



**NSU** Florida

2021-2022  
Student Handbook

**DR. KIRAN C. PATEL COLLEGE OF ALLOPATHIC MEDICINE**

# Nova Southeastern University Student Handbook

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

Policies and programs set forth in this handbook are effective through the academic year 2021-2022. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

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

0377-2021-NOM  
0376-2021-NOM  
0549-2021-NOM



# CORONAVIRUS (COVID-19)

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



# Table of Contents

<b>CORONAVIRUS (COVID-19)</b> .....	<b>III</b>	<b>NSU Public Safety Services</b> .....	<b>24</b>
<b>MESSAGE FROM THE PRESIDENT</b> .....	<b>1</b>	<b>Emergency, Hurricane, and Severe Weather Procedures</b> .....	<b>24</b>
<b>FOREWORD/RESERVATION OF POWER</b> .....	<b>2</b>	In Emergency Situations.....	24
Foreword.....	2	Parking and Traffic Policies .....	25
Reservation of Power .....	3	<b>Contact Information for Accrediting and Governing Agencies</b> .....	<b>26</b>
<b>UNIVERSITY VISION STATEMENT, MISSION STATEMENT, AND CORE VALUES</b> .....	<b>4</b>	<b>NSU MD Technical Standards</b> .....	<b>26</b>
Vision 2025 Statement.....	4	Introduction.....	26
Mission Statement .....	4	Technical (Nonacademic) Standards for Admission .....	27
NSU Core Values .....	4	Background Checks/Continuing Duty to Disclose .....	29
<b>COLLEGE-SPECIFIC POLICIES AND PROCEDURES DR. KIRAN C. PATEL COLLEGE OF ALLOPATHIC MEDICINE</b> .....	<b>7</b>	Students with Disabilities .....	29
Introduction.....	9	Academic Accommodation(s) Appellate Process and Guidelines .....	31
<b>Mission, Vision, and Values of NSU MD</b> .....	<b>10</b>	<b>Academic Affairs</b> .....	<b>32</b>
Mission .....	10	Academic Calendar, University Holidays, and Medical Student Schedule Commitments .....	32
Vision and Values.....	10	Academic Evaluation and the Competency-Based Grading System .....	33
Glossary of Terms .....	11	Blocks, Courses, and Clerkships.....	33
NSU MD Facilities.....	13	NSU MD General Competencies.....	33
Medical Library .....	13	NSU MD Grades and Transcript .....	34
<b>NSU MD Office of Student Affairs</b> .....	<b>14</b>	Grades.....	34
Focusing on Medical Student Success and Wellness .....	14	Fail and In Progress Grades in Permanent Student Records.....	35
NSU MD Office of Student Affairs Overview ...	14	NSU MD Assessments .....	35
Professional Staff.....	15	Narrative Assessment of Student Performance .....	35
Medical and M.B.S. Student Well-Being .....	15	Examinations .....	35
Counseling Services for Students.....	16	Required Formative Assessments.....	36
Personal Counseling .....	16	Policy on Recusal from Academic Evaluation of Students by Faculty Members...36	
Professionals Resource Network (PRN) .....	17	United States Medical Licensing Exams (USMLE) Policy.....	38
Academic Counseling.....	18	USMLE Step 1 Examination .....	38
Financial Counseling.....	21	USMLE Step 2 Examinations .....	38
Tuition Refund Policy.....	22	<b>Student Academic Files</b> .....	<b>39</b>
Matriculation Policies.....	22		
<b>NSU Student Medical Center</b> .....	<b>22</b>		
Ziff Health Care Center: Comprehensive, On-Campus Health Care Options .....	23		

Policy on Student Education Records .....	39	K. Due Process/Appeal Procedures .....	55
Request to Amend Contents of Student Education Records.....	40	L. Withdrawal.....	57
<b>University Policies .....</b>	<b>41</b>	M. Probation After Successful Appeal of Dismissal .....	57
<b>Health Professions Division Information and Policies .....</b>	<b>42</b>	N. Conflict of Interest/Recusal /Scope of Review .....	57
<b>NSU MD Policies.....</b>	<b>42</b>	Grade Challenge/Grievance Process.....	58
Standards of Conduct for Students .....	42	Professional Personal Appearance Policy.....	59
Responsibilities of Teachers and Learners.....	42	Dress Code .....	59
Code of Academic and Professional Conduct for Students in NSU MD.....	44	Setting Specific Clothing Standards.....	59
Student Mistreatment Policy.....	44	Personal Grooming and Appearance Guidelines.....	60
1. Preamble .....	44	Attendance Policy .....	61
2. Responsibilities of Teachers and Learners.....	45	Excused Absences.....	61
3. Unprofessional and Abusive Behaviors....	45	Pre-clerkship Unexpected Absences.....	62
4. Policy's Objectives.....	46	Clerkship Unexpected Absences .....	62
5. Actions if Any Students Believe They Have Been Abused or Mistreated.....	46	Planned Absences .....	62
6. Procedure for Handling Complaints of Student Abuse .....	47	Absences for Health Services .....	62
7. Appeals Process.....	48	Fourth-Year Interview Absences.....	62
8. Confidentiality.....	48	Absences for Religious Holidays.....	63
9. Retaliation .....	48	Leave of Absence Policy.....	63
10. False Claims .....	48	Severe Weather Policy .....	64
Promotion and Graduation Standards .....	49	Evaluation Completion Policy .....	64
Promotion .....	49	Our Values .....	64
Curricular Requirements for M.D. Degree ...	49	Mandatory Completion.....	64
Policies for Unsatisfactory Performance .....	49	Confidentiality of all Student Responses.....	65
Academic Remediation.....	50	Quality of Student Responses .....	65
Academic Standards for Students Who Hold Leadership Positions in NSU MD or NSU.....	51	Failure to Complete Assigned Evaluations ...	65
Academic Standing and Due Process		Medical Student Peer Feedback Completion Policy .....	65
Policies and Procedures.....	52	Failure to Complete Assigned Peer Feedback.....	66
A. Satisfactory Academic Progress .....	52	Policy on Substance Abuse .....	66
B. Good Standing.....	52	M.D. Program Policy on Immunizations.....	66
C. Leave of Absence (LOA).....	53	Health Screening.....	67
D. Academic Probation .....	53	Policy on Communicable Diseases.....	67
E. Isolated Deficiency .....	53	Students with Communicable Diseases.....	67
F. Additional Academic Concerns.....	53	Education and Training .....	69
G. Remediation.....	54	Risk of Exposure, Encouraged Disability Insurance, and Mandatory Medical Insurance .....	70
H. Removal of Academic Probation/Return from LOA.....	54	Students with Blood-Borne and Airborne Infections.....	72
I. Suspension .....	54	Workers' Compensation.....	73
J. Dismissal .....	54	Information Technology (IT) Policies.....	73
		NSU-Issued iPads and Laptop Computers...74	
		Personal Devices.....	76

Email Policy .....	77	Professional Personal Appearance Policy .....	87
Social Media Policy .....	77	Dress Code .....	87
Prohibited Use of IT .....	77	Setting-Specific Clothing Standards .....	87
Industry Relations Policy .....	79	Attendance Policy .....	88
Duty Hours Policy .....	79	Excused Absences .....	88
Tuition, Fees, and Expenses .....	80	Unexpected Absences .....	89
<b>NSU MD—Master of Biomedical Sciences (M.B.S.) Program .....</b>	<b>81</b>	Leave of Absence Policy .....	89
M.B.S. Technical (Nonacademic)		Failure to Complete Assigned Evaluations .....	90
Standards for Admission .....	81	Tuition, Fees, and Expenses .....	90
Intellectual, Conceptual, Integrative, and Qualitative Abilities .....	81	<b>Reservation of Power .....</b>	<b>91</b>
Interpersonal Communication .....	81	<b>Acknowledgment of Receipt of Handbook .....</b>	<b>92</b>
Motor Skills .....	81	<b>DIVISION-SPECIFIC POLICIES AND PROCEDURES</b>	
Strength and Mobility .....	81	<b>HEALTH PROFESSIONS DIVISION .....</b>	<b>93</b>
Hearing .....	82	Building Hours .....	95
Visual .....	82	Charges and Payments .....	95
Tactile .....	82	Late Payment Fee .....	95
Sensory .....	82	Tuition Credit Policy—Voluntary	
Behavioral and Social Attributes .....	82	Drops and Withdrawals .....	95
M.B.S. Student Well-Being .....	82	Short-Term Preloans .....	96
Counseling Services for Students .....	83	Martin and Gail Press	
Personal Counseling .....	83	Health Professions Division Library .....	96
Academic Counseling .....	83	Tampa Bay Regional Campus Library .....	98
Financial Counseling .....	83	Lost and Found .....	99
Tuition Refund Policy—M.B.S. Program		Computer Laboratories .....	99
Voluntary Drops and Withdrawals .....	83	Student Lounge/Student Area .....	99
Drop/Add Period .....	83	<b>HPD Policies and Procedures .....</b>	<b>100</b>
Withdrawal from the College .....	84	Acceptance of Professional Fees .....	100
Academic Affairs .....	84	HIV/AIDS Policy .....	100
Academic Calendar		Background Checks .....	100
and University Holidays .....	84	Health Forms Requirements .....	101
Academic Evaluation and the		Certificate of Physical Examination .....	101
Competency-Based Grading System .....	84	Immunization Requirements .....	101
NSU Grades and Transcript .....	84	Urine Drug Screen .....	103
Grades .....	85	Dress Code .....	103
Program Policies .....	85	Food in the Lecture Halls, Laboratories, and Clinics .....	103
Graduation Standards .....	85	Identification Requirements and Fieldwork Prerequisites .....	103
Policies for Unsatisfactory Performance .....	85	Email .....	103
Academic Remediation .....	86	Notices, Messages, and Posters .....	104
Academic Standing and Due Process		Parking Lot/Garage .....	104
Policies and Procedures .....	86	Photographs and Recordings .....	104
A. Satisfactory Academic Progress .....	86	Post-Exposure Policies and Procedures .....	104
B. Good Standing .....	86	Return of University Property .....	105
C. Leave of Absence (LOA) .....	86		
D. Academic Probation .....	86		



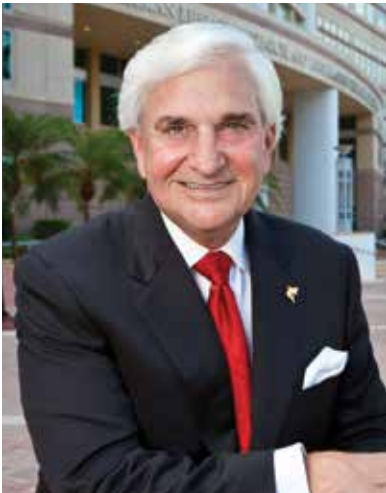
Security Checks.....	105	A.10 Off-Campus Residency .....	129
Social Events and Extracurricular Activities ....	105	A.11 Student Organization Rights and Responsibilities .....	130
Student Assistance Program.....	106	A.12 University Computer and Telecommunications Use Policy .....	130
Student Employment.....	107	A.13 University Copyright and Patent Policy .....	134
Student Insurance Requirement .....	107	A.14 University Title IX/Sexual Misconduct Policy .....	134
Affirmative Opt-Out Required .....	107		
Cell Phones, Computers, Tablets, and Electronic Devices.....	108		
Visitors .....	108		
Visits to Other Institutions .....	108		
<b>POLICIES AND PROCEDURES NOVA SOUTHEASTERN UNIVERSITY .....</b>	<b>109</b>		
<b>STATEMENT ON STUDENT RIGHTS AND RESPONSIBILITIES.....</b>	<b>111</b>		
University Equal Opportunity /Nondiscrimination Policy .....	111		
Family Educational Rights and Privacy Act (FERPA) .....	112		
Release of Student Information.....	114		
Conduct Notifications .....	114		
Deceased Student Records .....	114		
Health Care Privacy (HIPAA) Statement .....	114		
<b>CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY.....</b>	<b>115</b>		
Academic Standards.....	116		
Conduct Standards .....	118		
NSU University-Wide Religious Holidays Policy.....	118		
NSU Interfaith Work-Restricted Religious Holiday Calendar.....	119		
<b>A. General Administrative Policies and Guidelines.....</b>	<b>121</b>		
A.1 Alcohol Policy .....	121		
A.2 Appropriate Conduct and Consensual Relationships Policy .....	123		
A.3 Drug-Free Schools and Campuses .....	123		
A.4 Health Policies .....	124		
A.5 Holds on Student Records.....	127		
A.6 Image Use Statement .....	127		
A.7 Indebtedness to the University.....	127		
Force Majeure .....	128		
University Fees.....	128		
A.8 International Travel Registration Requirement and Program .....	129		
A.9 Jurisdiction of University Policies and Procedures .....	129		
		B. Specific Conduct Violations .....	<b>135</b>
		B.1 Alcoholic Beverages.....	135
		B.2 Animals.....	135
		B.3 Assault/Violence.....	136
		B.4 Bribery.....	136
		B.5 Cheating.....	136
		B.6 Complicity .....	136
		B.7 Contracting on Behalf of the University ...	136
		B.8 Damage or Vandalism to Property .....	137
		B.9 Dangerous Items .....	137
		B.10 Disorderly Conduct.....	137
		B.11 Distributing or Posting Printed Media .....	137
		B.12 Drugs, Drug Paraphernalia.....	138
		B.13 Emergency Equipment and Procedures	138
		B.14 Facilitating Academic Dishonesty .....	138
		B.15 Failure to Disclose Criminal Offenses.....	138
		B.16 False Information (Including Fabrication, Fraud, and Falsification of Records) .....	139
		B.17 Fire.....	139
		B.18 Gambling and/or Games of Chance .....	140
		B.19 Guests .....	140
		B.20 Harassment or Harm to Others .....	140
		B.21 Hate-Based Conduct Violations.....	140
		B.22 Hazing .....	140
		B.23 Health and Safety .....	141
		B.24 Identification Cards.....	141
		B.25 Interference with University Investigations, Disciplinary Proceedings, or Records.....	142
		B.26 Lake Swimming .....	142
		B.27 Littering/Projecting Objects .....	142
		B.28 Misuse of Computers or Telecommunications (Technology) .....	142
		B.29 Noise.....	142
		B.30 Online/Internet Social Networking Usage .....	143
		B.31 Parking and Motor Vehicle Policy .....	143

B.32 Plagiarism.....	143	Office of International Affairs .....	163
B.33 RecWell Center Policies and Procedures .....	143	Office of Orientation.....	164
B.34 Removal or Ejection from a University-Sponsored Event.....	144	Center for Academic and Professional Success .....	164
B.35 Requests or Orders .....	144	Tutoring and Testing Center .....	164
B.36 Residential Life Policies and Procedures .....	144	Office of Student Academic Service.....	164
B.37 Retaliation .....	144	Office of Residential Life and Housing .....	165
B.38 Smoking/Tobacco-Free Policy .....	144	Office of Campus Life and Student Engagement.....	165
B.39 Solicitation.....	145	Office of Recreation and Wellness .....	165
B.40 Stalking.....	145	Office of Student Leadership and Civic Engagement .....	165
B.41 <i>Fraternity and Sorority Life Manual/Policies</i> .....	145	Office of Student Conduct.....	166
B.42 Theft or Unauthorized Possession.....	145	Office of Student Disability Services .....	166
B.43 Unauthorized Entry .....	145	Office of Student Affairs Marketing .....	166
B.44 Unauthorized Possession of University Property.....	146	Student Activity Fee Accounts Office .....	166
B.45 Unauthorized Recording.....	146	Office of Student Affairs at the Regional Campuses .....	167
B.46 Video and/or Audio Copyright Violation.....	146	Center for Student Counseling and Well-Being.....	167
B.47 Violation of Disciplinary Status/Conditions .....	146	Enrollment and Student Services .....	167
B.48 Worthless Checks.....	146	Office of Student Financial Assistance .....	167
<b>C. University Title IX/Sexual Misconduct Policy .....</b>	<b>146</b>	Office of the University Bursar .....	168
<b>D. University Disciplinary Procedures .....</b>	<b>147</b>	Office of the University Registrar .....	168
D.1 Introduction .....	147	One-Stop Shop.....	168
D.2 Judicial Conference .....	150	SharkCard Services.....	168
D.3 Administrative Judicial Proceeding .....	152	NSU Athletics.....	169
D.4 University Title IX/Sexual Misconduct Disciplinary Procedures.....	155	Office of Innovation and Information Technology .....	169
<b>E. Additional Grievance Procedures Available .....</b>	<b>155</b>	Office of Student Media.....	170
E.1 Grievance Procedure for Discrimination Based on Disability.....	155	Military Affairs Veterans Resource Center .....	170
E.2 Nonacademic Grievance Procedure .....	161	SharkPrint .....	170
<b>NSU RESOURCES AND ADMINISTRATIVE OFFICES .....</b>	<b>162</b>	Student Medical Center .....	171
Alumni Association .....	162	Public Safety .....	171
ATMs .....	162	Shark Dining Services.....	172
Bookstore.....	162	University Health Care Centers .....	172
Campus Shuttle.....	162	University Libraries .....	172
Division of Student Affairs and the College of Undergraduate Studies.....	163	Wireless Networking .....	173
Office of Undergraduate Admissions.....	163	Writing and Communication Center (WCC)...	173
		<b>UNIVERSITY ADMINISTRATORS .....</b>	<b>174</b>
		<b>COLLEGES AND ACADEMIC UNITS.....</b>	<b>176</b>
		<b>DEANS.....</b>	<b>177</b>
		<b>ACCREDITATION .....</b>	<b>178</b>
		<b>APPENDIX.....</b>	<b>179</b>
		NSU Fort Lauderdale/Davie Campus Map.....	181



# Message from the President

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

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

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

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

Go Sharks, and FINS UP!

Sincerely,

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

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

# Foreword/Reservation of Power

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## Foreword

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

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

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

Students who engage in conduct that endangers their health or safety, or the health or safety of others, may be required to participate and make satisfactory progress in a program of medical evaluation and/or treatment if they are to remain at the university. The determination as to the student’s participation and progress is to be made by the NSU Student Behavioral Concerns Committee. The university reserves the right to require the withdrawal of a student from either enrollment and/or university housing, whose continuation in school, in the university’s judgment, is detrimental to the health or safety of the student or others. The Student Behavioral Concerns Committee, in its judgment, can also place conditions upon a student for either remaining in school or returning from a leave of absence. Such conditions include, but are not limited to, mandating that a student attend counseling. Students who withdraw for reasons of health or safety must contact the Office of Student Conduct before seeking readmission to NSU. Decisions made under this policy are final.

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

## **Reservation of Power**

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

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

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

# University Vision Statement, Mission Statement, and Core Values

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## Vision 2025 Statement

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

## Mission Statement

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

## NSU Core Values

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

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

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

**DIVERSITY** Diversity includes, but is not limited to, race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, or political beliefs or affiliations. Differences in views, interpretations, and reactions derived from diversity are important. Diversity enriches a learning environment focused on preparing individuals to live and work in a global society.

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

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

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

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

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





An underwater scene with a deep blue background. Several sharks are visible, swimming in various directions. There are also many smaller fish scattered throughout the water. The lighting is soft, creating a serene and somewhat mysterious atmosphere.

College-Specific Policies and Procedures

# Dr. Kiran C. Patel College of Allopathic Medicine



# Dr. Kiran C. Patel

## College of Allopathic Medicine

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### Introduction

#### **Welcome to Nova Southeastern University!**

Nova Southeastern University's (NSU's) goal is to provide students with an educational experience that prepares them to become leaders in the endeavor to improve human health, participate in a rapidly changing world, and to do so with a commitment to the highest moral and ethical standards. One of the many goals of this student handbook is to make clear the important ethical standards expected of the students. Honesty and integrity in academic achievement, personal growth, and development are encouraged through the publication of these standards and statements of desired values and attitudes. All students are encouraged to read these statements and integrate them into their daily lives.

Being part of the university community provides many opportunities to exercise individual rights, but it also requires the assumption of responsibilities. Students should take responsibility to serve as leaders in promoting compassion for others and challenging prejudice against all individuals and groups.

Enjoy your university and medical school experience and maintain it at a level of personal integrity and caring, which will reflect well upon you and Nova Southeastern University. We wish you the very best of success.

#### ***—The faculty and staff of Nova Southeastern University's Dr. Kiran C. Patel College of Allopathic Medicine (NSU MD)***

The *NSU MD Student Handbook* is developed and maintained by NSU MD's Office of Student Affairs and the Master of Biomedical Sciences (M.B.S.) program office, with input from faculty and staff members and administrators from the college and Nova Southeastern University. The information contained in the handbook should serve as a guide for students throughout their academic, clinical, and extracurricular life as members of the NSU community and specifically as medical students, or as students enrolled in the M.B.S. program. All students must always abide by the applicable policies and guidelines in the student handbook. Certain policies and procedures in the handbook also apply to faculty and staff members who are employed or provide volunteer services to NSU and NSU MD.

The basic premise for these student guidelines is the understanding that individual rights are accompanied by responsibilities. By becoming enrolled medical or master's students in NSU MD, students also become members of the larger NSU community and thus, acquire rights in, as well as responsibilities to, the entire university community. Students must abide by all university policies, including the HPD Policies and Procedures and the *NSU Student Handbook* that follow this handbook. These policies are published annually (and updated as needed) by the NSU Division of Student Affairs and Health Professions Division (HPD) administration.

All policies and procedures described in this *NSU MD Student Handbook*, the HPD Policies and Procedures section, and the *NSU Student Handbook* are subject to revision at any time and without notice. Such revisions are applicable to all students. The most recent version of the handbook, as well as any updates to policies in the handbook, will appear on the NSU MD web page at [md.nova.edu/student/student-policies.html](http://md.nova.edu/student/student-policies.html). Revisions or additions to policies will be posted at [md.nova.edu/student/student-policies.html](http://md.nova.edu/student/student-policies.html) and may also be directly communicated to students via email or other means of communication. Questions regarding the policies in this handbook should be directed to the NSU MD Office of Student Affairs at (954) 262-1737.

## Mission, Vision, and Values of NSU MD

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### Mission

Our mission is as simple as it is enormous: to advance human health through innovation in medical education, research, patient care and community engagement. We are dedicated to educating and inspiring individuals to be exemplary physicians and scientists, leaders in medicine, scholars in discovery, and adopters of innovative technology to improve the health and well-being of all.

### Vision and Values

Our vision is to become an exemplary medical college, internationally recognized for excellence by fostering an innovative culture that supports diversity, collaboration, critical thinking, and creative leadership. Our vision will lead us to build a transformative, cutting-edge medical school, internationally recognized for excellence, with a compelling and sustainable future. Our values define how we work together to accomplish our vision: We strive for excellence in all our endeavors and constantly seek for innovative ways to improve our research, education, and patient care efforts to best serve our diverse communities. Teamwork, communication, and partnerships will catalyze our evolution from the concept stage to an academic program of distinction. Diversity and inclusiveness are fundamental core values, supported throughout the institution, that enrich our learning, research and clinical practice environments. We strive to create a culture of integrity and accountability that aligns our goals and expectations and links recognition and rewards with excellent academic performance. We define our core values below:

**Excellence:** Promoting and retaining our exceptionally high standards.

**Innovation:** Creating an environment that encourages innovative thinking and positive change.

**Teamwork:** Creating a culture in which everyone acts together as a team in the interests of our common cause.

**Communication:** Exchanging information seamlessly and continuously among constituents to achieve our missions and common goals.

**Diversity:** Embracing and capitalizing on a wide range of abilities, experiences, knowledge, and strengths, recognizing the importance of heterogeneity in age, background, ethnicity, physical abilities, political and religious beliefs, gender, and many other attributes.

**Integrity:** Behaving ethically in all situations and expecting the same from others.

**Accountability:** Taking responsibility for our actions within a culture of transparency.

## Glossary of Terms

The following terms and abbreviations are used in the *NSU MD Student Handbook*.

<b>AAMC</b>	Association of American Medical Colleges, a nonprofit organization that includes U.S. and Canadian medical schools, teaching hospitals, health systems, and academic and scientific societies; represents faculty, medical students, and residents
<b>ACGME</b>	Accreditation Council for Graduate Medical Education, the organization that accredits residency programs and institutions such as hospitals and medical schools that sponsor residency programs
<b>ADASA</b>	Assistant Dean for Admissions and Student Affairs
<b>Block</b>	Integrated basic science course in the pre-clerkship curriculum (Fundamentals followed by six organ-systems courses)
<b>CDC</b>	Centers for Disease Control and Prevention
<b>Course</b>	Integrated clinical course in the pre-clerkship curriculum (Practice of Medicine or “POM”)
<b>FA</b>	Faculty Adviser
<b>FAFSA</b>	Free Application for Federal Student Aid
<b>FERPA</b>	Family Education Rights and Privacy Act, as amended from time to time
<b>Faculty</b>	Refers to members of the faculty of NSU MD
<b>GME</b>	Graduate Medical Education, refers to residency programs that follow medical school
<b>HIV</b>	Human Immunodeficiency Virus
<b>HSCC</b>	Henderson Student Counseling Center
<b>LCM</b>	Learning Community Mentor
<b>LCME</b>	Liaison Committee on Medical Education, the organization that accredits medical schools in the U.S. and Canada
<b>M.B.S.</b>	Master of Biomedical Sciences (degree offered by NSU MD’s M.B.S. program)
<b>MSPE</b>	Medical Student Performance Evaluation or “Dean’s Letter”

<b>Medical Student</b>	Refers to any person who is enrolled in or seeking an M.D. degree from NSU MD (“Student” refers both to medical students and to students enrolled in the program leading to an M.B.S. degree from NSU MD)
<b>Member of the university community</b>	Refers to trustees, students, faculty, staff and all visitors, contractors, and guests to the university or any of its campuses, facilities, or events
<b>Notice</b>	Used in the context of delivering a notification to someone. Official correspondence will be sent to the student’s physical address on file with the registrar, or to the NSU email address if the student is a current student. NSU MD uses electronic mail to provide official information to students. Students are responsible for the content of university and NSU MD communications sent to their NSU email account and are required to activate that account and check it regularly.
<b>NSU</b>	Nova Southeastern University
<b>NSU MD</b>	NSU’s Dr. Kiran C. Patel College of Allopathic Medicine
<b>OCA</b>	Office of Curricular Affairs at NSU MD
<b>OESQ</b>	Office of Educational Standards and Quality at NSU MD
<b>OME</b>	Office of Medical Education at NSU MD
<b>OSA</b>	Office of Student Affairs at NSU MD for the M.D. program
<b>OSCE</b>	Objective Structured Clinical Examination, a method of testing clinical skills
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PBL</b>	Problem-Based Learning, refers to the format of problem-based small group cases used in NSU MD pre-clerkship courses
<b>PCRS</b>	Physician Competency Reference Set, refers to AAMC general competencies for training physicians
<b>PRN</b>	Professionals Resource Network, a resource for impaired physicians and medical students in Florida
<b>SMC</b>	Student Medical Center at Nova Southeastern University
<b>SPAC</b>	NSU MD Student Progress and Advising Committee
<b>TBL</b>	Team-Based Learning, refers to a format of large group learning with students working together in small teams in the same classroom
<b>USMLE</b>	United States Medical Licensing Examination, a series of national exams administered by the National Board of Medical Examiners

## NSU MD Facilities

Most on-campus teaching for students occurs in the Health Professions Division complex. In addition to lecture halls, small group rooms, the anatomy lab, and clinical skills rooms, the complex has offices that support students:

- The Office of Medical Education (OME) (Terry Building, 5th floor, Room 1511) includes the Office of Student Affairs (OSA), offices of the deans and directors responsible for the M.D. and M.B.S. programs, including admissions, curriculum, student affairs, financial aid, faculty development, and accreditation, and offices of the staff who support the educational program.
- In Building 2, near the PBL small group rooms, there is a small community room for use by medical students and their mentor or faculty adviser for group meetings and other activities.

The Office of the Dean and other administrative leaders, offices of the chairs of NSU MD's academic departments, and offices and/or research labs for some of the full-time faculty are in the Health Professions Division complex or associated Center for Collaborative Research (CCR) building. Faculty office locations, phone numbers, and email addresses are published in block, course and clerkship syllabi, and can be found on the NSU MD faculty affairs web page [md.nova.edu/our-team/faculty-affairs.html](http://md.nova.edu/our-team/faculty-affairs.html).

Medical students have unlimited access to the PBL rooms for study when the rooms are not being used for classes; they have card key access to these rooms, which are for exclusive use by the students in the M.D. program. There are also 13 small study rooms in the same building, which can be reserved by all NSU MD students and students in other programs on a first-come, first-served basis.

Medical students are assigned a locker with a mail slot and are required to periodically check and clear their mailboxes to ensure timely receipt of NSU MD and university-related mail. Any items left in the mailboxes after the last day of classes in each semester will be discarded.

All NSU MD students can use SharkPrint, a centralized NSU service that provides printing services at various locations (including libraries) on campus at a specific cost per page.

## Medical 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 and offers study spaces that can be placed on hold through the library's online catalog service, computer workstations, a wide variety of library services (e.g., copying, printing, interlibrary loans, reference service), and wireless connection. Individual assistance in using databases and other virtual resources provides all students on and off campus with synchronous and asynchronous individualized help on how to use online technologies and conduct research. The Medical Library is a member of the National Network of Libraries of Medicine. Hours of operation can be found at [nova.edu/hpdlibrary](http://nova.edu/hpdlibrary). Additional study space and resources are available at NSU's main library, the Alvin Sherman Library, Research, and Information Technology Center. Its hours are posted at [sherman.library.nova.edu/sites/hours](http://sherman.library.nova.edu/sites/hours). Additional information on library resources is available in the HPD Policies and Procedures section.



# NSU MD Office of Student Affairs

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## Focusing on Medical Student Success and Wellness

Our goal is to create a compassionate and caring atmosphere in which each of our students feels comfortable. We make an effort to get to know all our medical students. We pride ourselves on striving to provide resources for your personal health and wellness, as well as academic achievement and excellence.

We are your point of contact for assistance in many areas, including academic and personal counseling. We represent the institution and the medical profession to our students and implement institutional policies and procedures. We also are involved with student communications, special programs, letters of recommendation, residency application and the match, and other important aspects of the student experience at NSU MD. We are responsible for administering orientation for new and returning students. In addition, we serve as a liaison to NSU MD Student Government, medical student interest groups, and alumni relations.

You may schedule an appointment at any time by calling (954) 262-1737 or by stopping at the Office of Student Affairs, Terry Building, 5th Floor, 3200 South University Drive.

## NSU MD Office of Student Affairs Overview

The OSA features experienced faculty and staff members who are dedicated to the overall well-being of medical students and provides programs and services for all medical students at NSU from the time of admission to graduation and beyond. Activities include supporting the Office of Admissions in the admissions process; mentorship of students; personal, academic, and financial counseling; support of educational and extracurricular activities including student research; and support of student organizations and leadership opportunities. The OSA provides learning opportunities outside of the formal classroom and clinical settings that are designed to complement and enhance the overall educational experience.

***Regular hours: 8:30 a.m. to 5:00 p.m., Monday through Friday, except on university holidays.***

The assistant dean for Admissions and Student Affairs, the director of Student Affairs, the learning community mentor (for class of 2022), and faculty advisers (for classes following class of 2022) are also available for urgent student issues or situations. Contact information for urgent matters is provided to medical students during orientation. Most activities in the OSA function in an “open-door” manner so students may visit the office for help and support from the faculty and staff without making appointments. However, because the OSA is committed to medical student support and exercises confidentiality, it is strongly recommended that students make appointments in advance to ensure the availability of the specific professional and time to discuss the issue to the student’s satisfaction.

## Professional Staff

**Donald Pritchett, J.D.**, assistant dean for Admissions and Student Affairs  
Room 1582, Terry Building, (954) 262-1535 • [dpritchett@nova.edu](mailto:dpritchett@nova.edu)

Responsible for overall direction of the OSA and student support including recruiting, admissions, orientations, personal counseling, financial counseling, academic counseling, and academic/professionalism policies and procedures. Provides oversight of medical student organizations and interest groups. Responsible for general oversight of the Learning Community Mentoring program.

**Danielle McDonald, M.S.Ed.**, director of Student Affairs  
Room 1581, Terry Building, (954) 262-2054 • [dmcdonal@nova.edu](mailto:dmcdonal@nova.edu)

Responsible for day-to-day operations of the OSA and student support including recruiting, admissions, orientations, personal counseling, financial counseling, academic counseling, and academic/professionalism policies and procedures. Provides oversight of medical student organizations and interest groups. Responsible for general oversight of the Learning Community Mentoring program.

**Alyssa K. Eason, M.S., Ed.D.**, director of Student Licensing and Credentialing  
Room 1580, Terry Building, (954) 262-0522 • [ak503@nova.edu](mailto:ak503@nova.edu)

Responsible for day-to-day operations of the OSA and student support including recruiting, admissions, orientations, registration, student academic records, financial counseling (including debt management), academic/professionalism, adhering to college policies, and compliance with state and federal regulations. Responsible for general oversight of operational policies and procedures and reports on data related to academic progress and career success.

## Medical and M.B.S. Student Well-Being

The university provides services to help students succeed academically and professionally. All students are encouraged to take care of themselves physically, emotionally, mentally, socially, and spiritually. Physical wellness is achieved by eating properly, exercising regularly, not smoking, avoiding excessive alcohol use, the use of recreational substances, and adopting healthy sleep habits.

- Visit the campus RecPlex to exercise with free weights, machines, or aerobics classes.
- Visit the NSU Student Medical Center (SMC) for minor illnesses, injuries, and regular preventive care (physical exams, screening tests, and immunizations).
- Visit the Office of Recreation and Wellness for a variety of health educational programs, personal consultations, computerized fitness testing, massage, and acupuncture, as well as workshops on wellness topics important for all young adults.

Emotional wellness can be maintained by becoming better organized, managing time well, keeping in touch with family and friends, managing stress well, knowing yourself, and developing meaningful personal relationships as well as collegial relationships with other students and faculty members who could serve as tutors and mentors. Keeping well spiritually is not limited to a specific place of worship but can be defined as keeping in touch with your own inner source of strength—often through meditation, prayer, contemplation, and visualization. Finally, while it is recognized that time for extracurricular

activities will often be limited, students are encouraged to continue their interests, hobbies, and personal relationships while in medical school.

## Counseling Services for Students

NSU MD provides all students with professional and comprehensive counseling services. Counselors are dedicated to providing professional, confidential, psychological, financial, and academic counseling. Students may self-refer or be referred by family, friends, professors, staff members, colleagues, or other individuals. The OSA and NSU provide counseling in three key areas that are critical to a student's academic and professional success: personal counseling, academic counseling, and financial counseling.

### Personal Counseling

NSU offers counseling services to its students. Students may receive, without charge, 10 counseling sessions per calendar year (measured from the first counseling session). Students requiring more than 10 sessions within a year may be transitioned to a community provider (if clinically appropriate) and, at the completion of the one-year period, return to the counseling center. Students may receive unlimited psychiatric services at a nominal fee (if the student elected the NSU health insurance, there is no deductible or co-pay applicable to the psychiatric service).

The NSU Center For Student Counseling And Well-Being (CSCW) provides confidential psychological evaluations and consultations for students in individual and group sessions; psycho-educational and wellness programs on a variety of mental health topics, including stress management, time management, depression, personality profiles, identifying cognitive strengths, anger management, relationships, maintaining academic and social balance, study skills, test-taking skills, enhancing self-esteem, and leadership. CSCW services include treatment for anxiety, panic, and depression; anger management; financial stress; social struggles; chronic illnesses; abuse; suicidal thoughts, break-ups, and divorce; assault; and many other areas affecting a student's quality of life.

Student counseling services offered by Henderson include:

- individual, group, and family/relationship counseling provided by psychologists, clinical social workers, mental health counselors, marriage and family therapists, and supervised graduate student trainees
- psychiatric medication services
- alcohol and drug assessment and counseling
- counseling in life skills and life choices
- workshops and seminars in interpersonal and wellness areas

Good reasons for seeking counseling include: sad or nervous a lot, difficulty with alcohol or drugs, thinking about harming yourself or others, trouble adjusting to college life or studies, relationship problems, a recent trauma you can't resolve, questions about career or identity, feeling lonely or homesick, roommate or friendship problems, body image or weight problems, feeling too much stress, difficulty with sex or intimacy, and wanting assistance solving personal or life problems.

**Note: CSCW's records and information are confidential and are not university records.**

You can visit or call the CSCW and request an intake session with one of the counselors. At the first appointment, the counselor and student make decisions about what kind of help is needed and will be most beneficial. Students requiring immediate help can be seen on an emergency basis the same day.

The CSCW is located in the Student Affairs Building at 3301 College Avenue, 3rd Floor, Davie, FL 33314-7796. Although only a short walk (5-10 minutes) from the main HPD complex, this location allows students to participate in voluntary screenings and/or be seen in a confidential manner. In addition to posted office hours, a crisis hotline is available 24 hours a day, seven days a week to give support and counseling by phone.

*In an immediate emergency, call 911.*

**Phone (954) 424-6911. Professionals are available on call at all times.**

**Office Hours:**   **Monday and Thursday: 8:30 a.m.–6:00 p.m.**  
                          **Tuesday and Wednesday: 8:30 a.m.–8:00 p.m.**  
                          **Friday: 8:00 a.m.–5:00 p.m.**

**Location: 3301 College Avenue, 3rd Floor, Davie, FL 33314-7796**

Students seeking personal counseling should call the CSCW during normal business hours to make an appointment. Whenever possible, special appointments will be made to accommodate students' schedules. Urgent or crisis matters will be triaged immediately with CSCW psychological services or referred to services in the community.

Other available options for support include:

- **CSCW Tele-counseling Services**—For students in remote NSU locations, CSCW offers counseling services through secured telecommunications.
- **2-1-1 United Way of Broward and Palm Beach Counties**—A local 24-hour hotline that assists in suicide prevention as well as information and referrals to health, social, and human services. Dial 211.
- **ULifeline**—A nationwide 24-hour service that forwards your call to the nearest crisis hotline. 1-800-273-TALK (8255).

### **Professionals Resource Network (PRN)**

PRN is a program designated as the State of Florida's Impaired Practitioners Program. The mission of PRN is to protect the health and safety of the residents of Florida through early identification, referral for evaluation/appropriate treatment, and accurate monitoring techniques of impaired health care professionals. PRN's services are available to all licensed practitioners, those in the process of applying for a license, temporary license holders, residents, medical students, and requests from other state Physician Health Programs. By enrolling in NSU MD's program of medical education, students consent to referral to PRN if deemed appropriate by NSU MD authorities. For more information about PRN, please visit their website at [flprn.org](http://flprn.org).

## Academic Counseling

### Learning Community Mentors and Academic Advisers

Students in the class of 2022 are members of a learning community, as part of which they are advised and mentored during their course of study, through graduation, by a Learning Community Mentor (LCM).

Students in classes subsequent to the class of 2022 will be assigned to a physician or nonphysician faculty adviser (FA). Each FA is assigned to a small group of students (10–12 per adviser) throughout medical school. FAs teach throughout the curriculum and are committed to working with students to help them navigate the curriculum and the match process. FAs are not precluded from assessing performance of their advisees. Like LCMs, FAs will have access to student assessment results, monitor performance, and discuss academic performance during individual student meetings. FAs will be alert for both academic and nonacademic factors that may contribute to poor academic performances.

FAs provide longitudinal support in a variety of areas, such as assistance and advice in the areas of health and wellness, professional development, career planning, and academic and life support, as well as encouragement and reassurance to help students feel more connected to the NSU MD community. The small student/professor ratio allows them to develop meaningful one-on-one relationships, with the goal of having the personal relationship between the FA and the student develop into a partnership that is built on trust, safety, and a shared desire to achieve a common goal.

Responsibilities of FAs include the following:

#### ***Supporting Learning***

- Meet with students regularly, during the initial transition to medical school, to facilitate the identification of potentially “at risk” students and to provide support and/or referrals as necessary, including a mandatory meeting during orientation, as well as frequent group lunches and one-on-one meetings during the fall semester of Year 1. Group and individual meetings continue throughout medical school, aligned with curricular demands.
- Track and monitor individual student’s academic and professional performance.
- Serve as first contact for faculty members who have academic and/or professional concerns about a student.
- Serve as a resource with NSU MD curriculum, including purpose, sequence, and assessment methods.
- Serve as a resource with professional enrichment opportunities—i.e., summer research opportunities, yearlong research fellowships, pursuing additional NSU degrees during medical school, and international and other service-learning opportunities.

#### ***Career Advising***

- Serve as a resource with specialty-specific career planning.
- Help with decisions on course and clerkship schedules, including approving elective schedules.

- Assist with preparation for the residency match.
- Serve as a resource for career advising tools available through the AAMC Careers in Medicine program.
- Assist and prepare the student for postgraduate activities (e.g., residency via the National Residency Matching Program, Ph.D., or other graduate studies).

### ***NSU MD Policies and Procedures***

- Serve as a resource with the policies and procedures of the NSU MD and NSU (including the SPAC).
- Offer advice and support for students referred to the SPAC for academic issues (including professionalism).
- Assist with development and implementation of remediation plans.

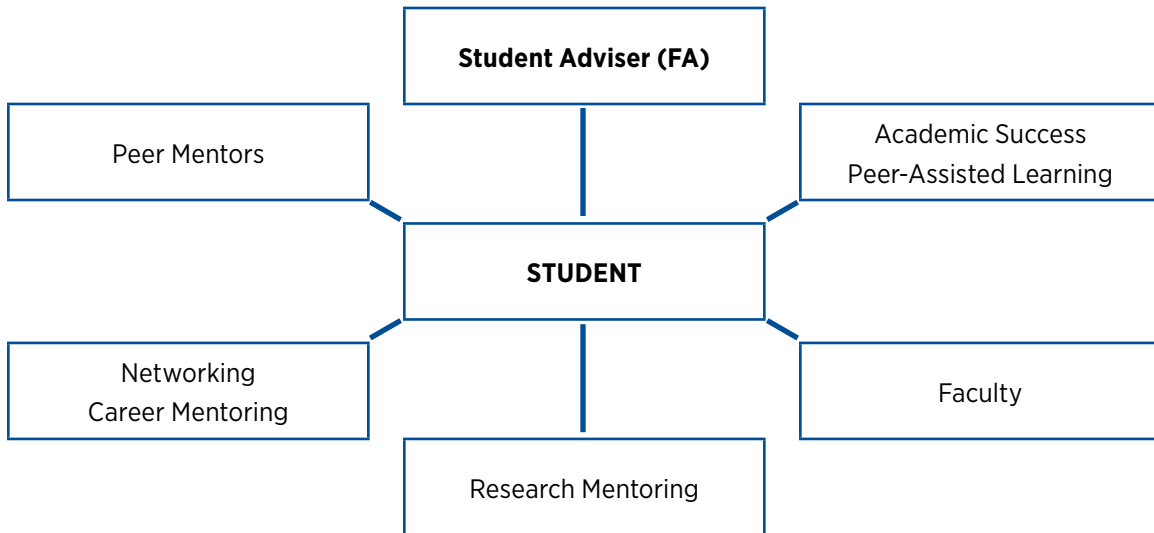
### ***General Responsibilities***

- Be available to students via office hours and email; provide back up to other advisers, as needed.
- Participate in key medical student events (including orientation, White Coat Ceremony, Match Day, and commencement).

In addition to the efforts of the FAs, NSU MD offers a comprehensive array of resources that the students may need to be successful in medical school, including the following:

- Peer Mentors—Each first-year medical student is assigned a peer mentor (PM); a second-year student who provides advising from the student perspective. Peer mentors are selected each year through collaborative vetting by the FAs and OASA.
- Academic Success Coach—NSU MD has a full-time director of Student Success and Learning Excellence (DSSLE) who supports all students and works with the FAs to provide advising in areas such as study and organizational skills and time management.
- Peer Assisted Learning (PAL)—PAL sessions are student-led and provide opportunities for students in the preclinical curriculum to dive deeper into select topics. FAs may encourage their advisees to explore PAL sessions to strengthen proficiency in topics such as anatomy, immunology, and biochemistry.
- Research Mentoring—An assigned faculty member reviews student research proposals and works with the FA and the student to properly develop and submit their research proposals.
- Faculty/Clinical Mentoring—FAs routinely refer advisees to faculty members and clinicians in the NSU MD community to assist students with content-related issues or to obtain professional and career guidance. In addition, FAs encourage their advisees to build relationships proactively with faculty members and clinicians, as part of their ongoing professional development.

The NSU MD Advisory System is structured to provide a network of support for students throughout medical school, especially in the areas of mental and physical wellness, academic achievement, and professional development.



### **Tutoring, Study Skills, and Monitoring of Medical Student Performance**

NSU MD faculty members (block and course directors and other course faculty members) provide tutoring for first- and second-year students who request or need academic assistance and support. Tutoring sessions are free for all medical students and may be provided on an individual or group basis. Assistance with developing effective study skills is provided by the director of Student Success and Learning Excellence (DSSLE), who provides 1) group sessions open to all students early in Year 1 (“Study for Success”) and as needed in other years, and 2) one-on-one meetings. Students may access tutoring services or assistance from the DSSLE through any of the following means: self-referral; suggestion from block or course directors, faculty, advisers, and mentors; referral by the OSA; or recommendation or mandate of SPAC.

Block, course, and clerkship directors monitor student performance regularly. In the pre-clerkship curriculum, block and course directors review scores on all exams and faculty feedback on small group performance to identify students who are at risk academically, professionally, or with any of the required competencies, and provide assistance—which may include tutoring they arrange and/or referral to the OSA. In Year 3, clerkship directors monitor all written assessments and patient/procedure logs and meet with students assigned to them regularly throughout the year. Each LCM tracks performance of students in their Learning Community, including monitoring course and clerkship evaluations. Course and clerkship directors and LCMs discuss academic difficulties with their students and arrange referrals to the OSA as needed.

Students who are identified as at risk of failing a course or clerkship are encouraged to self-refer by making an appointment with their LCM. This is an opportunity for a student to express his or her academic and personal concerns and for the OSA to recommend strategies or services to help, including tutoring. Students are encouraged to have ongoing communication with course faculty members to answer questions and obtain additional academic assistance.

In addition to NSU MD tutoring services, private and group sessions are available through RecPlex and Henderson Student Counselling Center: tutoring, study skill strategies, time management, improving organizational skills, and other special techniques designed to assist students meet the rigorous demands of the curriculum.

## Financial Counseling

### NSU's Office of Student Financial Assistance (OSFA)

The main office of the OSFA is located on the first floor of the Horvitz Administration Building. There are also satellite offices in other locations, including the One-Stop Shop on the first floor of the Terry Building in the Health Professions Division. All financial aid and student accounts personnel are cross-trained, use common software, and are available to counsel any NSU undergraduate, graduate, or professional student seeking assistance. The OSFA web page ([nova.edu/financialaid](http://nova.edu/financialaid)) provides information about the types of aid available and debt management strategies. All students who receive financial aid are required to complete one-on-one entrance and exit interviews with NSU's financial aid staff.

Medical students are also expected to utilize the resources on financing their medical education that are available on the AAMC website ([students-residents.aamc.org/financial-aid](http://students-residents.aamc.org/financial-aid)), including the MedLoans<sup>®</sup> Organizer and Calculator, FIRST, SALT, and the Education Debt Manager. Sessions with students to review these resources will be provided by staff in the Office of Student Affairs.

#### **Types of aid**

There are several financial aid and scholarship options available to medical students, including:

- **Chancellor's Scholarships:** These awards are made to medical students who are Florida residents based on merit, financial need and other considerations. They are renewed every year, if the student maintains satisfactory academic progress, and the scholarships are not repaid.
- **NSU MD Scholarships:** These awards may be based on merit, financial need, and/or other considerations, and are not repaid.
- **External Grants and/or Scholarships:** These are grants and scholarships awarded to students by outside agencies.
- **Federal Student Loans:** These loans offer the option to defer repayment until after graduation or withdrawal from school. They are available to help meet students' cost of attendance after grant and scholarship options have been exhausted. Federal Student Loans are considered a form of financial aid. See the web page of the Office of Student Financial Services ([nova.edu/financialaid/graduate-professional/loans](http://nova.edu/financialaid/graduate-professional/loans)) for more information about the loans that are available to medical students.
- **Alternative (Private) Student Loans:** Alternative student loans are credit based and available through multiple lending institutions. The terms of these loans can differ significantly from those of the Federal Loan Programs. Look at items such as deferment, forbearance, and repayment provisions, to include what happens to the loan balance in the event of death or permanent disability.



## Tuition Refund Policy

### Voluntary Drop or Withdrawal

1. Students who withdraw from the university prior to the start of classes will receive a full refund, less nonrefundable fees.
2. Students who withdraw from the university before the end of the first week of classes will receive a 75 percent refund, less nonrefundable fees.
3. Students who withdraw after the end of the first week of classes will not receive a refund, unless the withdrawal takes place due to exceptional circumstances, such as serious illness, military conscription, or death of an immediate family member. The executive associate dean for Academic and Student Affairs makes the determination of “exceptional circumstances.” Situations such as employment changes, relocation of home, transportation problems, dislike for the instructor/course, etc. are not considered “exceptional circumstances.”

The date of withdrawal is determined by the date that a written application for withdrawal for that semester is received by the assistant dean for Admissions and Student Affairs.

### Matriculation Policies

Prior to matriculating as medical students in NSU MD, all admitted applicants must meet the contingencies listed in the *Conditions of Acceptance* document that they receive with their written offer of admission. In addition, students are required to complete pre-matriculation preparatory material prior to beginning medical school. Details of matriculation policies and all forms that must be filled out and returned, as well as an orientation page, will be posted at [md.nova.edu/admissions/index.html](http://md.nova.edu/admissions/index.html).

# NSU Student Medical Center

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### Student Medical Center: Offering Preventive and Therapeutic Health Services

The Student Medical Center (SMC) at NSU provides registered medical students with confidential, professional, primary medical care and health education for the prevention, diagnosis, and treatment of routine illness and injuries. SMC services are billed to the student/student’s insurer. If a student has NSU health insurance, SMC services are covered, and no out-of-pocket payment is required. Students with non-NSU insurance are billed according to the terms of their policy.

The following are services provided at SMC:

## **Clinical Care Services**

- physical exams
- women's health care
- preventive care
- general medical care
- sports medicine
- minor surgical procedures

## **Office Procedures**

- EKG, TB screenings, respiratory therapy, vision screening, audiology, pap smears, suturing, allergy injections (with allergist prescription), and IV hydration
- Immunizations: MMR (measles, mumps, rubella), hepatitis A and B, influenza, tetanus/diphtheria, varicella, meningitis, HPV, and others

Students requesting clinical care services are expected to schedule an appointment whenever possible.

## **Services Not Provided**

- X-rays and other sophisticated diagnostic testing
- implantation of IUDs
- specialty physician care (i.e., obstetrics, surgery, orthopedics, ophthalmology, cardiology, gastroenterology, etc.) and dental care
- emergency care after clinic hours
- overnight infirmary services

For the above services, referrals are made to several local hospitals, pharmacies, and physicians for which the student is financially responsible.

## **Ziff Health Care Center: Comprehensive, On-Campus Health Care Options**

In addition to housing the Student Medical Center, the Ziff Health Care Center is a state-of-the-art primary care facility with full-service, radiologic diagnostic capabilities available to the public. Specialty offices/services include family medicine, pediatrics, occupational therapy, pharmacy, physical therapy, rehabilitation, nephrology, hypertension, sports medicine, an optometric center, optical dispensary, ob/gyn, and general internal medicine. Complete dental services are available next door at the clinics operated by the NSU College of Dental Medicine. Additionally, the NSU Audiology Clinic and ambulatory

medical, optometric, and dental care are available during regular business hours for the university community. When a student or a family member needs care, they may make an appointment with the Medical Center at NSU. For urgent situations, contact the Medical Center at NSU, at (954) 262-4100. Most insurance policies are accepted by the health facility for medical services.

### **Specialty Care**

Practitioners at both the Student Medical Center and the clinics of the Ziff Health Care Center will arrange consultation with specialists, when required. Students are encouraged to coordinate specialty care with their SMC or Ziff primary care physicians. Any specialty care will be the student's financial responsibility.

### **For Medical Emergencies**

On Campus: Call the NSU Public Safety Department at (954) 262-8999.

Off Campus: Call 911 or (954) 262-8999, or go to the nearest hospital emergency department.

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## **NSU Public Safety Services**

The NSU Public Safety Department ([nova.edu/publicsafety](http://nova.edu/publicsafety)) administers safety and security for all university campuses. Police department officers from local cities and contract security officers support uniformed, unarmed NSU Public Safety officers. NOVALERT is the name of the public safety program that provides students with 24-hour access to security and safety services and emergency response. Emergency "Blue Light" telephones are located at strategic locations on campus to provide communication to Public Safety at any time. Public Safety also provides crime prevention education, safety escorts, vehicle assistance, criminal investigations, and parking services. Other services provided to the NSU community include fingerprinting, providing extra police for special events, and lost and found.

## **Emergency, Hurricane, and Severe Weather Procedures**

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### **In Emergency Situations**

- EMERGENCY PHONE NUMBER: 24 HOURS A DAY, 7 DAYS A WEEK (954) 262-8999
- Students on campus who need emergency assistance should first call 911, then call NSU Public Safety at (954)-262-8999.

- Students who need emergency services and are not currently on campus should call 911, then call NSU Public Safety at (954)-262-8999.
- NSU MD students are encouraged to sign up for college-specific emergency alerts on NSU MD's emergency alert page at [md.nova.edu/emergency/index.html](http://md.nova.edu/emergency/index.html).

## Parking and Traffic Policies

All NSU students and faculty and staff members who park a vehicle on university property must obtain a university parking permit (available at the One-Stop Shops on the first floor of the Terry Building or Horvitz Building). Medical students are encouraged to review the university's parking rules and regulations at [nova.edu/publicsafety/forms/parking\\_regulations](http://nova.edu/publicsafety/forms/parking_regulations). It is the responsibility of each student to become familiar and comply with the rules.

- To park a motor vehicle on campus in any university parking area, the vehicle must be registered with the university and a parking permit must be properly displayed.
- All administrators, faculty and staff members, students, and visitors must register vehicles to be driven or parked on campus.
- All administrators, faculty and staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved.
- Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.
- The Public Safety Department is authorized to designate any spaces as temporary reserved parking.
- Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies the Public Safety Department, in writing, at the time the vehicle becomes disabled. The director of Public Safety will determine whether a disabled vehicle can remain on campus.
- Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.
- Trailers or mobile campers can be parked on campus only with written permission from the director of Public Safety.
- The maximum speed on any NSU driveway or roadway excluding those owned and managed by the town of Davie, Broward County, or the state of Florida is 15 miles per hour or less.
- All vehicle operators must obey Public Safety and police directions and instructions regarding operating and parking motor vehicles.
- NSU assumes no liability for damages to any vehicle parked or driven on campus. For additional information, visit the Public Safety web page at [nova.edu/publicsafety](http://nova.edu/publicsafety).

# Contact Information for Accrediting and Governing Agencies

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Students who wish to file a complaint with NSU's accrediting agencies may contact:

- Southern Association for Colleges and Schools Commission on Colleges—[sacscoc.org](http://sacscoc.org)
- Accreditation by the Liaison Committee on Medical Education—[lcme.org](http://lcme.org). The NSU MD program has obtained provisional accreditation status from the Liaison Committee on Medical Education (LCME). This approval allows the College to recruit, advertise, admit, and teach medical students. For further information, contact: LCME Secretariat, Association of American Medical Colleges, 655 K Street, NW, Suite 100, Washington, D.C. 20001, (202) 828-0596, or LCME Secretariat, American Medical Association, 330 North Wabash Avenue, Suite 39300, Chicago, IL 60611, (312) 464-4933.

## NSU MD Technical Standards

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### Introduction

Applicants to NSU MD's M.D. program are selected for admission based on their academic, personal, and extracurricular attributes. Applicants must also have the intellectual, physical, and emotional capabilities to meet the requirements of the college's curriculum and of a successful medical career.

The mission of the college is to provide the graduates of its M.D. program with broad general knowledge in all fields of medicine and the basic skills and competence requisite for the practice of medicine. Therefore, the faculty of the college believes that a broad-based and patient-oriented curriculum is necessary for the development of such knowledge and skills and is best suited to the education of future generalists, specialists, physician investigators, and leaders in medicine. In other words, the college seeks to graduate students who will have the knowledge and skills to function in a broad variety of clinical situations and to render a wide spectrum of patient care. The following technical standards are based on standards suggested by the Special Advisory Panel on Technical Standards for Medical School Admissions convened by the AAMC (Memorandum #79-4) in January 1979\*. These guidelines were formally adopted by the Curriculum Committee in 2016, will be reviewed annually by the Admissions Committee, and will be updated periodically. These guidelines specify the attributes considered essential for completing medical school training and for enabling each graduate to enter residency and clinical practice. Moreover, because the M.D. degree signifies that the holder is a physician prepared for entry into the practice of medicine within postgraduate training programs, it follows that graduates must have the knowledge and skills to function in a broad variety of clinical situations and

to render a wide array of patient care. As such, these standards, along with the academic standards established by the faculty, describe the essential functions that applicants must demonstrate to meet the requirements of a general medical education, and are prerequisites for entrance, continuation, promotion, and graduation.

NSU MD will consider for admission and continuation any applicant who meets its academic and nonacademic criteria and who demonstrates the ability to perform skills and meet the standards listed in this document, with or without reasonable accommodations, consistent with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. These standards also conform to the AAMC guidelines for medical schools. The college believes that all applicants must possess the intellectual, physical and emotional capabilities necessary to undertake the required curriculum in a reasonably independent manner without having to rely on the assistance of others or intermediaries, and that all applicants must be able to achieve the levels of competence required by the faculty. All applicants for admission, both those with and without disabilities, are expected to be competitive with others in the applicant pool in academic, personal and extracurricular attributes. The institutional policy is to make admissions decisions on a case-by-case basis and based on each applicant's qualifications to contribute to the college's educational mission. For purposes of this document and unless otherwise defined, the term "applicant" or "candidate" means applicants for admission to medical school as well as enrolled medical students who are candidates for promotion and graduation.

\*Recommendations of the AAMC Special Advisory Panel on Technical Standards for Medical School Admissions, approved by the AAMC Executive Council on January 18, 1979, are reproduced below.

## Technical (Nonacademic) Standards for Admission

A candidate for the M.D. degree must have abilities and skills in the five functional areas described below and must have the physical and emotional stamina and capacity to function in a competent manner, and consistent with these standards, in the classroom, clinical and laboratory settings—including settings that may involve heavy workloads, long hours, and stressful situations.

- 1. Observation:** The candidate must be able to observe demonstrations and experiments in the basic sciences, including but not limited to anatomic, physiologic, and pharmacologic demonstrations, microbiologic cultures, and microscopic studies of microorganisms and tissues in normal and pathologic states. A candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision, hearing, and somatic sensation. It is enhanced by the sense of smell.
- 2. Communication:** A candidate must be able to speak, to hear, and to observe patients to elicit information, describe changes in mood, activity, and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.
- 3. Motor:** Candidates must have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers that comprise a complete physical examination (including pelvic examination). A candidate must be able to perform the basic and advanced clinical procedures that are requirements of the curriculum. A candidate must be

able to execute motor movements reasonably required to provide general care and emergency treatment to patients. Examples of emergency treatment reasonably required of physicians are cardiopulmonary resuscitation, the administration of intravenous medication, the application of pressure to stop bleeding, the opening of obstructed airways, the suturing of simple wounds, and the performance of simple obstetrical maneuvers. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch, vision, and hearing.

- 4. Intellectual: Conceptual, Integrative and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem-solving, the critical skill demanded of physicians, requires that a candidate be able to learn, retrieve, analyze, sequence, organize, synthesize and integrate information efficiently, and reason effectively. In addition, the candidate should be able to measure and calculate accurately, and to understand the spatial relationships of structures.
- 5. Behavioral and Social Attributes:** A candidate must possess the emotional health required for full utilization of his intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the diagnosis and care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to work effectively, respectfully and professionally as part of the health care team, and to interact with patients, their families and health care personnel in a courteous, professional and respectful manner. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able 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, integrity, concern for others, interpersonal skills, interest and motivation are all personal qualities that are required.

Technological compensation can be made in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary, a person trained to perform essential skills on behalf of the candidate, or a person used such that a candidate's judgment must be mediated by someone else's power of selection and observation, is not permitted.

In addition to the abilities and skills set forth above, candidates must possess the general physical health necessary for performing the duties of a medical student and physician in training without endangering the lives of patients and/or colleagues with whom the student might have contact. Candidates whose performance is impaired by abuse of alcohol or other substances are not suitable candidates for admission, continuation, promotion or graduation.

### **Process for Assessing the Applicant's Compliance with the Technical Standards**

Applicants are required to attest at the time they accept an offer to matriculate that they meet the college's technical standards, and thereafter must attest on an annual basis that they continue to meet the standards. These standards are not intended to deter any student who might be able to complete the requirements of the curriculum with reasonable accommodations. Requests from applicants for reasonable accommodations in meeting the technical standards will be reviewed and considered by the NSU Office of Student Disability Services. Students requesting accommodations must complete NSU's "Academic Accommodations" form ([nova.edu/disabilityservices/forms/academic\\_accommodations.pdf](http://nova.edu/disabilityservices/forms/academic_accommodations.pdf)).

For additional information about the college's process for assessing an applicant's compliance with the technical standards, contact the HPD Americans with Disabilities Act Officer, Patrick Hardigan, Ph.D., via telephone at (954) 262-1524 or via email at [HPDdisabilityservices@nova.edu](mailto:HPDdisabilityservices@nova.edu). Additional information can be found on the NSU Office of Student Disability Services web page at [nova.edu/disabilityservices](http://nova.edu/disabilityservices).

## Background Checks/Continuing Duty to Disclose

NSU MD requires students to submit to background checks. Accepted applicants and students in our program (as well as students in other NSU Health Professions Division [HPD] programs) are required to authorize the NSU HPD to obtain background check(s) as per adopted policy. If the background check(s) reveal information of concern, which the NSU Health Professions Division may deem unfavorable, HPD will request that the individual provide a detailed written explanation of the information contained in this report, along with appropriate documentation (e.g., police reports). Students may also be required to authorize clinical training facilities that they are assigned to by the Health Professions Division to obtain a background check with the results reported to the clinical training facility. Students with questions concerning background checks should contact their respective college and/or academic program for more information.

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

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

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

## Students with Disabilities

Individuals with disabilities (as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act) may be qualified to study and practice medicine with the use of reasonable accommodation. To be qualified for the study of medicine, those individuals must be able to meet NSU MD's academic and technical standards, with or without reasonable accommodation. Accommodation is a means of assisting students with disabilities to meet essential standards by providing them with an equal opportunity to participate in all aspects of each required course or clinical experience in the curriculum. Reasonable accommodation is not intended to guarantee that students will be successful in meeting the curricular requirements. More information is available at [nova.edu/student-handbook](http://nova.edu/student-handbook), under the E.1 Grievance Procedure for Discrimination Based on Disability section and on the Office of Student Disability Services' web page, at [nova.edu/disabilityservices](http://nova.edu/disabilityservices).



## The Use of Auxiliary Aids and Intermediaries

Technological compensation can be made for some disabilities in certain areas, but a candidate should be able to perform in a reasonably independent manner. Qualified students with documented disabilities may be provided with reasonable accommodations that may include involvement of an intermediary or an auxiliary aid. But no disability can be reasonably accommodated with an aid or intermediary that provides cognitive interpretation, or substitutes for essential clinical skills, or supplements clinical and ethical judgment. Thus, accommodations cannot eliminate essential program elements or fundamentally change the curriculum of NSU MD.

## Making a Request for Accommodation

Accepted applicants with a documented disability and enrolled students who believe they have a disability, who request accommodations, have the responsibility for documenting the disability and the need for accommodations. Such applicants and students must register with the NSU Office of Student Disability Services (SDS).

- It is the student's responsibility to initiate the process for disability services with SDS. Each student with a disability should contact SDS prior to the commencement of classes to discuss his or her needs. To do so, contact the HPD Americans with Disabilities Act Officer, Patrick Hardigan, Ph.D., via telephone at (954) 262-1524 or via email at [HPDdisabilityservices@nova.edu](mailto:HPDdisabilityservices@nova.edu).
- Requests for accommodation must be made in writing to the SDS via the "Academic Accommodations" form. The form may be downloaded directly from the SDS web page at [nova.edu/disabilityservices/forms/academic\\_accommodations.pdf](http://nova.edu/disabilityservices/forms/academic_accommodations.pdf).
- Requests for accommodation must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. Specifically, students must obtain documentation which establishes the need for an accommodation and relates the current impact of the disability to the requested accommodation. To be eligible for services at the SDS, a student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Both the ADA and Section 504 define a disability as a condition which substantially limits at least one major life activity such as walking, seeing, speaking, hearing, breathing, learning, caring for oneself, and interacting with others. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more **major** life activities. For a full description on how to submit the necessary appropriate written documentation to request accommodations, go to [nova.edu/disabilityservices](http://nova.edu/disabilityservices).

It is the student's responsibility to submit the necessary forms and documentation to SDS in a timely manner to be guaranteed the appropriate accommodations.

- Student requests for accommodation will be considered on an individual basis. Decisions pertaining to reasonable accommodations will be made by the SDS, in consultation with the NSU MD ADASA. An SDS representative will collaborate with the ADASA to ensure that the requested accommodations are needed within the framework of the Technical Standards to permit the student to successfully participate in the full academic program, as well as are reasonable within the structure and goals of the curriculum.

- Written notification of approved accommodations will be provided to the student. Note: It is the student's responsibility to notify their professors of the student's approved accommodations by presenting an approved accommodation memorandum.

Additional information on the process for disability services can be found on the NSU Office of Student Disability Services web page at [nova.edu/disabilityservices](http://nova.edu/disabilityservices).

## **Academic Accommodation(s) Appellate Process and Guidelines**

Requests for accommodation must be made in writing to the Office of Student Disability Services and must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. If the student disagrees with the accommodation(s) proposed by the Office of Student Disability Services, he or she may appeal the decision to the university's Academic Accommodation Appellate Committee. The student will be given the opportunity to present his or her appeal in an appearance before the committee. The committee will also review all relevant documents submitted with the written appeal before rendering a decision. The student will be notified in writing of the committee's decision within a reasonable amount of time of the hearing. The decision of the university's Academic Accommodation Appellate Committee is final and binding upon the student without further appeal.

## **Academic Accommodation Appellate Committee Guidelines**

1. Upon receipt of a notice of appeal, the ADASA shall schedule a meeting of the committee at a time and place convenient to the student and to the committee members.
2. The student shall have the opportunity to present relevant documents for review by the committee.
3. The student shall be given the opportunity to personally meet with the committee and to present his or her appeal.
4. Proceedings of the committee shall be kept in strict confidence. The following are prohibited in all committee meetings:
  - a. any recording of the meeting, except official minutes
  - b. legal counsel
  - c. uninvited guests

In reaching its decision, the committee may consult with recognized experts in the field of disabilities and/or organizations such as the Association on Higher Education and Disability. The student shall be notified in writing of the decision of the committee within a reasonable amount of time of the committee meeting. All decisions of the committee are final and binding on the student without further appeal.

# Academic Affairs

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## Academic Calendar, University Holidays, and Medical Student Schedule Commitments

The academic calendar for the M.D. program is posted on the NSU MD web page ([md.nova.edu/academics/curriculum.html](http://md.nova.edu/academics/curriculum.html)) and students should familiarize themselves with the required activities for their educational program. Please note that the academic calendar for NSU MD differs from that of the rest of the university. Medical students are governed by the NSU MD academic calendar and **dates are subject to change**. Students must check the course syllabus and the college's web page for the latest academic schedule.

**Students are expected to participate in ALL scheduled orientation activities, as well as required classes, exams, and other performance assessments, and required Office of Student Affairs activities, from the first through the last date in each semester that appears on the academic calendar, excluding mid-semester breaks.**

**A matriculating medical student who is not physically present at the beginning of Year 1 (which will generally be at 8:00 a.m. on the Monday of Orientation and Professional Immersion Week) without an excused absence will forfeit his or her position in the class. All fees and tuition that have been paid by that student will be refunded and the position will be offered to a student on the alternate list.**

Blocks, courses and clerkships listed in the M.D. program academic calendar are organized to begin and end on common dates in each year or semester and generally have a uniform weekly schedule. During a typical week, block and course activities (lectures, labs, small groups, clinical experiences, and examinations) will be scheduled during no more than seven half days, with on average three half days kept free for independent study. Block and course directors are required to adhere to approved NSU MD academic calendars when scheduling their blocks and courses. Examination dates and times are coordinated and timed to attempt to ensure a reasonable workload for students. During the third and fourth years of medical school, students will actively participate in a lottery process to create their clerkship and rotation schedules within the overall framework of the NSU MD academic calendar and the curriculum requirements.

NSU is officially closed a few national holidays, including Labor Day; Thanksgiving Day and the following Friday; a winter holiday on varying days during the period that includes Christmas Day and New Year's Day; Martin Luther King, Jr. Day; Memorial Day; and Independence Day. The dates of the university holidays for each year can be found at [nova.edu/hr/holiday-schedule.html](http://nova.edu/hr/holiday-schedule.html). NSU MD is closed and does not hold classes on university holidays; however, during clerkships and Year 3 and Year 4 rotations students may be expected to work and take call on these days (depending on the patient care activities at their assigned clinical sites), or to attend other scheduled activities.

# Academic Evaluation and the Competency-Based Grading System

## Blocks, Courses, and Clerkships

The NSU MD curriculum is organized by three phases (pre-clerkship, clerkship, and electives). In the pre-clerkship phase, each semester includes a series of integrated basic science blocks, which occur concurrent with the Practice of Medicine clinical courses. The clerkships are organized as a series of three Clerkship Modules, each of which includes two required clerkships. Student performance is assessed in each block, course, clerkship, and elective. The Student Progress and Advising Committee (SPAC) has defined standards for Satisfactory Academic Progress, which include the requirement that students must pass each block, course, clerkship, and elective in the curriculum.

The syllabus for each block, course, clerkship, and elective contains the course objectives, the NSU MD General Competencies and Educational Program Objectives addressed, the schedule of activities, learning objectives for specific sessions or activities, names and contact information for the faculty involved, a listing of course materials, the student assessment system, and grading policies.

The competency-based grading process at NSU MD ensures that teaching, assessment, and remediation of all competencies are equally prioritized. All NSU MD blocks, courses, and clerkships are mapped to the NSU MD Competencies and the AAMC Physician Competency Reference Set (PCRS). The grading system is in place to facilitate early identification of at-risk students and to provide a supportive formative remediation process to improve student performance without permanently marking their transcript or MSPE. Should students have unsatisfactory performance in blocks, courses, or clerkships, or have ongoing repeated concern in competency performance and/or failed remediation, they will be referred to the Student Progress and Advising Committee (SPAC).

## NSU MD General Competencies

**Medical Knowledge:** Students will demonstrate knowledge of established and evolving biomedical, clinical, epidemiological, and social-behavioral sciences and the application of this knowledge to patient care.

**Patient Care:** Students will demonstrate patient-centered care that is compassionate, appropriate, and effective for the treatment of health problems and the promotion of health.

**System-Based Practice:** Students will demonstrate an awareness of—and responsiveness to—the larger context and system of health care, utilizing other resources in the system to provide care for patients.

**Practice-Based Learning and Improvement:** Students will demonstrate the ability to evaluate their professional development and approach to patient care, to appraise and assimilate scientific evidence, and to improve based on self-assessment and lifelong learning.

**Interpersonal Skills and Communication:** Students will demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals.

**Ethics and Professionalism:** Students will carry out professional responsibilities with the highest standards of excellence and integrity and adherence to ethical principles.

**Interprofessional Collaboration:** Students will demonstrate the ability to engage in an interprofessional team in a manner that optimizes safe, effective patient—and population—centered care.

**Personal and Professional Development and Wellness:** Students will demonstrate the qualities required to sustain lifelong personal and professional growth and wellness.

**Scholarly Inquiry:** Students will recognize the central importance of ongoing research and discovery in developing improved approaches to patient care.

## NSU MD Grades and Transcript

The official NSU MD transcript is organized by academic year, listing all blocks, courses, and clerkships in the academic year, with the credit hours for each block, course, or clerkship, followed by the final grade earned for each block, course, or clerkship. The transcript will also record that the student passed the college's internal competency assessments and, for students in the M.D. program, the USMLE licensing examinations.

## Grades

**Courses and system blocks (pre-clerkship):** Student achievement of competencies results in either a *Pass* or *Fail* final grade.

- *Pass:* All competencies demonstrated at least a satisfactory level of performance; no significant portion of the performance has been below the minimum level of competency.
- *Fail:* At least one competency was not demonstrated at a satisfactory level of performance. REMEDIATION OR REPETITION OF COURSEWORK IS REQUIRED.

**Clinical clerkships:** Student achievement of competencies is stratified, resulting in a final grade of *A*, *B*, *C*, or *F*. Clerkship grades will not be weighted, nor will a GPA be calculated.

- *A* (High Honors): The student has performed consistently in a manner judged as truly outstanding. The performance is worthy as a model.
- *B* (Honors): The student has performed consistently in a manner judged to be clearly above average competency. The performance may occasionally be exemplary but not consistently so.
- *C* (Pass) The student has performed consistently in a manner judged to be at or above the minimum level of competency. The performance may occasionally be superior, but not consistently so. No significant portion of the performance has been below the minimum level of competency.
- *F* (Fail) The student has performed in a manner judged as marginal in relation to the minimal level of competency. In some respects, performance may have been above the minimum level, but in other aspects, or at other times, performance has been below the minimum level. The student has not demonstrated adequate mastery of the pertinent competency. REMEDIATION OR REPETITION OF COURSEWORK IS REQUIRED.

## Fail and In Progress Grades in Permanent Student Records

*Fail*: Students who receive an *F* or a *Fail* grade in a block, course, or clerkship will be referred to SPAC for review of the student's overall academic progress. SPAC will decide as to whether the student must 1) remediate a specific area of unsatisfactory performance to receive grade of *Pass*; 2) repeat the block, course, or clerkship; 3) repeat the year; 4) be placed on probation, suspension, or be dismissed from NSU MD. All *Fail* final grades will be listed on the student's permanent transcript. **The transcript will reflect both the initial grade of *Fail (F)* and the final grade earned in the block, course, or clerkship.** Failure to complete the plan for remediation (i.e., work not completed or performed at an unsatisfactory level) will be reported to SPAC for action, which can include requiring that the student repeat the block, course or clerkship, repeat the year, be placed on probation, suspension, and/or be dismissed from NSU MD. NSU MD follows the AAMC template for the Medical Student Performance Evaluation (MSPE /Dean's Letter) in which any remediation or repetition of coursework is noted.

*IP (In Progress)*: This grade is used for students who have not completed all required components of a block, course, or clerkship. The grade of *IP* must be remediated before a student progresses to the next academic year, unless an extension is granted by SPAC. *In Progress* grades change to *Fail* grades if the remediation is not completed in a satisfactory manner within the time limits prescribed by SPAC. The deadline for completion of grades of *In Progress* does not apply while a student is on an approved leave of absence. **The *In Progress* grade will be replaced on the transcript when a final grade has been assigned.** All *In Progress* grades must be resolved before a student is eligible for graduation. If the grade of *IP* is given because a student is unable to complete coursework due to serious illness or some other extenuating circumstance, the grade does not convert automatically to a *Fail* at the end of the academic year.

## NSU MD Assessments

### Narrative Assessment of Student Performance

In the majority of the NSU MD blocks, courses, and clerkships, a narrative description of student performance will be completed by faculty. Narrative comments will be provided to students for their review in a timely manner and will be a part of the student's permanent file. Clerkship grading narratives are included verbatim in the MSPE/Dean's Letter.

### Examinations

Most written examinations are conducted as web-based objective examinations, using secure questions; this means that the examination questions will not be available for study before or after exams. Examinations are timed and proctored and students take them using either software from the Emedley suite (ExamN) on iPads (for internal exams) or on laptops/PCs with wired connections linked only to servers at the National Board of Medical Examiners (for NBME exams). Some blocks or courses use essay examinations, which may be timed and proctored or assigned as take-home (open-book) exams. Students may review essay questions and their answers after essay exams.

Students have opportunities to raise concerns about exams or ask specific questions by contacting the block, course, or clerkship director. Exam results will be posted online without student identification and students will receive their results individually.

Block and course directors are expected to use a variety of performance measures in addition to the secure, web-administered, objective exams. The performance measures and percentage contribution to the final grade in each block, course, or clerkship is described in the syllabus.

To the degree possible, exams for concurrent courses will be scheduled so that exams do not compete with other learning activities.

### Required Formative Assessments

Throughout the blocks, courses, and clerkships in all four years of medical school, students are provided with regular, formative feedback on their performance. This feedback takes the form of narrative feedback by faculty and peers and a range of other assessments, such as practice tests on course content. Block, course, and clerkship directors are expected to ensure structured formative feedback to students early enough to allow sufficient time for remediation. For short blocks, courses, or clerkships (less than four weeks), formal feedback is not required but some method of assisting students to assess their learning is expected.

The NBME Comprehensive Basic Science Examination ([nbme.org/Schools/Subject-Exams/Subjects/comp\\_basicsci.html](https://nbme.org/Schools/Subject-Exams/Subjects/comp_basicsci.html)) is administered during the RIA Week at the end of the pre-clerkship curriculum. It is a required exam, but the results do not impact student grades. The purpose of this exam is for students to self-assess their preparation and guide their study for USMLE Step 1 exam.

## Policy on Recusal from Academic Evaluation of Students by Faculty Members

It is the policy of NSU MD that faculty members who provide health, medical, or psychiatric/psychological services to a student, or who have a close personal or familial relationship with a student, will not be involved in the academic assessment of—or in decisions about—the promotion of that student.

**Preface:** Assessments in and promotions through the academic programs of NSU MD are expected to be made fairly, impartially, and without bias. On occasion, a student may have a close personal relationship with or will have been provided medical or mental health services by a faculty member, either before or after the student has enrolled in the NSU M.D. program. Because such a faculty member has access to sensitive and confidential information that might have the tendency to influence the faculty member's judgment about the student's academic performance, such faculty members are not permitted to participate in the academic assessment of or decisions about the promotion of the student. The assessment and promotion process should consider only academic and humanistic considerations when assessing student performance. To accomplish that goal, both faculty and students have an obligation to alert the Office of Medical Education, so that such situations may be avoided. In addition, SPAC members must identify as early as possible any situation that could reasonably call into question the judgment of the member.

**Policy:** As soon as a conflict of interest or the appearance of a conflict of interest is recognized, faculty members participating in the college student assessment process shall recuse themselves from both assessment of the student in blocks, courses, or clerkships and any discussion of and voting on the student. A conflict of interest is present if the faculty member has or has had a treatment relationship



with the student or has or has had a close personal or familial relationship with the student. Faculty members shall bring any conflict to the attention of the director of Student Affairs as soon as they become aware of the situation. Generally, any conflict is considered resolved by 1) recusal of the affected faculty member from an academic assessment role or proceedings involving the student before SPAC, or 2) if the faculty member is in a position to mentor or assess the student in other NSU MD educational activities, the replacement of the faculty member with an unconflicted faculty member or reassigning the student to an appropriate alternative experience. The executive associate dean for Academic and Student Affairs will determine whether additional steps should be taken to manage the potential conflict.

### **Procedure for Students with a Prior or Ongoing Relationship with a Faculty Member or Resident Physician**

In the case that a student is assigned to work with a faculty member or resident physician with whom they have had a prior or ongoing professional care provider relationship or close personal relationship, either party must request that the student be granted an immediate change of assignment without fear of reprisal for this request. The student should contact the director of Student Affairs, who will facilitate an immediate reassignment for the student. The faculty member should contact the director of Student Affairs, who will alert the course/clerkship director immediately about the need to change the assignments and to ensure that the faculty member will have no influence on the assessment or determination of the grade of the student. The resident physician should contact the director of Student Affairs, who will contact the residency program directly to inform them of the relationship. The director shall also alert the course/clerkship director immediately about the need to change the assignments to ensure that the resident will have no influence on the assessment or determination of the grade of the student.

### **Reporting Potential or Actual Conflict of Interest and Academic Scheduling**

At the beginning of each course, rotation, or clerkship at NSU MD, the Office of Medical Education provides students and faculty members with a small group facilitator, preceptor, attending, and/or clinical site assignments as a routine part of the scheduling process. Students and faculty members must report any potential and/or actual conflicts of interest with one another that might necessitate a change in assignments.

Regarding the psychiatry clerkship, information about potential teacher/physician dual relationship will be provided to the students on the first day. Students are told that if they have seen a clinician at the facility as a patient, they should notify the curriculum coordinator who will modify the schedule to avoid activities with the clinician in question, without alerting the site director as to the purpose of the schedule change.

If a change in assignment needs to be made because of any of the aforementioned conflicts, the type of conflict will generally not be disclosed to the individuals involved, in the interest of privacy. The course administrator(s) will be instructed to facilitate such requests without inquiring as to the nature of the conflict of interest. Students have the obligation to avoid small groups, preceptor assignments, and clinical sites, as well as specific clerkship and elective rotations where evaluating faculty members have a close or personal relationship with them. Final schedules and assignments remain at the discretion of NSU MD.



## United States Medical Licensing Exams (USMLE) Policy

To become fully licensed to practice medicine in the United States, individuals must pass all three USMLE Step exams. This policy describes the required components of the USMLE during medical school and the implications for the residency match and graduation.

All students must take the USMLE Step 1 exam before beginning clinical clerkships and must receive a passing score to remain enrolled. Students must take and pass the USMLE Step 2 CK (Clinical Knowledge) exam prior to graduation. Students are expected to take and pass each examination by the deadlines for that examination set forth in the policy below.

### USMLE Step 1 Examination

#### Scheduling of Step 1

Students in the class of 2024 are required to take the USMLE Step 1 examination no later than **February 18, 2022**, prior to the start of the Clinical Skills and Reasoning block scheduled in March of Year 2. Students who delay taking Step 1 until after this date may not be able to begin clerkship rotations with their peers.

#### Failure and Retaking of Step 1

Students who fail USMLE Step 1 on their initial attempt will not be able to begin the clinical clerkships with their peers and will be presented to the Student Progress and Advising Committee (SPAC). The committee will examine each student's situation individually and may allow a student to take a leave of absence (LOA) for the purpose of preparing for and retaking Step 1 by a date determined by the committee. In this circumstance, should the student successfully pass Step 1, he or she will be able to reengage with the curriculum on a time line determined by the committee. A student who fails Step 1 in his or her second attempt will be presented again to the SPAC.

### USMLE Step 2 Examinations

#### Scheduling of Step 2 and Failure/Retaking Step 2

Students must pass the USMLE Step 2 Clinical Knowledge (CK) examination in order to graduate. Students must take the Step 2 examination by **November 1** to facilitate receipt of the scores by residency programs before final ranking decisions are made. Passing scores must be documented no later than **April 15** of the year in which the student expects to graduate. Failure to document a passing score for the Step 2 exam by April 15 will result in a delay in graduation.

**Failure to pass, after the third attempt, either Step 1 or Step 2 CK will result in automatic dismissal from NSU MD.**

Students must be enrolled in NSU MD to register for—and take—the USMLE Step 1 and 2 CK examinations. (Students on an approved LOA are considered “enrolled.”) Students are required to apply for the USMLE examinations with sufficient time to request test date(s) on or before NSU MD deadlines. Students with circumstances that prevent them from taking or retaking the USMLE Step 1 or Step 2 CK, according to the dates in this policy must, as soon as possible, petition in writing to the assistant dean for Admissions and Student Affairs (ADASA), who will forward the matter to SPAC for review and make the final determination.

## Student Academic Files

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NSU MD adheres to NSU’s FERPA policies regarding the maintenance of student academic files. The policy can be found in the *NSU Student Handbook* and is also available at [nova.edu/registrar/services/ferpa.html](http://nova.edu/registrar/services/ferpa.html).

### Policy on Student Education Records

Student education records are kept in a secure manner to maintain confidentiality and integrity of the records. To preserve the accuracy of student educational records, which contain student academic records, a student wishing to inspect and review his or her educational records will be required to submit a written request and follow these procedures:

1. Students submit written requests that identify the record(s) they wish to inspect to the assistant dean for Admissions and Student Affairs (ADASA) who will process the request and forward to the Office of the University Registrar.
2. If approved for review by the ADASA and the Office of the University Registrar, the Office of the University Registrar will arrange for access and notify the current or former student of the time and place where the records may be inspected.
3. The record will be made accessible to the student within 10 business days.

Medical students are not permitted to inspect:

- admissions interviews and recorded data
- confidential letters of recommendation if the student has waived his or her right of access in writing
- educational records containing information about more than one student, in which case the medical school will permit access only to that part of the record which pertains to the inquiring student

In addition, students are not permitted to review and challenge their parents’ financial records.

## Request to Amend Contents of Student Education Records

Students have the right to request amendment of their educational records that they believe are inaccurate or misleading. Students who believe that their educational records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights, should submit a written request for amendment to the Office of the University Registrar. The Office of the University Registrar will inform the ADASA of the request. **Note that this process is directed towards clerical errors. Requests for substantive changes to the student's records such as a grade change, an opinion, academic evaluations, or the outcome of a disciplinary proceeding are not grounds for correction or a formal hearing under this policy.**

The ADASA, in consultation with the Office of the University Registrar, will review the request and approve or deny it based on the evidence. If the decision agrees with the student's request(s), 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 ADASA or the Office of the University Registrar of his or her right to a formal hearing.

All requests for formal hearings associated with challenging the content of a student's educational records based on the information contained in the educational records that is thought to be inaccurate, misleading, or in violation of the student's privacy rights will be conducted in accordance with the relevant provisions of FERPA. The student will be notified of the institution's decision in writing within a reasonable period after the hearing. If, after a formal hearing, the institution decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will inform the student of his or her right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution, or both. If the institution places such a statement in the student's educational records, the institution will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

### Fees for Obtaining Copies of Records

NSU is not required to provide copies of records, unless, for reasons such as great distance, it is impossible for the student to review the record. The university will charge the following fees for furnishing copies of student records and reports, or any material included therein:

- copies of official transcripts—\$17 per transcript
- copies of all other educational records—costs for copying (based on number of pages) plus any administrative costs incurred for search, retrieval, and mailing

# University Policies

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The following university policies are found in the NSU Student Handbook and are of significance to NSU MD; however, students are expected to be aware of not only these policies, but all NSU policies and to adhere to them. Updated links will be supplied as available.

**NSU Equal Opportunity/Nondiscrimination Policy**

See page 111 of this handbook.

**NSU Family Educational Rights and Privacy Act (FERPA)**

See page 112 of this handbook.

**NSU Office of HIPAA Privacy**

[nova.edu/hipaa-privacy](http://nova.edu/hipaa-privacy)

**Code of Student Conduct and Academic Responsibility**

See page 115 of this handbook.

**NSU University-Wide Religious Holidays Policy**

See page 118 of this handbook.

**NSU Policy on Consensual Relations**

See page 123 of this handbook.

**NSU Policy on Drug-Free Environment**

See page 123 of this handbook.

**NSU No Smoking Policy**

See page 144 of this handbook or visit [nova.edu/tobacco-free/policy.html](http://nova.edu/tobacco-free/policy.html).

**NSU Sexual Misconduct Policy/Title IX**

See page 134 of this handbook or visit [nova.edu/title-ix/policy.html](http://nova.edu/title-ix/policy.html).

**NSU Emergency Policies**

[nova.edu/publicsafety/index.html](http://nova.edu/publicsafety/index.html)

# Health Professions Division Information and Policies

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Helpful general resources about fees, facilities, and services can be found in the HPD Policies portion of this handbook, which follows this section. Please note particularly the policy on Background Checks (and continuing duty to disclose) located on page 100 of this handbook. Some HPD policies are supplemented or replaced by the following NSU MD Policies.

## NSU MD Policies

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### Standards of Conduct for Students

Students of NSU MD are expected at all times to behave in a way exemplifying the following professional attributes, which have been identified by the faculty as behaviors and attitudes that 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:

- respect
- honesty
- integrity
- ethical conduct
- compassion
- self-awareness

### Responsibilities of Teachers and Learners

The college has adopted the AAMC Compact between Teachers and Learners of Medicine, as applicable to students in the M.D. program. Preparation for a career in medicine demands the acquisition of a large fund of knowledge and a host of special skills. It also demands the strengthening of those virtues that undergird the doctor/patient relationship and that sustain the profession of medicine as a moral enterprise. This compact serves 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.** Medical 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 medical 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 medicine is respect for every individual. Mutual respect between learners, as novice members of the medical 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.

### ***Commitments of Faculty***

- We pledge our utmost effort to ensure that all components of the educational program for students and residents are of high quality.
- As mentors for our student and resident colleagues, we maintain high professional standards in all interactions with patients, colleagues, and staff.
- We respect all students and residents as individuals. We will not tolerate anyone who manifests disrespect or who expresses biased attitudes toward any student or resident.
- We pledge that students and residents will have sufficient time to fulfill personal and family obligations, to enjoy recreational activities, and to obtain adequate rest; we monitor and, when necessary, reduce the time required to fulfill educational objectives, including time required for "call" on clinical rotations, to ensure students' and residents' well-being.
- In nurturing both the intellectual and the personal development of students and residents, we celebrate expressions of professional attitudes and behaviors, as well as achievement of academic excellence.
- We do not tolerate any abuse or exploitation of students or residents.
- We encourage any student or resident who experiences mistreatment or who witnesses unprofessional behavior to report the facts immediately to appropriate faculty or staff members; we treat all such reports as confidential and do not tolerate reprisals or retaliations of any kind.

### ***Commitments of Students and Residents***

- We pledge our utmost effort to acquire the knowledge, skills, attitudes, and behaviors required to fulfill all educational objectives established by the faculty.
- We cherish the professional virtues of honesty, compassion, integrity, fidelity, and dependability.
- We pledge to respect all faculty members and all students and residents as individuals.

- As physicians in training, we embrace the highest standards of the medical profession and pledge to conduct ourselves accordingly in all our interactions with patients, colleagues, and staff.
- In fulfilling our own obligations as professionals, we pledge to assist our fellow students and residents in meeting their professional obligations, as well.

## **Relationships Between Teachers and Students**

Students and teachers should recognize the special nature of the teacher-learner relationship which is in part defined by professional role modeling, mentorship, and supervision. Because of the special nature of this relationship, students and teachers should strive to develop their relationship to one characterized by mutual trust, acceptance and confidence. Both must recognize the potential for conflict of interest and respect appropriate boundaries.

## **Code of Academic and Professional Conduct for Students in NSU MD**

The practice of the art and science of medicine must be based on reverence for life, compassion and respect for the patient, competence, and integrity. The same holds true for the art and science involved in scientific and research endeavors. Hence, NSU MD expects its students to exhibit compassion; to be considerate and respectful towards patients, their families, instructors, staff, and each other; to grow in knowledge and clinical skill; and to act honorably at all times.

Each matriculating class of medical students in the NSU MD will recite their Class Code of Conduct at a ceremony immediately following completion of Professional Immersion, before they begin the Fundamentals block and Practice of Medicine 1 course, marking their readiness to tread the path leading to the M.D. degree. This Code of Conduct will be written by the students themselves, based on small group exercises and discussions of appropriate academic and professional conduct for students of medicine. The exercise and discussions will be facilitated by NSU MD faculty members. The Code of Conduct for each class will be posted in classrooms, used in reflective exercises in various courses, and serve as a guide for student behavior throughout their studies in NSU MD. By writing and reciting their own Code of Conduct, students will pledge to adhere to its tenets throughout medical school, in all settings that reflect upon the integrity and suitability of the student to practice medicine. Successful progression through the curriculum and graduation with the M.D. degree are contingent upon the student's adherence to the Code of Conduct of his or her class and to the AMA Principles of Conduct for medical students.

## **Student Mistreatment Policy**

### **1. Preamble**

NSU MD is committed to providing and maintaining a positive environment for study and training, in which individuals are judged solely on relevant factors such as ability and performance and can pursue their educational and professional activities in an atmosphere that is humane, respectful, and safe.

Our students are exceptionally talented individuals, dedicated to becoming outstanding physicians, who have selected this medical college for their training. Effective learning is possible only in an environment where students can trust their teachers to treat them fairly and with respect. The teacher may be a faculty

member, resident, student, or other member of the health care team. The teacher or learner relationship is unique because students are vulnerable, depending on many of their teachers for evaluations and recommendations. In addition, medical education includes mastering not just pathophysiology, but also the essentials of professional behavior. Students learn professional behavior primarily by observing the actions of their teacher role models. Unprofessional, disrespectful, or abusive behavior by teachers is antithetical to standards of professional conduct that medical students are expected to master. These behaviors by teachers may also be self-perpetuating, as students come to believe that such behavior is appropriate when they assume the role of teacher.

## **2. Responsibilities of Teachers and Learners**

The college has adopted the AAMC Compact between Teachers and Learners of Medicine. This compact serves 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.

## **3. Unprofessional and Abusive Behaviors**

The responsibilities of teachers and students listed in the compact constitute examples of respectful and professional behaviors. These are our standards. Mistreatment of students can occur in a variety of forms and may seriously impair learning. Types of abuse include verbal, power, ethnic, physical, and sexual harassment. Examples of mistreatment of students include, but are not limited to, repeated instances or single egregious instances of

- yelling or shouting at a student in public or private
- criticism or other actions that reasonably can be interpreted as demeaning, insulting, or humiliating
- assigning duties as punishment rather than education
- unwarranted exclusion from reasonable learning opportunities or intentional neglect or lack of communication (e.g., neglect in a clerkship, of students with interests in a different field of medicine) or other instances that cause unwarranted exclusion from reasonable learning or professional opportunities
- threats to fail, give lower grades, or give a poor evaluation for inappropriate reasons
- disregard for student safety
- denigrating comments about a student's preferred choice of specialty
- asking students to carry out personal chores
- unwelcome repeated sexual comments, jokes, innuendos, or taunting remarks about one's body, attire, age, gender, ethnicity, sexual orientation, or marital status
- comments about stereotypical behavior or ethnic jokes
- intentional physical contact such as pushing, shoving, slapping, hitting, tripping, throwing objects at, or aggressive violation of personal space



Certain mistreatment behaviors such as sexual harassment; discrimination based on race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity; and veteran status are also covered under NSU policies. Such complaints will be handled in accordance with NSU's policy and procedures, available at [nova.edu/title-ix](http://nova.edu/title-ix) or, in situations involving disability discrimination, see E.1 Grievance Procedure for Discrimination Based on Disability in the *NSU Student Handbook*. If NSU MD personnel receive a complaint that appears to be covered under these NSU policies, they will forward the student's complaint to the appropriate NSU office for further institutional action by NSU.

When a student is alleged to have engaged in student mistreatment, the assistant dean for Admissions and Student Affairs will determine whether such cases shall be handled under this policy (including referral to responsible NSU offices) or by the Student Progress and Advising Committee (SPAC). Disputes over grades are handled by the college grade appeal policies.

#### **4. Policy's Objectives**

This policy and related procedures aim to protect students from mistreatment by any faculty (pre-clerkship and clinical) or staff member associated with the college, including clerkship directors, attending physicians, residents, and other students by

- educating all members of the college about student mistreatment
- prohibiting student mistreatment by anyone associated with the college
- encouraging the early identification of student mistreatment as a preventive measure
- identifying individuals to whom students can report mistreatment
- requiring those who receive complaints regarding student mistreatment to report the complaint to the appropriate administrator
- providing a confidential system for reporting mistreatment
- prohibiting retaliation against those who report mistreatment
- assuring confidentiality to the fullest extent possible
- assuring that all reports of mistreatment will be thoroughly and promptly addressed
- providing an avenue for corrective action

#### **5. Actions if Any Students Believe They Have Been Abused or Mistreated**

The student should, first, carefully examine the circumstances of the incident or incidents which occurred. The student may discuss the event with someone else who witnessed it, or with another student or individual whose judgment the student trusts. Did the event come under the behaviors listed in Section III above? If so, there are three processes available for addressing the incident—informal resolution, consultation, and formal complaint. Often, concerns can be resolved informally or through consultation. If the matter is not satisfactorily resolved through the informal resolution or consultation process, then the person who made the allegation of mistreatment (whether a medical student or otherwise) or the person against whom the allegation was made may initiate a formal complaint. The goal of these processes is to foster the student's educational experience by minimizing behaviors which detract from it.

**Informal Resolution**—Students may do this by directly approaching the person whom they feel mistreated them and expressing their concern.

**Consultation**—Meet with the student’s block, course, or clerkship director and describe what happened. If the block, course, or clerkship director takes action to settle the complaint, he or she will submit a written report of these actions to the assistant dean for Admissions and Student Affairs. If the student is not satisfied with his or her interaction with the block, course, or clerkship director, or does not feel comfortable approaching him or her, or the abuser is the block, course, or clerkship director, the student may meet with the executive associate dean for Academic and Student Affairs to discuss possible avenues for resolution.

**Formal Complaint**—Students can make a formal complaint in writing to the executive associate dean for Academic and Student Affairs. They can also make a formal complaint in writing to a Learning Community Advisor or any other staff or faculty member at NSU MD. However, it is important that the executive associate dean for Academic and Student Affairs be made aware so that the complaint can be properly addressed and remediated according to the procedures below.

**Anonymous Report**—Students may make a complaint confidentially (and anonymously, if desired) through the NSU MD electronic Professional Accolade and Incident Reporting System (PAIRS), available online at [nova.edu/webforms/md/professionalism-incident](http://nova.edu/webforms/md/professionalism-incident).

## 6. Procedure for Handling Complaints of Student Abuse

The assistant dean for Admissions and Student Affairs will be responsible for hearing complaints of student abuse or mistreatment which are not settled through the informal resolution or consultation process. He or she will be responsible for reviewing the complaint and obtaining additional information. If the initial review discloses that the complaint warrants further review, he or she will convene an ad hoc committee to hold a hearing. The person against whom the complaint is made will be notified in writing of the complaint and the policy for handling such complaints, and both parties will be invited to attend and participate in the hearing. A copy of the notification will be sent to such person’s department chair, or, if the accused is the chair, to the responsible dean (for faculty), supervisor (for employees), or training program director (for residents).

If, however, the initial review discloses that the complaint has no merit, the assistant dean for Admissions and Student Affairs will dismiss it. The student will be notified and may appeal to the executive associate dean for Academic and Student Affairs. The executive associate dean may uphold the decision of the assistant dean, or he or she may determine that the complaint warrants further review and convene an ad hoc committee as described above.

The ad hoc committee will meet to review the facts of the complaint and may receive written or oral testimony from both complainant and accused. All materials will be held confidential by the committee. The person against whom the complaint is made may attend the hearing and will be provided the opportunity to rebut the complaint. The chair of the ad hoc committee will submit a written report of the committee’s findings to the executive associate dean for Academic and Student Affairs. The executive associate dean will notify the person against whom the complaint is made and the student, in writing, of the findings. The department chair or supervisor or program director will also be notified (see above) and will be responsible for determining disciplinary actions. The executive associate dean for Academic and Student Affairs will be notified in writing of any disciplinary action taken. Record

of the proceedings will be kept by the executive associate dean for Academic and Student Affairs. All complaints of student abuse or mistreatment brought to the executive associate dean will be cross-checked to determine if the person against whom the complaint is made has been cited previously.

If an allegation of abuse or mistreatment is made against an individual at an affiliated clinical site, the executive associate dean for Academic and Student Affairs will meet directly with the student and applicable officials at such site to address and remediate the situation. In the interim, provisions will be made to reassign or remove the student from interaction with the person against whom the complaint is made.

## **7. Appeals Process**

If either the student or the person against whom the complaint is made wants to appeal the decision of the ad hoc committee, the executive associate dean for Academic and Student Affairs, or the assistant dean for Admissions and Student Affairs, a written appeal must be submitted to the dean of the college within five days of notification of the decision. The dean, or his or her designee, will conduct an appeal review by examining the facts gathered during the process as well as any new facts offered by either party for consideration. The dean, or designee, will notify the parties in writing of his or her final decision.

## **8. Confidentiality**

Unless legally required (e.g., there appears to be imminent risk of serious harm, a criminal investigation, mandatory Title IX reporting, mandatory disability discrimination reporting, court order, or as otherwise required by law), all officials involved in the investigation of mistreatment will hold all communications with those seeking assistance in confidence, and not disclose confidential communications unless given permission to do so. Substance of matters discussed in the office will remain confidential, but the assistant dean of Student Affairs (ADASA) will report general, de-identified trends of issues to provide feedback to the dean, and designees, and to advocate systems change when appropriate. The ADASA and other investigators and decision-makers will strive to maintain confidentiality to the full extent appropriate, consistent with the need to resolve the matter effectively and fairly. The parties, persons interviewed in the investigation, persons notified of the investigation, and persons involved in the proceedings will be advised of the need for discretion and confidentiality. Inappropriate breaches of confidentiality may result in disciplinary action.

## **9. Retaliation**

The college strictly prohibits retaliation against anyone reporting, complaining of, or providing information in a mistreatment investigation or proceeding. Examples of retaliation include, but are not limited to, assigning a lower grade, describing the reporting individual as a “snitch,” or making comments that the reporting individual is not to be trusted. Alleged retaliation will be subject to investigation and may result in disciplinary action up to and including termination or expulsion.

## **10. False Claims**

A person who knowingly makes false allegations of mistreatment, or who knowingly provides false information in a mistreatment investigation or proceeding, will be subject to disciplinary action and, in the case of students, may involve a referral to SPAC.

# Promotion and Graduation Standards

## Promotion

The grades, narrative evaluations, USMLE scores and other academic or performance measures of each student are routinely reviewed by SPAC to assess a student's academic progress. SPAC also conducts ad hoc reviews when necessary to address unsatisfactory academic performance, including unacceptable professional or behavioral performance. In those cases, students will be provided with notice and an opportunity to be heard and may appeal SPAC decisions as described in Section XI "Due Process/Appeal Procedures" of SPAC Overview.

Promotion will be determined for each successive year of study by SPAC, which will make a formal determination of promotion based on whether the student has satisfied the following requirements:

- passed all required blocks, courses, clerkships, and electives in the year under review
- completed any required formative assessments, including the NBME Comprehensive Knowledge Assessment at the end of Year 2
- demonstrated acceptable professional behaviors and attitudes

For promotion to clerkships, the student must also receive a passing score on the USMLE Step 1 examination. A student will be permitted to start the first clerkship module if the USMLE Step 1 score is pending but will be withdrawn if a passing score is not received.

## Curricular Requirements for M.D. Degree

NSU MD awards the Doctor of Medicine (M.D.) degree when the faculty of the college believes a student has successfully demonstrated achievement of the NSU MD educational program objectives and competencies.

Candidates for the M.D. degree must achieve all competencies, must have completed the prescribed course of study, and passed USMLE Step 1, Step 2 CK, and all other curricular requirements.

Students enrolled in the M.D. degree program must complete the program within six years from the date of matriculation into the program.

## Policies for Unsatisfactory Performance

Students are expected to consistently demonstrate the college's Professional Attributes and to adhere to the tenets of their Class Oath, if applicable. Behavior of a medical student reflects on the student's ability to become a competent physician. The college expects all students to be professional in their interactions with patients, colleagues, and faculty and staff members and to exhibit caring and compassionate attitudes. These and other qualities will be evaluated during patient contacts and in other relevant settings by both faculty and peers. In addition, students must adhere to the Code of Student Conduct of Nova Southeastern University.

Professionalism is one of multiple competencies NSU MD students must acquire and demonstrate. During a medical student's four years of medical school, development of professional behavior is monitored by both the faculty members and students. Formative peer assessment of professionalism is solicited during the first three years of medical school. Summative evaluation of professionalism by faculty members is included in determination of passing grades for all block, courses, clerkships, and electives.

In conferring the M.D. degree, NSU certifies that the student is prepared to enter the challenges of Graduate Medical Education. The M.D. degree also certifies that, in addition to competency in medical knowledge and skills, the graduate possesses those traits essential to the profession of medicine as judged by the faculty members, residents, and the student's peers, in both the medical and the master of biomedical sciences programs. 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; 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 of student's failure to satisfactorily achieve the college's academic standards. Similarly, alleged violations of NSU's Code of Student Conduct may indicate unsatisfactory performance in the college core competency of professionalism. SPAC may review allegations of conduct that, in its judgment, indicate an academic deficiency and, if a deficiency is found, may dismiss the student. A SPAC review of a student's academic progress does not preclude an NSU review for student conduct code violations and vice versa.

## Academic Remediation

### ***Failed Examination Within Block, Course, or Clerkship***

The NSU MD curriculum is fast-paced and demands a high level of preparation and participation for student success. Any student who scores below a passing grade on any major examination in the blocks or clinical courses in the pre-clerkship curriculum must meet with the block or course director to discuss his or her performance and learning strategies. Students will be contacted by the block or course director or another responsible faculty member to discuss potential reasons for the failure and, if appropriate, to establish an initial plan to correct the deficiency. The block or course director will confer with the student's academic adviser and the ADASA to formulate strategies to assist the student. The block or course director will then meet with the student to discuss correction strategies tailored to the student's individual needs, including tutoring and/or an individual educational program. The goal is to provide prompt and effective intervention to correct academic deficiencies to help prevent failure of the overall block or course. A plan for correction within a block, course, or clerkship is not subject to appeal.

### ***Failed Block, Course, or Clerkship General Procedure***

If a student fails a block, course, or clerkship and requires formal remediation to achieve a passing grade, the student will be presented to SPAC for review. While some remediation activities/examinations may be given at the end of the respective RIA for the block, most remediation attempts for failed blocks or courses in the first year of the curriculum will take place during the summer break between first and second year. Remediation attempts for failed blocks or courses during the second year will generally take place at least two weeks after the end of the second-year blocks, during winter vacation or Step 1 study time. Remediation for clerkships will be determined by and at the discretion of SPAC.

### **Pre-clerkship Blocks and Clinical Courses**

If a student's initial performance is unsatisfactory in one of the blocks, courses, or competencies, his or her academic performance will be reviewed by SPAC. The block or course director, after consultation with the student and other faculty as described above, will present a plan for remediation, which will be reviewed by the Committee. The remediation plan may be as straightforward as an Individualized Learning Plan or an independent study, followed by re-examination during an appropriate opportunity (such as, potentially, the winter or summer break). Alternatively, successful remediation may require repeating the entire block or year.

Students may only begin the clinical clerkships after all foundational blocks and courses have been satisfactorily completed and the student's promotion is approved by SPAC.

### **Clinical Clerkships**

Students must pass all components of each clerkship, including clinical evaluations, NBME subject exam, professionalism, and other assignments, to pass the clerkship. Failure of the NBME subject exam will result in a grade of *In Progress* providing that performance in all other components of the clerkship is judged satisfactorily. Passing a re-examination will enable the *In Progress* grade to be converted to *Pass*. If a student fails on re-examination, the grade will be converted to *Fail*.

If a student fails a clerkship or receives an unsatisfactory rating in any of the clinical competencies, his or her academic performance will be reviewed by SPAC. The clerkship director, after consultation with the student and other faculty, will present a plan for remediation, which will be reviewed by the committee. The remediation plan may range from remediation of specific components of the clerkship to repeating the entire clerkship. The committee must formally approve the remediation plan. Poor performance in the clinical clerkships may result in an adverse academic action such as probation or, if repeated or if egregious circumstances exist, dismissal from school.

## **Academic Standards for Students Who Hold Leadership Positions in NSU MD or NSU**

The college strongly encourages students to assume leadership positions in various sanctioned campus organizations and activities (e.g., class officer positions, student interest groups, health outreach missions, and the like). Students who accept such leadership positions should be in "good academic standing," defined as:

- a passing grade in each block or course attempted
- successful completion of USMLE Step 1 on the first attempt (if applicable)
- a passing grade in each required clerkship (if applicable)
- a passing grade in Step 2 CK (if applicable)

If students fall below this specified standard of academic performance, they may be required to relinquish their leadership position until their academic performance returns to the acceptable level. They also should seek assistance from appropriate advisers, counselors, and mentors.

## Academic Standing and Due Process Policies and Procedures

The Student Progress and Advising Committee (SPAC) is appointed by the dean to monitor student academic and professional standards as determined by the faculty for the M.D. program. SPAC reviews academic performance after each grading period and upon receipt of scores on all required national exams and determines each student's academic standing. The dean may also request the committee to review any issue pertaining to a student's evaluation and/or performance. Students in good standing, who have passing grades and satisfactory competency assessments, automatically advance to the next unit of instruction. Students not in good standing must meet with the committee. Each year the committee also endorses the graduation of all students who have successfully completed all graduation requirements.

### A. Satisfactory Academic Progress

**Students in the M.D. program** are expected to complete their medical school training within the following guidelines:

1. A student not participating in an approved graduate study or research leave must complete graduation requirements within six years of matriculation.
2. A student may not take more than a total of 18 months of leave of absence (LOA). Approved research and graduate study LOA(s) do not count toward this 18-month maximum.
3. A student who takes an LOA must meet all agreed-upon terms of the approved leave.
4. A student must take the appropriate school or national examination by the dates set by the school.
5. A student must meet the terms of an isolated deficiency remediation.
6. A student must meet the terms of a corrective action plan as outlined by the committee.

**Note: Satisfactory Academic Progress for financial aid eligibility should not be confused with the college's academic policies described here.**

### B. Good Standing

A student in good standing

- has maintained the committee's guidelines for satisfactory academic progress
- does not have a current academic deficiency that the committee considers eligible for placement on academic probation (see Section D)

A student not in good standing may be administratively removed from their next unit of academic instruction at the discretion of the college's Office of Student Affairs leadership team. When this occurs, the student will be advised of his or her ability to continue academic training after meeting with the committee.

### **C. Leave of Absence (LOA)**

A student requesting to take an LOA for medical or personal reasons must present his or her request, in writing, to the committee, unless the ADASA determines that exigent circumstances are present requiring expedited action, in which case the ADASA will take action and then promptly bring the matter before the committee. Unless excused by the committee, the student must appear before the committee and discuss the situation leading to the request and the student's proposed plan for maintaining academic readiness to return to his or her program of study. After deliberation, the committee will determine whether to recommend to the ADASA approval of the leave and the conditions to be met for the student to return to his or her medical studies. The chair of the committee will inform the student of the required conditions.

### **D. Academic Probation**

A student may be placed on probation by the committee for any of the following academic deficiencies:

- The student fails a block, required clinical rotation, or elective clinical rotation.
- The student fails a required national exam.
- The student fails to maintain acceptable academic standards, ethics, or professional behavior.
- The student fails to maintain satisfactory academic progress. (See Section A.)

The committee will review the status of all students on probation annually.

### **E. Isolated Deficiency**

A student may be placed on academic probation by the committee if he or she receives an isolated deficiency in a course, clerkship, or elective after the student's academic record is reviewed by SPAC. Alternatively, the committee may also assign a specific isolated deficiency remediation (see Section G) without placing the student on academic probation.

### **F. Additional Academic Concerns**

The ADASA and Learning Community Mentors will monitor formative feedback/evaluations pertaining to medical students; the ADASA may refer a student to SPAC if the student receives feedback from small groups, blocks, clinical clerkships, or elective clinical rotations indicating that he or she is noted for borderline performance on repeated formative evaluations, final grade evaluations, or national examinations. After reviewing the concerns, the committee may place the student on academic probation for failure to maintain satisfactory academic progress. The committee may also assign remediation (see Section G) without placing the student on academic probation.



## G. Remediation

The committee may require one or more remedial measures to be successfully completed by the student, for the student to be removed from academic probation and returned to good standing. Typical remedial measures include the following:

1. Repeating a block, course, required clinical rotation, or elective clinical rotation with a passing grade.
2. Successfully completing required block, course, or clerkship remediation.
3. Repeating the entire year/phase with passing grades.
4. Successfully completing required competency remediation.
5. Successfully passing required school or national exams.
6. Successfully completing corrective action plan, as determined by the committee.
7. Engaging in independent study and taking and passing a departmental examination or national examination.

## H. Removal of Academic Probation/Return from LOA

### 1. Administrative Action

At the discretion of SPAC, a student can be administratively removed from academic probation and reinstated to good standing between SPAC meetings once the required remediation has been successfully completed. This action will be acknowledged at a subsequent regularly scheduled committee meeting.

### 2. Committee Recommendation and Action

- **Removal from Academic Probation:** The committee must review the academic record of any student who has appeared before the committee related to their academic deficiency and probation to ensure they have met the required remediation and determine if the student can be removed from academic probation and reinstated to good standing.
- **Return from LOA:** The committee must review the academic record and evidence of the student's fulfillment of the conditions of the LOA and determine whether the student has successfully met the conditions of the leave before the student may return to the academic program.

## I. Suspension

The committee may suspend a student from school for failure to meet acceptable academic standards, ethics, professional behavior, or satisfactory academic progress.

## J. Dismissal

The committee may decide to dismiss a student from the college for any of the following reasons. Any student who meets any of the below criteria will be required to appear before SPAC to discuss why he or she should not be dismissed from school.

### **A student who**

- fails two blocks in the first and/or second year/phase
- fails a block, required clinical rotation, or elective clinical rotation while on academic probation
- fails two required clinical rotations
- fails two elective rotations
- fails an elective rotation and a required clinical rotation
- fails USMLE Step 1 or Step 2 CK on the third attempt
- receives any isolated deficiency or is noted for Additional Academic Concerns (Section F) when currently on Academic Probation
- has been cited for lack of acceptable academic standards, ethics, or professional behavior
- is not making satisfactory academic progress towards the completion of his or her degree

A decision to recommend academic dismissal will prevent the student from continuing to attend classes unless the Committee determines otherwise.

## **K. Due Process/Appeal Procedures**

### **Initial SPAC Review**

The chair of the committee will contact a student when a corrective or adverse academic action to which the student has not already agreed is being considered. The student will be scheduled to meet before SPAC as soon as possible, but not less than seven calendar days after receiving notification from the chair. The chair will notify the student of the general nature of the academic concern, the potential adverse action(s) that may be considered, advise the student of his or her rights and provide a copy of the relevant policies that describe the initial presentation and subsequent appeals process, including a personal appearance before SPAC. In addition, the LCM or FA is expected to serve as a resource and provide advice support for students referred to SPAC for academic (including professionalism) issues.

- SPAC meetings are limited to the student and appropriate university representatives, including the NSU MD adviser for the student. The student may not have an outside adviser during the personal appearance.
- The student will have an opportunity to make an opening and closing statement and to take notes during the meeting.
- The student may submit written materials to SPAC in advance of or at the meeting.
- The student will not be permitted to be present during deliberations of SPAC.

SPAC decisions that result in any action other than a required remediation plan, suspension, or dismissal are final.

## **Request for Reconsideration of Remediation Plan, Suspension or Dismissal**

A student may request to meet again with SPAC after receiving the committee's decision on a required plan for remediation or in favor of suspension or dismissal. The student's request for reconsideration must be received, in writing, by the chair of the committee within 21 calendar days of the date of the committee's action. A student's presentation for reconsideration must provide new information not previously communicated to the committee. The two possible outcomes of this process are:

1. The reconsideration results in reversal or revision of the original action, and
  - a. in the case of remediation, the student will complete an alternate or revised remediation pathway.
  - b. in the case of suspension or dismissal, the student remains on academic probation and must complete the committee's remediation plan.
2. The reconsideration does not result in a change to the original action and the recommendation for the originally prescribed remediation, suspension, or dismissal is forwarded to the executive associate dean for Academic and Student Affairs. The student has five business days to notify the executive associate dean for Academic and Student Affairs of the student's intention to appeal the committee's decision.

If the student does not appeal or withdraws within 21 calendar days of the date of the committee's action, the recommendation will be forwarded to the dean for review. The dean's decision is final and may not be appealed. See Section L regarding the student's option to withdraw.

## **Appeal to Executive Associate Dean for Academic and Student Affairs**

Appeals to the executive associate dean for Academic and Student Affairs are available under two circumstances:

1. The student wishes to appeal a prescribed plan of remediation, suspension, or dismissal, but was disqualified from reconsideration by SPAC because the student had no new information.
2. The student had a reconsideration hearing with SPAC and desires to appeal the outcome of the reconsideration.

Upon receipt of a student's notice of intent to appeal a prescribed plan of remediation, suspension, or dismissal, the executive associate dean for Academic and Student Affairs will convene and chair an ad hoc committee comprised of three faculty members not serving on SPAC. The chair and ad hoc committee will meet with the student within 10 business days of receiving the student's appeal.

- The meeting with the student is limited to the student and appropriate university representatives, including the student's Learning Community Mentor. The student may not have an adviser present during the meeting.
- The student will have an opportunity to make an opening and closing statement and to take notes during the meeting.

- The student may submit written materials to the executive associate dean for Academic and Student Affairs in advance of or at the meeting.
- The student will not be permitted to be present during discussions or deliberations of the ad hoc committee.

The executive associate dean for Academic and Student Affairs and the ad hoc committee are entitled to review the student's complete academic record as well as all information available to SPAC during prior SPAC hearing(s) and are entitled to independently determine the action(s) appropriate in the student's case (including determining that a more severe consequence is warranted). The executive associate dean for Academic and Student Affairs and the ad hoc committee will make a recommendation to the dean. Actions of the dean are final.

## **L. Withdrawal**

A student who has been recommended for dismissal by SPAC may request to withdraw from the college at any point prior to the dean's final decision. A student's request to withdraw after the committee has initially recommended dismissal can be granted by the chair of the committee in consultation with the executive associate dean for Academic and Student Affairs. If a student requests to withdraw after the committee upholds its original recommendation for dismissal, permission must be granted by the dean. In cases of ethical or academic misconduct, the request to withdraw must always include the approval of the dean. A student's approved withdrawal is considered as permanent and not reversible.

## **M. Probation After Successful Appeal of Dismissal**

Students whose academic dismissal is reversed by successful appeal—and who are permitted to repeat coursework—will be placed on probation and will automatically be dismissed if they receive a grade of *F* (fail), or an unsatisfactory competency evaluation in any block, course, or clerkship during the time on probation. If the coursework is satisfactorily completed, students will continue on probation for an additional calendar year, at which time the student may be removed from probation by favorable action of SPAC. Students who are allowed to repeat fourth-year coursework will remain on probation until they have successfully completed all of the requirements for graduation. Students whose dismissal for deficits in the competency of professionalism is reversed by successful appeal—and who are permitted to continue in their training—will be on probation and may be dismissed automatically if further unprofessional behavior is identified by SPAC.

## **N. Conflict of Interest/Recusal/Scope of Review**

Any voting member of SPAC who has had extensive direct involvement in a matter under review by SPAC, which involvement could constitute a conflict for such member, shall recuse himself or herself from voting on such a manner. SPAC is charged with the responsibility of making decisions about the standards and procedures relating to student evaluation, advancement, graduation, and academic action, including dismissal, and applying such standards and procedures to students. Academic and professional performance will be evaluated by a variety of methods approved by faculty committees governing the curriculum, described in each course or clerkship syllabus, and will include not only formal examinations but also assessments based on observation of student performance in lectures, examinations, laboratories, and all other clinical and academic settings of the university or clerkships.

### ***Coordination between SPAC and the Nova Southeastern University Office of Student Affairs***

In addition to the activities described above, SPAC will review situations involving medical students that have been adjudicated through the university procedure for violations of university rules, such as NSU's Code of Student Conduct. University officials in the NSU Office of Student Affairs (or other university officials, as applicable) and the members of SPAC will coordinate and keep one another informed of pertinent violations by medical students under this policy. SPAC may impose additional academic sanctions on such student, in accordance with the policies and practices of NSU MD as well as customary practices among medical schools.

In circumstances where it is unclear whether student conduct is subject to NSU's Code of Student Conduct, or is more appropriately subject to this policy, the NSU Office of Student Affairs and the NSU MD assistant dean for Admissions and Student Affairs will discuss the situation to determine the appropriate process to apply in reaching an appropriate resolution.

## **Grade Challenge/Grievance Process**

Students may appeal a final grade or evaluation based on concerns about improper or unfair assessment or the process used to assign the grade. The process is as follows:

1. The student submits his or her written concern(s) about a final grade or evaluation and arranges a meeting to discuss the concern(s) with the respective block, course, or clerkship director within 14 calendar days of the student's receipt of the final written NSU MD grade report of that grade, if the student is not satisfied with the outcome.
2. The student may submit his or her written explanation of the grievance to the Grade Grievance Committee consisting of three faculty members familiar with the medical or master's education program who are neither members of SPAC nor the block, course, or clerkship director of the course at issue nor the PBL/IQ facilitator for the student's assigned small group activities within the block. The Grade Grievance Committee is appointed by the executive associate dean for Academic and Student Affairs.
3. After reaching a decision, the Grade Grievance Committee will submit a final report to the executive associate dean for Academic and Student Affairs and to the student.
4. The decision of the Grade Grievance Committee is final.

Students at NSU MD are strongly encouraged to raise any concerns or complaints about a grade within five business days after the receipt of such grade, since final grades are typically officially submitted to the registrar as early as one week after the grade is released to the student. If a timely complaint is not filed by the student, any ramifications related to transcript generation, determination of academic awards, and residency/away rotation applications will be the responsibility of the student and may be irreversibly or negatively impacted.

Any questions about the grade appeal procedure at NSU MD can be directed to the Office of Medical Education.

## Professional Personal Appearance Policy

Students attending NSU MD are expected to demonstrate professionalism throughout their studies. As one aspect of professionalism, students are expected to meet high professional standards in dress, grooming, and personal cleanliness. The standards set forth in this policy are designed to contribute to the morale of all students and allow NSU MD to present a positive image to colleagues and visitors. Students are expected to present and maintain a professional, clean, neat, and tasteful appearance and dress and groom themselves according to the requirements set forth below. Proper grooming is particularly important to demonstrate the student's respect when in a position that involves contact with patients or medical personnel.

If a student's personal appearance is inappropriate, the student may be asked to leave the campus or workplace until they are properly dressed or groomed. This may require remediation of missed educational experiences.

NSU MD respects cultural diversity and, to the extent reasonably possible, will support race and religious practices as they comply with the following professional attire and grooming standards. Reasonable accommodation may also be made in the case of a person with a disability. Students are encouraged to raise any questions or resolve any doubts they may have about the appropriateness of any clothing or grooming style with the assistant dean for Admissions and Student Affairs before attending NSU MD classes or activities. If they do this in person, they are expected to present themselves according to the grooming standards.

## Dress Code

### Setting Specific Clothing Standards

1. Professional Didactic Setting (all scheduled activities on the Fort Lauderdale/Davie Campus, generally Monday through Friday from 8:00 a.m.–5:00 p.m.)
  - a. Students must always wear their NSU I.D. card while on campus.
  - b. Business casual attire is expected.
    - i. Men: Collared shirt and dress pants (includes khakis; however, cargo pants and jeans are not permitted), sports jacket and tie are optional.
    - ii. Women: Dress pants (includes khakis; however, cargo pants and jeans are not permitted) or skirt (knee length), blouse, sweater, shoulders must be covered. A dress of knee length is acceptable attire.
    - iii. Flip-flops, sandals, T-shirts with graphics, sundresses, tank tops, spandex, and clothing with rips and/or stains are not permitted at any time.

2. Laboratory or Research Setting
  - a. Students will follow the guidelines as established by the laboratory and/or research faculty and settings. Unless otherwise directed by the Office of Student Affairs, **scrubs are permitted in anatomy laboratory only**. (Students are expected to use the changing facilities next to the laboratory for changing into and out of scrubs.)
  - b. Follow Occupational Safety and Health Association (OSHA) guidelines at all times, (e.g., close-toed shoes are required, and Croc-type shoes are prohibited.)
3. Clinical Care Setting
  - a. While wearing a white coat with NSU MD embroidered logo and name badge in the clinical setting, students are always expected to identify themselves as students and must assume responsibility to clarify their role to patients.
  - b. Professional business attire **may** be expected by some clinical sites. This may include
    - i. formal suit, tie, and business shirt for men
    - ii. skirt suits (knee length) or pantsuits with formal business blouses or tops, stockings, closed-toe shoes, for women
  - c. Preceptors will dictate expected hospital, home visit, or other specific clinical setting attire.
  - d. Other standards:
    - i. Chewing gum or nicotine products is strictly prohibited.
4. Study time outside regular business hours (generally, 5:00 p.m. to 8:00 a.m.) on the Fort Lauderdale /Davie Campus
  - a. All students: Clothing should be neat and clean. Flip-flops, sandals, T-shirts with graphics, sundresses, tank tops, spandex, and clothing with rips and/or stains are not permitted at any time.

## Personal Grooming and Appearance Guidelines

Without unduly restricting individual tastes, the following personal appearance guidelines should 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.
- Unnaturally colored hair and extreme hairstyles do not present an appropriate professional appearance.
- Fingernails should be clean, neat, and of short to medium length. Students may not have acrylic nails while providing patient care services.
- Offensive body odor and poor personal hygiene is not professionally acceptable.

- Jewelry should be restrained, not garish, nor functionally restrictive/dangerous to job performance, or excessive.
- 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 excessive tattoos and similar body art must be covered during business hours.
- Flip-flops, sandals, T-shirts with graphics, sundresses, tank tops, midriff tops, spandex, and clothing with rips and/or stains are not permitted at any time.

## Attendance Policy

As future professionals, students are expected to conduct themselves appropriately in all curricular activities, including classroom work, laboratory work, and clinical experiences. The professionalism of a student includes arriving to educational activities on time, staying for and participating in the entire activity, using electronic devices only for coursework during the educational activity, and minimizing disruptions to the educational exercise. Certain activities are experiential and require attendance. Students are personally responsible for attending all required educational activities as specified by the block, course, or clerkship director. This includes, but is not limited to, large group interactive sessions such as team-based learning (TBL), labs, small group discussions, clinical experiences, and examinations. Required attendance at didactic lectures varies with the block, course, or clerkship. ***Students are expected to arrive at required scheduled activities on time and be ready to begin.*** Specific attendance and punctuality requirements for blocks, courses, and clerkships that vary from this policy will be included in the syllabus or may be communicated by alternate written means, such as email or notice on block, course, or clerkship web pages.

**Student First Step:** Contact the Office of Student Affairs (OSA).

No matter the situation that could cause a student to be absent from required activities, M.D. students should first promptly inform the Office of Student Affairs by telephone, at (954) 262-0515, 8:00 a.m. to 5:00 p.m., or (954) 279-7575, after 5:00 p.m. and before 8:00 p.m.

## Excused Absences

During the educational program (including both pre-clerkship and clerkship portions of the curriculum), time off is given at the discretion of the Office of Student Affairs in consultation with the block, course, or clerkship director and may or may not be granted. Students engaged in the pre-clerkship curriculum have scheduled activities during approximately half of the week and generally have the weekends free of scheduled activities. It is expected that pre-clerkship students will make every effort to minimize or eliminate the need for absences during required scheduled activities. Students engaged in the clinical curriculum (clerkships and electives during the second, third, and fourth years) have a more rigorous schedule, may be required to spend up to 80 hours a week in clerkship activities, and may be required to work evenings, weekends, and holidays.



Students are allotted breaks as noted on the NSU MD academic calendar, [md.nova.edu/academics/curriculum.html](http://md.nova.edu/academics/curriculum.html). Students in the clinical curriculum (clerkships and electives during the second, third, and fourth years) are NOT automatically off on official holidays listed on the academic calendar. Clerkship directors, at their discretion, may permit students a holiday (e.g., on Labor Day, outpatient clinics are closed, and a clerkship director may give the students assigned there the day off).

### Pre-clerkship Unexpected Absences

If a pre-clerkship (first- or second-year) student has an emergency or illness that prevents him or her from attending a scheduled activity, the student is expected to notify the OSA by telephone—(954) 262-0515, 8:00 a.m. to 5:00 p.m., or (954) 279-7575, after 5:00 p.m. and before 8:00 a.m.

### Clerkship Unexpected Absences

If a clerkship (second-, third- or fourth-year) student has an emergency or unexpected absence because of illness, the student MUST notify the responsible faculty member or senior resident and the clerkship administrator. The student **also** must notify the staff in the Office of Student Affairs by telephone—(954) 262-0515, 8:00 a.m. to 5:00 p.m., or (954) 279-7575, after 5:00 p.m. and before 8:00 a.m.

### Planned Absences

In the case of planned absences to attend meetings or family events such as a wedding or funeral, the student must contact the responsible person (OSA or clerkship director/clerkship site director) as far in advance as possible to discuss the request and possibly obtain permission to be absent from assigned responsibilities. Students should make every effort to not have a planned absence conflicting with mandatory educational experiences and recognize that many requests will be denied. In the case of clinical clerkship absences, if the clerkship director is willing to allow the planned absence, the student must notify the Office of Student Affairs to confirm and finalize the approved dates for the absence.

### Absences for Health Services

Students who require an absence from required educational activities because they need health care must inform the OSA, as well as the responsible faculty member (e.g., block, course, or clerkship director) as far in advance as possible to discuss the request and obtain permission to be absent from assigned educational activities. A request may be denied if it can be scheduled at a time when it does not interfere with required educational activities. Once the absence is approved, the student must notify the block, course, or clerkship administrator. The block, course, or clerkship director will notify the student of make-up requirements. Students will not be penalized due to excused absence(s) from class or other scheduled academic activity for medical reasons.

### Fourth-Year Interview Absences

Students are expected to schedule residency interviews during the designated interview period and vacation. However, because of the inherent unpredictability of the residency interview process, it may be necessary for students to schedule interviews during an elective. Students cannot attend interviews during electives without prior approval of OSA and the elective director. The approval process may include discussion and provision of documentation that the interview was impossible to schedule at

another time. The make-up may include additional clinical assignments and/or extension of the elective into another time period. Students should not schedule interviews during required clerkships.

## Absences for Religious Holidays

NSU MD abides by the NSU Religious Holiday Policy. We urge you to read the entire policy and be aware of the details. See the *NSU Student Handbook*, Religious Holidays Policy section. Visit [nova.edu/studentconduct/religious-holiday-policy.html](http://nova.edu/studentconduct/religious-holiday-policy.html) for more information.

A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU assistant dean for Student Development, at [bj379@nova.edu](mailto:bj379@nova.edu) or (954) 262-7281, within three calendar days after the start of the semester in which the holiday will fall. **Students should be aware that the semester periods in the M.D. program will not always coincide with the semester periods in the M.B.S. program.**

## Leave of Absence Policy

A leave of absence (LOA) is a temporary period of non-enrollment and may be either voluntary or involuntary. While a student may discuss a potential LOA with faculty members, the leave may only be granted by the assistant dean for Admissions and Student Affairs. SPAC will be informed about all LOAs as expeditiously as possible.

The following provisions apply to any LOA:

1. An LOA petition ideally should be filed at least 30 calendar days prior to the commencement of the LOA. Special circumstances will be considered on an individual basis by the Office of Student Affairs.
2. Students must keep their health and disability insurance policies current during the leave period.
3. Students should be aware that taking an LOA might affect student loan deferment/repayment status, housing, health and disability insurance coverage, or financial aid eligibility. Prior to applying for an LOA, students must meet with the director of Student Affairs and an NSU Financial Aid counselor.
4. Students should be aware that they must complete all course requirements within a six-year period from the time of matriculation to receive the M.D. degree, and that unless specifically excluded by NSU MD in writing, time spent on an LOA will be counted within that six-year period (i.e., the clock will not stop for the LOA). Students should be aware that they must complete all course requirements within a five-year period from the time of matriculation to receive the M.B.S. degree, and unless specifically excluded by the NSU MD in writing, time spent on an LOA will be counted within that five-year period.
5. If conditions have been set for a student's eligibility to return from a leave, particularly if returning from an involuntary withdrawal or a leave mandated by SPAC, the student must demonstrate satisfaction of the conditions prior to return date.
6. Any LOA and return from a leave must be approved, in writing, by the assistant dean for Admissions and Student Affairs, or designee.

7. While on an LOA, students should be aware that they will not be covered by NSU malpractice insurance for health professions students and therefore it is their responsibility to ensure appropriate coverage for professional and general liability for any clinical or other activities they pursue during their LOA.

## Severe Weather Policy

Cancellation of required clinical activities because of severe weather or disaster will be addressed pursuant to NSU and NSU MD's emergency policies. Should an emergency arise at any of NSU's campuses or sites, critical information will be accessible through the NSU Hotline at 800-256-5065, on the NSU website at [nova.edu](http://nova.edu), or on the SharkTube video network. In addition, NSU continually tests the voice and text messaging component of the Emergency Notification System with test messages to all NSU students, employees, faculty and staff. As possible, alerts will be posted on NSU's emergency alert page ([nova.edu/emergency](http://nova.edu/emergency)) and NSU MD's Alert page ([md.nova.edu/emergency](http://md.nova.edu/emergency)).

Students are responsible for checking emails and university or hospital websites for updated procedures and protocols. In the case of a loss of all methods of communication, students should follow general recommendations from the NSU Severe Weather Policy and exercise their own judgment in considering personal and public safety. In the event of severe weather or a natural disaster that interrupts or has the potential to interrupt normal operations, students will be contacted by the Office of Student Affairs and/or the Office of Medical Education with instructions pertaining to class and clinical rotation attendance. If there are any questions, concerns, or doubts regarding travel to school or to a clinical rotation, students should always err on the side of caution and seek and remain in safe shelter.

Students will be notified as soon as possible—if specific clinical sites are closed or activities are canceled—with postings and updates on Canvas or through their NSU email account.

## Evaluation Completion Policy

### Our Values

Students' evaluations play a vital and essential part of the continual improvement of NSU MD's education programs and all aspects of NSU MD. Our students' feedback is critical to the medical profession and reflects the mutual obligation that teachers and learners have, to provide constructive commentary to each other as they seek to improve and enhance their performance. Consequently, all students are expected to actively participate in the college's comprehensive evaluation program. The Office of Medical Education (OME) collects and compiles evaluation data, which are analyzed by the Office of Educational Standards and Quality (OESQ) to provide anonymized reports and analysis to the appropriate curriculum committees. These committees, in conjunction with the OME, utilize the data to formulate and implement curriculum improvement and faculty development strategies. To attain valuable participation of every student in the evaluation process, the OME has established the following policy.

### Mandatory Completion

**Students are expected to complete all assigned faculty teaching evaluations, final evaluation of blocks, courses, and clerkships, and evaluations of other aspects of the educational program as part of their professional responsibilities at NSU MD.** Evaluations that students must complete will

be assigned at appropriate times throughout the curriculum, with a clearly designated time frame for completion. Faculty and staff members of NSU MD commit to assigning as few evaluations as possible to achieve the goal of ongoing curricular improvements and faculty development/evaluation. Should a student receive an evaluation for a non-mandatory session that they did not attend, the student is expected to complete a few questions on why they chose not to attend and what alternative resources they used to master the material covered in the session.

### Confidentiality of all Student Responses

Confidentiality of student responses on all evaluations is guaranteed. The responses to evaluations are always compiled and anonymized prior to being reported. Should a one-on-one relationship with a faculty member—such as a clinical preceptor—preclude anonymity, then evaluation data will not be shared until the grading process is complete. Should a student have any concerns or questions about the anonymity of an evaluation, he or she should speak to the course or clerkship director and/or the assistant dean for Educational Standards and Quality **before the deadline for submitting completed responses**.

### Quality of Student Responses

Students are expected to complete all evaluations in a highly professional manner. All comments submitted in evaluations are shared verbatim with faculty members, so we expect them to be high quality, meaningful, constructive, and free of personal slurs.

### Failure to Complete Assigned Evaluations

Most evaluations use the format of electronic surveys with numerical ratings and space for narrative comments in the eMedley software. Student completion rates and timeliness of completion on all evaluations will be tracked. Students are encouraged to discuss any specific concerns with their adviser, LCM, or with the Office of Student Affairs **before the due date**. If a student does not complete assigned peer feedback by the due date, the block, course, or clerkship director and LCM will be informed. A student's diligence and responsibility in providing meaningful and timely evaluations in a highly professional manner is a component of several competencies, failure of which may result in referral to SPAC, and an evaluation of professionalism as Satisfactory with Concern and/or Unsatisfactory. (Reminder: An Unsatisfactory grade in any competency will result in failure of the block, course, or clerkship.)

## Medical Student Peer Feedback Completion Policy

A vital skill that physicians must learn is to give and receive feedback. Medical students should expect to both receive and provide confidential feedback in the context of groups (PBL, IQ, TBL), blocks, courses, and clerkships. Our students' feedback to their classmates is critical to the medical profession and reflects their obligation to provide constructive commentary to each other as they seek to improve and enhance their performance. Students are expected to complete all assigned peer feedback as part of their professional responsibilities at NSU MD. Peer feedback assignments will be made at appropriate times throughout the curriculum, with a clearly designated time frame for completion.

## Failure to Complete Assigned Peer Feedback

Student completion rates and timeliness of completion of all peer feedback will be tracked. Students are encouraged to discuss any specific concerns with their LCM or with the Office of Student Affairs **before the due date**. If a student does not complete assigned peer feedback by the due date, the block, course, or clerkship director and LCM will be informed. A student's diligence and responsibility in providing meaningful and timely peer feedback in a highly professional manner is a component of several competencies, failure of which may result in referral to SPAC, and an evaluation of professionalism as Satisfactory with Concern and/or Unsatisfactory. (Reminder: An Unsatisfactory grade in any competency will result in failure of the block, course, or clerkship.)

## Policy on Substance Abuse

### Prevention, Treatment, and Assistance Resources for Students

- NSU MD Office of Student Affairs phone: (954) 262-1737
- NSU Center for Student Counseling and Well-Being phone: (954) 424-6911 or (954) 262-7050 (available 24 hours, 7 days a week)

NSU MD adheres to the NSU Policy on a Drug Free Environment. Students who have a known or suspected abuse problem will be referred to seek professional care at Henderson Student Counseling Center (HSCC). This will include mandatory education and possible referral to agencies that specialize in substance abuse and alcohol treatment and rehabilitation. If a medical student fails to attend an evaluation consultation at HSCC, or if abuse interferes with the student's academic work or performance in the clinical setting, a mandatory referral may be made to the Physician's Recovery Network for evaluation and treatment, prior to return to the classroom or clinical setting, and the matter will also be referred to SPAC. Students who refuse professional treatment and/or violate the provisions of the NSU Policy on a Drug Free Environment may be subject to dismissal from NSU MD in accordance with the procedures in this handbook.

### **Urine Drug Screen**

NSU MD students may be required to submit to additional urine drug screen testing. A student who tests positive for illegal or illicit drugs, or for a controlled substance that he or she does not have a prescription for, will be referred to SPAC for assessment.

## M.D. Program Policy on Immunizations

The immunizations required for NSU MD medical students are based on the current Center for Disease Control and Prevention (CDC) recommendations for Health Care Personnel. Before matriculating, every NSU MD student is required to have an immunization for, or show evidence of immunity to, the following diseases as described below:

The following immunizations are **mandatory** for the NSU MD medical students:

1. MMR—this requirement is only satisfied by submitting either
  - a. measles IgG, mumps IgG, and rubella IgG titer showing immunity OR

- b. documentation of two separate MMR vaccinations.
2. Varicella—this requirement is only satisfied by submitting
  - a. varicella IgG titer showing immunity
  - b. documentation of complete varicella series

NOTE: Having a history of chicken pox **DOES NOT** satisfy the requirement

3. hepatitis A—documentation of complete series (not required for M.B.S. students)
4. hepatitis B—documentation of complete series

NOTE: Combination HAV/HBV vaccination series **DO** satisfy the requirement

5. Tdap—documentation of initial series, as well as appropriate booster vaccination; booster shot is valid for 10 years
6. influenza vaccination annually, if in clinical setting

## Health Screening

1. TB screening—documentation of FDA-approved (quantiferon-TB Gold IN-tube test or T-SPOT TB test) Interferon-gamma release assay (IGRA) result OR 2 step PPD. Please note if student has had BCG vaccination previously, IGRA is the preferred test. If assay is positive, or student has a history of active TB, a chest X-ray must be obtained and documented on an annual basis.
2. Physical examination—documentation of physician showing a routine physical has been performed in the past 12 months prior to matriculation.

### References:

1. [cdc.gov/vaccines/schedules/hcp/imz/adult.html](https://www.cdc.gov/vaccines/schedules/hcp/imz/adult.html)
2. [cdc.gov/tb/topic/testing/healthcareworkers.htm](https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm)

NSU MD students must complete a mandatory immunization form, which must be signed by a licensed health care provider. The form is available at [nova.edu/smc/forms/hpd-immunization-physical](https://nova.edu/smc/forms/hpd-immunization-physical). NSU MD students may be required to upload proof of immunizations to multiple online portals to satisfy the requirements of the affiliated hospital where they rotate. Failure to comply with this policy may result in a student's inability to satisfy the graduation requirements in his or her program.

## Policy on Communicable Diseases

### Students with Communicable Diseases

Students with communicable diseases or conditions will not be permitted to engage in patient contact until such conditions have resolved as documented by a physician. Persons with the following medical conditions will not be allowed patient contact without prior medical clearance:

1. active chicken pox, measles, rubella, herpes zoster (shingles), pertussis, mumps (i.e., vaccine-preventable diseases)

2. active hand, foot, and mouth disease
3. active tuberculosis
4. acute HAV
5. viral respiratory infections including influenza, parainfluenza, RSV, etc. until student is afebrile for >24 hours
6. Group A streptococcal disease (i.e., strep throat) until 24 hours after treatment has been initiated
7. draining infectious skin lesions (e.g., MRSA, HSV) that are unable to be covered appropriately
8. viral gastroenteritis including norovirus and rotavirus
9. viral conjunctivitis, (i.e., pink eye) until on appropriate treatment for >24 hours

A student who has a communicable disease and is unsure whether he or she should participate in patient care should seek medical care by a private physician or a physician on staff at NSU Student Medical Center. All students with a communicable disease must receive written medical clearance by a physician prior to returning to clinical care activities. A case-by-case evaluation of each infected student will be done by his or her physician to determine eligibility to perform the duties required on the clinical rotation. Based on the recommendations of his or her physician, it is the responsibility of each infected medical student to notify the NSU MD Office of Student Affairs if he or she is unable to perform clinical work. Appropriate documentation is required. All such notifications will be kept strictly confidential.

Prior to the start of clinical experiences, a student who has chronic hepatitis B virus (HBV), chronic hepatitis C virus (HCV), or HIV/AIDS is required to notify the Office of Student Affairs of his or her status. All such notifications will be kept strictly confidential. Prior to the start of any clinical experiences, infected students are required to seek medical consultation with a physician to determine their ability to perform the duties required of the clinical rotation. Medical students are not obligated to answer patient questions related to their own HBV/HCV/HIV/AIDS status, nor shall they answer such questions related to other students, other health care personnel, or patients. Serologic testing of medical students for HBV/HCV/HIV antibody will not be performed routinely unless the person is seropositive. Testing is recommended when there has been a documented needle or sharp instrument puncture or mucous membrane exposure to the blood or body fluids of patients, or when there has been a medical student-to-patient exposure. Refer to the Exposure at NSU, Exposure at an NSU MD Affiliate Site Not Located on the Campus of NSU, and other policies and procedures in this handbook.

Students who are at high risk of infection from patients or other personnel because of their immune status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal health care provider. If the health care provider believes that there are certain assignments the individual should not accept for personal health reasons, this should be discussed with the ADASA, or designee. Accommodations may be available under the Technical Standards. Students should contact NSU's Student Disability Services to see whether such accommodations are available. Medical students with HBV/HCV/HIV seropositivity shall have periodic physical examinations by their private physician or a physician on staff at NSU Student Medical Center. Written health clearance will be provided to the ADASA or designee, who will notify the student's clerkship director of his or her ability to return to practice direct patient care. All correspondence will be kept confidential and will not be used as a basis for discrimination.



The greatest theoretical risk of medical student-to-patient transmission of HBV, HCV or HIV/AIDS involves invasive or exposure-prone procedures with manipulation of needles or other sharp objects not under direct visualization. Medical students who have HBV/HCV/HIV seropositivity may not perform invasive or exposure-prone procedures unless such activity is approved in writing by 1) an expert panel duly constituted to guide and review performance of such procedures (see Centers for Disease Control and Prevention [CDC] guidelines for definition of exposure-prone procedures and recommendations for expert panel oversight), 2) the student's personal physician (who may be a physician from NSU Student Medical Center), 3) the clinical clerkship director, and 4) the ADASA, or designee.

The CDC guidelines for the Management of Hepatitis B virus-Infected Health-Care Providers and Students ([cdc.gov/mmwr/PDF/rr/rr6103.pdf](https://www.cdc.gov/mmwr/PDF/rr/rr6103.pdf)) and the Society for Healthcare Epidemiology of America (Henderson DK et al. Infection Control and Hospital Epidemiology, 2010; 31 (3): 203-232.) suggest that medical students with HBV, HCV, and HIV seropositivity can continue to attend classes and participate in clinical clerkships and preceptorships. For chronically infected HBV/HCV or HIV health care providers and students who plan on performing exposure-prone procedures, an expert panel will be duly constituted to guide and review performance of such procedures (see CDC guidelines above for definition of exposure-prone procedures and recommendations for expert panel oversight). Chronically infected HBV-infected health care providers and medical students are NOT required to 1) repeatedly demonstrate non-detectable HBV viral loads on a greater than semiannual frequency, 2) pre-notify patients of his or her HBV-infection status, or 3) submit to mandatory antiviral therapy. Standard Precautions should be adhered to rigorously in all health care settings for the protection of both patient and provider.

## Education and Training

All students initially receive general information pertaining to the prevention and transmission of occupational exposures during the orientation to the M.D. program of NSU MD. During this time, students will be required to receive immunizations against hepatitis B, meningitis and varicella, and tuberculosis screening if not documented on the history and physical exam form submitted prior to registration. More formal clinical information about the prevention and pathophysiology of all infectious diseases that might potentially be transmitted in a clinical care setting is provided prior to the start of clinical clerkships. This would include education regarding hepatitis A, hepatitis B, hepatitis C, varicella, influenza, meningitis, tuberculosis, and HIV.

Students will be provided with education on universal blood and body fluid precautions during orientation sessions for first-year students, and prior to the start of the clinical clerkships. Students will also receive information on infection control and prevention of the spread of communicable disease. During the first day students are assigned to work at a clinical rotation site, the faculty at the affiliate site will provide information regarding the policies and procedures at their respective site that students must follow in the event of exposure, as described below in Needlestick Injury and Other Potential Blood-borne Pathogen Exposure. **All students are required to complete training in OSHA and HIPAA.**

### OSHA

Students are required to complete two educational modules prior to matriculation: Blood-borne Pathogens and Formaldehyde Use. Successful completion of these modules is monitored by the Office of Student Affairs.



### **Standard Precautions**

Infection control policies are established for the surveillance, prevention, and control of infection caused by a variety of microorganisms. Blood, semen, and vaginal fluids are the three most potentially infectious body fluids, but other body fluids such as cerebrospinal fluid, synovial fluid, pericardial fluid, peritoneal fluid, amniotic fluid, and unfixed body tissues should be considered potentially infectious, especially if contaminated with blood. Universal precautions should always be followed, even when handling fluids and tissues that are not normally infectious, such as saliva, feces, urine, sweat, sputum, vomitus, and tears. It should be noted that these body fluids carry a greater risk of infection if contaminated with visible blood, which can result from an accidental occurrence or complication of patient contact and procedures.

Students are required to follow appropriate infection control procedures, including the use of personal protective equipment, whenever there is a risk of parenteral, cutaneous, or mucous membrane exposure to blood, body fluids, or aerosolized secretions from any patient, irrespective of the perceived risk of a blood-borne or airborne pathogen. Regardless of the real or perceived communicable disease status of the patient, all students and staff should follow standard universal precautions when providing patient care. The basic precautions include:

- Always wash hands before and after patient contact, according to the policy of the clinical site, even if gloves are used.
- Always wear gloves when exposure to blood, body fluids, and other body excretions is likely.
- Use gloves appropriately according to aseptic and/or sterile techniques, and always change gloves between patients.
- Wear gowns/aprons when soiling of clothing with blood or body fluids is likely.
- Wear masks, face shields, and eye protection when aerosolization of blood or body fluids may occur.
- Dispose of sharps in designated rigid sharp containers. Never recap needles by hand.
- Dispose of waste saturated with blood or body fluids in designated red biohazardous waste containers.

### **Risk of Exposure, Encouraged Disability Insurance, and Mandatory Medical Insurance**

Despite the best efforts of health care practitioners and facilities, as well as educational institutions and faculty, the risk of student exposure to blood-borne pathogens cannot be eliminated. Although all prudent precautions are taken, students still have a real risk of acquiring infectious diseases that may cause illness, disability, and potentially even death. Moreover, even if not debilitating to the student, some infectious diseases may preclude a student from practicing in certain specialties, due to the patient's risk of infection from the provider performing exposure-prone activities.

***Nova Southeastern University (NSU) College of Medicine (NSU MD) strongly encourages its students to obtain and maintain disability insurance throughout their years in the M.D. program.*** Information on disability insurance options is available online at [amainsure.com/insurance-products/disability/student-disability-income-insurance.html](https://amainsure.com/insurance-products/disability/student-disability-income-insurance.html), or students may talk to the assistant dean for Admissions and Student Affairs for information.

***NSU MD requires students to carry health insurance and strongly encourages its students to ensure their health insurance provides sufficient coverage to ensure the student will be able to obtain all necessary diagnostic and treatment goods and services.***

## **Student Exposure to Blood/Body Fluids Procedures**

It is the policy of NSU MD that all students who are exposed (percutaneously, through mucous membranes or skin) to blood/body fluids while engaged in a university-sponsored educational program receive prompt medical attention, including counseling, prophylactic drug treatment, and baseline and follow-up laboratory values, as necessary. In accordance with this policy, the following procedures must be followed by students who have been exposed to blood/body fluids.

### ***If you are exposed to blood/body fluids, IMMEDIATELY:***

1. Remove soiled clothing and wash the exposed area with soap and water.
2. Notify attending physician, resident and/or clinical site coordinator, and notify the NSU Infection Control Coordinator's Office at (954) 262-7353.
3. After contacting NSU Infection Control, the student should contact the Student Medical Center (8:30 a.m. to 5:00 p.m.) at (954) 262-1270 to receive appropriate care. If on rotation at a distant hospital or if outside the Student Medical Center's hours of operation, present to the local emergency department (ED) or urgent care center for assessment and initial prophylactic treatment if applicable.
4. Following the assessment, the ED shall immediately make available to the affected student a copy of all the student's records relating to the treatment and follow up, and any available results regarding the HIV, HBV, and HCV status of the source, to the extent permitted by law.
5. All NSU MD students are required to obtain and maintain health insurance. The student has exclusive responsibility for his or her own medical bills.
6. Within 24 hours of the exposure, the student must follow up with the assistant dean for Admissions and Student Affairs at (954) 262-1737, who will be responsible for directing the student in following NSU procedures, found at [nova.edu/smc/forms/compliance-exposure-policy.pdf](http://nova.edu/smc/forms/compliance-exposure-policy.pdf).

A helpful reference on Post-exposure Evaluation and Follow-up is located at [osha.gov/OshDoc/data\\_BloodborneFacts/bbfact04.pdf](http://osha.gov/OshDoc/data_BloodborneFacts/bbfact04.pdf).

Students who become exposed to contaminated body fluids while at a clinic or lab site owned or operated by NSU or on the NSU campus will follow the established follow-up protocols at NSU to receive diagnostic and therapeutic care post-exposure. Depending on the level of complexity, diagnostic testing and treatment may be provided at NSU Student Medical Center during normal business hours. If complex services are required or exposure takes place when NSU Student Medical Center is closed, the student will be referred to obtain care at an outpatient facility in the community.

A student who becomes exposed to contaminated body fluids while at a clinic or lab site that is not owned or operated by NSU or located at an NSU campus is required to contact his or her supervising faculty member at the affiliate site. This physician will ensure that the student follows the appropriate needlestick protocols (and other appropriate protocols and policies) established at the specific affiliate

site to receive immediate diagnostic and therapeutic care post-exposure incident. All clinical care sites that are affiliated with NSU MD are required to have established biosafety protocols to provide follow-up diagnostic, preventive, and therapeutic care for medical students who sustain needlestick injuries and/or other exposures.

Regardless of where the exposure occurs, the NSU MD provides (and requires of all its affiliated clinical care sites) a system in which all medical students must report all accidental exposures to blood and other potentially hazardous biological fluids that occur including, but not limited to, accidental needlestick injuries. This process is necessary for the following reasons:

- to quickly evaluate the risk of infection
- to inform the exposed student about treatments available to help prevent infection
- to monitor for side effects of treatments
- to determine if infection subsequently occurs

This process initially involves the immediate provision of appropriate first aid, including ample washing of the exposed area that was punctured by the needle, or otherwise exposed, with soap and water. The subsequent steps are determined based on whether the exposure occurred at an NSU laboratory or clinical setting on an NSU campus, or if the exposure occurred at an NSU affiliate hospital or clinical setting not located on an NSU campus and not owned nor operated by NSU.

## **Confidentiality and Testing**

As with any blood-borne exposure, appropriate documentation is necessary. The affiliated clinical site and NSU MD require that a formal report of the exposure incident or unusual occurrence be filed. The student will need to complete the NSU Medical Student Exposure Incident Form as discussed above. NSU MD shall respect the confidentiality of individuals with blood-borne or airborne pathogens to the extent permitted by state and federal law. Students and personnel will not be tested for HIV without their knowledge or consent, except that in certain circumstances testing may be a condition of employment or may be required by occupational exposure incident protocols. In cases of nonoccupational exposure, confidential testing is available through NSU Student Medical Center, the student's private health insurance plan, or the Broward County Health Department.

## **Students with Blood-Borne and Airborne Infections**

Acquisition of infection from patients and staff members, particularly due to respiratory pathogens, is an all too frequent and avoidable event. To help protect students from this risk of nosocomial-acquired infection, NSU MD has implemented an educational program on respiratory pathogens. Students are taught about blood-borne and respiratory pathogens and protection guidelines during their first week of orientation. A second presentation on blood-borne and respiratory pathogens and guidelines for prevention is given preceding the beginning of clinical rotations in the third year. In addition, all third-year medical students undergo N-95 Respirator Fit Testing before the beginning of clinical rotations. Instruction on the technique of using this personal protective equipment is taught.

## Participation in Clinical Care Activities

Students infected with blood-borne or other pathogens shall not, solely because of such infection, be excluded from participation in any phase of medical school life, including educational opportunities, employment, and extracurricular activities, except as otherwise required by applicable federal, state, or local law or unless their health care condition presents a direct threat to the health and safety of themselves or others. Students infected with airborne pathogens may be excluded from participation in such activities during the infectious stage of their disease.

Students who are at high risk of infection from patients or other personnel because of their immune status or any other reason are encouraged to discuss their work responsibilities and educational activities with their personal health care provider. If the health care provider believes that there are certain assignments the individual should not accept due to personal health reasons, this should be discussed with his or her faculty supervisor. In some cases, students may be unable to participate fully in medical school life or meet the technical standards of the NSU MD because of their disease. In these cases, the individual should contact the OSA and the NSU Student Disability Services office to discuss the existence and nature of the disability and whether reasonable accommodations are available. For more information, see the policy on Students with Disabilities contained in this handbook. If a student's exposure results in the contraction of a disease or disability, the student will be allowed to continue in the education program with as little disruption and as safely possible depending on the circumstances. The student's specific medical circumstances will be confidentially evaluated on a case-by-case basis and appropriate recommendations regarding the student's progress through medical school may be submitted to SPAC for appropriate action, if necessary.

## Workers' Compensation

Generally, because students are not employees of the NSU MD or its clinical affiliate sites, they are not eligible for Worker's Compensation coverage. Therefore, any coverage for illness or injuries incurred as a medical student will be the responsibility of the student via his or her private health insurance plan. Students who are employees of NSU may be eligible for Workers Compensation coverage.

## Information Technology (IT) Policies

All NSU MD students who are granted access to NSU-issued computing and technology resources (desktops, laptops, tablets, mobile phones, printers, etc.), application systems or access to the NSU network must adhere to the policies and procedures listed on the NSU Office of Innovation and Information Technology available at [nova.edu/portal/oiit/policies](http://nova.edu/portal/oiit/policies). There you will find the mandatory standards and policies enforced by NSU and the NSU MD IT Office to protect information systems and assets from internal and external threats.

The privilege of using the computing and technology resources provided by NSU is not transferable or extendible by students to people or groups outside of the school and terminates when a student is no longer enrolled in NSU MD.

These policies are provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a student acts unprofessionally and ignores any of the terms and conditions in the policies, privileges may be terminated, access to NSU technology resources

may be denied, and appropriate academic (through SPAC) or disciplinary (through the NSU Office of Student Affairs) action may be applicable. Accordingly, this policy establishes the expectations for students regarding the utilization of technology devices provided by NSU for educational purposes.

## **NSU-Issued iPads and Laptop Computers**

All students must take personal responsibility for the security of the equipment, software and data in their care. iPads and laptop computers provided to students are the property of NSU and, as such, will be subject to inspection or log monitoring at any time. NSU MD IT may also choose to remotely disable a student's iPad if the device or data has been compromised, is lost or stolen, or if a student is in noncompliance with established policy and/or directives.

All iPads and laptops are loaned for academic purposes and students should understand that there is no reasonable expectation of privacy concerning data or software on these devices.

Theft of or damage to any device is the sole responsibility of the student, who will bear all costs for replacing the parts or purchasing a new device. The student will provide payment for the replacement or repair of the device, which will be processed between the student, NSU MD IT Office and NSU MD Office of Student Affairs. All students will coordinate the return of their devices to the NSU MD IT Office at the end of their medical education. Failure to return the devices will result in a delay of receipt of their graduate diploma.

Additional standards related to NSU-issued computing devices are as follows:

- Unauthorized or unlicensed software must not be installed or loaded on laptops. Students may choose to install apps on the iPads if they are either educational-based, part of classroom exercises, or are of benefit to the learning process. No gaming software is permitted unless approved by the curriculum and NSU MD IT.
- Students must ensure that their device is not used by unauthorized persons.
- Students must take all reasonable steps to ensure that the device is not damaged through misuse.
- NSU MD IT maintains temporary "loaner" iPads and laptops, if the unit requires repair or maintenance.
- All students are encouraged to regularly save all data to the network drives and a central cloud location (i.e., OneDrive, Canvas, iCloud, etc.). The NSU MD will not be responsible for any loss of data on the devices.
- Devices should never be left unattended in public places (e.g., car, library, restaurant, restroom, etc.).
- Students must immediately report any possible security breaches to NSU MD IT.

Students must abide by all IT policies of NSU in addition to those specifically for NSU MD. This includes all HIPAA and FERPA regulations pertaining to security and privacy.

### ***Receiving and Returning Your Devices***

Student iPads and laptops are and will remain property of NSU and all users shall adhere to this policy and acceptable use policy for technology. iPads will be distributed at M1 Professional Immersion upon signature of the NSU MD iPad Agreement document and the Acceptable Use Policy.

Students who withdraw from NSU for any reason must return their individual school iPad or laptop on or before the date of termination. If a student fails to return the device at the end of the school year or upon termination of enrollment in NSU MD, the student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Failure to return the iPad will result in a theft report filed with appropriate law enforcement. Random inspections of student iPads, which can be done in person or remotely, will be conducted to ensure compliance with provisions of this policy.

### ***Lost or Stolen Devices***

iPads or laptops that are stolen or lost must be reported immediately to the NSU MD IT Office. iPads issued by the NSU MD include internal tracking and security software. In the event the iPad is reported lost or stolen, this internal tracking security software will be used to locate the device and/or remotely disable the device.

### ***Damaged or Malfunctioning Devices***

Students are responsible for the general care of the iPad or laptop issued to them by NSU. Repair needs must be taken to the NSU MD IT for an evaluation of the equipment. Devices that malfunction or are damaged must be reported to the office within 24 hours or sooner. Devices that have been damaged from student misuse or neglect will be repaired with the cost being borne by the student. If a student's iPad or laptop needs repair, a loaner device may be provided while the device is being repaired. The iPad will come with a two-year limited AppleCare warranty. Please contact Apple support directly for all hardware defects. You must record the iPad serial number and keep it in a safe place. To service the device through AppleCare, the serial number will be required. For general support questions, please send your questions via email to [eboone@nova.edu](mailto:eboone@nova.edu).

### ***Upkeep and Care of the Device***

Students are responsible for

- keeping their device battery charged for school each day
- using a clean, soft, or antistatic cloth to clean the screen, no cleansers of any type
- keeping their device in a secure location and should never leave it in an unlocked locker, unlocked car, or in any unsupervised or unsecure location
- not leaving the device in a place that is experiencing hot or cold conditions (i.e., car in summer or winter), because extreme heat will damage the unit and extreme cold will cause severe screen damage
- not removing the protective case provided
- not changing device settings
- using their device in a responsible and ethical manner
- obeying all applicable rules and laws concerning behavior and communication that apply to iPad /computer use

### ***Originally Installed Software and/or Apps***

The apps and operating system originally installed by NSU must remain on the device in usable condition and be easily accessible at all times. From time to time, the school may add additional apps and operating system upgrades. The licenses for this software may require that the software be deleted at the end of the course. Upgraded versions of licensed software/apps are available from time to time. NSU reserves the right to restrict content to be installed on the device. Students will be provided with purchase codes (at no charge) to download some basic apps. Throughout the school year, additional apps may be added by the school or the student.

Students are responsible for backing up or preserving digital content stored on their device. If significant or irreparable technical difficulties occur, the iPad will be restored from a backup or will be reset to factory settings. NSU does not accept responsibility for the loss of any apps or documents deleted due to the necessity of a reformat and/or reimage.

Students may install appropriate personal apps on their iPad via their personal iTunes account. NSU will, within reason, provide configuration settings that will not allow inappropriate content/apps/music to be installed on the iPad. This does not, however, limit what can be downloaded to the student's individual account or other personal device when they are not on the school's network.

Students will be expected to delete student music, photos, and apps in the event storage space becomes an issue. NSU reserves the right to inspect a student's iPad. This includes but is not limited to email, documents, pictures, music, or other components associated with all NSU technology and computing resources. The end user should have no expectation of privacy.

### **Personal Devices**

Students may choose to bring their own mobile, tablet, or laptop device and connect to the NSU network for official business, educational, or research purposes. NSU MD IT is not responsible for either the physical or data security of the device or its contents and will not provide software installations, troubleshooting, service or maintenance for any personal device. The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications, software installations and other support needed to use the device at school.

Violations of any school policies, administrative procedures, or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action. Additionally, NSU and NSU MD reserve the right to contact the NSU's Public Safety Department or other law enforcement if there is any reason to believe that the student has used their personal device to violate federal, state, or local laws, engaged in any criminal or unlawful behavior, or is involved in other misconduct while using their personal device while connected to the NSU network. NSU's Office of Innovation and Information Technology and NSU MD IT will provide all relevant information to law enforcement on the log activity of the personal device(s) connected to the NSU network.

**Students may not use personal devices to record, transmit or post photos or videos of any information pertaining to HIPAA, confidential or sensitive information, or of any academic activities without the explicit permission of faculty during their coursework.** The student, while connected to the secured NSU network, should only use their device to access relevant files and educational content on an as-needed basis.



## Email Policy

Only the college's faculty, staff, students, and other persons who have received permission under the appropriate authority are authorized users of the NSU email systems and resources. Use of email is encouraged where such use supports the university's academic goals and facilitates communication between faculty and students. However, if a student uses email in an unacceptable manner, he or she is subject to sanctions, including but not limited to, having his or her campus email account deactivated. The student may receive an initial warning with reports of any subsequent violations sent to SPAC for final recommendations and action, or violations may be sent directly to SPAC.

## Social Media Policy

The administration of NSU MD recognizes that social media websites and applications, including but not limited to Facebook, Instagram, LinkedIn, Pinterest, Snapchat, Tumblr, Twitter, and YouTube are an important and timely means of communication. However, faculty, staff, employees, residents, fellows, volunteers, and students must appreciate that posting certain information may be illegal or unprofessional. Violation of existing statutes and administrative regulations may expose the offender to criminal and civil liability, and the punishment for violations may include fines and imprisonment. Offenders also may be subject to adverse employment actions, disciplinary sanctions and/or academic actions that may include, but not be limited to, a verbal or written reprimand, probation, suspension or dismissal from employment, school and/or resident training. All faculty, staff, employees, residents, fellows, volunteers and students in the college are also subject to the policies of NSU's Office of Innovation and Information Technology (OIIT), located at [nova.edu/portal/oit/policies](http://nova.edu/portal/oit/policies), as well as any other applicable university policies.

## Prohibited Use of IT

- In your professional role as a caregiver, you may not disclose the personal health information of other individuals. Removal of an individual's name does not necessarily constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, or type of treatment or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from a medical outreach trip) may still allow the reader to recognize the identity of a specific individual, and therefore is prohibited.
- You may not disclose private (protected) academic information of another student or trainee. Such information might include, but is not limited to, course or clerkship grades, narrative evaluations, examination scores, or adverse academic actions.
- For students, sharing PBL information within a class is acceptable, but sharing material between classes or outside NSU is not. Many of our cases have been generously provided to us by other schools with the stipulation that they would be used only by our students. In addition, it would defeat the purpose of problem-based learning if the learning objectives, study materials, etc. were available to students encountering cases for the first time. Therefore, the use of Facebook or other social media sites by students for any PBL materials is strictly prohibited. All postings for PBL are limited to established practices and tools set by block directors, the Office of Medical Education, and NSU MD IT.



- In posting information on social media sites, you may not present yourself as an official representative or spokesperson for NSU or NSU MD, unless authorized to do so by the NSU president or the dean of NSU MD, respectively.
- You may not represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity to circumvent the provisions of this policy.
- You must respect limited personal use permissions, when applicable, and may not utilize websites and/or applications in a manner that interferes with your official work and/or academic commitments. That is, do not consume university, hospital or clinic technology resources for personal use when others need access for patient or business-related matters. Moreover, do not delay completion of assigned clinical responsibilities to engage in social media activities.

In addition to the absolute prohibitions listed above, the actions listed below are strongly discouraged. Violations of these suggested guidelines may be considered unprofessional behavior and may be the basis for disciplinary action. Students who fail to adhere to the standards of professionalism or other applicable NSU policies regarding use of IT and social media may be subject to review by SPAC that may impose academic consequences.

Engaging in the following activities (or similar conduct) by faculty, staff, employees, residents, fellows, students, and volunteers in the college may result in employment and/or academic disciplinary action:

- display of vulgar language
- display of language or photographs that imply disrespect for any individual or group because of age, race, gender, ethnicity, sexual orientation, or other legally protected status
- presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity
- posting of potentially inflammatory or unflattering material on another individual's website or "tagging" another individual in an inflammatory or unflattering demeanor using a blog, social media, or other web service

When using social media websites/applications, faculty (including affiliate faculty) and staff members, employees, residents, fellows, and students are strongly encouraged to use a personal email address, rather than their nova.edu address, as their primary means of identification. Individuals also should make every effort to present themselves in a mature, responsible, and professional manner. Discourse should be civil and respectful.

Please be aware that no privatization measure is perfect and that undesignated persons may still gain access to your social media sites. A site such as YouTube, of course, is completely open to the public. Future employers (residency or fellowship program directors, department chairs, or private practice partners) often review these social media sites when considering potential candidates for employment.

Finally, although once-posted information can be removed from the original social media site, exported information cannot be recovered. Any digital exposure can "live on" beyond its removal from the original website or social media service and continue to circulate in other venues. Therefore, think carefully before you post any information that may negatively impact your standing with the university or future employers. Always be respectful, and professional in your actions.

## Industry Relations Policy

NSU MD recognizes the possibility of conflict of interest or apparent conflict of interest in interactions with corporations, representatives of corporations and other individuals supported by medically related industries. At the same time, NSU MD recognizes that several medically related industries provide appropriate and legitimate support for educational and patient care activities. This policy serves to describe an acceptable learning environment where faculty, students and residents are shielded from industry bias. This policy incorporates standards of practice comparable to those adopted by schools nationwide. The Industry Relations Policy is posted on the NSU MD web page as soon as it has received final approval. Please refer to [md.nova.edu/student/student-policies.html](http://md.nova.edu/student/student-policies.html) for the complete Industry Relations Policy.

## Duty Hours Policy

The Duty Hours Policy for NSU MD students while on clinical rotations outlines expectations for student participation in clinical activities while acknowledging the need to balance time for learning, study, and personal wellness.

### ***Maximum Hours of Clinical and Educational Work per Week***

Clinical and educational work hours for medical students must be limited to no more than 80 hours per week, averaged over a four-week period, and students must have one day off, free of clinical work and required education, in seven.

### ***Mandatory Time Free of Clinical Work and Education***

- Medical students should have eight hours off between scheduled clinical work and education periods. There may be circumstances when students choose to stay to care for their patients or return to the hospital with fewer than eight hours free of clinical experience and education. This must occur within the context of the 80-hour and the one-day-off-in-seven requirements.
- Medical students must have at least 14 hours free of clinical work and education after 24 hours of in-house call.

### ***Maximum Clinical Work and Education Period Length***

- Clinical and educational work periods for medical students must not exceed 24 hours of continuous scheduled clinical assignments.
- Up to four hours of additional time may be used for activities related to patient safety, such as providing effective transitions of care, and/or student education.
- Additional patient care responsibilities must not be assigned to a medical student during this time.

### ***Clinical and Educational Work Hour Exceptions***

In rare circumstances, after handing off all other responsibilities, a medical student, on his or her own initiative, may elect to remain or return to the clinical site in the following circumstances

- continue to provide care to a single severely ill or unstable patient

- to provide humanistic attention to the needs of a patient or family
- to attend unique educational events

These additional hours of care or education will be counted toward the 80-hour weekly limit.

**Reporting Violations of the Duty Hours Policy**

If a student encounters a violation of the Duty Hours Policy, the student may report it to his or her attending, the clerkship director, the director of Clinical Sciences and the Clerkship Curriculum, the Office of Admissions and Student Affairs, or with another NSU MD faculty or staff member. If a student prefers to report anonymously, he or she can file a report using the system provided on the NSU MD web page.

## Tuition, Fees, and Expenses

**(Subject to Change)**

NSU M.D. Tuition (yearly, but paid by semester)

In-State .....	\$55,671
Out-of-State .....	\$62,390
NSU Student Services Fee (per semester).....	\$500
General Access Fee (yearly).....	\$145
Registration Fee (per semester) .....	\$30
Diploma/Degree Application Fee (seniors only).....	\$100
NSU and NSU MD may also charge fees for administrative matters and services; listed below are some of the most commonly encountered fees.	
Late Payment Fee.....	\$100
I.D. Replacement Fee.....	\$25
Diploma Replacement Fee.....	\$30
Official Transcript Fee (each) .....	\$17

# NSU MD—Master of Biomedical Sciences (M.B.S.) Program

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## M.B.S. Technical (Nonacademic) Standards for Admission

Candidates for the M.B.S. degree 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 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, but are not limited to, identifying cause/effect relationships in clinical situations, developing treatment plans, transferring knowledge from one situation to another, evaluating outcomes, problem solving, prioritizing, and using short- and long-term memory.

### 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. Examples include, but are not limited to, calibration and use of equipment, grasping and manipulating small objects/instruments, and using a computer keyboard.

### 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. Students must also possess the visual acuity to read charts, records, radiographs, small print, and handwritten notations.

## 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 to evaluate information presented as images from digital platforms, paper, films, slides, 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 student's 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.

## M.B.S. Student Well-Being

The university provides services to help students succeed academically and professionally. All students are encouraged to take care of themselves physically, emotionally, mentally, socially, and spiritually. Physical wellness is achieved by eating properly, exercising regularly, not smoking, avoiding excessive alcohol use, the use of recreational substances, and adopting healthy sleep habits.

- Visit the campus RecPlex to exercise with free weights, machines, or aerobics classes.
- Visit the NSU Student Medical Center (SMC) for minor illnesses, injuries, and regular preventive care (physical exams, screening tests, and immunizations).

- Visit the Office of Recreation and Wellness for a variety of health educational programs, personal consultations, computerized fitness testing, massage, and acupuncture, as well as workshops on wellness topics important for all young adults.

## Counseling Services for Students

### Personal Counseling

NSU offers counseling services to its students. Students may receive, without charge, 10 counseling sessions per calendar year (measured from the first counseling session). Students requiring more than 10 sessions within a year may be transitioned to a community provider (if clinically appropriate) and, at the completion of the one-year period, return to the counseling center. Students may receive unlimited psychiatric services at a nominal fee (if the student elected the NSU health insurance, there is no deductible or co-pay applicable to the psychiatric service) For more information, please visit the NSU Center for Student Counseling and Well-Being web page, at [nova.edu/studentcounseling](http://nova.edu/studentcounseling).

### Academic Counseling

Academic counseling will be available for students in the M.B.S. program, with details under development at the time this handbook was submitted for printing. As with every aspect of the student handbook, changes and updates will be posted on the college's web page, at [md.nova.edu/student/student-policies.html](http://md.nova.edu/student/student-policies.html).

### Financial Counseling

Financial counseling for students in the M.B.S. program will be available through NSU's Office of Student Financial Assistance (OSFA).

The main office of the OSFA is located on the first floor of the Horvitz Administration Building. There are also satellite offices in other locations, including the One-Stop Shop, on the first floor of the Terry Building, in the Health Professions Division. All financial aid and student accounts personnel are cross-trained, use common software, and are available to counsel any NSU undergraduate, graduate, or professional student seeking assistance. The OSFA web page ([nova.edu/financialaid](http://nova.edu/financialaid)) provides information about the types of aid available and debt management strategies. All students who receive financial aid are required to complete one-on-one entrance and exit interviews with NSU's financial aid staff.

## Tuition Refund Policy—M.B.S. Program Voluntary Drops and Withdrawals

### Drop/Add Period

Students will have until 11:59 p.m. on 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.

## Withdrawal from the College

Withdrawal is a resignation by the student under which he or she surrenders all rights and privileges as a student in the college.

A student withdrawing from the college must notify the M.B.S. Program Office and complete a withdrawal form (Student Transaction Form). Students must notify the OSFA and be counseled regarding their financial status. After completing the required documentation and obtaining the approval of the M.B.S. Program Office, an eligible student may receive partial credit of the tuition, according to the following formula:

- A 75 percent refund is given if the withdrawal is during the first two weeks of the semester in which classes begin.
- There is no refund if the withdrawal is after the second week of the semester in which classes begin.

A student in the M.B.S. program who does not register for classes and has not requested an approved leave of absence (LOA) will be considered as having withdrawn from the college.

## Academic Affairs

### Academic Calendar and University Holidays

Students should familiarize themselves with the required activities for their educational program. Calendar is subject to change. Students must check the course syllabus for the latest academic schedule.

### Academic Evaluation and the Competency-Based Grading System

**Biomedical Science Knowledge:** Students will demonstrate knowledge of established and evolving biomedical and clinical sciences and the application of this knowledge to health care settings.

**Interpersonal and Communication Skills:** Students will demonstrate interpersonal and communication skills that result in the effective exchange of information and collaboration with patients, their families, and health professionals.

**Ethics and Professionalism:** Students will carry out professional responsibilities with the highest standards of excellence and integrity and adherence to ethical principles.

## NSU Grades and Transcript

Each student's academic achievement is reviewed each semester and a transcript is compiled by the registrar.

The transcript includes

- grades earned
- deficiencies (e.g., failures, probation)

- semester GPA and cumulative GPA
- withdrawals

## Grades

Student achievement of competencies is stratified, with academic performance assessed using percentage grades, on a scale of 0–100 points. Potential grades and their criteria are as follows:

<i>A</i>	95–100
<i>A-</i>	90–94
<i>B+</i>	87–89
<i>B</i>	83–86
<i>B-</i>	80–82
<i>C</i>	70–79
<i>F</i>	Below 70
<i>P</i>	Pass
<i>W</i>	Withdraw

## Program Policies

### Graduation Standards

To receive a degree, a student must fulfill the following requirements:

- Successfully complete 30 required credit hours.
- Achieve a minimum cumulative GPA of 2.5 in overall graduate work and no more than 6 credit hours with a letter grade of C or lower.
- Complete all coursework within a five-year period.
- Demonstrate competence in ethics and professionalism.

### Policies for Unsatisfactory Performance

Professionalism is one of multiple competencies M.B.S. students must acquire and demonstrate. During an M.B.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.B.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.B.S. program's core competency of professionalism. The Graduate Programs Committee (GPC) may review allegations



of conduct that, in its judgment, indicate an academic deficiency and, if a deficiency is found, may dismiss the student. A GPC review of a student's academic progress does not preclude an NSU review for student conduct code violations.

## Academic Remediation

There is no opportunity to remediate a failed course in the M.B.S. program.

## Academic Standing and Due Process Policies and Procedures

The GPC is appointed by the dean to monitor student academic and professional standards, as determined by the faculty for the M.B.S. program. GPC reviews academic performance after each grading period and determines each student's academic standing. The dean may also request the committee to review any issue pertaining to a student's evaluation and/or performance. Students in good standing automatically advance to the next semester of study. Students not in good standing will be invited to meet with the GPC. Each year, the GPC also endorses the graduation of all students who have successfully completed all graduation requirements.

### A. Satisfactory Academic Progress

**Students in the M.B.S. program** are expected to complete their graduate program within the following guidelines:

1. A student must complete graduation requirements within five years of matriculation.
2. A student who takes an LOA must meet all agreed upon terms of the approved leave.

**Note: Satisfactory Academic Progress for financial aid eligibility should not be confused with the college's academic policies described here.**

### B. Good Standing

A student in good standing

- has maintained the GPC guidelines for satisfactory academic progress
- does not have a current academic deficiency that the committee considers eligible for placement on academic probation (see Section D)

### C. Leave of Absence (LOA)

A student requesting to take an LOA for medical or personal reasons must present his or her request, in writing, to the M.B.S. Program Office. The M.B.S. Program Office will inform the student of the required conditions of his or her leave.

### D. Academic Probation

A student may be placed on probation by the GPC for any of the following academic deficiencies:

- The student fails a course.

- The student fails to maintain acceptable academic standards, ethics, or professional behavior.
- The student fails to maintain satisfactory academic progress. (See Section A.)

The committee will review the status of all students on probation at the end of each semester.

## Dismissal

Grounds for dismissal from the M.B.S. program include, but are not limited to, the following:

- The student fails to maintain a minimum GPA of 2.5 in overall coursework.
- The student earns a letter grade of C, or lower, for more than 6 credit hours in any semester or overall, regardless of whether the course was repeated.
- The student exceeds the five-year limit for completing all graduation requirements for the M.B.S. program, exclusive of any approved LOA or withdrawal in good standing.
- The student fails the competency of professionalism and ethics.

## Suspension

A student may be suspended (removed from academic enrollment and/or revocation of all other privileges or activities and from the privilege to enter the campus for a specified period of time) if, in the opinion of the GPC, the student has not attained satisfactory academic performance and/or has deviated significantly from the academic standards of professionalism and ethics required by the college.

## Readmission Following Suspension

If a student is suspended, he or she may return to the college when, in the opinion of the program, he or she 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 his or her studies. Readmission will be solely at the discretion of the program. The student's prior academic record will remain part of his or her 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 his or her transcript.

# Professional Personal Appearance Policy

## Dress Code

### Setting-Specific Clothing Standards

- 1. Professional Didactic Setting—all scheduled activities on the Fort Lauderdale/Davie Campus, generally Monday through Friday from 9:00 a.m.–7:00 p.m.**
  - a. Students must always wear their NSU I.D. card while on campus.

- b. Business casual attire is expected.
  - i. Men: Collared shirt and dress pants (includes khakis; however, cargo pants and jeans are not permitted), sports jacket and tie are optional.
  - ii. Women: Dress pants (includes khakis; however, cargo pants and jeans are not permitted) or skirt (knee length), blouse, sweater, shoulders must be covered. A dress of knee length is acceptable attire.
  - iii. Flip-flops, sandals, T-shirts with graphics, sundresses, tank tops, spandex, and clothing with rips and/or stains are not permitted at any time.

## **2. Laboratory or Research Setting**

- a. Students will follow the guidelines as established by the laboratory and/or research faculty and settings. Unless otherwise directed by the M.B.S. Program Office, scrubs are permitted in anatomy laboratory only. (Students are expected to use the changing facilities next to the laboratory for changing into and out of scrubs.)
- b. Follow Occupational Safety and Health Association (OSHA) guidelines at all times (e.g., close-toed shoes are required, and Croc-type shoes are prohibited.)

## **Attendance Policy**

As future professionals, students are expected to conduct themselves appropriately in all curricular activities, including classroom work, laboratory work, and clinical experiences. The professionalism of a student includes arriving to educational activities on time, staying for and participating in the entire activity, using electronic devices only for coursework during the educational activity, and minimizing disruptions to the educational exercise. Certain activities are experiential and require attendance. Students are personally responsible for attending all required educational activities as specified by the course or program director. Required attendance at didactic lectures varies with the course. Students are expected to arrive at required scheduled activities on time and be ready to begin. Specific attendance and punctuality requirements for courses, that vary from this policy will be included in the syllabus or may be communicated by alternate written means, such as email or notice on course websites.

Student First Steps: Contact the M.B.S. Program Office at [mbsprogram@nova.edu](mailto:mbsprogram@nova.edu), and fill out the Time-Off Request form that can be found at [nova.edu/webforms/mbs/time-off-request/index.html](http://nova.edu/webforms/mbs/time-off-request/index.html).

## **Excused Absences**

During the educational program, time off is given at the discretion of the M.B.S. Program Office in consultation with the course director and may or may not be granted. It is expected that M.B.S. students will make every effort to minimize or eliminate the need for absences during required scheduled activities.

## Unexpected Absences

If an M.B.S. student has an emergency or illness that prevents him or her from attending a scheduled activity, the student is expected to notify the M.B.S. Program Office by email at [mbsprogram@nova.edu](mailto:mbsprogram@nova.edu).

The student should also notify the faculty member responsible for teaching the specific session, or course director. Unexcused absences demonstrate unprofessional behavior by the student. Attendance, including tardiness, is part of the evaluation for professionalism, and poor evaluations may result in decreased grades and, in severe cases, referral to the GPC.

## Absences for Religious Holidays

NSU MD abides by the NSU Religious Holiday Policy. We urge you to read the entire policy and be aware of the details. See the *NSU Student Handbook*, Religious Holidays Policy section. Visit [nova.edu/studentconduct/religious-holiday-policy.html](http://nova.edu/studentconduct/religious-holiday-policy.html) for more information.

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

## Leave of Absence Policy

A leave of absence (LOA) is a temporary period of non-enrollment and may be either voluntary or involuntary. While a student may discuss a potential LOA with faculty members, the leave may only be granted by the M.B.S. Program Office.

The following provisions apply to any LOA:

1. An LOA petition ideally should be filed at least 30 calendar days prior to the commencement of the LOA. Special circumstances will be considered on an individual basis by the M.B.S. Program Office.
2. Students are expected to keep their health insurance policies current during the leave period.
3. Students should be aware that taking an LOA might affect student loan deferment/repayment status, housing, health and disability insurance coverage, or financial aid eligibility. Prior to applying for an LOA, students must meet with the M.B.S. Program Office and an NSU financial aid counselor.
4. Students should be aware that they must complete all course requirements within a five-year period from the time of matriculation in order to receive the M.B.S. degree.
5. If conditions have been set for a student's eligibility to return from a leave, particularly if returning from an involuntary withdrawal or a leave mandated by GPC, the student must demonstrate satisfaction of the conditions prior to return date.
6. Any LOA and return from a leave must be approved, in writing, by the M.B.S. Program Office.

## Failure to Complete Assigned Evaluations

Most evaluations use the format of electronic surveys with numerical ratings and space for narrative comments in the eMedley or other software. Student completion rates and timeliness of completion on all evaluations will be tracked. Students are encouraged to discuss any specific concerns with their adviser or the M.B.S. Program Office before the due date.

## Tuition, Fees, and Expenses

***(Subject to Change)***

### **Yearly Fees**

NSU Student Services Fee (per semester).....	\$500
Biomedical Sciences Access Fee .....	\$145
Registration Fee (per semester) .....	\$30
Equipment/Lab Fee.....	\$100
Late Payment Fee.....	\$100
I.D. Replacement.....	\$25
Diploma/Degree Application Fee (graduates only).....	\$100
Diploma Replacement.....	\$30
Official Transcripts (each) .....	\$17

# Reservation of Power

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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](http://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.

# Acknowledgment of Receipt of Handbook

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I acknowledge receipt of the policies and procedures contained in the Nova Southeastern University Dr. Kiran C. Patel College of Allopathic Medicine (NSU MD) Student Handbook. By signing this statement, I agree to abide by all the regulations, policies and procedures contained herein, including by reference or hyperlink, and any amendments that may occur from time to time.

I understand that the college will periodically review its policies and procedures to serve the needs of the university and the college and to respond to mandates of the legislature, the Nova Southeastern University Board of Trustees, the state or federal government, and other regulatory and accrediting agencies. Nova Southeastern University and NSU MD reserve the right to change, rescind, or include additional regulations, policies and procedures in NSU MD's Student Handbook. I understand that such changes may occur without notice and that I agree to refer to the online version of the NSU MD Student Handbook for the latest version.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

**Return this signed form to the Office of Student Affairs by the end of Professional Immersion. Your registration will not be complete until this signed form is returned.**

**Thank you!**

An underwater scene with a deep blue background. Several sharks are swimming in the lower half of the frame, and many smaller fish are scattered throughout the water. The lighting is soft, creating a serene atmosphere.

Division-Specific Policies and Procedures  
**Health Professions Division**





# Health Professions Division

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## Building Hours

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

## Charges and Payments

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

## Late Payment Fee

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

## Tuition Credit Policy—Voluntary Drops and Withdrawals

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

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

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

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

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

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

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

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

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

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

## Short-Term Preloans

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

## Martin and Gail Press Health Professions Division Library

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

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

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

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

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

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

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

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

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

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

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

## Tampa Bay Regional Campus Library

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

Hours of operation for the TBRC Library are:

Monday–Thursday: 8:30 a.m.–8:00 p.m.

Friday: 8:30 a.m.–8:00 p.m.\*

Saturday: 10:00 a.m.–9:00 p.m.\*

Sunday: 10:00 a.m.–2:00 p.m.\*

\*Hours may vary on select weekends.

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

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

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

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

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

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

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

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

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

## Lost and Found

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

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

## Computer Laboratories

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

The area is monitored by attendants who can provide assistance.

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

## Student Lounge/Student Area

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

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

# HPD Policies and Procedures

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## Acceptance of Professional Fees

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

## HIV/AIDS Policy

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

## Background Checks

Certain programs at the NSU Health Professions Division require students to submit to background checks. Accepted applicants and students in such programs are required to authorize the NSU Health Professions Division to obtain background check(s) as per adopted policy of March 2011. If the background check(s) reveal information of concern, which the NSU Health Professions Division may deem unfavorable, HPD will request that the individual provide a detailed written explanation of the information contained in this report, along with appropriate documentation (e.g., police reports). Students may also be required to authorize clinical training facilities that they are assigned to by the Health Professions Division to obtain a background check, with the results reported to the clinical training facility. Students with questions concerning background checks should contact their respective college and/or academic program for more information.

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

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

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

## Health Forms Requirements

### Certificate of Physical Examination

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

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

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

### Immunization Requirements

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

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

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

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

#### Hepatitis B

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



### **Influenza Vaccination**

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

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

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

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

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

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

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

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

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

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

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

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

Students are financially responsible for all required immunizations.

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

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

## Urine Drug Screen

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

## Dress Code

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

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

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

## Identification Requirements and Fieldwork Prerequisites

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

## Email

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

## Notices, Messages, and Posters

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

## Parking Lot/Garage

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

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

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

## Photographs and Recordings

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

## Post-Exposure Policies and Procedures

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

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

If a student has experienced such an exposure, he or she must not delay in seeking medical care. If the exposure happens Monday-Friday during business hours, a student who is on the Fort Lauderdale/Davie Campus is to immediately contact Infection Control at (954) 770-1179 or (954) 817-0332 to report such an incident. After the student contacts Infection Control, the student is to contact the Student Medical Center (8:30 a.m. to 5:00 p.m.) at (954) 262-1270 or (954) 262-4100 to receive appropriate care. If the student is on rotation, at a regional campus, or the exposure occurred outside of the business hours of the Student Medical Center, the student must go to the nearest local emergency room or urgent care center for evaluation and treatment.

The student also is responsible for immediately notifying a supervisor.

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

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

## Return of University Property

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

## Security Checks

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

## Social Events and Extracurricular Activities

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

## Student Assistance Program

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

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

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

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

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

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

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

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

## Student Employment

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

## Student Insurance Requirement

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

### Affirmative Opt-Out Required

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

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

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

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

## **Visitors**

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

## **Visits to Other Institutions**

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

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

Policies and Procedures

# Nova Southeastern University





# Statement on Student Rights and Responsibilities

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

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

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

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

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

## University Equal Opportunity/Nondiscrimination Policy

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

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

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

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

**Laura Bennett**

Title IX Coordinator

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

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

Office location:

Office of Human Resources

3100 SW 9th Ave., #248

Fort Lauderdale, FL 33315

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

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

**Benjamin Johnson, Ed.D.**

Assistant Dean for Student Development

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

## Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

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

## Release of Student Information

A student can give consent to permit Nova Southeastern University to discuss and/or release personal identifiable information to a third party such as a spouse, a parent, a guardian, etc. This consent must be provided in writing with the student's signature. To provide a written consent, complete the [Authorization for Release of Information form](#) available on the Office of the University Registrar's website. A student may also withhold directory information (as defined above) by completing the [Request to Prevent Disclosure of Directory Information form](#). A student is warned, however, that some of the consequences of preventing disclosure of directory information may be undesirable: a student's name will not be published on the Dean's List or commencement program, and requests from prospective employers are denied, and the student cannot be communicated with over the telephone. The only legal means of communicating with a student who submitted a Request to Prevent Disclosure of Directory Information form is in person or through NSU email.

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

## Conduct Notifications

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

## Deceased Student Records

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

## Health Care Privacy (HIPAA) Statement

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires "covered entities" to abide by the regulations governing the privacy, confidentiality, and security of protected health information, defined as individually identifiable health information created, received, maintained, or transmitted at or by a covered entity, whether such information is electronic, written, or spoken.

NSU is considered a “hybrid entity” for purposes of compliance with the HIPAA Privacy and Security Regulations, as NSU’s business activities include both covered and noncovered functions. As such, NSU’s covered health care centers are subject to the requirements of the HIPAA Privacy and Security Regulations, as well as policies implemented by NSU.

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

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

## Code of Student Conduct and Academic Responsibility

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

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

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

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

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

## Academic Standards

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

The following acts violate the academic honesty standards:

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

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

Students are expected to comply with the following academic standards:

- Original work—Assignments such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, re-examination, and/or remediation.
- Referencing the works of another author—All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each program center's specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their center and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center. At Nova Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards (see above) is considered plagiarism at Nova Southeastern University.
- Tendering of information—All academic work must be the original work of the student. Knowingly giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
- Prohibited acts—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:
  - plagiarism
  - any form of cheating
  - conspiracy to commit academic dishonesty
  - misrepresentation
  - bribery in an attempt to gain an academic advantage
  - forging or altering documents or credentials
  - knowingly furnishing false information to the institution
- Additional matters of ethical concern—Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.



## Conduct Standards

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

## NSU University-Wide Religious Holidays Policy

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

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

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

### NSU Interfaith Work-Restricted Religious Holiday Calendar

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

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

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

## A. General Administrative Policies and Guidelines

### A.1 Alcohol Policy

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

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

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

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

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

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

## **A.2 Appropriate Conduct and Consensual Relationships Policy**

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

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

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

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

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

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

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

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

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

## A.4 Health Policies

### NSU Student Health Insurance Requirement

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

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

### **Immunization Requirements**

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

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

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

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

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



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

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

## **Communicable Diseases Guidelines**

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

- NSU will make available to the university community detailed information concerning the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.
- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.
- An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the treating physician indicating current medical status. Students should submit their statement to their program dean or appropriate designee based on the policies of their respective college, academic center, and the associate dean of Student Affairs.
- Within reason, the university will make arrangements for the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after appropriate arrangements to assist the student have been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, with or without such arrangements, or poses a reasonable threat to the health and safety of others.

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

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

### **A.5 Holds on Student Records**

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

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

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

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

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

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

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

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

### Force Majeure

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

### University Fees

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

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

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

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

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

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

**Student Services Fee** (per semester)

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

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

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

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

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

## **A.8 International Travel Registration Requirement and Program**

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

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

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

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

## **A.10 Off-Campus Residency**

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

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

## A.11 Student Organization Rights and Responsibilities

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

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

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

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

Sororities and fraternities may also be governed by a governing council—the Panhellenic Council (PC), the Interfraternity Council (IFC), or Unified Greek Council (UG). The policies, governing constitutions, bylaws, rules, and regulations of these councils shall not conflict with the rules and policies of Nova Southeastern University. Nova Southeastern University rules and regulations supersede any conflicting rules or regulations.

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

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

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

## A.12 University Computer and Telecommunications Use Policy

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

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

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

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

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

Policy violations generally fall into five categories that involve the use of computing resources:

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

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

- using computer resources for personal reasons
- using computer resources to invade the privacy of another
- sending email on matters not concerning the legitimate business of the university

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

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

## **Enterprise Username and Password Policy**

### ***Policy Rationale***

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

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

### ***Policy Statement***

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

### ***Remedies***

The university reserves the right to

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

## **Electronic Mail Communications**

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

## **Web Pages—Use of Material**

You should assume that materials you find on the web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your web page(s) without the expressed permission of the copyright owner (examples: graphic images from



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

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

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

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

### **A.13 University Copyright and Patent Policy**

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

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

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

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

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

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

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

## B. Specific Conduct Violations

### B.1 Alcoholic Beverages

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

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

### B.2 Animals

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

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

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

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

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

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

### **B.4 Bribery**

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

### **B.5 Cheating**

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

### **B.6 Complicity**

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

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

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

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

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

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

## **B.9 Dangerous Items**

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

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

A weapon includes

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

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

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

## **B.10 Disorderly Conduct**

Disorderly conduct that is prohibited includes

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **B.17 Fire**

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

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

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

## **B.19 Guests**

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

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

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

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

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

## **B.22 Hazing**

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

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

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

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

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

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

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

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

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

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



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

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

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

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

## **B.26 Lake Swimming**

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

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

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

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

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

## **B.29 Noise**

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

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

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

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

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

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

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

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

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

### **B.32 Plagiarism**

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

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

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

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

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

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

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

### **B.36 Residential Life Policies and Procedures**

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

### **B.37 Retaliation**

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

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

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

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

### **B.39 Solicitation**

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

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

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

### **B.40 Stalking**

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

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

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

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

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

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

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

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

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

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

## **B.45 Unauthorized Recording**

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

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

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

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

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

## **B.48 Worthless Checks**

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

# **C. University Title IX/Sexual Misconduct Policy**

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

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

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

#### **4. Retaliation**

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

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

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

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

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

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

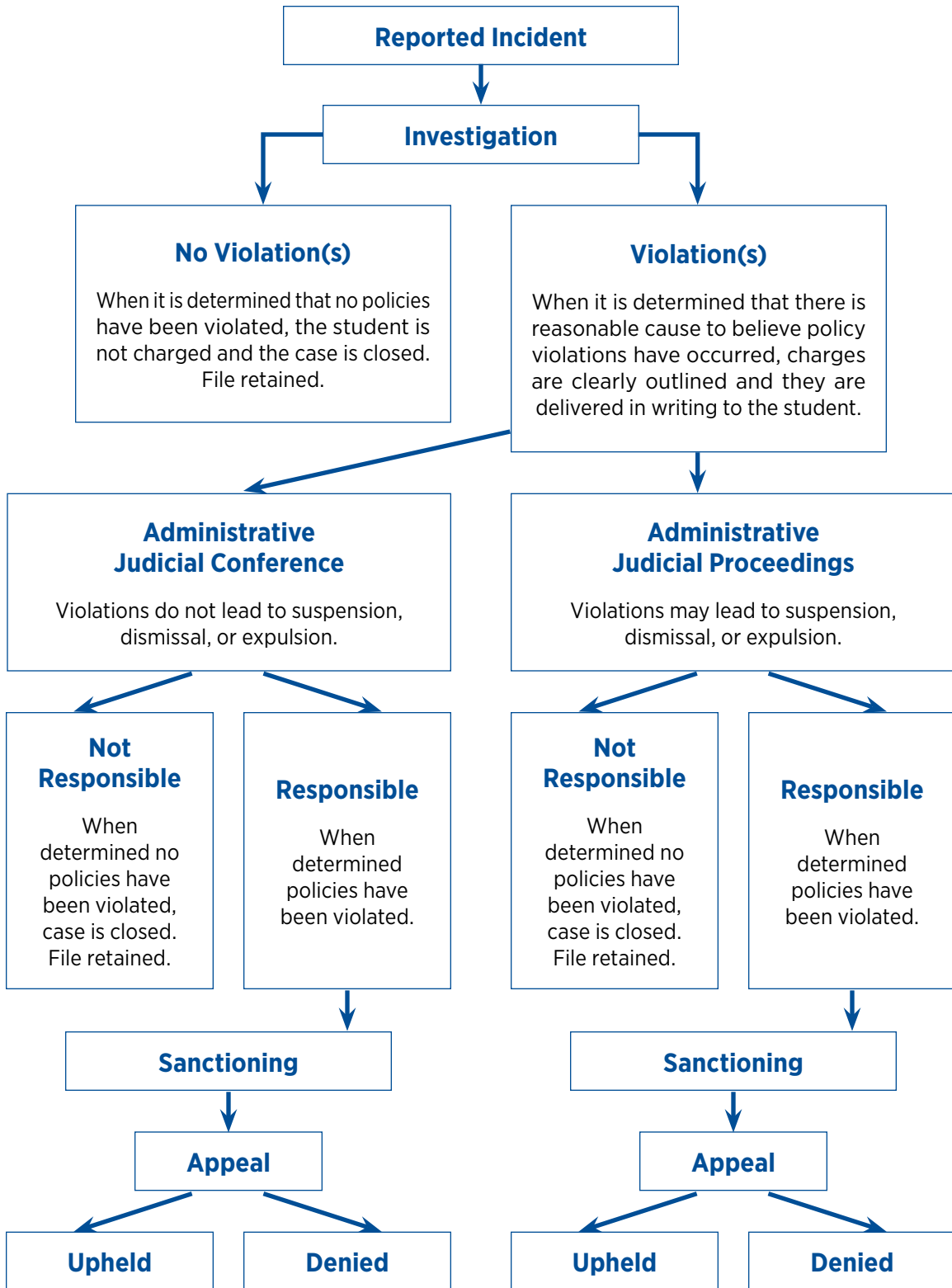
## **D. University Disciplinary Procedures**

### **D.1 Introduction**

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

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

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



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

- a. Right to abstain from verbal participation—Students are not required to share their version of the incident in question, but must understand that their nonparticipation will not preclude a discipline officer from making a decision on charges or responsibility.
- b. Right to review and provide information and offer witnesses. Students are permitted to review the incident report that initiated the conduct process against them, and any other documentation they would otherwise be permitted to inspect or review pursuant to FERPA. Students may provide any information, documentation, or evidence to the investigator and/or discipline officer for consideration up to 48 hours after the conclusion of the conference/proceeding.
- c. Right to an adviser—For any alleged violation that will impact student enrollment status, students may choose to seek out an adviser. That individual may be present with the student during all meetings and/or hearings. An adviser must be either a full-time member of the university staff or faculty, unless 1) the alleged conduct arises under the NSU Sexual Misconduct Policy, in which case the Sexual Misconduct Policy procedures will apply, or 2) the student is alleged to have engaged in stalking, domestic violence, dating violence, or sexual assault outside of the Title IX context, in which case the student may select the adviser of their choice, in accordance with the policies described in the remainder of this paragraph. The adviser should be someone who understands the policies and procedures used in the student discipline process. An adviser may not “represent” a student or speak for him or her at any point. Rather, an adviser may be present to answer questions the involved student poses directly to the adviser. Regardless of whether a student chooses to utilize an adviser or not, every effort will be made by the discipline officer adjudicating the process to answer any questions a student may have before or after any meetings or hearings.
- d. Right to an impartial process—Students who believe that the judicial officer has a conflict of interest, which prevents them from conducting the student conduct process in an impartial manner, should notify the judicial officer of such allegation, along with any supporting information, in writing, prior to the occurrence of the student judicial conference/proceeding. In such circumstances, an independent administrator will be appointed by the vice president of Student Affairs to review such claims and make a determination if a conflict of interest exists. If the determination is made that a conflict exists, the vice president of Student Affairs will designate a replacement judicial officer to complete the student conduct process. If a determination is made that no conflict exists, the student conduct process will continue with the original judicial officer.

## **Adjudication Process**

### ***Notification***

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

- the university conduct/academic responsibility standard(s) alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood
- a statement of the respondent student’s rights



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

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

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

## D.2 Judicial Conference

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

### Conference Procedures

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

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

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

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

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

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

## Sanctions

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

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

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

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

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

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

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

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

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

**Termination or Change of Residence Hall Agreement/Accommodation** is a disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president of Student Affairs, the assistant dean for Student Development, and/or the director of Residential Life, or designee.

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

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

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

## Appeal Process

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

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

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

## D.3 Administrative Judicial Proceeding

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

### Administrative Judicial Proceedings

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

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

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

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

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

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

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

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

## Sanctions

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

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

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

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

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

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

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

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

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

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

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

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

**Termination or Change of Residence Hall Agreement/Accommodation** is a disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president of Student Affairs, the assistant dean for Student Development, and/or the director of Residential Life, or designee.

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

**Other Appropriate Action** is disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, but approved through the assistant dean for Student Development, or designee.

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

## Appeal Process

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

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

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

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

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

## E. Additional Grievance Procedures Available

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

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

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

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

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

***b. What does “qualified” mean?***

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

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

***c. Disability Harassment***

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

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

***d. Hostile Environment***

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

**Grievance Procedures for Complaints of Disability Discrimination**

***a. Filing a Complaint***

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

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

Benjamin Johnson, Ed.D.  
Assistant Dean for Student Development  
(954) 262-7281 • [bj379@nova.edu](mailto:bj379@nova.edu)

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

The following is a description of the potential determinations made by the assistant dean for Student Development upon the conclusion of the investigation process:

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

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

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

2. Determination of Violation of the University's Discrimination Policy by the assistant dean for Student Development.

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

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

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

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

1. Notification to Complainant

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

2. Notification to Respondent

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

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

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

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

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

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

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

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

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

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

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

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

## E.2 Nonacademic Grievance Procedure

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

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

# NSU Resources and Administrative Offices

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## Alumni Association

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

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

## ATMs

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

## Bookstore

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

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

## Campus Shuttle

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

## Division of Student Affairs and the College of Undergraduate Studies

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

### Office of Undergraduate Admissions

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

### Office of International Affairs

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

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

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

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

## Office of Orientation

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

## Center for Academic and Professional Success

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

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

## Tutoring and Testing Center

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

## Office of Student Academic Service

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

## Office of Residential Life and Housing

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

## Office of Campus Life and Student Engagement

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

## Office of Recreation and Wellness

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

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

## Office of Student Leadership and Civic Engagement

The *Office of Student Leadership and Civic Engagement* provides NSU students with the opportunity to become involved in a variety of leadership programs, and volunteer activities in the community. Programs include service days, alternative breaks, the Annual Leadership Conference, the Emerging Leaders Experience, and the facilitation of Experiential Education and Learning Units in leadership development and community engagement. The office also houses NSU’s premier leadership program, *Razor’s Edge Leadership*, a dynamic leadership development program for high-performing student



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

### **Office of Student Conduct**

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

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

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

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

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

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

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

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

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

## Office of Student Affairs at the Regional Campuses

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

## Center for Student Counseling and Well-Being

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

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

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

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

## Enrollment and Student Services

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

## Office of Student Financial Assistance

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

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

### Office of the University Bursar

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

### Office of the University Registrar

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

### One-Stop Shop

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

### SharkCard Services

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

- building access
- campus and student event access

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

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

## NSU Athletics

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

## Office of Innovation and Information Technology

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

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

## Office of Student Media

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

## Military Affairs Veterans Resource Center

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

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

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

## SharkPrint

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

## Student Medical Center

The mission of the *Student Medical Center* is to provide quality primary health care services to our collegiate populations. Services include physical exams, women's health care, immunizations, preventive care, general medical care, and minor surgical procedures.

## Public Safety

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

NSU Alert: Stay informed of all campus emergencies.

- Program the NSU Emergency Hotline number, 800-256-5065, into your cell phone to stay informed and updated during actual or potential crisis/emergency situations. Call 911 for any emergency while on campus, then call Public Safety at (954) 262-8999.
- Sign up for NSU's Emergency Notification System. This is done by updating your emergency contact information at [nova.edu/emergency](http://nova.edu/emergency). Program the NSU Emergency Hotline number, 800-256-5065, and [SMS@blackboard.com](mailto:SMS@blackboard.com) as contacts into your cell phone so you will recognize NSU ALERT messages sent to your phone from the NSU Emergency Notification System.

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

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

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

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

## Shark Dining Services

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

## University Health Care Centers

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

## University Libraries

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

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

## Wireless Networking

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

## Writing and Communication Center (WCC)

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



# University Administrators

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Brad Williams, Ed.D.—Vice President for Student Affairs and  
Dean of the College of Undergraduate Studies

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

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

# Colleges and Academic Units

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

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

College of Dental Medicine, (954) 262-7319

College of Optometry, (954) 262-1402

College of Pharmacy, (954) 262-1300

College of Psychology, (954) 262-5750

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

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

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

Farquhar Honors College, (954) 262-2031

Halmos College of Arts and Sciences

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

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

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

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

NSU University School

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

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

# Deans

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

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

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

Karen Grosby, Ed.D.—College of Psychology

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

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

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

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

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

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

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

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

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

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

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

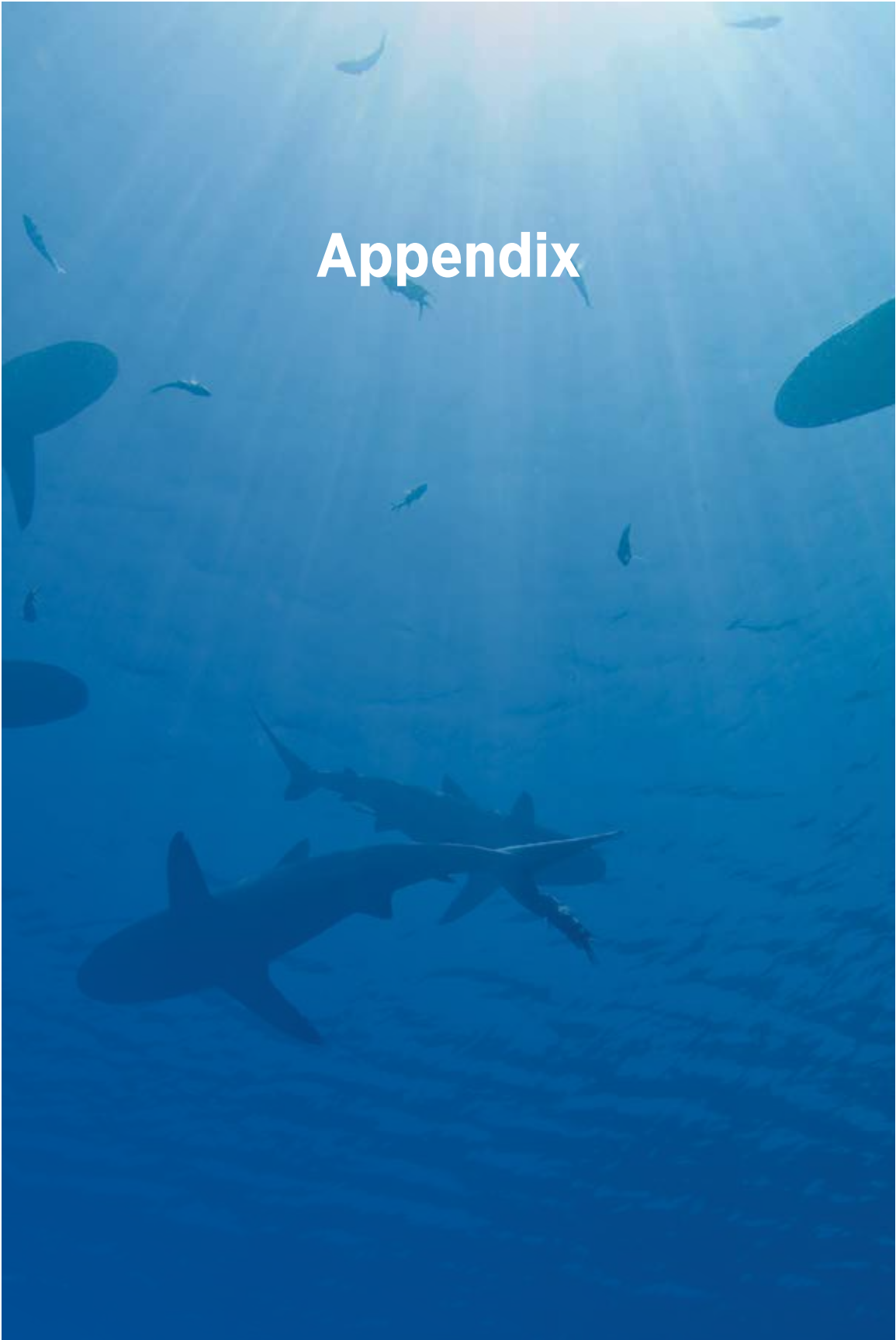
*\*as of September 6, 2021*

# Accreditation

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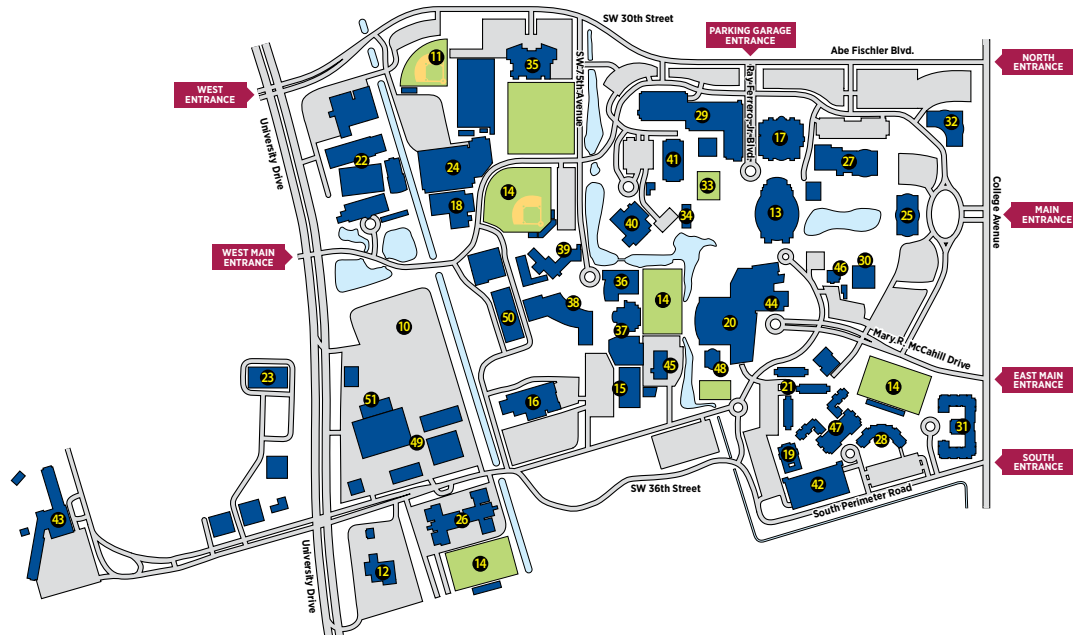
Nova Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate's, baccalaureate, master's, educational specialist, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia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

# Appendix





# NSU Fort Lauderdale/Davie Campus Map



Academical Village .....	10	Maltz Building .....	32
A.D. Griffin Sports Complex with Lighted Softball Fields .....	11	Medicinal and Healing Garden .....	33
Administrative Services Building .....	12	NSU Bookstore .....	34
Alvin Sherman Library, Research, and Information Technology Center .....	13	NSU Future Expansion Space .....	35
Athletics Fields .....	14	NSU University School— AutoNation Center for the Arts .....	36
Aquatics Center .....	15	NSU University School— Nöel P. Brown Sports Center .....	37
Campus Support Building .....	16	NSU University School—Lower School .....	38
Carl DeSantis Building .....	17	NSU University School—Middle School (Dauer Building) .....	39
Center for Collaborative Research .....	18	NSU University School—Upper School (Sonken Building) .....	40
Cultural Living Center .....	19	Parker Building .....	41
Don Taft University Center .....	20	Residence Hall Parking Garage .....	42
Farquhar, Founders, and Vettel Apartments .....	21	Rolling Hills Graduate Apartments .....	43
Health Professions Division Complex .....	22	Rosenthal Student Center .....	44
HPD Annex .....	23	Shark Athletics Building .....	45
HPD and Health Care Center Parking Garage .....	24	Student Affairs Building .....	46
Horvitz Administration Building .....	25	The Commons Hall .....	47
Jim & Jan Moran Family Center Village .....	26	University Center Rec Plex Pool .....	48
Leo Goodwin Sr. Building .....	27	University Hospital .....	49
Leo Goodwin Sr. Hall .....	28	West Parking Garage .....	50
Library and Student Main Parking Garage .....	29	Westside Regional Medical Center ER .....	51
Mailman-Hollywood Building .....	30		
Mako Hall .....	31		

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# NSU Florida

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