members, security or law enforcement personnel, will be subject to university disciplinary action. Students and employees will be subject to the corresponding disciplinary procedures (refer to the Code of Student Conduct and Academic Responsibility found on the [NSU Student Handbook](#); the [Employee Policy Manual](#); and/or the [NSU University School Handbook](#)) based on their role. Other individuals may be removed from NSU and/or subject to criminal trespass for violating this policy.

A person may enter an exclusive-use restroom or changing facility designated for a different sex only when

- the person is a parent, guardian, relative, or caregiver aiding or chaperoning a child under the age of 12, an elderly person, or a person with a disability
- the person is a law enforcement officer or government official/representative for regulatory purposes
- the person is an emergency medical assistance worker, or someone is needed to intervene in any emergency
- the person is a staff member/worker doing custodial work, maintenance, or an inspection when the exclusive-use restroom or changing facility is not in use
- the designated exclusive-use restroom or changing facility, matching an individual's sex, is out of order or under repair and another designated exclusive-use restroom or changing facility is not occupied by a person of that sex

If an individual observes someone entering an exclusive-use restroom or changing facility designated for a different sex, the individual may report their concern to the NSU Public Safety Department at (954) 262-8999. Individuals who believe NSU is not compliant with Florida Statute § 553.865 may report it to the Florida attorney general.

B. Specific Conduct Violations

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

B.1 Alcoholic Beverages

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

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

B.2 Animals

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

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

- Injuries to others caused by the animal are prohibited.
- Students who fail to abide by these rules may be subject to disciplinary action.

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

B.3 Assault/Violence

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

B.4 Bribery

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

B.5 Cheating

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

B.6 Complicity

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

B.7 Contracting on Behalf of the University

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

B.8 Damage or Vandalism to Property

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

B.9 Dangerous Items

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

The complete NSU Firearms/Weapons Policy is available in the *Campus Safety Handbook* and 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

For the purpose of this policy, the term **weapon** or **weapons** means any object, device, or instrument that is designed as a weapon; or through its use is capable of threatening or producing bodily harm; or which may be used to inflict self-injury. To see definition of weapons in our policy, please review our policy at nova.edu/publicsafety/forms/nsu_weapons_policy.pdf.

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

B.10 Disorderly Conduct

Disorderly conduct that is prohibited includes

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

B.11 Distributing or Posting Printed Media

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

B.12 Drugs, Drug Paraphernalia

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

- possession or use of marijuana, even if prescribed
- illegal drugs, including but not limited to ecstasy/MDMA, lysergic acid diethylamide (LSD), cocaine, and/or heroin
- other substances, including, but not limited to, salvia, spice, "bath salts," flakka, or NBOMe
- any drugs requiring evaluation and/or treatment by emergency personnel
- use of any legally or illegally obtained over-the-counter medications in a manner contrary to medical use

- counterfeit/simulated drugs or controlled substances
- misuse or unprescribed possession of prescription medications
- drug-related paraphernalia or any item that potentially contains illegal residue
- distribution or sale of illegal drugs or prescription drugs that were not prescribed to the person receiving the drugs

B.13 Emergency Equipment and Procedures

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

B.14 Facilitating Academic Dishonesty

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

B.15 Failure to Disclose Criminal Offenses

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

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

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

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

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

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

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

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

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

B.17 Fire

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

B.18 Gambling and/or Games of Chance

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

B.19 Guests

Students are welcome to bring guests to the campus, but they must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of campus, it is the responsibility of the student host to cooperate with the university official making the request. The university reserves the right to exclude all guests from any area on campus in

times of impending or actual crises or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guests from any area of the campus for any reason the university deems appropriate. Health Professions Division (HPD) students—see the HPD-specific policies on visitors.

B.20 Harassment or Harm to Others

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

B.21 Hate-Based Conduct Violations

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

B.22 Hazing

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

B.23 Health and Safety

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

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

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

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

B.24 Identification Cards

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

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

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

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

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

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

B.26 Lake Swimming

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

B.27 Littering/Projecting Objects

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

B.28 Misuse of Computers or Telecommunications (Technology)

Violation of University Computer and Telecommunications Policy is prohibited (as detailed in Section A.15).

B.29 Noise

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

B.30 Online/Internet Social Networking Usage

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

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

B.31 Parking and Motor Vehicle Policy

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

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

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

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

B.32 Plagiarism

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

B.33 RecWell Center Policies and Procedures

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

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

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

B.35 Requests or Orders

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

B.36 University Housing and Residence Life Policies and Procedures

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

B.37 Retaliation

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

B.38 Smoking/Tobacco-Free Policy

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

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

B.39 Solicitation

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

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

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

B.40 Stalking

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

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

B.41 Fraternity and Sorority Life Manual/Policies

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

B.42 Theft or Unauthorized Possession

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

B.43 Unauthorized Entry

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

B.44 Unauthorized Possession of University Property

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

B.45 Unauthorized Recording

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

B.46 Video and/or Audio Copyright Violation

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

B.47 Violation of Disciplinary Status/Conditions

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

B.48 Worthless Checks

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

C. University Title IX/Sexual Misconduct Policy

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

- 1. Quid pro quo Harassment by an Employee**
- 2. Denial of Access**
- 3. Title IX Sex Offense**
 - a. Nonconsensual sexual penetration
 - b. Nonconsensual sexual contact
 - c. Nonforcible sexual offenses
 - d. Dating Violence
 - e. Domestic Violence
 - f. Stalking
- 4. Retaliation**

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

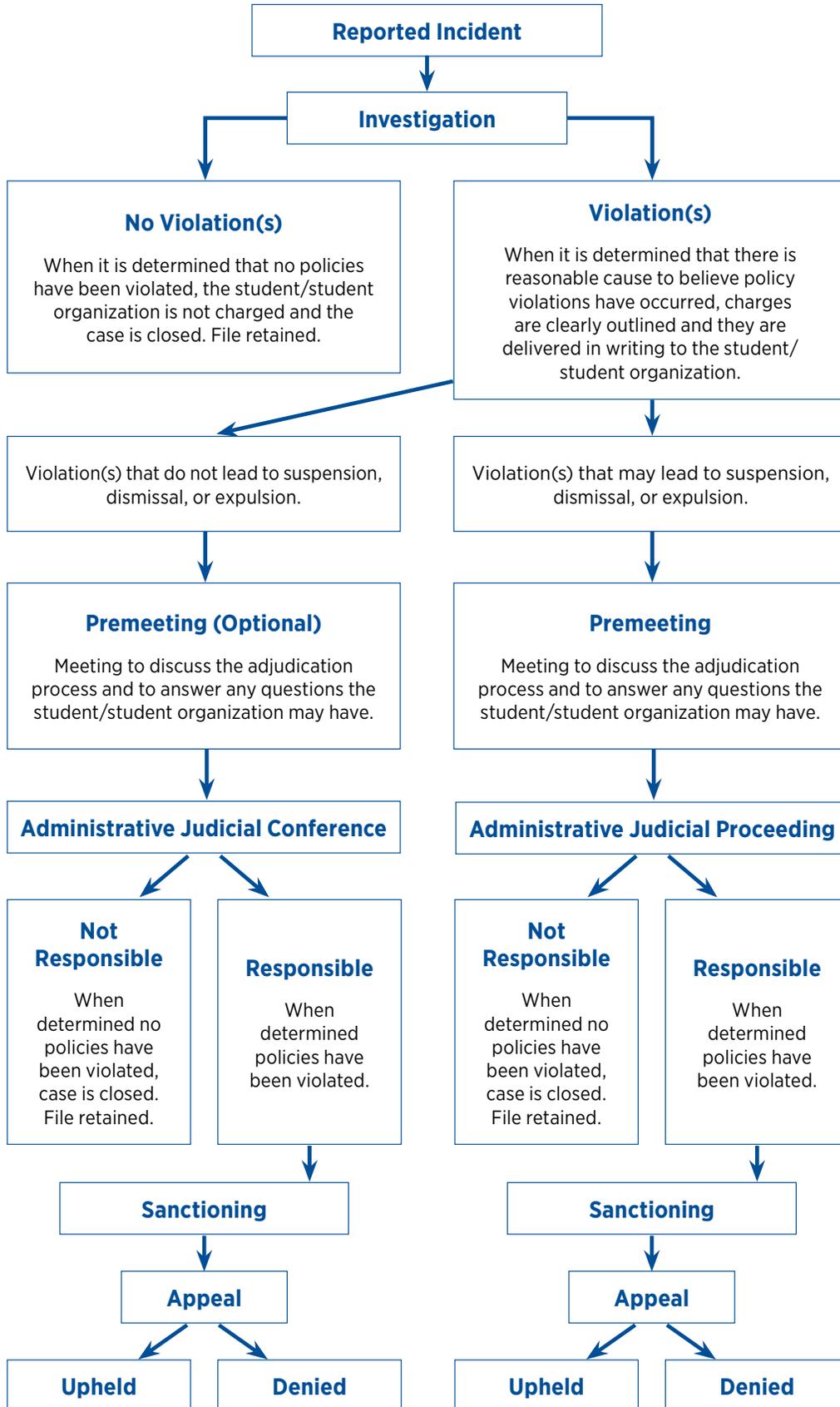
- 5. Non-Title IX Sex Offense**
- 6. Sexual Harassment**
- 7. Gender-Based Harassment**
- 8. Sexual Exploitation**
- 9. Hostile Environment**

D. University Disciplinary Procedures

D.1 Introduction

A student (or student organization) who is alleged to have violated policies of the NSU Code of Student Conduct and Academic Responsibility and/or any other university policies and procedures (other than the University Title IX/Sexual Misconduct Policy) may be charged under the NSU Student Disciplinary

Figure 1



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

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

The figure on the previous page (Figure 1) illustrates the NSU Student Disciplinary Process for individual students/student organizations (not used for university sexual misconduct cases—please refer to Section D.5):

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

- a. Right to abstain from verbal participation—Students/student organizations are not required to share their version of the incident in question, but must understand that their nonparticipation will not preclude a discipline officer from making a decision on charges or responsibility.
- b. Right to review and provide information and offer witnesses. Students/student organizations are permitted to review the incident report that initiated the conduct process against them, and any other documentation they would otherwise be permitted to inspect or review pursuant to FERPA. Students/student organizations may provide any information, documentation, or evidence to the investigator and/or discipline officer for consideration up to 48 hours after the conclusion of the conference/proceeding.
- c. Right to an adviser—For any alleged violation that will impact student enrollment status, students/student organizations may choose to seek out an adviser. That individual may be present with the students/student organizations during all meetings and/or hearings. An adviser must be either a full-time member of the university staff or faculty, unless 1) the alleged conduct arises under the Title IX/Sexual Misconduct Policy, in which case the Sexual Misconduct Policy procedures will apply, or 2) the student is alleged to have engaged in stalking, domestic violence, dating violence, or sexual assault outside of the Title IX context, in which case the student may select the adviser of the student's choice, in accordance with the policies described in the remainder of this paragraph. The adviser should be someone who understands the policies and procedures used in the student discipline process. An adviser may not “represent” a student/student organization or speak for the student/student organization at any point. Rather, an adviser may be present to answer questions the involved student/student organization poses directly to the adviser. Regardless of whether a student/student organization chooses to utilize an adviser or not, every effort will be made by the discipline officer adjudicating the process to answer any questions a student/student organization may have before or after any meetings or hearings.

- d. Right to an impartial process—Students/student organizations who believe that the judicial officer has a conflict of interest, which prevents them from conducting the student conduct process in an impartial manner, should notify the judicial officer of such allegation, along with any supporting information, in writing, prior to the occurrence of the student judicial conference/proceeding. In such circumstances, an independent administrator will be appointed by the vice president of Student Affairs to review such claims and make a determination if a conflict of interest exists. If the determination is made that a conflict exists, the vice president of Student Affairs will designate a replacement judicial officer to complete the student conduct process. If a determination is made that no conflict exists, the student conduct process will continue with the original judicial officer.

Scheduling

Purpose—Ensure that the student-conduct process is timely.

Procedures

- An email will be sent requesting the student(s) availability for the judicial conference/proceeding and premeeting, if applicable.
- If the student fails to respond within 48 hours, the premeeting and judicial conference/proceeding will be scheduled for the student(s) according to the availability of the hearing officer(s).
- The student(s) will be notified of the scheduled premeeting and judicial conference/proceeding with all relevant details.
- If the conference/proceeding is scheduled during the student's class, a request for an excused absence will be submitted to the student's professor on behalf of the dean of students.
- If a student fails to attend a scheduled premeeting, the student will be deemed to have waived their right to a premeeting.
- If a student fails to attend a scheduled judicial conference/proceeding, the judicial conference/proceeding will be held *in absentia*.

Adjudication Process

Premeeting

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

Notification

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

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

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

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

D.2 Student Judicial Resolution (SJR)

Purpose—Provide students, who opt to take responsibility for an alleged charge(s), a way to accept responsibility without having a formal judicial conference.

- This SJR option is only applicable to cases that are identified as an administrative judicial conference.
- The SJR takes place during the premeeting.
- If the student selects an SJR, the student waives their right to appeal.

Procedures

- Presenting the allegations: The specific allegations against the student will be presented within their Notice to Appear. The student reserves the right to review and read all relevant details and evidence. The student may also ask questions and seek clarification on the charges.

- **Accepting Responsibility:** The student will be provided with an opportunity to accept responsibility for the alleged charges and sanctions during the premeeting. The SJR agreement form must be signed by the student during the premeeting. The SJR form will be added to the student's case file. If the student is not in agreement with any part of the outcome, the adjudication process will continue as an administrative judicial conference.
- **Outcome Letter:** If the student accepts responsibility and agrees that they would like an SJR, the student will receive an outcome letter within three business days.

D.3 Judicial Conference

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

Conference Procedures

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

The conference is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct and Academic Responsibility. The conference meeting will only be open to the accused student/student organization and the discipline officer. The accused student/student organization is presumed not responsible unless the student/student organization accepts responsibility, or is determined responsible for the alleged violation(s) based on the preponderance of the evidence. The dean of students, at their discretion, may hold the proceeding remotely.

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

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

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

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

Sanctions

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

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

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

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

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

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

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

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

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

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

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

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

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

Appeal Process

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

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

Appeals shall be heard by designated appeal officers. The appellate officer shall not be the same conduct/discipline officer that heard the original case. A written decision will be provided by the vice president of Student Affairs, or designee, within 30 calendar days of receipt of the appeal request. The decision of the vice president of Student Affairs, or designee, will be final.

D.4 Administrative Judicial Proceeding

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

Administrative Judicial Proceedings

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

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

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

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

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

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

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

Sanctions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appeal Process

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

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

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

D.5 University Title IX/Sexual Misconduct Disciplinary Procedures

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

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

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

E. Additional Grievance Procedures Available

E.1 Grievance Procedure for Discrimination Based on Disability

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

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

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

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

b. What does “qualified” mean?

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

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

c. Disability Harassment

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

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

d. Hostile Environment

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

Grievance Procedures for Complaints of Disability Discrimination

a. Filing a Complaint

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

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

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

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

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

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

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

b. Referral or Dismissal of Reports

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

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

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

d. Informal/Early Resolution of Student Complaints

The university may attempt to resolve matters through mediation or other alternative resolution,

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

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

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

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

- The investigation will include interviews with the complainant, respondent, and any other witnesses deemed to potentially have relevant information. Both complainant and respondent may identify witnesses who can provide information relevant to the allegations, but the investigator determines which witnesses will be interviewed. Complainant and respondent are always permitted to present written statements from witnesses for the investigator's consideration during the investigation process.
- The investigation may include written statements, interviews, document requests, and any other sources the investigator deems appropriate. The complainant and respondent are permitted to provide the investigator with evidence.
- The investigator will provide the respondent with written notice of the allegations, if appropriate, and allow the respondent five business days to respond, in writing.
- Investigations may be expanded to address additional allegations that surface during the investigation, at the investigator's discretion. If appropriate, the respondent will be provided with written notice of any such additional allegations. The respondent will be given the opportunity to respond to the additional allegations.
- The investigator typically will complete the investigation within 90 calendar days of the date the report was filed. Should additional time be required to complete the investigation, the investigator will provide written notification to the parties detailing the reason(s) additional time is necessary.
- Parties and witnesses are expected to speak for themselves during the investigation. Attorneys are not permitted to be present during university interviews or meetings in the course of an investigation or resolution of a report.

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

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

The investigator will provide the investigation report, the written complaint, the response, and any other information deemed necessary to the dean of students. Within 10 business days of receipt of

the investigation report, the dean of students will make a determination of whether a policy violation occurred. (See the section that follows for a description of the possible determinations.)

g. Determinations by the Dean of Students

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

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

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

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

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

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

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

h. Notification of Outcome by the Dean of Students

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

1. Notification to Complainant

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

2. Notification to Respondent

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

i. Appeals

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

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

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

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

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

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

j. Remediating Disability Discrimination

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

k. Retaliation

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

E.2 Nonacademic Grievance Procedure

Except for grievances and/or complaints involving sexual misconduct, discrimination, and disability accommodations, this process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school. Academic grievances should be referred to the student's academic center. The purpose of these grievance procedures is

to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of NSU. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution. This policy is not an avenue to challenge a disciplinary decision or to appeal an academic assessment.

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

NSU Resources and Administrative Offices

ATMs

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

Bookstore

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

is conveniently located in the center of campus, right in front of the Alvin Sherman Library. Normal operating hours are Monday through Friday, 8:30 a.m.–6:15 p.m.; Saturday, 10:00 a.m.–1:30 p.m.; and Sunday closed. Please refer to the website for operating hours during holidays and school closures. At commencement time, the NSU Bookstore provides all graduate candidates with their regalia.

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

Campus Shuttle

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

Enrollment Management and Student Affairs (EMSA)

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

Center for Academic and Professional Success

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

The CAPS student employment team assists NSU students who are looking for employment opportunities they can balance with their academic responsibilities. Students can participate in either need-based employment programs or non-need-based programs.

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

Center for Student Counseling and Well-Being

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

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

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

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

Office of Campus Life and Student Engagement

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

Office of Financial Aid

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

Office of International Affairs

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

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

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

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

Office of Recreation and Wellness

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

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

Office of Residence Life

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

Office of Student Affairs at the Regional Campuses

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

Office of Student Affairs Marketing

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

Office of Student Conduct

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

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

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

Office of Student Disability Services

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

Office of Student Leadership and Civic Engagement

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

Office of Student Success

The *Office of Student Success* oversees various programs supporting undergraduate students and undergraduate academic programs, including all aspects of the Dual Admission Program, Presidential Scholars, Razor's Edge Scholars, Student Success Scholars, and Pre-Health and Pre-Professional Advising Services. In collaboration with key partners in NSU's graduate and professional programs, academic support services, and undergraduate academic leadership, the office provides programming and support for all NSU undergraduate students in achieving their educational goals.

Office of Undergraduate Admissions

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

Student Activity Fee Accounts Office

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

Tutoring and Testing Center

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

Office of the University Bursar

The *Office of the University Bursar* is responsible for billing students, collecting and depositing payments, sending invoices and receipts, providing access to student educational tax forms, issuing refunds from excess financial aid funds, and verifying students' eligibility for financial aid funds. The office also assists borrowers of Federal Perkins and Health and Human Services Loans with repayment options. NSU Student Health Insurance is also housed within this office. For more information, visit nova.edu/bursar 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, degree conferral, and diploma printing. The office also facilitates and communicates academic progress standing to students on a trimester basis and oversees all related communications with students and academic programs. 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 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. The One-Stop Shop is located in the Horvitz Administration Building on the Fort Lauderdale/Davie Campus. For a comprehensive listing of services and hours of operations, visit nova.edu/financialaid/contactus.

Mako Media Network

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

Military Affairs Veterans Resource Center

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

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

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

NSU Alumni Association

Once a Shark, always a Shark. The NSU Alumni Association is your connection to more than 215,000 alumni in all 50 states and across the world. Get involved by joining the **Student Alumni Association**, which provides current students with exclusive opportunities to gain leadership experience and build relationships with alumni for future success. Through nsuconnect.net, students can also receive mentorship and career opportunities with alumni in specific industries. Upon graduation, students receive a complimentary membership to the NSU Alumni Association with access to special members-only benefits and services.

To learn more about the NSU Alumni Association, visit nova.edu/alumni.

NSU Athletics

NSU recognizes, values, and supports intercollegiate athletics as an integral part of the educational mission of the university. Central to the program's mandate, and in accordance with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes. *NSU Athletics* is also dedicated to sponsoring competitive intercollegiate programs for both men and women. Valuing deeply the physical, social, and emotional welfare of those who participate, the department and the university express this commitment through their membership with NCAA Division II (DII) and the Sunshine State Conference. Both exemplify the principles of amateur athletics, which include diversity, sportsmanship, fair play, and equitable opportunity for all. In its short 41-year history, the NSU Department of Athletics began as a one-sport NAIA program, in 1982, and has grown into the 17-sport NCAA program that it is today. During this span, NSU Athletics has won 11 team national championships, 40 individual national championships, 378 All-American honors, 375 Scholar All-Americans, and countless conference championships. Men's sports include baseball, basketball, cross country, golf, rowing, soccer, swimming, and distance track. Women's sports include basketball, cross country, golf, soccer, softball, swimming, tennis, distance track, and volleyball. NSU Athletics is excited to be expanding sports offerings in the upcoming years, as we add men's and women's lacrosse to our sports sponsorship. As an NCAA Division II member, NSU Athletics has experienced an unprecedented amount of success in the past decade. Valuing deeply the commitment to academic success, NSU student-athletes have also maintained a cumulative departmental GPA of 3.0, or better, every year since obtaining NCAA DII membership in 2002.

NSU Health

NSU Health a patient-centric, integrated health care network built on a foundation of education, research, and the highest-quality patient care. NSU Health offers whole-person patient care across an array of services, from primary, dental, and eye care to mental health counseling, pediatrics, women's health, a full-service pharmacy, and more on campus. One additional highlight of NSU Health is the Student Medical Center, a special health center devoted exclusively to student health care, which is located in the Dr. Sanford L. Ziff Health Care Center. Specific information about the clinics and services available to enrolled students are included on the NSU Health website at nsuhealth.nova.edu.

Student Medical Center

The mission of the Student Medical Center is to provide quality primary health care services to our collegiate population. The center is located in Fort Lauderdale on the first floor of the Dr. Sanford L. Ziff Health Care Center. The friendly staff of physicians are board-certified in multiple specialties, from internal medicine to emergency medicine. Services available include physical examinations; women's health care; vaccinations; STI prevention, testing, and treatment; birth control; general medical care; and minor surgical procedures. Students can schedule an appointment by calling (954) 262-4100.

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

NSU Public Safety Department

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

NSU Alert: Stay informed of all campus emergencies.

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

If you see something, send something.

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



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

The [Campus Safety Handbook](#) has additional crime prevention and safety information.

Office of Innovation and Information Technology

The [Office of Innovation and Information Technology's](#) unit maintains several computer labs and classrooms at the Fort Lauderdale/Davie Campus and at every regional campus, i.e., 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 printers, projectors, speaker and microphone systems, 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.

Office of University Housing

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

SharkCard Services

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

- building access
- campus and student event access

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

This high-tech card has two embedded antennas that will allow access to various areas around campus, from parking garages to computer labs. The card also links biometric data used to calculate time and attendance for both students and staff members. The magnetic stripe allows users to add funds in increments of \$1, \$5, \$10, or \$20 to an online account that can be used for copying, printing, vending machines, and more. Students are able to add these funds online or at dedicated value stations located at the Alvin Sherman Library or at the Health Professions Division Library/Lab Building. SharkCard Services is located in the Don Taft University Center, entering from the east side entrance (Shark Fountain side), by the box office.

SharkPrint

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

Shark Dining Services

An integral feature to campus life undoubtedly lies within the dining services. The passion and pride of *Shark Dining* is undeniable as the team has the sole objective of delivering an unforgettable dining experience through the highest quality, menu ingenuity, and value. The team also strives to build community through its culinary expertise. The team embraces cooking from scratch, menuing seasonally, and resourcing responsibly. Shark Dining offers 15 distinctive dining venues, 3 convenient locations. Dining on campus hosts popular national brands such as Starbucks, Sushi Maki, Subway, Einstein Bros. Bagels, Sambazon Açai Bowls, Qdoba Mexican Eats, and illy Coffee. Shark Dining also provides a range of internal concepts to include extended options for *vegetarians and vegans*. Shark Dining has an acute focus on health and wellness, nutritional labeling, and accommodating special dietary requests, ensuring no student will go hungry. The flavor and variety will satisfy any craving at Nova Southeastern University's Fort Lauderdale/Davie Campus. Shark Dining has partnerships with various departments to bring a monthly Teaching Kitchen experience, focused on getting students comfortable with cooking nutritional and manageable meals. Shark Dining also hosts a monthly dining forum to target feedback from the campus community and maintain an open line of communication with on-site senior management team. Menus, hours, dining venues, events,

and more can be accessed any time at dineoncampus.com/nsu or through the iShark app. Students can get connected to their dining funds and SharkCard by downloading the GET mobile app. Within the app, Sharks can add funds at any time to their SharkCard, and it allows for food ordering for on-campus pickup or delivery. A comprehensive how-to guide can be found online at dineoncampus.com/nsu/get-mobile-howtoguide.

Title IX/Sexual Misconduct

The *Title IX coordinator* and staff provide prevention and response to sexual misconduct affecting students at NSU. This includes assistance to those who may have experienced sexual harassment, sexual assault, dating or domestic violence, sex- or relationship-related stalking, or pregnancy- or sex-related discrimination. The *Title IX website* includes the secure Title IX/Sexual Misconduct Incident Initial Reporting Form, which can be accessed 24/7 to report an incident directly to the Title IX staff. The Title IX staff provide a variety of supportive measures and assist students in reporting to law enforcement, connecting with community resources, and accessing other supports to promote their success as students at NSU. Additionally, the NSU Peer Educator Program is available for students interested in leading prevention programming for their peers on campus.

University Libraries

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

Wireless Networking

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

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

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

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

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

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

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

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

Ken Dawson-Scully, Ph.D.—Associate Provost and Senior Vice President for the Division of Research

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

Richard E. James, B.S.—Chief Strategy and Operations Officer, NSU Health

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

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

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

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

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

Thomas Panza, J.D.—Interim Vice President for Legal Affairs

Stacy Peña-Villalobos, Ed.D.—Vice President for Financial Aid and Academic Records

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

Leonard J. Pounds, Ph.D., M.S.—Vice President for NSU Health Administration

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

Shari Saperstein, Ed.D.—Vice President for Student Affairs

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

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

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

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

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

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

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

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

Colleges and Academic Units

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

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

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

College of Dental Medicine, (954) 262-7319

College of Optometry, (954) 262-1402

College of Psychology, (954) 262-5750

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

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

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

Farquhar Honors College, (954) 262-2031

Halmos College of Arts and Sciences

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

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

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

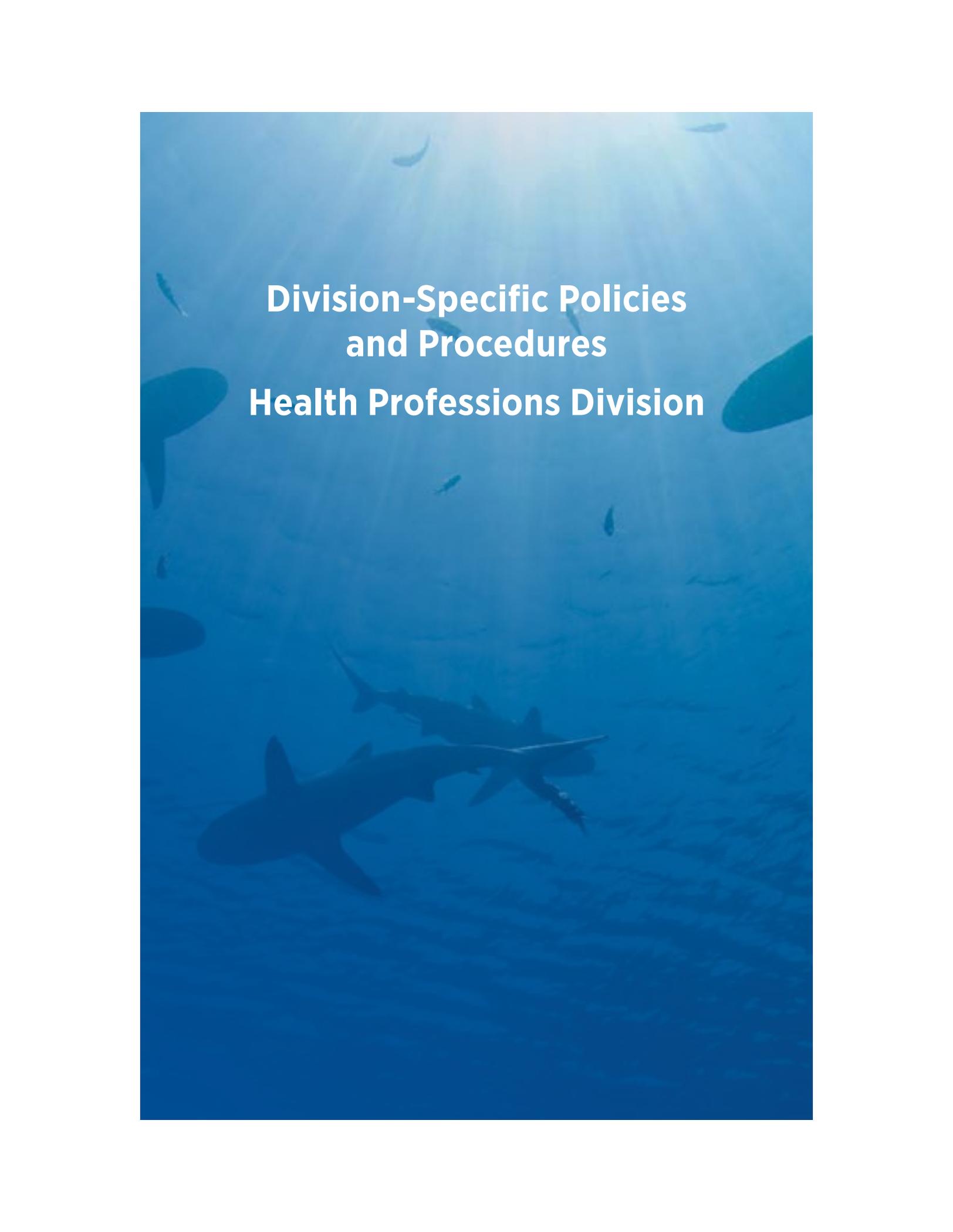
Shepard Broad College of Law, (954) 262-6100

NSU University School

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

Accreditation

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

An underwater scene with a blue gradient background. Several sharks are visible, swimming in the water. There are also many small fish scattered throughout the scene. The lighting is bright, suggesting sunlight filtering through the water.

**Division-Specific Policies
and Procedures**

Health Professions Division

Health Professions Division

Building Hours

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

Charges and Payments

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

Tuition Credit Policy—Voluntary Drops and Withdrawals

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

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

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

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

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

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

Students enrolled in bachelor's degree programs are required to follow policies and procedures for drops and withdrawals as noted at nova.edu/undergraduatestudies/academic-catalog.html 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 Financial Aid 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.

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

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

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

Short-Term Preloans

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

Martin and Gail Press Health Professions Division Library

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

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

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

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

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

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

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

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

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

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

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

Tampa Bay Regional Campus Library

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

Hours of operation for the TBRC Library are

Monday–Thursday: 8:30 a.m.–8:00 p.m.

Friday: 8:30 a.m.–8:00 p.m.*

Saturday: 10:00 a.m.–9:00 p.m.*

Sunday: 10:00 a.m.–2:00 p.m.*

*Hours may vary on select weekends.

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

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

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

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

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

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

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

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

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

Lost and Found

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

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

Computer Laboratories

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

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

Student Lounge/Student Area

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

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

HPD Policies and Procedures

Acceptance of Professional Fees

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

Background Checks

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

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

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

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

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

Health Forms Requirements

Certificate of Physical Examination

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

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

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

Immunization Requirements

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

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

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

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

Hepatitis B

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

Influenza Vaccination

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

Measles, Mumps, and Rubella (MMR)

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

PPD Skin Test (Two-Step)

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

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

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

Varicella (Chicken Pox)

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

Any Other Vaccinations Required by Clinical Sites

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

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

Students are financially responsible for all required immunizations.

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

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

Urine Drug Screen

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

Dress Code

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

Food in the Lecture Halls, Laboratories, and Clinics

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

Identification Requirements and Fieldwork Prerequisites

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

Email

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

Notices, Messages, and Posters

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

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

Parking Lot/Garage

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

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

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

Photographs and Recordings

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

Postexposure Policies and Procedures

An exposure incident is considered an urgent medical event that requires immediate attention for proper medical management. An exposure, which might place a student at risk for hepatitis B virus, hepatitis C virus, or HIV infection is defined as a specific eye, mouth, or other mucous membrane, non-intact skin, or parenteral contact with blood, body fluid, or other potentially infectious materials.

If a student has experienced such an exposure, the student must not delay in seeking medical care. The exposed student is to report the incident and the outcome of that initial evaluation as soon as possible to the *environmental health and safety (EHS) liaison* or the Office of Environmental Health and Safety via email at EHS@nova.edu. It is the responsibility of the exposed person to complete the appropriate online *Postexposure Incident Form*, located on the Office of Environmental Health and Safety website at nova.edu/ehs/index.html, as soon as possible and no later than 24 hours after the exposure incident.

If the exposed student is within the local geographic work areas of the NSU Fort Lauderdale/Davie Campus or NSU Health clinics at the Fort Lauderdale/Davie Campus and during normal business hours, the exposure should be immediately communicated to the EHS liaison within that college/NSU Health clinic/business unit, **and** the exposed student must **immediately** go to the NSU Student Medical Center, identify themselves as having been exposed to a bloodborne pathogen, and undergo a postexposure evaluation and follow-up procedure. In the case of a NSU health professions student, visiting student, or resident, their health insurance will be billed.

If the exposure occurs after normal business hours or outside of the NSU Fort Lauderdale/Davie Campus, the exposed person should proceed on their own to the nearest emergency department for an immediate and timely evaluation. NSU students have exclusive responsibility for their own medical bills.

All applicable processes and procedures can be found in NSU's Bloodborne Pathogens Exposure Control plan and NSU's Post-Exposure Policy and Procedure for Management of Blood and Body Fluid Exposure, at nova.edu/ehs/NSU-EHS-Bloodborne-Pathogens-2020.pdf and nova.edu/ehs/final-draft-post-exposure-policy-for-management-of-blood-and-body-fluid-exposure-1.4.24.pdf, respectively.

Return of University Property

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

Security Checks

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

Social Events and Extracurricular Activities

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

Student Assistance Program

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

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

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

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

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

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

Students referred to the Student Assistance Program may have their clinical rotations or other clinical assignments suspended or rescheduled at sites that will allow them to be more appropriately monitored during the course of participation in the Student Assistance Program. Students may also be asked to take a leave of absence or administrative break in enrollment from NSU while participating in the Student

Assistance Program. Any act of inappropriate behavior or violation of student handbook policy by a student participating in the Student Assistance Program may be considered grounds for discipline and may result in dismissal from the respective college.

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

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

Student Employment

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

Student Insurance Requirement

All students are required to carry health insurance. NSU strongly encourages students to ensure their health insurance provides sufficient coverage to obtain all necessary diagnostic and treatment services following an exposure incident, prior to matriculation into clinical practice areas. Proof of insurance and documentation of all required immunizations must be provided. Students may not drop insurance coverage while in the program. The student has the exclusive responsibility for any medical bills arising during the student's clinical training. NSU is not responsible for any medical fees incurred for emergency room visits or in other healthcare settings. 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.

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. 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.**

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

Cell Phones, Computers, Tablets, and Electronic Devices

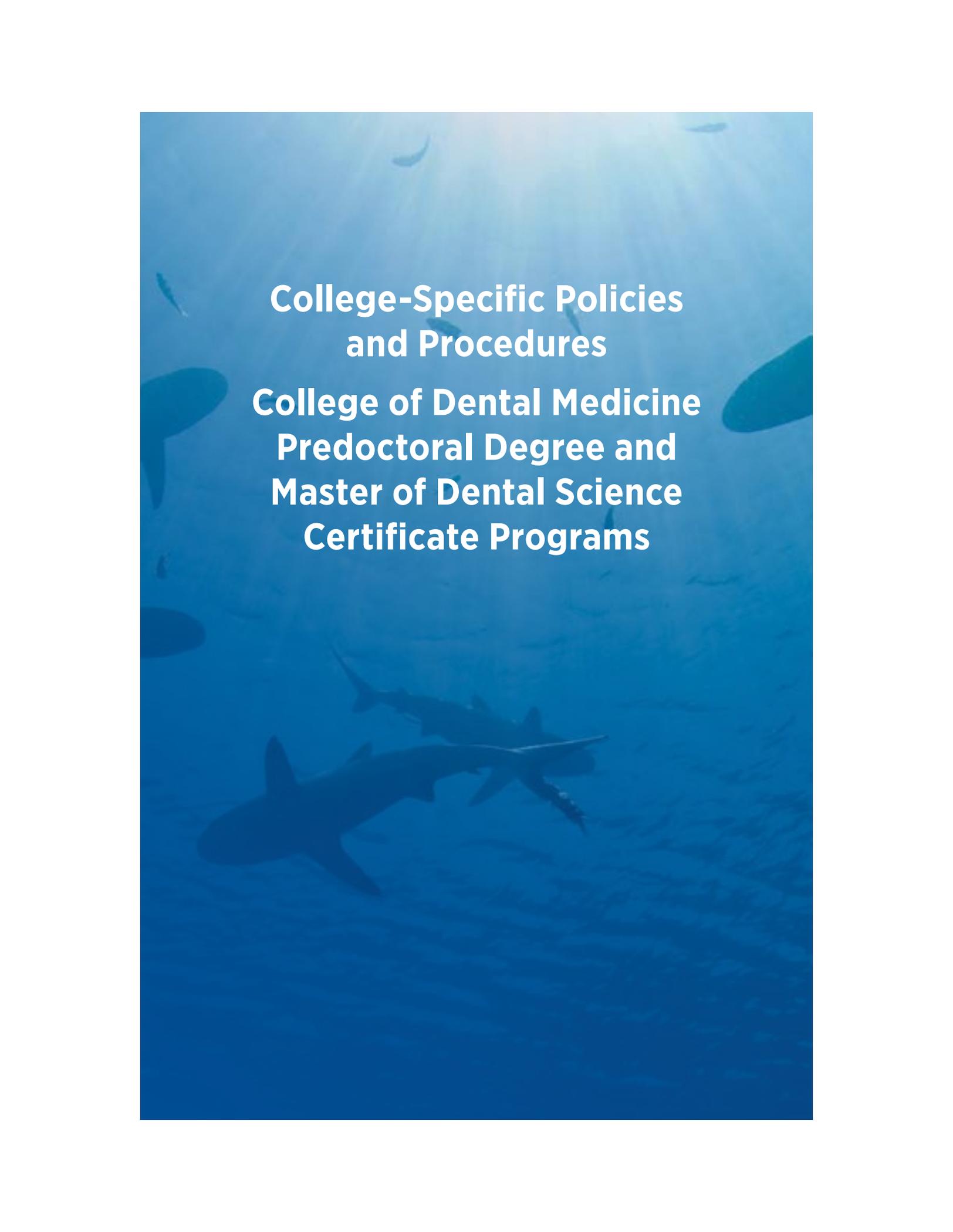
The use of all electronic devices for nonclassroom-related (i.e., personal) business during class time is discouraged.

Visitors

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

Visits to Other Institutions

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

An underwater scene with a blue gradient background. Several sharks are visible, swimming in the water. The text is centered in the upper half of the image.

**College-Specific Policies
and Procedures**

**College of Dental Medicine
Predoctoral Degree and
Master of Dental Science
Certificate Programs**

College of Dental Medicine

Administration

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

Dean

Room 7312/Ext. 27334 or 27311 • skaltman@nova.edu

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

Hal Lippman, D.D.S.

Executive Associate Dean of Operations

Room 7358/Ext. 21796 • hlippman@nova.edu

Develops and communicates the vision of the CDM and provides oversight for all departments, including clinical operations, to provide collaboration that promotes excellence in academics, research and scholarship, community service, and patient care.

Donald Antonson, D.D.S., M.Ed.

Associate Dean of Continuing Education and Intramural Affairs

Room 7379/Ext. 21843 • antonson@nova.edu

Oversees and directs the CDM's continuing education and alumni initiatives, creating new and innovative programs for emerging dental practices.

Rafael Castellon, D.D.S.

Associate Dean of Clinical Services

Room 7323/Ext. 27358 • crafael@nova.edu

Oversees the administration and operation of the predoctoral and postdoctoral clinics at the CDM.

Maria A. Hernandez, D.D.S.

Associate Dean of Academic Affairs

Room 7318/Ext. 27357 • marher@nova.edu

Plans, implements, and oversees maintenance of all academic functions within the Fort Lauderdale/Davie and Tampa Bay Regional Campuses for the CDM.

Jodi Kodish-Stav, D.D.S.

Associate Dean of Clinical Informatics

Room 7329/Ext. 21920 • jkodish@nova.edu

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 of Advanced Education
Room 7330/Ext. 27330 • *parkwill@nova.edu*

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 of Research and Development
Professor
Room 7359/Ext. 27604 • *sibel.antonson@nova.edu*

Oversees research planning and administration, as well as developing and conducting research in the oral sciences.

Nydia Cummings, Ph.D., M.S.

Assistant Dean of Institutional Effectiveness and Accreditation
Room 7329/Ext.21712 • *cnydia@nova.edu*

Plans, directs and oversees the Office of Institutional Effectiveness and Accreditation in coordination with the CDM's academic and clinical leadership.

Audrey L. Galka, D.D.S.

Assistant Dean of Admissions, Student Affairs, and Services
Associate Professor
Room 7358/Ext. 27318 • *agalka@nova.edu*

Plans, directs, administers, and coordinates all aspects of the Office of Student Services and Office of Admissions.

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

Assistant Dean of Community Programs and Public Health
(954) 262-7527 • *schweize@nova.edu*

Develops and promotes contractual agreements/rotations with outside agencies advocating the CDM's community-based programs.

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

Assistant Dean of Faculty
Room 7376/Ext. 24309 • *masiegel@nova.edu*

Oversees faculty appointment and promotion, faculty development, and special assignments as per the team.

Ahmad Ahmadi, D.M.D.

Director of Master of Dental Sciences
Associate Professor
Room 1307-D/Ext. 21371 • *aa263@nova.edu*

Mission Statement

To educate future dentists and to improve oral health through patient-centered care, academic excellence, research, leadership, and commitment to the communities we serve.

Vision Statement

To lead by having a significant impact on advancing oral and craniofacial health through innovation in dental education, clinical practice, scientific discovery, and community service in local and global communities.

Reservation of Power

The student handbook is not intended to be a contract or part of a contractual agreement between Nova Southeastern University (NSU) and the student. The *NSU Student Handbook* is available online by accessing your SharkLink account at sharklink.nova.edu. Under the student tab, click College of Dental Medicine, and then click on the link Policies and Procedures and follow to *College of Dental Medicine—Predoctoral Degree and Master of Dental Science Certificate Programs Student Handbook*. Changes in the content of the 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 student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook and the preceding *NSU Student Handbook* and Health Professions Division section does not excuse students from the rules, policies, and procedures contained herein. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.

NSU 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.

Predoctoral Dental Medicine

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, gender, gender identity, military service, veteran status, 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 and students for the Doctor of Dental Medicine degree 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 their relations with patients, faculty members, staff, and colleagues. This includes accountability to oneself and to relationships with fellow students, future colleagues, faculty and staff members, members of the general public, and patients who come under the student's care or contribute to the student's 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 compliance with NSU's Student Code of Conduct and Academic Responsibility policies. A violation of these standards is an abuse of the trust placed in every student and could lead to suspension or dismissal. Candidates and students 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. 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. Students 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 intraoral and extraoral exam.

Sensory

Candidates and 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 processes with faculty and staff members, students, patients, patient surrogates, and administration during the students' 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 process and during the students' education process.

Interpersonal Communication

Candidates and students must be able to interact and communicate effectively with respect to policies, protocols, and processes with faculty and staff members, students, patients, patient surrogates, and administration during the students' educational program. They must be able to communicate effectively and sensitively with patients. Communication includes not only speech, but also reading, writing, and nonverbal communication. Candidates and students must also be able to communicate effectively and efficiently in all written forms with all members of the health care team. They must have interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

Students must have sufficient proficiency with English to retrieve information from texts and lectures and communicate concepts on written exams and patient charts; elicit patient backgrounds; describe patient changes in moods, activity, and posture; and coordinate patient care with all members of the health care team. Students must be able to communicate or provide communication in lay language so that patients and their families can understand the patient's conditions, treatment options, and instructions. Students must be able to accurately enter information in the patient's electronic health record, according to the program's requirements.

Motor Skills

Candidates and students must have sufficient motor function to execute movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of predoctoral dental students are cardiopulmonary resuscitation (CPR), the application of pressure to stop bleeding, the opening of obstructed airways, and the ability to calibrate and use various pieces of equipment. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision. Dental medicine students must also possess gross and fine motor abilities sufficient for providing safe, effective dental care; the motor skills to perform palpation, auscultation, and other diagnostic maneuvers; as well as be able to perform basic laboratory tests and diagnostic, restorative, and surgical procedures. Such actions require

coordination of gross and fine muscular movements, equilibrium, and functional uses of the senses of touch and vision. A student must be able to transfer and position patients, and work in a sitting or standing position. The student must promote and support the ability of coworkers to perform prompt care. Students must be able to operate controls, safely use sharp instruments, high-speed or low-speed dental hand pieces, and use hand instrumentation, including scalpels, for surgical procedures. Examples include, and are not limited to, calibration and use of equipment, grasping and manipulation of small objects/instruments, and using a computer keyboard.

Strength and Mobility

Candidates and students must have sufficient mobility to attend emergency needs and to perform such maneuvers as CPR, when required. They must have the physical ability to move sufficiently from room to room and to maneuver in limited spaces. Dental medicine students must be able to maintain strength, posture, balance, and reach and manipulate equipment to varying positions to control the operating environment. Students must have the physical abilities sufficient for movement in a dental clinic setting, sitting or standing, and maintaining balance for long periods; twisting, bending; moving quickly in response to possible emergencies; pushing, pulling, lifting, or supporting a dependent patient; squeezing with hands and fingers; and repetitive movements.

Hearing

Candidates and students must have sufficient auditory ability to monitor and assess health needs. They must be able to hear information given by the patient in answer to inquires; to hear cries for help; to hear features in an examination, such as the auscultatory sounds; and to be able to monitor equipment.

Student Affairs

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:

- Students can access their own Canvas profile, 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 students by access to their own Self-Service Banner profile.
- Grades may be provided by the course director to each individual student.

B. 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 Services 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, faculty members may 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 Services at (954) 262-7302.

NSU and CDM Distance and Traditional Education Systems and Processes for Securing Student/Resident Identity and Privacy

The following systems and processes will be used to secure that the student who registers for a course is the student attending, submitting the required coursework, and receiving academic credit for the course:

- The student-management information system, Self-Service Banner (SSB), © 2020 Ellucian Company L.P. and its affiliates. CDM students will use SSB to register online for classes, view grades and transcripts, and pay tuition and fees. For students to access SSB, they must enter an input user ID (N-number) and PIN that is unique for each student. The PIN contains eight alphanumeric characters.
- The oversight of the student registration, course attendance, awarding course credits, and auditing student records for degree conferral is under the oversight of the CDM Office for Admissions, Student Affairs, and Services (OASAS) in conjunction with the NSU Office of the University Registrar. OASAS employs Banner reports to secure that students are officially registering, and provides support to students who encounter problems with the online registration process.
- A requirement for all university-student transactions, such as course enrollment and access, is the use of the NSU ID card, the SharkCard. An NSU SharkCard is issued when a student first enrolls at NSU. The SharkCard is the official identification card and is valid if—and as long as—the student is enrolled at the university. A photo ID (e.g., license, state ID, passport) must be shown before an NSU SharkCard is issued. The name printed on the NSU SharkCard is the individual's official name as recorded in the NSU database. The NSU SharkCard card must always be carried and presented and/or surrendered to university officials upon request. All CDM students must wear their NSU SharkCards, which are scanned in many of the predoctoral courses to record students' daily attendance.

- The roster reconciliation process is initiated by the NSU Office of the University Registrar. During the first two weeks of each semester, course directors are required to verify that each student who registered for a course is in attendance.
- Course directors must record daily attendance in all daily academic activities to demonstrate that students have participated in a face-to-face class activity or were otherwise engaged in an academically related online activity.
- Among the distance-learning tools that the university and the CDM employ are several web-based systems, including Canvas, a learning-management platform; Examssoft/ Examplify, an online examination administration platform; AxiUm a HIPAA-compliant and ONC-ATCB certified system that includes electronic health records (EHR); billing and practice-management applications; Zoom, a cloud-based videoconferencing system; videoconferencing; and online/media features.
- The NSU official videoconferencing application, Zoom, has been interfaced in Canvas. To enter the Canvas course website, students must log on using their NSU-assigned username and password. Moreover, to join any Zoom meeting hosted by a course director, students will have to preregister using their official name as displayed in their NSU SharkCard, and are required to wear their NSU SharkCard, visible to the course director, during the meeting. During Zoom meetings and for the record, students are directed to enable their webcams at different intervals to obtain a visual print of each student in attendance. All Zoom meetings will be recorded and archived.
- Course directors are required to reconcile the visual prints captured in the first Zoom meeting, with the official student pictures, hosted in the CDM SharkLink NSU official website. Course directors will repeat this student-verification process throughout the duration of the course. Course directors will report any inconsistencies to the CDM Office for Academic Affairs (OAA).

Course Evaluations

The web page for course evaluations is nova.edu/online_evaluations.

NSU 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.

ExamSoft

- ExamSoft and Canvas employ several student-authentication options designed to minimize and deter student misconduct in an online environment. Specifically, ExamSoft includes features, such as account management, exam creation, and delivery functionalities that enable exam takers to securely take examinations downloaded to their own laptop computers by blocking access to files, programs, and the Internet during an exam. ExamSoft collects and stores user data in a highly secured manner. Specifically, the user data is collected when the user registers to create an account and when the user uses ExamSoft to complete an examination. The information collected includes, but is not limited to, username, student or registrant identification number, phone number, email address, answers, and other assessment content. Moreover, ExamSoft collects information about the makes and models of computers used by exam takers, device identification numbers, types and versions of

software used by exam takers, and security and software performance-related information, such as keystroke data.

- Course directors will retrieve the student’s action log to identify lapses of time where the student did not enter any response in the system. These lapses of time, if inconsistent with other portions of the test, are explored to determine if there is a need to contact the student to go over the exam time inconsistencies.
- Course directors must report to the OAA any incidents that might be a violation of the CDM Ethical Policies and Procedures.

C. 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*, *NSU CDM Clinic Policy Manual*, and other official documents or announcements of the university, the 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.

All students are expected and required to reply to emails when requested, and reply to any 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.

D. Fees and Expenses

(Fees subject to change.)

NSU Student Services Fee (per semester).....	\$600
Dental General Access Fee	\$145
Instrument Management Fee (only for first-year dental students)*	\$5,000
Instrument Management Fee (only for second-year dental students)*	\$3,500
Instrument Management Fee (only for international dental program students)*	\$3,500
Instrument Management Fee (only for third-year dental students)*	\$2,000
Additional Dental Supplies (only for first-year dental students).....	\$10,000
Additional Dental Supplies (only for first-year international dental program students).....	\$13,500
Additional Dental Supplies (only for second-year dental students)	\$3,700
Additional Dental Supplies (only for third-year dental students)	\$1,000
Additional Dental Supplies (only for fourth-year dental students and third-year international dental program students)	\$1,000

Late Payment Fee.....	\$100
NSU ID Replacement Fee	\$25
Diploma Replacement.....	\$50
Official Transcripts (each)	\$17 (electronic); \$19.50 (paper, domestic); \$22 (paper, international)
Technology Fee.....	\$500
American Student Dental Association (ASDA) Membership	\$100

* The Instrument Management Fee will be charged in full in the fall term only.

E. 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 predoctoral student does not matriculate on the specified date, admission to the program may be deferred for one year at the discretion of the CDM, or withdrawn, in which case the individual would have the opportunity to reapply for admission for the following year.

F. Extracurricular Student Activities

1. Student Activity Groups

NSU CDM’s assistant dean of 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.

2. Student Organizations

Students may participate in a variety of organizations, which are listed below.

CDM Student Government Association (SGA)

All members of the CDM’s student body are enrolled in this student government, which serves as the student body’s governmental assembly. This organization collects and expresses student opinion and also functions as a conduit for interaction between the college’s student body, the faculty members, and the administration.

American Student Dental Association (ASDA)

The ASDA’s NSU CDM Chapter represents the student’s connection to organized dentistry. The voice of the dental student is heard and represented in all aspects of organizational activity that establishes local, state, and national dental policy and position through a voting representation in elected houses of delegates that speak for the profession. Through ASDA membership, the student receives the monthly

Journal of the American Dental Association (JADA), as well as the *American Dental Association (ADA) Newsletter* and the *ASDA Newsletter*. These professional publications will update and facilitate student understanding of contemporary dental issues and topics. ASDA members receive life insurance, financial assistance through ASDA Alternative DEAL loans, and many other amenities.

The opportunity to attend regional and national ASDA group meetings provides student members with a broader exposure to involvement in areas of professional concern. **All students must register and become ASDA members.**

Other National Dental Organizations

Students are also encouraged to participate in the activities of numerous national dental organizations such as the Hispanic Student Dental Association (HSDA), Women's Dental Society (WDS), National Dental Association (NDA), and Christian Medical and Dental Association (CMDA). Additional information is available in the Office of Student Services.

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.

CDM Student Clubs and Organizations (subject to change)

- Alpha Omega
- American Academy of Pediatric Dentistry
- American Dental Education Association (ADEA)
- American Student Dental Association (ASDA)
- Autism Awareness Club
- CDM Student Ambassadors
- Class Councils
- Hispanic Dental Student Association
- NSU Dental Missions
- NSU Orthodontic Association
- Omicron Kappa Upsilon
- Oral Surgery Honor Society
- Psi Omega
- Student Government Association
- Student National Dental Association
- Student Society of Periodontics
- Women's Dental Society Student Organization

Opportunities for Students to Attend CDM Dental CE Programs

Predoctoral students are provided the opportunity to attend CDM Dental 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 Office for Academic Affairs. Dental students may be eligible for discounts and must register via CE Office process.

Predoctoral Academic and Curricular Policies and Procedures

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

Documentation placed in the student's record will be maintained in the CDM's Office for Academic Affairs. In addition, a student's official academic record is maintained in the university's Office of the University Registrar. Any students requesting a copy of their official record must contact the registrar.

3. Course Syllabi

To facilitate clear communication between students and faculty members about course content, Nova Southeastern University requires that each course have a course syllabus containing specific information about the course structure. In advance of each course or other unit of instruction, students will be provided written information about the goals and requirements of each course, the nature of the course content, the method(s) of evaluation to be used, and how grades and competency are determined, using the Standardized NSU and CDM Syllabus Template provided by the CDM Office for Academic Affairs and accessed through the Canvas platform in SharkLink.

4. 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.

5. 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.

NSU CDM, in cooperation with the Martin and Gail Press HPD Library staff members, includes courses in the academic program that provide students with information on conducting online electronic searches in health care databases and other related topics.

6. National Board Dental Examinations

The purpose of the National Board Dental Examinations is to assist state boards in determining qualifications of dentists who seek licensure to practice dentistry. Although written examinations may be developed at the local level, most licensing boards use the National Board Dental Examinations (Parts I and II, INBDE, Integrated National Board Dental Examination) as a major portion of their written examination requirements.

NSU's CDM and the National Board of Dental Examiners require that a student must be in good academic standing in the college to take the Integrated National Board Dental Examination (INBDE). (See the section on Academic Standing in this student handbook.) Fourth-year students in good academic standing must challenge the INBDE between May 1 and January 31.

International dental program students are required to pass the INBDE.

Students must pass the CDM's designated exam, when applicable, to be permitted to treat patients and/or advance to the D3 year and to graduate from the CDM. Students will have until August 31 of the D3 year to comply, or they may be dismissed from the CDM. The CDM requires that students must challenge the INBDE to be given the dean's approval to apply to take the early (predegree conferral) Florida State Dental Board Examination and/or other state or regional licensure examinations. Students who are interested in acquiring a license to practice dentistry are advised to contact that state board/regional board to determine its requirements, as it pertains to INBDE, for taking a licensing examination.

7. State/Regional Board Examinations

State/regional board exams are usually taken by students during their final year in dental school in proximity to graduation. The CDM and state/regional boards generally require that a student must be in good academic standing (see the section on Academic Standing in this student handbook) and scheduled to graduate in a timely manner to take state or regional board examinations.

8. Dean's Letter

The Dean's Letter is a formal letter of evaluation issued by the dean that serves as an evaluation tool in the application process for postdoctoral training programs. Upon a student's request, the Dean's Letter is mailed to the appropriate postdoctoral training program(s). This letter summarizes the levels of accomplishment that a student has achieved during dental school. Specifically, the Dean's Letter provides a succinct chronology of a student's performance in dental school, including the student's yearly and cumulative grade point average (GPA) and class standing. Additionally, the letter includes some information regarding the student's personal qualities. The Dean's Letter is generally available to students by July, immediately preceding their fourth year in the predoctoral program.

Students who apply to postdoctoral training programs are responsible for providing applications, letters of recommendation, and transcripts to postdoctoral training program/residency program directors.

9. Postdoctoral Application Support Service (PASS)

The American Dental Education Association (ADEA), a national professional organization representing dental education, manages the Postdoctoral Application Support Service (PASS). This service was developed to assist students with their application to any of the more than 700 participating postdoctoral dental education programs. PASS processes applications for programs in Advanced Education in General Dentistry (AEGD), Endodontics, Oral and Maxillofacial Surgery, Orthodontics, Pediatric Dentistry, Periodontics, and Prosthodontics.

The PASS centralized application service provides standardized information to participating programs, but is not involved in the appraisal or selection process. By using a standardized format, PASS simplifies the application process for the student by providing required biographical and academic data to the postdoctoral programs. The PASS application may be submitted either electronically or via traditional hard copy application through the mail.

10. Withdrawal from the CDM

Withdrawal is a voluntary resignation by the student, in writing, to the dean via certified mail, or NSU-to-NSU email, under which the student surrenders all rights and privileges as a student in the CDM. Additionally, a student who does not register and/or attend classes, laboratory, clinic, and/or rotations for three 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 the intention to continue studies, shall be considered withdrawn from the college's predoctoral program.

A student's written withdrawal or an absence of three consecutive business days without written notification to the dean's office is considered as permanent withdrawal and not reversible. To voluntarily withdraw from the program, the student must also contact the Office of CDM Student Services to complete the required documents.

- Students withdrawing from the program before the end of the drop/add period has ended, as published by the NSU Office of the University Registrar, will have the courses of that same semester removed from the student's transcript.
- Students withdrawing from the program after the drop/add period, as published by the NSU Office of the University Registrar, will receive a transcript notation of withdrawn (*W*) for courses in that same semester on the student's transcript.
- Students withdrawing from the program without submitting and/or completing the required documentation may receive a failing grade for the courses in the semester during which they are withdrawing.

No withdrawals are allowed once there are only three weeks left in a course/semester. Students failing to complete a course and/or semester at or after this time frame will receive the grade they earned as of their date of withdrawal, in each course.

11. 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 or administrative break in enrollment (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).

12. Leave from Studies

A leave of absence is defined as an extended period of time away from CDM activities that may become necessary due to personal, financial, or medical reasons; pregnancy and childbirth; prolonged illness; or personal matters of significant gravity.

It is recognized that students may need to temporarily discontinue all coursework (which includes clinical rotations) either voluntarily or by administrative action. This can occur through a leave of absence (LOA) or an administrative break in enrollment.

Leave of Absence (LOA)

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance, but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment must consult with the Office of Student Affairs to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance. An approved LOA may be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of the University Registrar's website at nova.edu/registrar/policies/leave-of-absence-policy.html.

All leave time is counted toward the graduation requirement of completing the program within a maximum of five years from the date of matriculation into the CDM or, for transfer students, the date of matriculation into their original college of dental medicine.

Administrative Break in Enrollment

An administrative break in enrollment may be voluntary or may be imposed by the dean.

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

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

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

Any administrative break in enrollment may result in an *I* or withdrawal from the course.

To resume the program, the student may be required to meet with the SPC and show that the preestablished instructions and requirements have been met and that the student shows reasonable likelihood that previous problem(s) will not recur. The SPC will make a recommendation to the dean as to whether the student may resume the program.

Course Status During an Administrative Break in Enrollment

An administrative break in enrollment cannot exceed one year, either cumulatively or within a single administrative break in enrollment, during the student's D.M.D. program. If the student does not return within one year, the student will automatically be considered to have voluntarily withdrawn from the college. The specific time frame of an administrative break in enrollment is dependent on the ability of the student to return to the program to keep up with coursework on the appropriate continuum, which will be determined by the program administration.

While on an administrative break in enrollment, a student is not eligible to make up incomplete class work or remediate any failed courses.

If an administrative break in enrollment is granted and the student is in good academic standing, the student may reenter the program at the end of the break without any need for readmission. However, the student may be required to meet any new requirement(s) that may become effective during the administrative break in enrollment.

If a student is granted an administrative break in enrollment in which the break commences while current coursework is still in progress, a designation of withdrawal (*W*) may 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 these courses when they return from their administrative break in enrollment 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 an administrative break in enrollment in which the break 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 course completed. If a student is on an administrative break in enrollment in which the break commences up to three weeks prior to the end of the semester, the student may receive a grade of withdrawal (*W*). If a student is on an administrative break in enrollment in which the break commences within the last three weeks of a semester, a designation of incomplete (*I*), earned grade, or *F* may be entered on the student's transcript.

If an administrative break in enrollment 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, then the student may not be reinstated to the college without a review by the SPC. Upon completion of its

review, the SPC will make a recommendation to the dean regarding whether to reinstate the student. If the student is denied reinstatement, the student's 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 an administrative break in enrollment 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 is sufficient to permit them to continue with their dental education and that they are able to meet the Core Performance Standards described in this handbook. Students granted an administrative break in enrollment 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.

Leave of Absence/Administrative Break in Enrollment Records

Leave of absence/administrative break in enrollment records, and the date of each determination, shall be placed in the student's academic record.

B. Academic Standing

Every predoctoral student's academic performance is reviewed each semester by the SPC, and a transcript is compiled for all students by the Office of the University Registrar. A copy of this transcript is available to the student, the Office for Academic Affairs, the SPC, the Office of Student Financial Assistance, and to other individuals or institutions when authorized by the student or the dean.

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
- withdrawal and/or leaves of absence

Students are considered to be in good academic standing when they demonstrate the academic performance level and behavioral policies and protocols in accordance with the *NSU Student Handbook*. In addition, this includes when a student does not have current academic or behavioral deficiencies that the SPC considers eligible for placement on probation or higher level of disciplinary action, as per the determination of the dean and upheld by the Appeals Board. When a student is placed on the status of probation and/or suspension (please refer to page 137 for additional information on probation and other disciplinary actions), the student is considered to be NOT in good academic standing. This implies that all failures in previous courses have been successfully remediated, and all incomplete coursework and courses have been satisfactorily completed. A student who is not in good academic standing may be prohibited from participating in extracurricular or other student activities; holding office in any Nova Southeastern University 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 dean may permit students to register for the Dental Medicine Audit course. For a further description and examples of circumstances when this status may be assigned to students, see the section 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 (D1) predoctoral courses are considered prerequisites for second-year (D2) courses, as are D2 courses prerequisites for third-year (D3) courses, and D3 courses for fourth-year (D4) courses. 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 assistant dean of Academic Affairs.

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

The SPC will consider each predoctoral 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 for degree conferral.

1. Student Grades and Performance Evaluation

At the completion of each course, the course director will have the responsibility for posting students' grades in Canvas and submitting grades to the college's Office for Academic Affairs.

Successful completion of each CDM course requires compliance with the CDM Code of Behavioral Conduct.

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

As such, the CDM's grade format is the following (next page):

For students who matriculated into the D.M.D. program, grading of all didactic, laboratory, and clinical courses is based on a letter grade format, as per the table below:

Percentage Range	Letter Grade	Equivalent on 4.0 Scale
93-100	A	4.00
90 to < 93	A-	3.75
86 to < 90	B+	3.50
83 to < 86	B	3.00
80 to < 83	B-	2.75
76 to < 80	C+	2.50
70 to < 76	C	2.00
< 70	F	0.00

Additionally, several courses in the college's curriculum are graded on a Pass/Fail (i.e., *P/F*) basis.

2. Examination Policies and Procedures

- a. All tests, quizzes, written examinations, and laboratory practical examinations are hereafter referred to as exams.
- b. All exams must be proctored by the course director or faculty designee, as well as a minimum of two or more faculty and/or staff members. Laboratory practical examinations may require additional proctors as per the direction of the course director.
- c. At the start of each exam, the faculty proctor will announce that
 - academic dishonesty of any kind 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 items not directly needed for the exam are not allowed in any accessible manner to students
 - **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. Only CDM-approved tablets or laptops will be permitted when the exam is administered through an online-only platform.
 - 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.
- Students must save and upload the exam.

Use of scrap paper during an exam is allowed and 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 students submit will serve to count as their 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.
- d. Faculty and other designated proctors will monitor the exam at all times. Any students having the appearance of engaging in an act of academic dishonesty may
- have their paper or device removed, or laboratory practical exam/clinical exam terminated
 - receive a grade of *O* or *F* for that particular exam
 - receive a grade of *O* or *F* in that course
 - be referred to the assistant dean of Academic Affairs
 - be subjected to sanctions, up to, and including, dismissal from the CDM
- e. Missed unit exams, midterm exams, and/or final exams, and quizzes, due to an excused absence with appropriate documentation are handled in the following way: The student will arrange a time to make up the missed unit exams, midterm exams, final exam, and/or quizzes. Makeup exam(s) will be rescheduled by the course director in accordance with the “Makeup Examinations” policy found on page 119. The granting of an excused absence follows the policy regarding excused absences in this handbook.
- f. Missed exams, including quizzes, due to an unexcused absence are handled in the following way: The student shall receive a grade of *O* or *F* for that exam or quiz.
- g. Lateness during an examination or quiz is handled in the following way: Students will not be permitted to take an examination or quiz if any student has already left the examination/quiz location(s). Students will be permitted to take an examination or quiz if no student has already left the examination/quiz location(s). In the latter situation, the student(s) must finish the examination at the same designated time as the rest of the class and is not provided with additional time.

- h. Students are not permitted to challenge examinations, quizzes, or specific examination or quiz questions. Student requests to view/review/obtain their examination after exam administration is at the discretion of the course director.
- i. Clinical Competency Examinations are conducted as per the CDM department chairs or designee and in accordance with all NSU Codes of Conduct.
- j. Remediation reexaminations are handled as stated in the section on Course Failures, Remediation, and Reexamination in this student handbook.

3. Incomplete Coursework

Didactic Curriculum—Incomplete Grades for Didactic Courses

When a student fails to complete all the requirements of a didactic course, 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 according to the course director's due date and requirements. An *I* will be changed to a passing grade upon the student's satisfactory completion of the course requirements according to the time frame described in the next paragraph.

A change from an *I* to a grade must occur within 30 days (exclusive of holidays and weekends) from the start of the next academic semester. The time frame may be adjusted for students who have been granted an approved leave of absence. An *I* grade that is not successfully completed within this time frame will be the student's earned failing grade or be converted to a failing grade of *F*, depending upon whether the course is graded numerically or Pass/Fail. In addition, if a student receiving a grade of *I* fails to provide documentation or information required to substantiate the incomplete, the grade of *I* will be converted to a failing grade of *F*, depending upon whether the course is graded numerically or Pass/Fail.

Clinical Curriculum—Grades for Clinical Courses and Clinic Rotations

A grade of incomplete (*I*) is earned by the student when there is a failure to complete all of the requirements for a course, including clinical competency examinations, due to extreme extenuating circumstances. An *I* grade will be changed to the student's earned grade when all competency examinations and requirements are completed. For courses and students that are graded on a Pass/Fail (*P/F*) basis, the earned grade will be a *P* or *F*; for courses and students graded on the alpha letter grade basis, the grade will be the earned letter grade.

A student who does not complete all requirements and competency examinations is expected to understand the following:

- a. Students who do not complete specified requirements and/or competency examinations or demonstrate progress in clinical or clinic rotation courses as specified by the course director **by the end of an interim semester in a continuum course** may receive an interim grade of *NPR* in a clinic or clinic rotation course. Continuum courses are those courses that span more than one semester. Therefore, the interim grade reflects progress during this span, and the final course grade is given at the end of the continuum.

- b. Students who do not complete specified requirements and/or competency examinations in numerically graded clinical or clinic rotation courses as specified by the course director **by the end of a single semester in a single-semester course** will receive a failing grade of *F* with a maximum grade of *C(E)* if the student passes the failed course after successful remediation. For courses graded on a Pass/Fail basis, the student will receive a failing course grade of *F*, with a maximum grade of *RP* if the student passes the failed course after successful remediation. For courses and students graded on the alpha letter grade basis, the student will receive a failing course grade of *F*, with a maximum grade of *C(E)*, if the student passes the failed course after successful remediation.
- c. Students who do not complete all clinic and clinic rotation assignments, clinical competency examinations, and specified requirements in numerically graded courses **by the end of the D3 academic year and the end of the D4 academic year, respectively**, will receive a failing grade of *F* with a maximum grade of *C(E)* if the student passes the failed course after successful remediation. For courses graded on a Pass/Fail basis, the student will receive a failing course grade of *F*, with a maximum grade of *RP* if the student passes the failed course after successful remediation. For courses and students graded on the alpha letter grade basis, the student will receive a failing course grade of *F*, with a maximum grade of *C(E)*, if the student passes the failed course after successful remediation.
- d. Remediation assignments will be determined by the course director.
- e. The student has until June 30 of the summer semester of the D4 year to complete all degree requirements and competency examinations without additional tuition charged. Student fees are required as per university policy. Subject to the dean's discretion, if the degree requirements and the competency examinations are not completed by June 30 after the D4 year, the student will be required to pay tuition for the summer semester and every semester thereafter until all program requirements and clinical competency examinations are completed.

4. Course Failures, Remediation, and Reexamination

Predoctoral students who fail up to two courses in a term (i.e., earn a grade of *F*) will be provided with one opportunity in each course 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 writing to 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. Predoctoral students who fail three or more courses in a term may not be eligible for course remediation.

Successful remediation of a failed course will result in the following grade changes:

- For courses graded on a Pass/Fail basis, the course grade of *F*, will be changed to a grade of *RP*.
- For courses and students graded on the alpha letter grade basis, the course grade of *F* will be changed to a maximum grade of *C(E)*.

Successful remediation of all failed courses must occur prior to the beginning of the fall semester of the next academic year. If a predoctoral 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 SPC will review the student's academic record and will recommend to the dean that one of the following actions be taken:

- a. The student will be dismissed from the CDM.
- b. The student will be required to repeat the previous academic year in its entirety and pay full tuition for the repeated year. If a student is required to repeat an academic year, the student may not be promoted with the class and may become a member of the incoming years' class (e.g., a D1 student required to repeat the D1 year may not be promoted to D2 and may be required to become a part of the incoming D1 class).

If a predoctoral student is ineligible to remediate due to three course failures in a term, the SPC will review the student's academic record and will recommend to the dean that one of the following actions be taken:

- a. The student will be dismissed from the CDM.
- b. The student will be required to repeat the previous academic year in its entirety and pay full tuition for the repeated year.

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 are required to repeat an academic year may be dismissed if they fail one or more courses during the repeated year without having an opportunity to remediate the failure(s). After a student successfully completes a repeated academic year, the policies described in this and all other sections of this student handbook that apply to all other predoctoral students will also apply to the repeat student.

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

The SPC and the dean will always consider the predoctoral student's entire 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. Makeup Examinations

It is expected that all students take examinations, quizzes, and other required assignments at the scheduled date and time. Makeup examinations and quizzes for excused absences will be offered to students who have submitted the appropriate documentation and have received approval by Office for Admissions, Student Affairs and Services, and/or the Office for Academic Affairs. For each student, no more than three makeup examinations in the D.M.D. program will be allowed during a given semester. If more than three makeup examinations are requested, the student will be required to provide official documentation, as determined by the D.M.D. program, that supports continuation in the D.M.D. curriculum or warrants an administrative break in enrollment. The student will be required to take a makeup examination during the following 10 business days from the scheduled exam (excluding official school holidays and weekends). Failure to take a scheduled makeup exam will result in a grade of 0 (zero) for that missed exam. For didactic courses, makeup examinations may be of any format/exam type, at

the discretion of the course director, and to test the student on the same topics as the missed exam. For clinical courses, makeup 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 makeup 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 grade in the scale of 0–100

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

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

RP Remediation Pass

P Pass

F Fail

PH Pass with Honors

PR Progress—In a continuum course

NPR No Progress—In a continuum course

I Incomplete

W Withdrawal

AU Audit

Grades of *F* (failure) or *I* (incomplete) require special action, as noted previously in this student handbook. To graduate, students must complete and pass all courses.

Failing grades will be included in calculating the GPA for that semester and the cumulative GPA. If a numerical graded or *P/F* course is failed and subsequently passed after remediation and reexamination, a grade of *P* (the highest possible course grade on reexamination) indicates that the course was passed after successful remediation. The reexamination grade of *C* will be used to calculate all subsequent GPAs. For courses in which students are graded on the alpha letter system, the highest grade upon successful remediation is a *C(E)*.

If a course is failed and the remediation is also failed, the highest failed course grade in any grading system will be recorded on the transcript. A student who fails a course and the course remediation may be provided the opportunity to repeat the course during the next academic year. If the student passes the repeated course, the grade earned in any grading system 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 used in calculating the student's GPA and class ranking.

If a student repeats a year, the grades earned by the student during the repeated year will be used to calculate all subsequent GPAs. The original grades received by the student prior to the repeated year will still be included on the transcript but will not be used in calculating the student's GPA and class ranking.

After completion of a repeat year, the student has the opportunity to use NSU’s “Repeated Course Form,” through the CDM Office for Academic Affairs. This form and process will allow for use of the highest of the two grades to be calculated in the student’s GPA. All grades still remain visible on the student transcript.

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

1. In cases of academic deficiencies, the assistant dean of Academic Affairs shall notify predoctoral students of their grades and remedial requirements through written communication. Students who have satisfactorily remediated all deficiencies and resolved behavioral matters will be recommended for promotion with their class to the next academic year in the predoctoral program.
2. Predoctoral students who have remaining deficiencies following unsatisfactory remediation or unresolved behavioral matters may not be promoted with their class and may be requested, in writing, to appear before the SPC (see the section on SPC Meeting Protocols and Process: Academic Deficiencies in this student handbook).

E. Student Progress Committee (SPC)

1. Purpose and Responsibilities

The purpose of the Student Progress Committee (SPC) is to ensure that students satisfy the academic and behavioral requirements for the degree of Doctor of Dental Medicine as follows:

- a. verify that predoctoral students have fulfilled all academic requirements and review the eligibility of students for promotion to the succeeding academic year
- b. evaluate predoctoral student individual academic records to determine eligibility for continuation in the program or appropriate remedial action
- c. review the progress of all predoctoral students referred with academic deficiencies (see section on SPC Meeting Protocols and Process: Academic Deficiencies in this student handbook)

The CDM’s Office for Academic Affairs will provide the SPC with progress reports for committee review, discussion, and recommended actions on any students who have received referral to the SPC by faculty members or administration. The CDM’s Office for Academic Affairs will provide the SPC with progress reports for committee review, discussion, and recommended actions related to performance grades.

- d. 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 SPC addresses issues regarding any predoctoral student’s professionalism, ethics, and behavior and verifies that predoctoral students have maintained the standard of ethical, moral, personal, and professional conduct required for the continued study of dental medicine. At the discretion of the academic program, violations of college or university conduct/behavioral policies may be referred to the NSU dean of students to be addressed under the conduct procedures detailed in the NSU portion of this handbook.

The CDM's Office of Student Services must provide the SPC with progress reports for committee discussion and action on any students who have received behavioral sanctions or referral to the SPC.

Students may be placed on monitored academic status by the SPC as a result of faculty concerns about a student's clinical, didactic, and/or research progress, and ethical, professional, or behavioral issues. Students may be subject to more frequent monitoring and advisement of academic and behavioral progress.

- e. review the reinstatement of predoctoral students on administrative break in enrollment status who are not in good academic standing
- f. recommend appropriate actions to the dean (see the section on Academic, Behavioral, and Disciplinary Actions in this student handbook)
- g. recommend candidates to the dean who qualify for graduation to receive the Doctor of Dental Medicine (D.M.D.) degree

2. SPC Membership

The SPC membership shall include faculty and administrative members, as well as an SPC chair from the CDM's faculty, all appointed by the dean.

3. SPC Meeting Protocols and Process: Academic Deficiencies and/or Behavioral Issues

The SPC reviews the academic and/or behavioral matters and program progress of all predoctoral students. Students who have current or ongoing academic deficiencies, program progress concerns, and/or behavioral issues may be requested—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—to meet with the SPC to discuss their academic performance and/or behavioral issue(s). Students referred to the SPC for matters that may result in repeat of didactic, laboratory, or clinical courses, or the extension of program length, suspension, or dismissal decisions, as defined in the student handbook, will be required to meet with the SPC. The student should refer to the student handbook for reference to the relevant policies that describe the SPC process and the Appeals Board process, and may meet with the assistant dean of Academic Affairs for additional guidance in this process. This meeting with the SPC will provide students with the opportunity to advise the SPC of any circumstances they feel are relevant to their academic deficiencies and/or behavioral issue(s) that should be considered by the committee in making its recommendation to the dean. The student shall receive at least three business days' (excluding official school holidays and weekends) written notice of the time, place, and subject of the meeting. The student may waive the three business days requirement. If a student has been properly notified to appear at the SPC and fails to appear, it can be considered that the student has forfeited the right to appear at the meeting, and the committee members will consider the information that is available to them when rendering a decision.

The following protocol will be followed when the SPC meets with predoctoral students to discuss their academic deficiencies and/or behavioral issue(s):

- a. The SPC 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/or

behavioral issue(s), and may determine and recommend an appropriate action to the dean (see the section on Academic, Behavioral, and Disciplinary Actions in the *College of Dental Medicine Predoctoral Program Student Handbook*).

- b. Students meeting with the SPC will be required to disclose any relevant information that could impact the SPC's recommendation to the dean.
- c. SPC meetings are limited to the student, the CDM assistant dean of Admissions, Student Affairs and Services, and the SPC. The student may not have an adviser, legal representation, or any other form of representation during the personal appearance, and students are not permitted to use any recording devices during the meeting.
- d. The student will be given ample opportunity to present statements to the SPC and to respond to questions from the SPC, and will have the opportunity to take notes during the meeting. Materials the student wishes the SPC to consider may be submitted to the SPC in advance of the meeting.
- e. Students are only permitted to present witnesses in matters involving behavioral and/or conduct issues. Students must provide the SPC chair with a list of any witnesses they may have, in writing, no later than one business day before the meeting date. The student is responsible for ensuring the presence of witnesses at the meeting. Witnesses will be called in individually to be questioned by the SPC and provide any statements. Witnesses may be asked to remain outside of the meeting room for later recall. The student will not be present during the questioning of any witnesses.

The SPC will have the option of calling any witnesses. The chair will dismiss the student and any witnesses and close the meeting for discussion.

- f. The dean will review the SPC's recommendation. The dean shall have the authority to refer the matter back to the SPC, depart from the recommendation of the SPC, or accept the recommendation of the SPC. The student shall then be notified of the dean's decision 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 decision of the dean is final, except in cases of repeat of didactic, laboratory, and clinical courses; 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 the section on Appeals Board in the student handbook). Students have the right to appeal as described above, within five business days of notification from the dean or designee. The request for appeal must follow the procedures outlined in the CDM's section titled Appeals Board. Any substantiated disciplinary records will be maintained in the student's permanent file.
- g. 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.
- h. In the event that either the assistant dean of Admissions, Student Affairs and Services, or the assistant dean of Academic Affairs is unavailable, the dean of the CDM may, at the dean's discretion, appoint a designee to fulfill the dean's responsibilities related to the student disciplinary process, or

assume the dean's responsibilities. If the chair of the SPC is unavailable, the chair's responsibilities will be assumed by another member of the SPC, subject to approval by the dean.

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

F. Graduation Requirements

To receive a D.M.D. degree from the CDM, every student must

- be of good moral and ethical character
- have demonstrated the ethical, personal, behavioral, and professional qualities deemed necessary for the successful and continued study and practice of dental medicine, including sound judgment and decision-making
- have successfully passed all required courses in the predoctoral curriculum, including electives and honors courses
- have demonstrated learning on an ongoing and full-time basis through the last day of the student's predoctoral program (this includes evidence of the student's ongoing participation in continued and comprehensive patient care, as well as attendance to all classes)
- have successfully completed all clinical requirements and competency examinations
- have completed all coursework and courses in the CDM within four years from the date of matriculation (under extenuating circumstances and at the discretion of the dean, the student will be allowed a maximum of five years from the date of matriculation to complete all coursework and courses)
- have successfully completed all assigned curriculum requirements for the D.M.D. degree with a GPA of C (2.0) or higher for students graded on the alpha letter system
- have passed the Integrated National Board Dental Examination (INBDE), or CDM-designated comprehensive exam
- have satisfactorily met all financial and library obligations
- have attended in person the commencement program at which the D.M.D. degree is awarded
- have complied with any other university or HPD graduation requirements

Degrees 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 members believe the student has attained sufficient maturity of thought and proficiency. Matriculation and enrollment do not guarantee the issuance of a degree without satisfactorily meeting the aforementioned curriculum and degree 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.

Predoctoral Preclinical and Clinical Education

A predoctoral student enrolled at NSU's CDM is not a licensed dentist and, therefore, is legally and ethically not permitted to independently practice dentistry. A student may be involved in the care of a patient, but only under the direct supervision of a clinical faculty member. 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. Students must have health insurance. Furthermore, students must have received all required immunizations and related testing. Documentation of this information must be on file with the college's Office of Student Services prior to entering clinical training.

Students are required to adhere to all policies found in the *NSU CDM Clinic Policy Manual*. The Manual can be found in axiUm and SharkLink, by way of the student's login to these programs.

Breach of the *NSU CDM Clinic Policy Manual* policies may result in disciplinary actions described in this handbook, up to and including dismissal.

A. Responsibilities and Duties

Students in preclinical and clinical training will be responsible at all times to their clinical supervising faculty members and the director of clinics. In addition, all 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 supervising faculty members and/or the director of clinics.

Students must refer to the *NSU CDM Clinic Policies and Procedures Manual* for the college's specific clinical policies and protocols. It is important to note that clinic policies, protocols, clinic requirements, assignments, and competency examinations are subject to change as per the director of clinics and the section chairs, where applicable.

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 assistant dean of Academic Affairs. The student may not be able to participate in clinical activities and/or render patient care until such time written documentation is received from the student's licensed health care provider or physician indicating that the medication or treatment will not affect the student's ability to meet the Core Performance Standards to allow the student to safely deliver patient care.

B. Title

Predoctoral students will use the title *student doctor* when working with patients. Students may not use the title dentist, doctor, D.M.D., or D.D.S. at any time prior to their dental degree conferral.

Code of Behavioral Conduct

A. Code of Behavioral Conduct Policies

The CDM's Code of Behavioral Conduct does not replace or take precedence over the Nova Southeastern University 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 predoctoral students enrolled in the college:

- Students enrolled at NSU 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 and required.
- Dental 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 dental student and/or conduct that is violative of 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 or faculty and staff member who knowingly or directly observes academic dishonesty is obligated to report this observation. 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 predoctoral student violation of the Code of Behavioral Conduct to the SPC 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. At the discretion of the academic program, violations of college or university conduct/behavioral policies may be referred to the NSU dean of students to be addressed under the conduct procedures detailed in the NSU portion of this handbook.

Oath of Academic and Professional Conduct for Students in NSU's CDM

Each matriculating class of students in NSU's CDM will recite their Class Oath at the White Coat Ceremony marking their readiness to tread the path leading to the D.M.D. degree. By reciting their own oath, students will pledge to adhere to the tenets of their oath throughout dental school, in all settings that reflect upon the integrity and suitability of the student to practice dental medicine. Successful progression through the curriculum and graduation with the D.M.D. degree are contingent upon the student's adherence to the oath.

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

1. Professional Attributes

Students of NSU CDM are expected at all times to behave in a way exemplifying the following professional attributes, which have been identified by the faculty members 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 and staff members, and administrators should be guided by the highest ethical and professional standards.

NSU faculty members 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 and 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 members and academic administrators. Examinations and assignments should be conscientiously designed, and all student work should be evaluated with impartiality.

NSU faculty members and administrators should be available to counsel students about academic matters, career choices, and professional interests. In performing this function, NSU faculty members 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 members and administrators should inform students concerning the possibility of such disclosure.

Professionalism is one of the required competencies NSU CDM students must acquire and demonstrate. During the four years of dental school, development and demonstration of professional behavior is monitored by the faculty members. Formative assessment of professionalism is evaluated during the D.M.D. program. Summative evaluation of professionalism by faculty members is included in determination of passing grades for all courses.

In conferring the D.M.D. degree, Nova Southeastern University certifies that the student is prepared to enter the challenges of advanced education or dental practice. The D.M.D. 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 members. 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 evidence a 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 core competency of professionalism. The SPC may review allegations of conduct that, in its judgment, indicate an academic deficiency and, if a deficiency is found, may dismiss the student. An SPC 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, and 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 dental medicine 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 college. 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 nova.edu/student-handbook.

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 answers; releasing or selling unauthorized course material; submitting any assignment or project (written, preclinical, laboratory, clinical, other) that the student did not personally carry out; aiding, abetting, or 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 SPC 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 SPC in matters relevant to academic dishonesty.

Any report of student academic dishonesty will be investigated. The report and result(s) of the investigation will be maintained in the student's academic file in the CDM Office for Academic Affairs.

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, faculty member, 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 randomly checked for plagiarism.

Students are required to abide by the following statement, which is included in all CDM course syllabi:

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

Unless advance written permission is obtained from the CDM dean's office, the posting of any photographs, audio or video recordings of any kind, taken in classrooms, laboratories, clinics, administrative areas, or grade postings is expressly prohibited.

5. Predoctoral Student Attendance Policies

CDM policy, as approved by the dean and faculty members, states that **100 percent attendance is required** in all laboratory sessions, assigned clinic sessions, clinical rotations, seminars, and orientations. Attendance in lecture classes is described in the following paragraph.

a. Policy Regarding Attendance in Lectures, Seminars, or Classes

- Mandatory attendance requirement for lecture classes must be clearly stated in the respective course syllabus.

If lecture class attendance is designated as "not mandatory," students are still responsible for all learning content in an ethical and professional manner. Course directors and/or supervising faculty member or designee are not obligated to repeat, record, post, disseminate, or reteach

course content to students who elect not to attend class. This policy does NOT apply to class sessions where exams or quizzes are given. Attendance to class sessions in which exams or quizzes are given is mandatory.

If lecture class attendance is designated as “mandatory,” the Policy Regarding Unexcused Absences will apply.

- Granting of excused absence(s) is at the discretion of the assistant dean of Admissions, Student Affairs and Services, and must also be communicated by the student to the course director, clinic director, or designee. Required supportive documentation is to be provided to the Office of the assistant dean of Admissions, Student Affairs and Services when the student is requesting excused absence(s), within three business days of the absence.
- Students seeking excused absences shall communicate with the Office of Admissions, Student Affairs and Services to request excused absences, within three business days of the absence, per CDM policies, documentation, and process. Time off for professional-related needs may be considered on an individual basis. The assistant dean of Admissions, Student Affairs and Services determines, in the assistant dean’s sole discretion, whether an absence is considered excused.
- Certain special circumstances that warrant extended leaves of absence may require the course directors and/or clinic director to consult with the Office for Academic Affairs. These include, but are not limited to
 - maternity leaves of absence
 - student externships
 - educational meetings authorized by the dean
- For any absence, whether excused or unexcused, the student is responsible for making up all work that is missed.

b. Policy Regarding Attendance to Laboratory, Clinic, or Clinical Rotations

All excused absences in a clinical rotation course must be managed according to the policies of the course, as stated by the course director in the respective course syllabus.

c. Policy Regarding Unexcused Absences from Laboratory, Clinic, or Clinical Rotations

It is important to note that the academic year consists of three semesters—summer, fall, and winter.

i. Unexcused Absences from Lecture Sessions Only

For each course, unexcused absences will be treated as follows:

- first unexcused absence/semester—no grade penalty
- second unexcused absence/semester—5-point deduction in final course grade. For letter grades, this deduction will result in a lower letter grade accordingly
- third unexcused absence/semester—10-point deduction in final course grade. For letter grades, this deduction will result in a lower letter grade accordingly

- fourth or more unexcused absence/semester—automatic course failure with a grade of *F*, maximum grade of *C(E)* after successful remediation

ii. Unexcused Absences from Clinic

For each clinical session, unexcused absences will be treated as follows:

- Attendance to all assigned clinic sessions is mandatory through the last day of the student's predoctoral program.
- Missing any clinic session based on an unexcused absence is considered an academic deficiency and unprofessional behavior. The absence will be addressed in the following manner: a written report of the student's deficiencies shall be completed by the student's supervising clinic faculty member/team leader/designee and submitted to the associate dean of Clinical Services.
- Should the student receive one written report of an unexcused absence from clinic sessions at any time during a semester, the associate dean of Clinical Services will refer the student to the SPC for further review and possible disciplinary action, which may result in the loss of clinic privileges.

iii. Unexcused Absences from Clinical Rotations and Laboratory Courses

- Attendance to all assigned rotations and laboratory sessions is mandatory, including any/all clinic sessions in the rotation.
- One unexcused absence to a clinic rotation or laboratory session—Missing a clinic rotation or laboratory session based on an unexcused absence is considered unprofessional behavior and will be addressed in the following manner. A written report of the student's behavior will be completed by the course director and reviewed with the student in the presence of the department chair or designee. In addition, the student will receive a 10-point deduction to the final course grade if the course is a numerically graded clinic rotation or laboratory course, or a full letter grade deduction if the course is graded on a letter grade basis (e.g., *B* to *C*). If the course is graded on a Pass/Fail basis, the student will receive a failing grade of *F*, with a maximum grade of *RP*, after completion of additional assignments, as per the course director.
- Two or more unexcused absences to clinic rotation sessions or laboratory courses—Missing clinic rotations or laboratory sessions based on unexcused absences is considered unprofessional behavior and will be addressed in the following manner. A written report of the student's behavior will be completed by the course director and reviewed with the student in the presence of the department chair or designee. This will result in referral to the SPC and may result in further disciplinary action. In addition, for courses graded numerically, the student will receive a failing grade of *F* with a maximum grade of *C(E)* if the student passes the failed course after successful remediation. For clinic rotation courses or laboratory courses graded on a Pass/Fail basis, and for these courses graded on the alpha letter grade basis, the student will receive a failing course grade of *F*, with a maximum grade of *RP* or *C(E)*, respectively, if the student passes the failed course after successful remediation.
- The remediation assignment will be determined by the course director.

iv. Unexcused Absences from Class-Related or Clinic-Related Orientation or One-Time Sessions

- Attendance to any/all class-related or clinic-related orientation or one-time sessions is mandatory.

- For courses graded numerically (i.e., from 0–100), an unexcused absence to any/all assigned class-related or clinic-related orientation or one-time sessions will result in a failing course grade of *F*, with a maximum grade of *C(E)* if the student passes the failed course after successful remediation. The remediation assignment will be determined by the course director.
- For courses graded on a Pass/Fail or letter grade basis, an unexcused absence to any/all assigned class-related or clinic-related orientation or one-time sessions will result in a failing course grade of *F*, with a maximum grade of *RP* or *C(E)*, respectively, if the student passes the failed course after successful remediation. The remediation assignment will be determined by the course director.

v. Unexcused Absences from Preclinical Laboratory Rotations

- One unexcused absence—The student will receive a 15-point deduction in the final course grade if the course is a numerically graded course. For letter grades, this deduction will result in a lower letter grade accordingly. If the course is graded on a Pass/Fail basis, the student will receive a failing grade of *F*, with a maximum grade of *RP* after completion of additional assignments as per the course director. If the course is graded on the alpha letter grade basis, the student will receive one alpha letter grade lower on the letter grade scale (example: an earned grade of *B* will become a *B-*).
- Two or more unexcused absences—For courses graded numerically, the student will receive a failing course grade of *F*, with a maximum grade of *C(E)* if the student passes the failed course after successful remediation. For courses graded on a Pass/Fail or letter grade basis, the student will receive a failing course grade of *F*, with a maximum grade of *RP* or *C(E)* respectively, if the student passes the failed course after successful remediation.
- The remediation assignment will be determined by the course director.

vi. Combination Courses Referred to in Sections iii, iv, or v (Clinical Rotations, Orientation or One-time Sessions, Preclinical Laboratory Rotations)

- Attendance to all assigned rotations, class sessions, laboratory sessions, and/or orientations is mandatory.
- For courses graded numerically (i.e., from 0–100), one unexcused absence to any of the sessions in the course schedule, of any type, will result in a failing course grade of *F*, with a maximum grade of *C(E)* if the student passes the failed course after successful remediation. The remediation assignment will be determined by the course director.
- For courses graded on a Pass/Fail or letter grade basis, one unexcused absence to any of the sessions in the course schedule, of any type, will result in a failing course grade of *F*, with a maximum grade of *RP* or *C(E)* respectively, if the student passes the failed course after successful remediation. The remediation assignment will be determined by the course director.

6. 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.

7. 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, clinic site, or activity resulting in an unexcused absence for the day.

Questionable or disputed cases of dress or grooming shall be presented to the assistant dean of Admissions, Student Affairs and Services, 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 should be worn at all times for university and program events when scrubs are not appropriate.

For all Predoctoral Dental Students:

- Each entering predoctoral dental class is assigned a specific colored-matched scrub set by the dean of the CDM. Students are required to have their name and other information embroidered on these scrub sets, as instructed by the CDM Office of Student Services. 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. For off-campus events, professional attire can be worn in place of scrub sets.
- 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 are 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 ID 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 piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible 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
- 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

8. Failure to Report a Violation

Every member of the CDM community (i.e., students, administrators, faculty members, and employees) has the duty to report a predoctoral student violation of the Code of Behavioral Conduct to the SPC 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.

9. 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.

10. 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.

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 for Code of Behavioral Conduct Violations

General Information

As stated previously, the SPC shall have nonexclusive authority to evaluate all alleged predoctoral 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 SPC'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 SPC Meeting Protocols and Process for further information concerning the procedures relating to the SPC.

Academic, Behavioral, and Disciplinary Actions

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

A. Disciplinary Actions

1. Verbal 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. The student will be required to sign a document in which the censure is explained. Copies of the document will be given to the student and placed in the student's file.

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 the student 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 can have special requirements that must be complied with by the student.

When a student is placed on probation, the student will be notified by the assistant dean of Academic Affairs, 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 the dean 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 Nova Southeastern University 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 the 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 the probation, actions may be taken up to, and including, dismissal from the CDM.

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

- a student is maintaining two or more concurrent failures in classroom/laboratory/clinical courses
- a student has not remediated failures in a timely manner, is repeating a course, is repeating an entire academic year, or is otherwise not making satisfactory progress toward meeting degree 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 additional requirements, the SPC may recommend to the dean to remove the student from probation.

6. Repeat of Didactic, Laboratory, and Clinical Courses

The SPC may make a recommendation to the dean to require a predoctoral student to repeat the previous academic year in its entirety and pay full tuition for the repeated year. If the SPC recommends to the dean that a predoctoral student repeat the previous academic year in its entirety, the student may be required to wait 12 calendar months from the date of the dean's decision before repeating the academic year.

A student who fails any repeated course or any course in a repeat year may be subject to disciplinary action up to, and including, dismissal from the college.

7. Extension of Program Length

The SPC may make a recommendation to the dean to require a predoctoral student to extend the length of the student's program beyond the four-year requirement due to extenuating circumstances, as described under the Graduation Requirements section of this student handbook. If this occurs, the student will be responsible for paying a prorated tuition for the amount of additional time that the student is enrolled in the predoctoral program. For instance, the SPC may recommend extending the length of a student's academic program for three months beyond graduation to remediate any deficiencies in fulfilling the graduation requirements.

If the student does not remediate any such deficiencies within the extended time frame, the SPC 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 in the program until the student corrects the academic or behavioral deficiencies, at which time the student will be recommended for graduation. Accordingly, the student will be responsible for paying a prorated tuition for the amount of additional time that the student is enrolled in the predoctoral program for purposes of correcting any deficiencies in the student's program work required for graduation.
- Any disciplinary action may be recommended to the dean by the SPC, 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 the program cannot be utilized to change or interrupt the sequence and curriculum of the program.

8. 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 three business days (excluding official school holidays and weekends) from the date of suspension. While appealing a suspension, a student may continue to attend classes and take all examinations in the usual manner.

Suspension is included in the calculation of the program-length time limit for completing all predoctoral graduation requirements.

During the time of a suspension, the student may be directed to comply with specific requirements and/or seek and carry out specific actions that are meant to rehabilitate or monitor the student. These requirements may include, but are not limited to, counseling or treatment. Additionally, prior to being reinstated from a suspension, the student may be required to submit appropriate documentation to the dean verifying completion or satisfaction of any such requirements. Depending on the nature and circumstances of the student's policy violation, this required documentation may include, but is not limited to, 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 *NSU CDM Student Handbook* and that the student's physical and mental health is sufficient to permit the student to continue with the dental education.

9. 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 predoctoral student who chooses to appeal a dismissal must do so, to the chair of the Appeals Board, within three 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 predoctoral student may be dismissed from the CDM include, but are not limited to

- a. failure of three or more classroom /laboratory/clinical courses during the entire term of a student's predoctoral program, regardless of whether or not the student has successfully remediated any of these course failures
- b. if a student does not successfully remediate all course failures prior to the beginning of the fall semester of the next academic year (i.e., if the student fails a course remediation or does not complete remediation of a failed course)
- c. if a student repeats a failed course and fails the course again
- d. if a student repeats an academic year and fails one or more courses during that year
- e. if a student fails one or more courses while on probation or otherwise violates the terms of a probationary period
- f. if a student exceeds the program-length time limit for completing all graduation requirements
- g. if, in the opinion of the dean, circumstances of a legal, moral, behavioral, ethical, or academic nature warrant such action
- h. 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

Any student who is dismissed or withdraws from the CDM will not be eligible for reapplication or readmission.

Grievances and Appeals

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 or state-protected discrimination. In all appeals regarding a grading dispute, the decision of the assistant dean of Academic Affairs 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 predoctoral 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 instructor
- b. course director
- c. department chair
- d. assistant dean of Academic Affairs (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 expeditiously as possible. If the student is not satisfied with the decision, the student may appeal to the next administrative level.

If the student chooses to continue 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 predoctoral student seeking to appeal a decision regarding a clinical course/rotation grade should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

- a. clinical course director or rotation director
- b. CDM department chair
- c. assistant dean of Academic Affairs (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, the student 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 predoctoral students have the right to file a grievance as set forth in the following policies. If the grievance is related to perceived discrimination, please refer to the University's Equal Employment Opportunity/Nondiscrimination Policy in the university-wide section of this handbook for further information. The nongrade-related grievance procedure, not related to perceived discrimination, applies as follows:

1. The student will present the grievance to the assistant dean of Admissions, Student Affairs and Services, 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 SPC.
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 of Admissions, Student Affairs and Services, who will present it to the chair of the SPC.
5. The chair of the SPC 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. If a student has been properly notified to appear at the SPC and fails to appear, it can be considered that the student has forfeited the right to appear at the meeting, and the committee members 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 SPC, the student will be afforded a full and fair opportunity to present the grievance and to respond to relevant questions posed by members of the committee.
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.

10. If the student is still not satisfied, the student 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 three 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 SPC and must state the specific redress desired.

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/or 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, the 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, the 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 three 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 of 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 associate dean of Academic Affairs for 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 SPC 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 of Admissions, Student Affairs and Services, the chair of the SPC, and the assistant dean of Academic Affairs, based

on their participation in the SPC, 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 predoctoral 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 the student has forfeited the 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 the student 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, the HPD, and/or the CDM in making decision(s)/recommendation(s) will be considered.
- The student will be present only during the student's testimony. The student is not permitted to be present during the questioning of any witnesses or to question any witnesses 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 the appeal, provide statements, summarize the student’s 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 Appeals Board decision will depend upon the following criteria:
 - Does the student present new, relevant evidence that was not available during the investigation or adjudication and that would substantially alter the outcome of the case?
 - Is there information that the applicable College of Dental Medicine’s procedures, policies, and processes were not followed, and the deviance would substantially alter the outcome of the case?
- 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 SPC 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, the chair’s responsibilities will be assumed by a member of the Appeals Board, subject to approval by the dean.

Related Educational Programs

All policies in the handbook apply to students participating in related educational programs.

D.M.D./M.B.A. Program

A Doctor of Dental Medicine (D.M.D.)/Master of Business Administration (M.B.A.) dual degree is available to students who are in good academic standing and have completed the first semester of their first year in the predoctoral program. The H. Wayne Huizenga School of Business and Entrepreneurship administers the M.B.A. degree. Students may contact the Huizenga School program representative for details about this program. Final decisions regarding a predoctoral student's participation in this dual-degree program are at the dean's discretion.

D.M.D./M.H.L. Program

Students in good academic standing matriculated at the CDM may, with the permission of the dean, apply for admission to the Nova Southeastern University Shepard Broad Law Center for the 30-credit Master of Health Law (M.H.L.) program. This program, which is available to students who have completed their first year in the predoctoral program, is designed to prepare future dentists to identify legal issues within their health professional responsibilities. The program will provide students with in-depth knowledge of the laws and regulations governing dental care and health professional practice. Students who complete the D.M.D./M.H.L. dual degree will also be uniquely qualified for leadership positions in managed health care environments, as well as other organizations and programs that continue to evolve in the complex world of health care.

D.M.D./M.P.H. Program

An academic track leading to the Master of Public Health (M.P.H.) degree combines specialized knowledge in public health with the Doctor of Dental Medicine curriculum. This combined program, which will enhance students' career prospects in government and private health care enterprises, will require 6 to 12 months of additional study beyond the four years needed for the D.M.D. degree. With the dean's permission, predoctoral students may apply for this program upon successful completion of the first dental school year.

Master of Dental Science (M.D.S.) Certificate Program

M.D.S. Core Performance Standards for Admission and Progress

Candidates for the M.D.S. program must have 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. Candidates and students should be able to comprehend three-dimensional relationships and 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.

Interpersonal Communication

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

Motor Skills

Candidates and students must have sufficient motor function to execute movements reasonably required to use various pieces of equipment. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

Strength and Mobility

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

Hearing

Candidates and students must have sufficient auditory ability to monitor and assess health needs.

Visual

Candidates and students must have visual ability sufficient for observation, evaluation, and treatment integration. Students must be able to see fine detail; focus at a variety of distances; and discern differences and variations in color, shape, and texture that are necessary to differentiate normal and abnormal soft and hard tissues.

Tactile

Candidates and students must have sufficient tactile ability for physical assessment, directly by palpation and indirectly by sensations transmitted through instruments.

Sensory

Candidates and students must be able to acquire a predetermined level of required information through demonstrations and experiences in basic science courses. Such information includes, but is not limited to, information conveyed through a) physiologic and pharmacologic demonstrations, b) microscopic images of microorganisms and tissues in normal and pathologic states, and c) demonstration of techniques using anatomical models. Students must be able to acquire information from written documents and evaluate information presented as images from digital platforms, paper, films, slides, and/or video.

Behavioral and Social Attributes

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

Student Affairs

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:

- Students can access their own Canvas profile, 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 students by access to their own Self-Service Banner profile.
- Grades may be provided by the course director to each individual student.

B. Technology Resources for Students

The NSU home page is nova.edu. The M.D.S. home page is dental.nova.edu/mds.

Self-Service Banner

The Self-Service Banner website is ssb.nova.edu. The Self-Service Banner help desk can be reached at pinhelp@nsu.nova.edu or (954) 262-4850/800- 541-6682, ext. 24850. Once students are admitted to the M.D.S. program, 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's OIIT uses the Office 365 cloud-based platform. Information is available at nova.edu/oit/office-365/index.html. Additional information and assistance may be available from the CDM's director of Informational and Instructional Technology at 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 members to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. 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. Students must use their NSU email and password to log on to their courses posted on Canvas. Canvas can be accessed through sharklearn.nova.edu. 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.

Distance Education Policy

NSU and the CDM employ several student authentication processes across all NSU sites to protect student/resident privacy and ensure that all official student and faculty members face-to-face and distance education transactions are valid, reliable, and meet all the required privacy federal and local laws, such as FERPA. Violation of the information presented in this document and in the NSU University Computer and Telecommunications Use Policy (see section A.11 in the NSU portion of this handbook), which provides guidelines for the appropriate and inappropriate use of the computing resources of NSU, could result in the temporary or permanent denial of access to any and all NSU computing resources, and appropriate disciplinary actions may be taken, up to, and including, dismissal. The computing resources of NSU and the CDM are intended to be used for their programs of instruction and research and to conduct the legitimate business of the university. In addition to the policy contained herein, usage is in accordance with 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. Moreover, the NSU Web Privacy Policy, updated April 19, 2018, acknowledges the privacy and recognizes the importance of students' personal information. This privacy policy describes the NSU practices in connection with information NSU may collect when students access any nova.edu website (site). By using the NSU site, the student consents to the collection and use of the information described in this privacy policy, for example, name, address, or telephone number. A copy of the NSU Web Privacy Policy is available at nova.edu/privacy.html. NSU and the CDM employ technologies and/or applications for managing student and patient information, teaching, instruction, student assessment, and for building and managing online surveys and databases, and are covered under the NSU policy A.11 University Computer and Telecommunications Use Policy. Such technologies and/or applications include

- the student-management information system, Self Service Banner (SSB), © 2020 Ellucian Company L.P. and its affiliates
- Canvas, a learning management platform
- Examsoft/Examplify, an online examination administration platform
- AxiUm, a HIPAA-compliant, ONC-ATCB certified system that includes electronic health record (EHR), as well as billing and practice management applications
- Zoom, a cloud-based video conferencing system
- videoconferencing and online media features
- REDCap, a secure web application for building and managing online surveys and databases
- SharkLink, a web-based platform that serves as a common gateway for communication, access to other web-based applications (via a secured, single sign on), and other useful links and documentation for students and faculty and staff members

These technologies and/or applications and their intended use can be updated as needed. They are, however, covered under the NSU policy A.11, the NSU Web Privacy Policy, and the CDM Distance Education Policy.

NSU and CDM Distance and Traditional Education Systems and Processes for Securing Student/Resident Identity and Privacy

The following systems and processes will be used to secure that the student who registers for a course is the student attending, submitting the required coursework, and receiving academic credit for the course:

- The student-management information system, Self-Service Banner (SSB), © 2020 Ellucian Company L.P. and its affiliates. M.D.S. students will use SSB to register online for classes, view grades and transcripts, and pay tuition and fees. For students to access SSB, they must enter an input user ID (N-number) and PIN that is unique for each student. The PIN contains eight alphanumeric characters.
- The oversight of the student registration, course attendance, awarding course credits, and auditing student records for degree conferral is under the oversight of the CDM Office for Admissions, Student Affairs, and Services (OASAS) in conjunction with the NSU Office of the University Registrar. OASAS employs Banner reports to secure that students are officially registering, and provides support to students who encounter problems with the online registration process.
- A requirement for all university-student transactions, such as course enrollment and access, is the use of the NSU ID card, the SharkCard. An NSU SharkCard is issued when a student first enrolls at NSU. The SharkCard is the official identification card and is valid if—and as long as—the student is enrolled at the university. A photo ID (e.g., license, state ID, passport) must be shown before an NSU SharkCard is issued. The name printed on the NSU SharkCard is the individual's official name as recorded in the NSU database. The NSU SharkCard card must always be carried and presented and/or surrendered to university officials upon request. All M.D.S. students must wear their NSU SharkCards, which are scanned in many of the predoctoral courses to record students' daily attendance.
- The roster reconciliation process is initiated by the NSU Office of the University Registrar. During the first two weeks of each semester, course directors are required to verify that each student who registered for a course is in attendance.
- Course directors must record daily attendance in all daily academic activities to demonstrate that students have participated in a face-to-face class activity or were otherwise engaged in an academically related online activity.
- Among the distance-learning tools that the university and the CDM employ are several web-based systems, including Canvas, a learning-management platform; Examssoft/ Exemplify, an online examination administration platform; AxiUm a HIPAA-compliant and ONC-ATCB certified system that includes electronic health records (EHR); billing and practice-management applications; Zoom, a cloud-based videoconferencing system; videoconferencing; and online/media features.
- The NSU official videoconferencing application, Zoom, has been interfaced in Canvas. To enter the Canvas course website, students must log on using their NSU-assigned username and password. Moreover, to join any Zoom meeting hosted by a course director, students will have to preregister

using their official name, as displayed in their NSU SharkCard, and are required to wear their NSU SharkCard, visible to the course director, during the meeting. During Zoom meetings and for the record, students are directed to enable their webcams at different intervals to obtain a visual print of each student in attendance. All Zoom meetings will be recorded and archived.

- Course directors are required to reconcile the visual prints captured in the first Zoom meeting, with the official student pictures, hosted in the CDM SharkLink NSU official website. Course directors will repeat this student-verification process throughout the duration of the course. Course directors will report any inconsistencies to the CDM Office for Academic Affairs (OAA).

Course Evaluations

The web page for course evaluations is nova.edu/online_evaluations. NSU 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.

ExamSoft

- ExamSoft and Canvas employ several student-authentication options designed to minimize and deter student misconduct in an online environment. Specifically, ExamSoft includes features, such as account management, exam creation, and delivery functionalities that enable exam takers to securely take examinations downloaded to their own laptop computers by blocking access to files, programs, and the Internet during an exam. ExamSoft collects and stores user data in a highly secured manner. Specifically, the user data is collected when the user registers to create an account and when the user uses ExamSoft to complete an examination. The information collected includes, but is not limited to, username, student or registrant identification number, phone number, email address, answers, and other assessment content. Moreover, ExamSoft collects information about the makes and models of computers used by exam takers, device identification numbers, types and versions of software used by exam takers, and security and software performance-related information, such as keystroke data.
- Course directors will retrieve the student’s action log to identify lapses of time where the student did not enter any response in the system. These lapses of time, if inconsistent with other portions of the test, are explored to determine if there is a need to contact the student to go over the exam time inconsistencies.
- Course directors must report to the OAA any incidents that might be a violation of the CDM Ethical Policies and Procedures.

C. Fees and Expenses

(Fees subject to change)

Fees

Access Fee (fall semester only).....	\$145
NSU Student Services Fee (per semester).....	\$600

Academic Affairs

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

Documentation placed in the student's record will be maintained in the CDM's Office for Academic Affairs. In addition, a student's official academic record is maintained in the university's Office of the University Registrar. Any students requesting a copy of their official record must contact the registrar.

3. Course Syllabi

To facilitate clear communication between students and faculty members about course content, NSU requires that each course have a course syllabus containing specific information about the course structure. In advance of each course or other unit of instruction, students will be provided written information about the goals and requirements of each course, the nature of the course content, the method(s) of evaluation to be used, and how grades and competency are determined, using the Standardized NSU and CDM Syllabus Template provided by the CDM Office for Academic Affairs and accessed through the Canvas platform in SharkLink.

4. 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 improve their teaching strategies.

5. 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.

NSU CDM, in cooperation with the Martin and Gail Press HPD Library staff members, includes courses in the academic program that provide students with information on conducting online electronic searches in health care databases and other related topics.

6. Grades

At the completion of each course, the course director will have the responsibility for posting students' grades in Canvas and submitting grades to the college's Office for Academic Affairs. Successful completion of each CDM course requires compliance with the CDM Code of Behavioral Conduct. Each department has also established criteria to achieve grade levels in the respective department. This information is available to students from each of the college's academic departments. As such, the M.D.S. grade format is the following:

Percentage Range	Letter Grade	Equivalent on 4.0 Scale
93-100	<i>A</i>	4.00
90 to < 93	<i>A-</i>	3.75
86 to < 90	<i>B+</i>	3.50
83 to < 86	<i>B</i>	3.00
80 to < 83	<i>B-</i>	2.75
76 to < 80	<i>C+</i>	2.50
70 to < 76	<i>C</i>	2.00
< 70	<i>F</i>	0.00

7. Withdrawal

Withdrawal is a voluntary resignation by the student, in writing, to the dean via certified mail, or NSU-to-NSU email, under which the student surrenders all rights and privileges as a student in the M.D.S. Additionally, a student who does not register and/or attend classes, laboratory, for three 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 the intention to continue studies, shall be considered withdrawn from the program.

A student's written withdrawal or an absence of three consecutive business days without written notification to the dean's office is considered as permanent withdrawal and not reversible. To withdraw from the program, the student must also contact the Office of CDM Student Services to complete the required documents.

- Students withdrawing from the program before the end of the drop/add period has ended, as published by the NSU Office of the University Registrar, will have the courses of that same semester removed from the student's transcript.
- Students withdrawing from the program after the drop/add period, as published by the NSU Office of the University Registrar, will receive a transcript notation of withdrawn (*W*) for courses in that same semester on the student's transcript.
- Students withdrawing from the program without submitting and/or completing the required documentation may receive a failing grade for the courses in the semester during which they are withdrawing.

No withdrawals are allowed once there are only three weeks left in a course/semester. Students failing to complete a course and/or semester at or after this time frame will receive the grade they earned as of their date of withdrawal, in each course.

8. Leave of Absence (LOA)

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment must consult with the Office of Student Affairs to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance. An approved LOA may be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of the University Registrar's website at nova.edu/registrar/policies/leave-of-absence-policy.html.

All leave time is counted toward the completion of the program within a maximum of two years from the date of matriculation into the M.D.S. program.

B. Academic Standing

Students are considered to be in good academic standing when they demonstrate the academic performance level and behavioral policies and protocols in accordance with the NSU Student Handbook.

Academic Standing and Due Process Policies and Procedures

The Student Progress Committee (SPC) is appointed by the dean to monitor student academic and professional standards, as determined by the faculty of the M.D.S. program. Students not in good standing will be invited to meet with the SPC.

Academic Remediation

There is no opportunity to remediate a failed course in the M.D.S. program.

Program Policies

To successfully complete the program, students must

- be of good moral and ethical character
- have successfully passed all required courses in the M.D.S. curriculum
- have successfully completed all assigned curriculum requirements for the M.D.S program with 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 complied with any other university or HPD completion requirements

Policies for Unsatisfactory Performance

Professionalism is one of multiple competencies M.D.S. students must acquire and demonstrate. During an M.D.S. student's course of study, professional behavior is monitored by both the faculty members and students. Formative peer assessment of professionalism may be solicited during the M.D.S. program. Summative evaluation of professionalism by faculty members is included in determination of grades for all courses.

Attitudes or behaviors inconsistent with compassionate care; refusal by, or inability of, the student to participate constructively in learning; derogatory attitudes or inappropriate behaviors directed at peers, faculty or staff members; substance abuse; other unprofessional conduct or other alleged violations of NSU's Code of Student Conduct may indicate unsatisfactory performance in the M.D.S. program's core competency of professionalism. The SPC may review allegations of conduct that, in its judgment, indicate an academic deficiency and, if a deficiency is found, may dismiss the student. An SPC review of a student's academic progress does not preclude an NSU review for student conduct code violations.

Satisfactory Academic Progress (SAP)

Students in the M.D.S. program are expected to complete their program within the following guidelines:

1. A student must complete program requirements within two years of matriculation.
2. A student who takes an LOA must meet all agreed upon terms of the approved leave.

Note: SAP for financial aid eligibility should not be confused with the college's academic policies described here.

Good Standing

A student in good standing

- has maintained the SPC guidelines for satisfactory academic progress
- does not have a current academic deficiency that the committee considers eligible for placement on probation

Academic, Behavioral and Disciplinary Actions

Probation

Probation is defined as a trial period during which a student has the opportunity to demonstrate that the student can effectively cease behavioral misconduct.

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 M.D.S. program. Probation can have special requirements that must be complied with by the student.

When a student is placed on probation, the student will be notified by the assistant dean of Academic Affairs, 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 the dean 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.

During probation for behavioral reasons, the student must demonstrate appropriate behavioral, professional, and personal good conduct as defined in the conditions of the 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 the probation, actions may be taken up to, and including, dismissal from the M.D.S. program

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

- a student is otherwise not making satisfactory progress toward meeting program 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

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 M.D.S. program. 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 three business days (excluding official school holidays and weekends) from the date of suspension. While appealing a suspension, a student may continue to attend classes and take all examinations in the usual manner.

Suspension is included in the calculation of the program-length time limit for completing the program.

During the time of a suspension, the student may be directed to comply with specific requirements and/or seek and carry out specific actions that are meant to rehabilitate or monitor the student. These requirements may include, but are not limited to, counseling or treatment. Additionally, prior to being reinstated from a suspension, the student may be required to submit appropriate documentation to the dean verifying completion or satisfaction of any such requirements. Depending on the nature and circumstances of the student's policy violation, this required documentation may include, but is not limited to, 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 NSU Student Handbook and that the student's physical and mental health is sufficient to permit the student to continue with the dental education.

Readmission Following Suspension

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

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. An M.D.S. student who chooses to appeal a dismissal must do so to the chair of the Appeals Board within three 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 an M.D.S. student may be dismissed from the M.D.S. program include, but are not limited to

- a. failure of a course
- b. if a student exceeds the program-length time limit for completing all completion requirements, exclusive of any approved leave of absence in good standing

- c. if, in the opinion of the dean, circumstances of a legal, moral, behavioral, ethical, or academic nature warrant such action

Appeals

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 suspension, and/or dismissal from the program, 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, the 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, the 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 three 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 of 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 associate dean of Academic Affairs for 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 SPC 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 of Admissions, Student Affairs and Services, the chair of the SPC, and the assistant dean of Academic Affairs, based on their participation in the SPC, 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 apply to Appeals Board hearings involving predoctoral 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 the student has forfeited the right to appear at the meeting, and the Appeals 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 the student 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, the HPD, and/or the CDM in making decision(s)/recommendation(s) will be considered.
- The student will be present only during the student's testimony. The student is not permitted to be present during the questioning of any witnesses or to question any witnesses 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 the appeal, provide statements, summarize the student's 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, the 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 SPC 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, the chair's responsibilities will be assumed by a member of the Appeals Board, subject to approval by the dean.

Professional Personal Appearance Policy

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

Questionable or disputed cases of dress or grooming shall be presented to the assistant dean of Admissions, Student Affairs, and Services, whose decision shall be final. Repeated violations will be considered improper professional behavior and may result in disciplinary action.

M.D.S. students must comply with the following:

- Students are required to have their name and other information embroidered on these scrub sets, as instructed by the CDM Office of Student Services. 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 M.D.S., HPD, or university-related activity. For off-campus events, professional attire can be worn in place of scrub sets.

- 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.
- 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 are 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 ID 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 piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible 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
- 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

Attendance Policy

M.D.S. program policy, as approved by the dean and faculty members, states that 100 percent attendance is required in all laboratory sessions, seminars, and orientations. Attendance in lecture classes is described in the following paragraph.

Policy Regarding Attendance in Lectures, Seminars, or Classes

- Mandatory attendance requirement for lecture classes must be clearly stated in the respective course syllabus. If lecture class attendance is designated as 'not mandatory,' students are still responsible for all learning content in an ethical and professional manner. Course directors and/or supervising faculty member(s), or designee(s), are not obligated to repeat, record, post, disseminate, or reteach course content to students who elect not to attend class. This policy does NOT apply to class sessions where exams or quizzes are given. Attendance to class sessions in which exams or quizzes are given is mandatory. If lecture class attendance is designated as 'mandatory,' the Policy Regarding Unexcused Absences will apply.
- Granting of excused absence(s) is at the discretion of the assistant dean of Admissions, Student Affairs and Services, and must also be communicated by the student to the course director, clinic director, or designee. Required supportive documentation is to be provided to the office of the assistant dean of Admissions, Student Affairs, and Services when the student is requesting excused absence(s), within three business days of the absence.
- Students seeking excused absences shall communicate with the Office of Admissions, Student Affairs, and Services to request excused absences, within three business days of the absence, per CDM policies, documentation, and process. Time off for professional-related needs may be considered on an individual basis. The assistant dean of Admissions, Student Affairs, and Services determines, in the assistant dean's sole discretion, whether an absence is considered excused.
- Certain special circumstances that warrant extended leaves of absence may require the course directors and/or clinic director to consult with the Office for Academic Affairs. These include, but are not limited to – maternity leaves of absence
 - student externships
 - educational meetings authorized by the dean
- For any absence, whether excused or unexcused, the student is responsible for making up all work that is missed.

Unexcused Absences from Lecture Sessions Only

For each course, unexcused absences will be treated as follows:

- first unexcused absence/semester—no grade penalty
- second unexcused absence/semester—5-point deduction in final course grade. For letter grades, this deduction will result in a lower letter grade, accordingly
- third unexcused absence/semester—10-point deduction in final course grade. For letter grades, this deduction will result in a lower letter grade, accordingly
- fourth or more unexcused absence/semester—automatic course failure with a grade of *F*

Unexcused Absences from Laboratory Courses

- Attendance to all assigned laboratory sessions is mandatory.
- One unexcused absence to a laboratory session—Missing a laboratory session based on an unexcused absence is considered unprofessional behavior and will be addressed in the following manner. A written report of the student's behavior will be completed by the course director and reviewed with the student in the presence of the department chair or designee. In addition, the student will receive a 10-point deduction to the final course grade if the course is a numerically graded clinic rotation or laboratory course, or a full letter grade deduction if the course is graded on a letter grade basis (e.g., *B* to *C*). If the course is graded on a Pass/Fail basis, the student will receive a failing grade of *F*, with a maximum grade of *P*, after completion of additional assignments, as per the course director.
- Two or more unexcused absences to laboratory courses—Missing laboratory sessions based on unexcused absences is considered unprofessional behavior and will be addressed in the following manner. A written report of the student's behavior will be completed by the course director and reviewed with the student in the presence of the department chair or designee. This will result in referral to the SPC and may result in further disciplinary action. In addition, for courses graded numerically, the student will receive a failing grade of *F*.

Combination Courses (Orientation or One-time Sessions, Preclinical Laboratory Rotations)

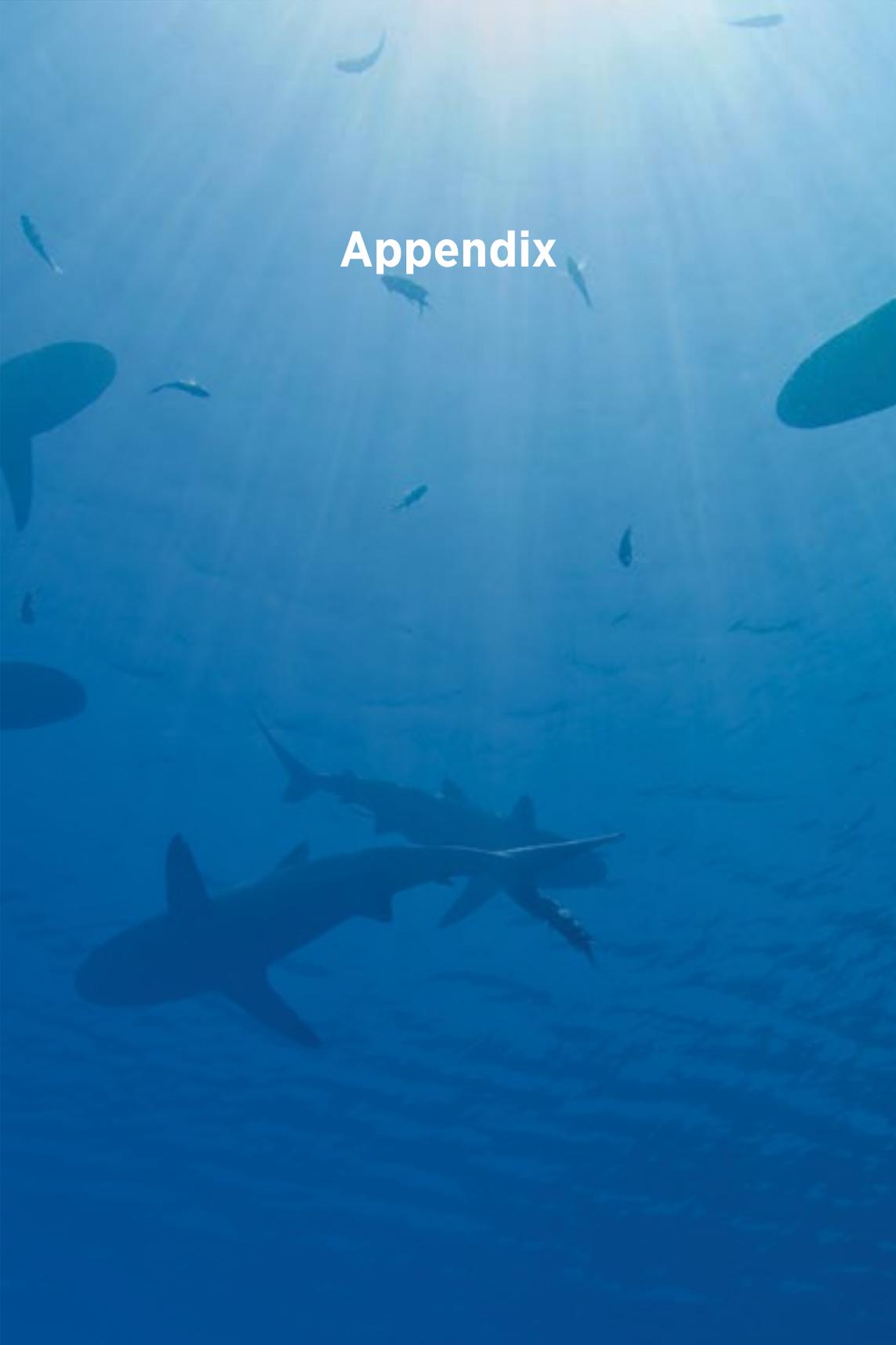
- Attendance to all assigned class sessions, laboratory sessions, and/or orientations is mandatory.
- For courses graded numerically (i.e., from 0-100), one unexcused absence to any of the sessions in the course schedule, of any type, will result in a failing course grade of *F*.

Reservation of Power

The *NSU Student Handbook* is not intended to be a contract or part of a contractual agreement between NSU and the student. The NSU Student Handbook is available online at nova.edu/student-handbook. Changes in the content of the student handbook may be made at any time, by the university, division, or college administration. Whenever possible, adequate notice of anticipated changes will be given to the student. 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.

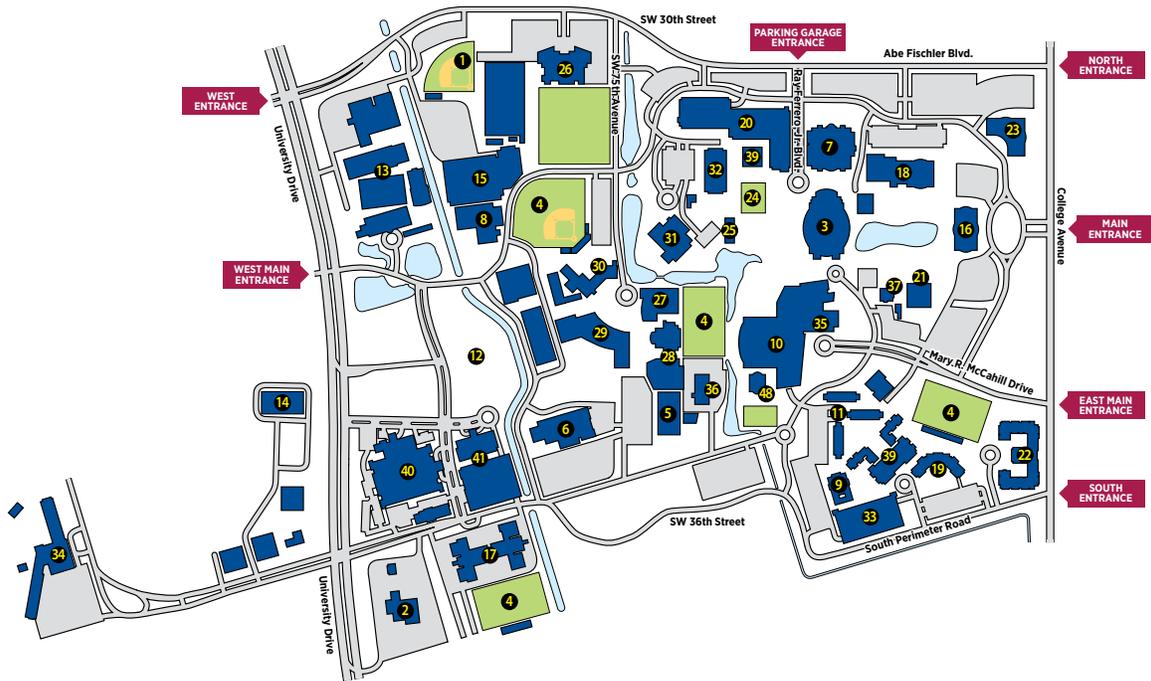
Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications.

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 the judgment of the administration such changes are required in the exercise of its educational responsibility.

An underwater scene with a deep blue background. Sunlight rays stream down from the top center. Several sharks are visible, including two large ones in the lower half and several smaller ones scattered throughout. The word "Appendix" is centered in white text.

Appendix

NSU Fort Lauderdale/Davie Campus Map



A.D. Griffin Sports Complex with Lighted Softball Fields	1	Maltz Building	23
Administrative Services Building	2	Medicinal and Healing Garden	24
Alvin Sherman Library, Research, and Information Technology Center	3	NSU Bookstore	25
Athletics Fields	4	NSU Future Expansion Space	26
Aquatics Complex	5	NSU University School—AutoNation Center for the Arts	27
Campus Support Building	6	NSU University School—Nôel P. Brown Sports Center (North and South Buildings)	28
Carl DeSantis Building	7	NSU University School—Lower School	29
Center for Collaborative Research	8	NSU University School—Middle School (Dauer Building)	30
Cultural Living Center	9	NSU University School—Upper School (Sonken Building)	31
Don Taft University Center	10	Parker Building	32
Farquhar, Founders, and Vettel Apartments	11	Residence Hall Parking Garage	33
Future Site of Academical Village	12	Rolling Hills Apartments	34
Health Professions Division Complex	13	Rosenthal Student Center	35
HPD Annex	14	Shark Athletics Building	36
HPD and Health Care Center Parking Garage	15	Student Affairs Building	37
Horvitz Administration Building	16	The Commons Hall	38
Jim & Jan Moran Family Center Village	17	Tom Panza Science Annex	39
Leo Goodwin Sr. Building	18	HCA Florida University Hospital	40
Leo Goodwin Sr. Hall	19	HCA Florida University Hospital Parking Garage	41
Library and Student Main Parking Garage	20		
Mailman-Hollywood Building	21		
Mako Hall	22		

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

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NSU Florida

**HEALTH PROFESSIONS DIVISION
COLLEGE OF DENTAL MEDICINE PREDOCTORAL DEGREE AND
MASTER OF DENTAL SCIENCE CERTIFICATE PROGRAMS**

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